Smith College Music Department Policy for

PERFORMANCE

Associate Chair for the Coordination of Performance 2015-2016
Fall: Joel Pitchon, jpitchon@smith.edu
Spring: Judith Gordon, jgordon@smith.edu

Performance teachers: Please familiarize yourself with the information in this handout. You need to share details about deadlines, requirements, and opportunities with your students.

The Associate Chair for the Coordination of Performance

Each year the Music Department elects a faculty member to administer to issues regarding Performance. The Associate Chair for Performance assists and guides both teachers and students. If you or your students have any questions or problems please contact Joel Pitchon, the Associate Chair for the Fall of 2015-2016, at jpitchon@smith.edu, x3168, or in Sage Hall 302, and in the Spring, Judith Gordon, jgordon@smith.edu, x3156, Sage Hall 202.

分管 教学

课程

学生将获得每学期十二节50分钟的私人课程。每位教师可能建立补课政策；课程在最后一刻被学生取消，不需要补上。课程在假期中如山地日，奥特利亚·克罗默韦尔日，和拉利日应重新安排。请参见学术日历的Smith College网站at www.smith.edu/acad_academiccalendar.php for details.

课程安排

学生名单 – 添加/删除

一旦你知道你要教的哪几天和时间，联系音乐系调度员以预留一个固定的教学空间。你越早知道你的需求，你越有可能得到一个最适合你的空间。没有固定每周安排的你，可能不得不接受你能得到的任何安排。
It is important that you provide the Music Office with an accurate list of your students and keep the office informed about changes. If you receive a new student, or one of your students drops lessons, it is imperative that you let Linda Shaughnessy in the office know as soon as possible (Room 102, lshaughn@smith.edu, x3152).

**Practicing**

Students studying for two credits per semester are expected to practice one hour per day. Students who take four credits per semester are expected to practice as follows: voice students - one and a half hours per day; all others – two hours per day.

There are practice rooms in the hallway of the practice wing (on the opposite end of the building from the concert halls) on all four floors.

**Lockers**

There are locker rooms with instrument lockers in each hallway for student use, with lockers of various sizes for storage of instruments and music. Students should fill out a locker form in the Music Office after they have chosen lockers. They need to bring their own locks. The lockers must be emptied at the end of the school year.

**Grades**

Grades are given at the end of each semester. They are also submitted mid-semester only for students who are doing below average work. Please see the Academic Calendar at [www.smith.edu/acad_academiccalendar.php](http://www.smith.edu/acad_academiccalendar.php) for the deadlines for submitting grades.

The Registrar’s Office expects teachers to enter students’ grades on-line via the BannerWeb program. You can access BannerWeb through the Smith Portal. The link to the Portal is found by going to the Smith home page, [www.smith.edu](http://www.smith.edu), clicking on “News and Events” in the center of the page, and clicking on “Smith Portal” in the upper right hand corner. Sign in with your regular Smith user name and password. Contact the Registrar’s Office at 585-2555 for assistance.

If you would prefer to fill out paper gradesheets, contact the Registrar’s Office (x2554) and request the grade forms. These can be faxed, mailed or delivered in person back to the Registrar’s Office.

**FEES AND FINANCIAL AID**

**Fees**

Students are billed for the performance lesson fee which is $690 per semester for 2015-2016.
Financial Aid

Declared Music majors and minors have their performance fees paid by the Office of the Dean of Faculty. A student must have officially declared a major or minor by the end of the second week of the semester in order to receive the benefit for that semester. Teachers should make sure their students are aware of this deadline.

Students on Smith Grant Financial Aid automatically receive aid of $200 per semester towards their fee.

Regarding non-majors and non-minors – the Music Department has a limited resource of funds to help needy students with performance fees. If, at the beginning of the semester, a student is concerned about being able to pay the fee, she may fill out an aid application form (available in the Music Office and at [www.smith.edu/music/forms/scholarship_application.pdf](http://www.smith.edu/music/forms/scholarship_application.pdf)). Applications must be submitted by the end of the second week of classes. Applications need to be submitted each semester (not once for the year).

Financial Responsibility for Dropped Performance Courses

If a student drops a performance course before the drop deadline (the end of the fifth week of classes) she is responsible for paying for the lessons she has already taken. If she drops beyond this deadline she is responsible for the entire fee for the semester. Extenuating circumstances may be brought to the attention of the Associate Chair.

Courses Registration

Auditions for New Students

Students must audition before taking lessons at Smith. Fall auditions take place in the few days prior to the start of classes. As soon as students arrive on campus they should sign up in Sage Hall for an audition time. Students starting performance in the Spring semester should contact the Associate Chair for Performance in late fall or over interterm to connect with a teacher and arrange an audition.

For the audition, students should prepare a 3-5 minute piece of their choice. All students except those studying voice must have some proficiency on their instrument to be accepted to study for credit.
Returning Performance Students

Students continuing performance study need not audition again. Teachers need to contact their students before the start of each semester to confirm their intent to continue lessons, and to set up a lesson time.

