



Department of Music

Undergraduate Student Handbook

2022-2023

MESSAGE FROM THE CHAIR

I am pleased to welcome you to the Department of Music and thrilled that you have chosen to do your undergraduate studies here at the University of Alberta. This will most likely be another unusual and possibly unpredictable year, to say the least! I can remember the excitement and fear of starting my undergraduate studies, of starting a new life on my own and of all of the ups-and-downs associated with that process. You may not experience the same things in our socially distanced lives, but I do hope you will experience the excitement of studying and learning every day.

In normal times, the Department hosts over 100 concerts and events each year, including orientation and convocation activities, concerts and recitals, conferences, speakers' series and workshops in all musical genres. This year, we will still be hosting live-streamed and recorded concerts in our Virtual Prism series, as well as many lectures and speakers. As we are able to do so safely we will add as many in person events as possible. I hope you will "attend" all of these in person and online activities outside of your classes. They are a very important component of your education.

Initially, you may not have all the performing opportunities that are part of the first-year experience, but as we continue to work through and combat the Covid-19 virus, we will do our best to make these experiences available to you. First and foremost, we must ensure everyone's safety, so I urge you to take the recommended precautions seriously as any good citizen should. If we fail in this regard, it will continue to delay a return to a more normal life. The university is starting to require vaccinations and in our department, where we work so closely together (and sing and play creating aerosol distribution) it is our safest and wisest course. Please get vaccinated. Think of your health, but also think of the health of others around you.

We are all working hard to make this the best year possible. You may experience things that do not work as well as we hoped, and I ask that you all be patient. I encourage you to find ways to build community, to safely mingle with new friends, and to stay healthy, both physically and mentally, and to work hard. Our great administrative staff, whom you will meet today, and our fantastic faculty are here to guide and mentor you.

My best wishes for a great year!

Bill

William H Street
Chair, Department of Music

THE BUILDING and FACILITIES

The Department of Music facilities are currently housed in two University buildings: the Fine Arts Building (FAB) and the Arts Building (A).

Geography

Room numbers for the Fine Arts Building are prefixed with the floor number. Hence, rooms starting with "1-" are on the first floor, with "2-" are on the second floor, and "3-" are on the third floor.

Fine Arts Building (FAB):

- Fine Arts Student Advising, FAB 3-146; Open Monday-Friday 8:30am - 4:30pm (Sept 1-April 30); and 8:00am - 4:00pm (May 1-August 31) The office is closed from noon-1:00 pm.
Our preferred mode of contact is email: musicug@ualberta.ca
- Fine Arts Productions and Operations, FAB 3-82
- Fine Arts Administration, FAB 3-98
- Faculty and instructor offices and studios are located on the third floor
- Practice rooms are located on the third floor; classrooms and studios are on the first, second, and third floors
- Important rooms in the Fine Arts Building include:
 - FAB 1-23: Orchestra/Band Room
 - FAB 1-29: Choral Room
 - FAB 2-7 (a.k.a. Studio 27): Performance Space (capacity: 70)
 - FAB 2-7D: Electroacoustic Studio
 - FAB 2-8: EA Design Lab
 - FAB 2-9: EA Composition Studio
 - FAB 2-15: Classroom
 - FAB 2-26: Classroom
 - FAB 2-28: Classroom
 - FAB 3-46: Chamber Music
 - FAB 3-56: Seminar Room

Arts Building (A):

- Some instructor offices
- Sound Studies Initiative and the Canadian Centre for Ethnomusicology
- A 4-03: Seminar Room
- Convocation Hall: Performance Space

Convocation Hall:

Convocation Hall was opened in 1915 and holds an audience of 426 people. The venue is most suitable for recitals and chamber music ensembles, although larger ensembles can be accommodated.

Other features of Convocation Hall:

- Two Hamburg Steinway grand pianos

- Fortepiano
- Harpsichord
- Casavant organ
- Krapf Memorial Positive Organ
- Full technical support for audio and video recording, sound reinforcement, digital projection

Recital Booking Guidelines:

- Student recitals are booked on a first-come-first-serve basis.
- Non-compulsory recitals must have instructor approval and cannot be booked during November/ December or March/April due to the volume of activities in the department.
- In order to book a recital, students must be ongoing in their degree program and/or within four months of their final semester.
- The following time slots are available for student recitals: 2 PM, 5 PM or 8 PM.
- Once a recital has been booked, students may only change their booking once. Any further requests will attract a \$60 change fee.
- All student recitals must be free of charge to the public.
- An electronic copy of the recital program must be sent to the Production and Operations office in advance of the recital date. Recital programs must follow the *Department of Music Guidelines For Concert Programs*. Acceptable formats for the electronic copy: PDF, Word or formatted text, with text copy enabled.
- Undergraduate student recitals must be completed by the last day of classes in the winter term (this year: April 12, 2023).
- The MSA and GMSA will be given one recital booking each per semester for fund-raising or community building.

Practice Rooms:

Access to the Department's practice rooms is considered a privilege and not a right. Access may be revoked for egregious violation of these rules.

1) Absolutely NO FOOD OR DRINK in practice rooms. Water bottles are to be placed on the floor not on top of pianos.

2) Access - The 3rd floor practice area is accessible only by proximity sensor with OneCard. Please keep the card with you at all times and never lend it out to anyone else or let someone in who you do not recognize as a music student or staff.

a) General Practice rooms - (General Practice rooms (North West Wing of FAB) will remain open and are accessible for Department of Music students and Select Ensemble students. There is no key deposit required. Should you lock yourself out of your room or out of the proximity card area, please consult with the Production Office (Emily or Calvin). If you are locked out after hours you may have to wait until the next

business day for access. Please note that faculty do not necessarily have keys to practice spaces.

General Practice Room Doors are to be left OPEN after practice in order that rooms may air out sufficiently (particularly after vocal, wind and brass students). If you see a student vacating a room, it is recommended you wait 10-15 minutes with the door open before entering and using the same space.

b) Grand Piano area access - (Core of the building) These grand pianos are for keyboard majors and for keyboard graduate students only. These rooms are key accessed and are to be kept locked at all times. It is also recommended that if you see a student vacating a room, you wait 10-15 minutes with the door open before entering and using the same space.

- 4) Hand washing and sanitizing - we will continue to provide piano wipes, paper towels, and hand sanitizer for students to disinfect keyboards and high contact surfaces (music stands, light switches and doorknobs). Students will still be strongly encouraged to wash their hands before and after using practice rooms as general good hygiene practice.
- 5) Brass/Wind students are expected to carry in their instrument case their own spit cup (yogurt container works) and spit towel for the floor.
- 6) If you need to leave a practice room please take all personal items including your keys and one card with you. The Department is not responsible for any items left behind by students when the room is vacated.
- 7) Students may NOT save a room for an extended period (>15 minutes) when they go for lunch or to use a room as a storage locker.
- 8) Students should be aware of their surroundings on campus at all times, please report any suspicious activity or any damage to the instruments to the Production Office and/or the Piano Technician. If you feel your personal safety is at risk please contact Campus Protective Services immediately (780-492-5050). Keep this number in your contacts list on your phone. If it is a life/safety threatening emergency call 911.
- 9) For the courtesy of fellow students and the staff, please do not wear perfumes/colognes. Many people are sensitive to strong odors.
- 10) Out of an abundance of caution and to help prevent the spread of illness, our general recommendation is that if you are feeling any of the following symptoms, please DO NOT use a practice room space or enter FAB: Fever; Cough; Shortness of breath; Sore Throat; or Runny Nose.

For access to the general practice room area, you will need a proximity-activated ONEcard. Please contact Emily in Production & Operations for assistance with this.

Under no circumstances should instruments (or electronics) be left unattended in practice rooms (or lockers) with the door unlocked. There have been instances of instrument theft in the past, so even once you are familiar with those who legitimately belong around the practice rooms and lockers, you must take extra care with your instruments and electronics.

Maintenance of Rooms

Room cleanliness is a health and safety issue of major concern. All rooms are to be kept clean by students and faculty, as well as building staff. All food/beverage packaging should be deposited in the large rubbish bins in the hallways for daily removal.