Courses

The Music Department offers lessons for credit only, in the form of year-long performance courses as follows:

MUS 914Y – First year of performance, 2 credits/semester
MUS 924Y – Second year of performance, 2 credits/sem
MUS 930Y – Advanced performance, 2 credits/sem or 4 credits/sem, can be repeated
MUS 940Y – Major with a concentration in performance

Major with a Concentration in Performance

Teachers may nominate performance students who are music majors to participate in the Major with a Concentration in Performance. Students are selected for the program by a committee of faculty members from auditions or performances by the candidates during their junior year. This highly selective program involves taking a year-long, eight-credit course (940Y) for intensive preparation and performance of a substantial senior recital. Students receive two hours of instruction per week. Prerequisites: four semesters of performance courses or the equivalent; audition before and permission of the department. (Seniors not in this program may also give senior recitals.) Teachers may check the catalog for more details.

Prerequisite Classroom Course Requirement for Performance beyond the Second Year

All performance students who wish to take performance beyond the second year are required to study music in the classroom. Non-majors and non-minors wishing to take performance beyond the second year must be taking or have already taken two 4-credit classroom courses in music (MUS 100: Fundamentals of Music does not count). Teachers should begin reminding students of this requirement early in their first year.

When signing the form for students taking advanced performance – third and fourth year performance, the instructor must verify that students have had the prerequisite music courses. If they have not taken them and are not currently taking them, students must petition the Music Dept. through the Associate Chair for the Coordination of Performance for a possible postponement of the requirements. Their registration in advanced performance will be pending until the petition is evaluated.
How to Register  (IMPORTANT!)

The permission of the instructor is required for registration for performance. Students bring completed registration forms to their first lesson, obtain the signatures of their instructors, and bring the forms to the Music Office. Forms are available in the Registrar’s and Music Offices and on the websites of both departments.

It is the responsibility of the instructors to keep track of which of their students they have signed forms for and which ones have yet to bring them a form. Make a list. Instructors should also clearly direct students to turn their forms in to the Music Office. If no form is submitted, the student is not registered. Instructors are paid for teaching registered students only.

Credits

Credit for performance is given only when a student has completed two semesters of study. Exceptions may be allowed by petitioning the department. Students may start in the Fall or Spring, and the two semesters need not be consecutive.

The majority of students take performance courses for two credits per semester. Four-credit study is available for students enrolled in the third and fourth years of performance. The teacher must evaluate and determine if the student is sufficiently committed to her music studies to enroll in 4-credit study.

Taking More Than One Performance Course at a Time

Students are not encouraged to take two performance courses for credit simultaneously. Those who feel they have a compelling reason to do so may petition the Music Department for permission.

Petitions

Petitions are required for any exception to standard policy. Students may obtain petition forms from the Music Office. Petitions with appropriate signatures should be submitted to the Chair of the Music Department for presentation to the department for approval.
STUDENT PERFORMANCE OPTIONS

Students enrolled in lessons for credit are required to perform at least once each year – in a Group Student Recital, in their own solo or shared Individual Recital, or in a group class attended by their teacher and at least one other faculty member. Please make your students aware of the choices they have. If you have questions, please contact Karen Smith Emerson at ksmithem@smith.edu.

Group Student Recitals

These Student Recitals are programs on which many students perform individually or in small ensembles. There are printed programs and on-campus publicity for these recitals. Students must have their teachers’ permission to participate.

In order to reserve a place in a Group Student Recital, application forms must be filled out with complete program information and submitted to the Music Office. Forms are available from the Music Office and on the Music Dept. website. Space in these recitals is first come, first served.

Individual Recitals – solo or shared

Many seniors (and others, occasionally) prepare solo or shared recitals. Recital dates and venues should be scheduled months in advance with the Scheduler/Events Coordinator. Please be sure that students preparing for a recital have a copy of the handout “Planning Your Student Recital” obtainable from the Music Office or from the Music Dept. web site.

Students must submit posters and program information and any other necessary forms in strict accordance with deadlines. Students design their own posters. If they are handed in to the Music Office in a timely way, the office staff will make copies and distribute them. Programs must be proofed by both the students and their teachers. The Scheduler can assist students in finding someone to record their recital (at their own expense).

COMPETITIONS
**Concerto Competition**

Students recommended by their teachers may audition (date TBA) to play a concerto movement with the Smith Orchestra in their spring concert. Seniors may audition for this, but preference is given to non-seniors. Teachers may contact the Associate Chair and Jonathan Hirsh if they have students who they feel are qualified.

**Commencement Concert**

Teachers may recommend seniors to audition to play or sing with the Commencement Concert Orchestra in May. Teachers should consult with Jonathan Hirsh, orchestra director, in the Fall about the requirements of the pieces their seniors intend to play with the orchestra if they are chosen from the audition.

**Wallfisch Competition**

The Wallfisch Scholarship is awarded to a Smith student (first-year, sophomore or junior) enrolled in a performance course at Smith College and is chosen by a competition. The scholarship covers the performance fee for the current year or, in the case of Music majors and minors, goes towards musical pursuits of the student’s choice. Teachers should inform the Performance Chair if they have candidates for the competition.