Please report any problems with the pianos to our piano technician by completing the appropriate form:

- [General Practice Rooms Reporting Form](#)
- [Keyboard Student Practice Area \(Grands\) Reporting Form](#)

CRITICAL DATES

Fall 2022

August 31:	Undergraduate Orientation
September 1:	Classes begin
September 15:	Add/Drop deadline
October 3:	Fall Term fee payment deadline
October 5:	50% refund deadline (full fees assessed after this date)
October 10:	Thanksgiving Day (University Closed)
November 7-10:	Fall Term Reading Week (no classes)
November 11:	Remembrance Day (University Closed)
December 1:	Last day to withdraw with grade of W
December 8:	Last day of classes
December 9-11:	Juries
December 9-22:	Fall term final exam period
Dec. 25 – 31:	Holiday period (University closed)

Winter 2023

January 1:	New Year's Day (University closed)
January 2:	New Year's Day in lieu (University closed)
January 5:	Winter Term classes begin
January 18:	Add/Drop deadline; Last day to withdraw from Fall/Winter courses
January 31:	Winter Term fee payment deadline
February 1:	Last day to apply for Spring convocation (Bear Tracks)
February 6:	50% refund deadline (full fees assessed after this date)
February 14:	Spring registration opens
February 20:	Statutory Holiday (University closed)
February 21-24:	Reading week (no classes)
March 6:	SU Election Forum (no classes 12:00-1:00 PM)

April 4:	Last day to withdraw with grade of W
April 7:	Good Friday (University closed)
April 10:	Easter Monday (University closed)
April 12:	Last day of classes
April 13-16:	Juries
April 8:	Last day of Winter Term classes
April 14-28:	Winter term final exam period

CONTACTS

University	
University Switchboard	492-3111
Campus Protective Services	492-5050

Department of Music

William Street	Chair	bill.street@ualberta.ca
Mark Hannesson	Director of Undergraduate Programs	mjh7@ualberta.ca
Michael Frishkopf	Director of Graduate Programs	michaelf@ualberta.ca
Satoko Nemoto	Executive Assistant to the Chair	snemoto@ualberta.ca

Student Services – FAB 3-146

Stephen Tchir	Undergraduate Advisor (Fine Arts)	musicug@ualberta.ca
Caitlin Wells	Undergraduate Advisor (Fine Arts)	musicug@ualberta.ca
Rebecca Anderson	Graduate Student Advisor (Fine Arts)	musicgs@ualberta.ca
Dawn Hunter	Graduate Student Advisor (Fine Arts)	musicgs@ualberta.ca

Production & Operations – FAB 3-82

Emily Pole	Production & Operations Assistant	epole@ualberta.ca
Russell Baker	Music Production Coordinator	rbaker@ualberta.ca
Patrick Strain	Electronics Technician	pstrain@ualberta.ca
Calvin Wong	Piano Technician and Tuner	cjwong1@ualberta.ca

Area Coordinators

Fabio Morabito	Academic	morabito@ualberta.ca
Timothy Shantz	Choral	tshantz@ualberta.ca
Mark Hannesson	Composition	mjh7@ualberta.ca
Viktoria Reisch-Dapp	Keyboard	reisch@ualberta.ca
Guillaume Tardif	Strings	gtardif@ualberta.ca
John Tessier	Voice & Opera	jtessier@ualberta.ca
Angela Schroeder	Wind & Percussion	angela4@ualberta.ca
Miriam Khalil	Performance	khalil2@ualberta.ca
Allison Balcetis	Chamber Music	balcetis@ualberta.ca
Maryam Moshaver	Theory and Aural Skills	maryam.moshaver@ualberta.ca

BMus PROGRAM INFORMATION

ROUTES:

Students may pursue one of three routes in their BMus Degree:

- General Route (all students share a common first year in General Route)
- Performance Route
- Composition and Sonic Arts

ROUTE TRANSFERS:

To apply for transfer to the Performance Route, let your instructor and the Undergraduate Advisor know at the time of your MUSIC 225 jury.

To transfer into the Composition and Sonic Arts Route, please submit a portfolio to the area coordinator. It is possible to apply to this route at any point during your program, including in first-year.

GRADING and ASSESSMENT

Promotion (All Routes)

To be eligible to continue in the BMus program, students must achieve a minimum GPA of 2.3 each Fall/Winter semester. To successfully complete the program, students must achieve a cumulative GPA of 2.3 on all the courses completed in the program.

The average course load per year is between 30 and 33 credits depending on the route and the year of study. Students must be registered in a minimum of 24 credits each year to continue. If you are taking fewer than 24 credits per year, please see the Undergraduate Advisor.

Students who fail to meet these requirements for promotion will be required to withdraw from the BMus program. Students will receive letters from the Faculty of Arts Undergraduate Student Services with the conditions outlining the decision and instructions on how to appeal. If the student decides not to appeal, he or she may transfer to another program in the Faculty of Arts or to another Faculty if the entrance and promotion requirements for such a program are met. After transferring, all requirements for the new program must be met.

Students who fail to meet the fourth-year requirements in the program will be permitted to fulfill those requirements only with the approval of the Dean of Arts on Departmental recommendation. Otherwise, students must withdraw from the program and, if so desired, transfer to another program in the Faculty of Arts for which they are able to meet entrance and promotion requirements.

A BMus program may be interrupted only with Departmental consent, and continuation will be subject to any conditions, including re-auditioning and new program requirements, that may be specified by the Department.

PROGRAM ADVISING

Please note that it is your responsibility as a student to stay on top of your program and register in the correct courses from semester to semester. Please familiarize yourself with the University of Alberta Calendar. If at any time you have a question or any uncertainties about your program please contact an Undergraduate Advisor via email for assistance. You may also choose to request a program check from the Undergraduate Student Services (USS) office in the Faculty of Arts at any time (HC 1-17; arts.undergrad@ualberta.ca).

ASSESSMENT PROCEDURES

Juries

Juries typically take place between the last day of classes and the start of final exams. Students will work with their Applied Music instructors to determine the requirements for the area of study including type and amount of repertoire. Jury requirements and lengths vary according to which course a student is registered in. Please see Appendix A in the Applied Music syllabus for details.

Note: Juries and exams are not open to the public unless otherwise specified. All undergraduate applied music students will provide their own accompanists for lessons, juries and performances. Cancellations or postponements of juried recitals must be reported to the Music Office.

Grading System

The University of Alberta uses a Letter Grading System. Instructors at the end of terms or the end of courses, submit Letter Grades only as final grades in courses. The Office of the Registrar will compute numeric means for GPAs using the Grade Point Values listed below.

<u>Letter Grade</u>	<u>Point Value</u>
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0

Undergraduate Performance Course Grading System

Excellent

97-100	A+
93-96	A
90-92	A-

Good

87-89	B+
83-86	B
80-82	B-

Satisfactory

77-79	C+
73-76	C
70-72	C-

Poor

67-69	D+
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Minimal Pass

63-66	D
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Failure

0-62	F
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EXPECTATIONS FOR SUCCESSFUL STUDY IN THE DEPARTMENT OF MUSIC

The Department of Music provides both musical education and training to its students. The student cohort is relatively small but extremely interactive. This affects the way you are expected to conduct yourself as a musician and colleague while studying here.

1. You have the privilege of one-on-one teaching on a regular basis. This occurs very rarely in the usual university setting. Regular attendance at lessons is mandatory. Make sure that you are properly prepared for these lessons. At the beginning of Fall term, your teacher will give you a syllabus that outlines what is entailed for your year of lessons. Keep it and consult it, as it has important information that will help you.
2. Many of your performance courses involve large and small ensemble training. The word 'ensemble' is an important one. These courses teach you how to function as a musician in large and small groups. Over the years you are here, these ensemble courses present the tools that are needed to function as a professional musician. It is

important to understand that the quality of the work you do affects the ability of your colleagues to do similarly excellent work. For this reason:

- Attendance is paramount for rehearsals, coachings, performance classes, and concerts. If you aren't there, your part is missing and your colleagues and professors can't do their work properly. Keep a calendar so that you know exactly when you are expected to be there for classes, rehearsals, and concerts.
 - Be punctual. Things can't progress properly if you aren't there to do your part.
 - Be properly prepared for rehearsal, coachings, classes and performances. Your colleagues depend on you to do your part well so that they can play or sing their best. We make music together.
 - Bring a pencil! You will be expected to remember a lot of information and to be able to act on instructions from conductors or on decisions that are made by you and your colleagues in small ensembles.
3. Stay on top of your academic courses. Consistent attendance is the first step to doing good work. Make note of deadlines at the beginning of term and get started early on big projects. No one will remind you to get these things done. If you are having trouble, ask for help.
 4. Attitude matters here. This is a small department and we interact in countless ways every day. Work hard and take care to be a supportive and dependable colleague. Your fellow students are going to be your musical companions for a long time to come.

DEPARTMENT OF MUSIC TECHNICAL SERVICES FOR STUDENTS, ENSEMBLES AND FACULTY

- Audio recording
- Video recording
- Sound reinforcement
- Presentation support
- Studio and classroom teaching support
- Technical consultation

Audio Recordings

Our technicians are committed to provision of recordings at a professional level. Our approach in audio recording is based upon traditional radio broadcast techniques, using pro-grade equipment and with plentiful experience with a variety of situations in many performance venues, in particular our own Convocation Hall.

Video recordings are often made in conjunction with audio recording, however require more resources, therefore allocated in priority dependent upon other department needs.

Many performances are recorded as routine, such as the Mainstage concert series, department ensemble concerts, visiting artists, competitions, graduate (MMus, DMus, etc.) compulsory performances, lecture-recitals, and academic presentations. The recordings are archived at the Music Library (Rutherford), and represent the achievements and history of our department's performance and academic activities.

Many other student performances are recorded as well. Such recordings are optional, and fees or other conditions may apply:

- Undergraduate Senior compulsory recitals
- Undergraduate Junior compulsory recitals
- Non-compulsory recitals at all levels
- Off-campus recordings
- Recording sessions for auditions or other submissions

How to arrange for recordings and other technical support:
First and foremost, it's best to book well in advance:

1) When booking your recital - indicate you wish to have audio and/or video recording. It will be noted in the booking system, and this provides us with an early indication that we'll need to allocate resources. You will be contacted closer to the date to establish details. Or...

2) Contact the Production Coordinator directly any time throughout the year, at least 3 weeks in advance.

Recordings are delivered via Google Drive shared files on the ualberta.ca domain.

UNIVERSITY SERVICES

Health Services	492-2612	2 nd floor, Student's Union Building
Medical Emergencies	492-5555	
Campus Safe Walk	492-5563	
Sexual Assault Centre	492-9771	2-600 SUB
Protective Services	492-5050	Education Building Car Park
● Abusive persons		
● Harassment/Threats		
● Personal Safety		
● Escort Services		
● Lost and Found		
● Theft: Report any theft to Security and the Police.		
Bicycles are prime targets for theft; LOCK THEM!		
Counseling Services	492-5205	2-600 SUB
Office of Safe Disclosure & Human Rights	492-7357	300 Campus Tower
Helping Individuals At Risk	492-7410	300 Campus Tower
Campus Food Bank	492-2175	SUB 1-81
Student Services Centre	492-3113	Administration Building
Scholarship and Awards	492-3221	Director, Student Awards, Administration Building
Tuition Fee Payment	492-3389	Office of the Comptroller, 3 rd Fl., Administration Building

LIBRARY RESOURCES

Library and Archival Facilities

The University of Alberta Library system is composed of a number of libraries housed in various facilities across campus. The Music Collection is housed in Rutherford Library North.

The Music Collection includes:

More than 30,000 CDs

More than 30,000 LPs (many not listed in the Library Catalogue; please ask a library service desk person for assistance)

53,000 volumes of printed music

More than 30,000 books about music

420 printed journal titles. Many are available online

About 800 videos (DVD, VHS, and laser discs)

The collection is housed on the 2nd floor of the Rutherford Library. There are also listening rooms and a quiet study area available to students.

To request material from the Music Collection, please talk to a library service desk person on the first floor of Rutherford North. Some of the collection resides in the BARD (Book and Record Depository) and requires advanced notice to access.

Music Librarian Lucinda Johnston 492-4373
lucinda.johnston@ualberta.ca

Working Alone Policy

Fine Arts Building hours are as follows and subject to change:

7:30 AM - 9:30 PM on weekdays

7:30 AM - 8:00 PM on weekends.

The building is closed on holidays.

* Please note restricted corridors are locked at 4:30 PM during the week and locked throughout the weekend. Card access is required.

Students (and staff) may choose to work alone after hours, particularly those students using practice room or rehearsal space. While the department strongly encourages students to practice, students are not required to be on the premises after hours. Students choosing to work alone should take all necessary precautions to ensure their own safety. This includes: a) using the "buddy system" and/or notifying someone of their intent to work alone by communicating the time and exact location; b) being aware of emergency protocols,

including the location of emergency phones, medical devices (AEDs, Narcan kits) and/or exits; and, c) utilizing University programs, such as "SafeWalk" as a precaution. We strongly recommend that all students working in the building after hours keep their mobile devices on their person.

Students should be vigilant in their surroundings. This includes reporting suspicious individuals and/or activity to UAlberta Protective Services. Emergencies should be reported to Edmonton Police Services via 911. We also ask students to carry their ONEcard at all times in order to access restricted areas. Please do not prop doors open and be wary of "tailgating" (when an individual follows you through a locked door without utilizing a card / key). Valuables should be kept on your person at all times.