



Department of Music

STUDENT HANDBOOK

2024-2025

HENDRIX COLLEGE
DEPARTMENT OF MUSIC

STUDENT HANDBOOK

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**HENDRIX COLLEGE
DEPARTMENT OF MUSIC
Conway, Arkansas**

STUDENT HANDBOOK

Preface

The purpose of this handbook is to provide information about the Music Department that goes beyond what is contained within the [Hendrix College Catalog](#) and the [Music Department website](#). This handbook provides specific details about various components of the music major and minor, as well as procedural and logistical policies of the Department.

I. DETAILS ABOUT APPLIED MUSIC

A. Individual Performance

Lesson Information

The structure of lessons is unified through the Department Lesson Syllabus, and students enrolled in lessons will receive a copy of this syllabus, along with their own teacher's additional lesson policies, at the beginning of each semester.

Course Credit

You will receive 13 lessons throughout the semester. If you are enrolled in MUSA 300, lessons will be 30 minutes each, and you will earn 0.25 credits. If you are enrolled in MUSA 400, lessons will be 60 minutes each, and you will earn 0.5 credits.

Enrolling in 400-Level Lessons

Students may enroll in MUSA 400 lessons only after successful completion of an audition before the music faculty, and/or upon recommendation of the student's applied lesson teacher. MUSA 400 is intended primarily for music majors and minors, as well as other advanced students. MUSA 400 lessons must be taken for a grade. Six hours *minimum* practice (60 minutes daily for six days) is required each week. See [Music Department Recitals](#) (below) for more information regarding performance expectations.

Lesson Fees

Lesson fees are billed each semester to those students not holding music scholarships or lesson fee waivers and who are enrolled in applied music. The fee scale for lessons is as follows:

MUSA 300 (30-minute lessons) = \$150 per semester

MUSA 400 (60-minute lessons) = \$300 per semester

Juries

As a part of their applied music requirements, all music majors enrolled in MUSA 300 or MUSA 400 lessons, as well as any non-majors enrolled in MUSA 400 lessons, must present a performance jury each spring for faculty evaluation. A partial recital presented in the sophomore or junior year, or the senior capstone, will serve to fulfill this jury requirement for that year.

Juries are traditionally scheduled for the final week of the spring semester. Appropriate jury repertoire forms along with specific requirements for a given performance area (e.g. memory requirements, literature requirements, etc.) should be obtained and/or discussed with the studio teacher. Written comments and/or informal grades may be provided. Any written evaluations or comments stemming from your jury will be made available to you and your studio teacher. Major jury requirements are as follows:

Instrumental Area

1. Technique

Prepare the following scales in all keys, up and down, two or three octaves as appropriate:

Woodwind and brass: major and natural minor scales

Strings: major and melodic minor scales

Keyboard: major and harmonic minor scales

Jury Format: You may choose your first scale and then the faculty will select 2-3 additional scales for you to perform.

2. Literature

Prepare a minimum of one multi-movement solo or two contrasting single movement works from the standard literature for your instrument.

Jury Format: The faculty will hear all or part of the 2-3 works or movements. You may select your starting piece.

Vocal Area

1. Literature

A 4-song minimum is expected. All four songs must be memorized.

2. Format

- a. Student will sing a song or aria of their choice.
- b. Faculty will select one or two additional songs or arias.

Music Department Recitals

Music majors are required to perform in the Music Department Recital each semester. In addition, students enrolled in 400-level (60-minute) lessons are required to perform in Music Department Recitals during the semesters in which they are enrolled in 400-level lessons.

Sophomore/Junior Recital

A recital may be presented in lieu of the jury in the sophomore or junior year. In such cases, the recital performance will be evaluated as a jury performance. The following guidelines apply to these recitals:

1. Any department-sponsored recital must be prepared and scheduled under the guidance of the studio teacher or appropriate supervising instructor at Hendrix College. All programs must be approved by the full-time faculty in consultation with the supervising teacher. The timetable for recital approval is the same as that for senior recitals.
 - By the end of the first week of classes of the semester in which the recital is to be presented: the recital date has been selected and added to the master calendar; students must also select an accompanist
 - 6 weeks prior to recital: Recital hearing
 - 1 week prior to recital: Submit program information to Susan Ablondi (ablondis@hendrix.edu, department administrative assistant)
2. Printed programs and audio/visual support will be provided by the department. Campus publicity, if desired, is the responsibility of the student.

3. Unless you request otherwise, the department will provide an accompanist for your recital. Students interested in securing their own accompanist should discuss their plans with their supervising instructor before finalizing these plans. In no case will the department assume payment of accompanists for recitals or other performances not required of majors.
4. A recording of the recital will be made for the department's archives.

B. Ensemble Performance

The Ensemble Requirement for Pianists

Pianists who are majoring in music and/or are on a music scholarship should expect to assume some accompanying duties and/or ensemble responsibilities as part of their applied training. Students will fulfill their ensemble requirement in consultation with the music faculty.

Whenever possible, the department provides accompanists to applied students as needed. However, students are welcome and encouraged to secure their own accompanists.

Concurrent Membership in Two Ensembles

Students may participate in up to two major ensembles each semester. Each major ensemble meets twice per week on the following schedule:

Chamber Orchestra	M/Th, 4:15-6:00pm
Choir	T/Th, 4:15-6:00pm
Wind Ensemble	M/W, 4:15-6:00pm

If a student participates in two ensembles whose rehearsal schedules overlap on one day each week – e.g., Chamber Orchestra and Wind Ensemble – the student will be asked to split their time between the two ensembles on that day each week. In this case, the student will need to seek make-up opportunities through each ensemble in order to stay caught up and maintain a passing grade in each one. See the ensemble syllabi and/or speak with the ensemble director for further details on grading and make-up opportunities.

C. Odyssey and Learning Domain Opportunities Through Performance

Students may earn the Expressive Arts (EA) learning domain through the successful completion of **one complete academic credit** of MUSA courses, which includes MUSA 200-level ensembles (0.25 credits/semester), and MUSA 300-level lessons (0.25 credits/semester), and MUSA 400-level lessons (0.5 credits/semester).

Students may earn an Artistic Creativity (AC) Odyssey Credit through the successful completion of **two semesters** of a MUSA 200-level ensemble, or **two semesters** of MUSA 400-level (60-minute) lessons.

D. Recital Attendance Requirement for Majors

Music majors must attend a total of 35 performances throughout their four years at Hendrix. Students are strongly encouraged to attend Hendrix Music Department events, which may be found on the calendar maintained on the [department website](#).

Students enroll in the MUSA 101 Recital Attendance course during their senior year and earn a grade determined by the percentage of the 35 required performances they have attended, as follows:

- A = 32-35 performances
- B = 28-31 performances
- C = 25-27 performances
- D = 21-24 performances
- F = 20 or fewer performances

Students log the performances they have attended using the [Hendrix College Recital Attendance Google Form](#).

Of these 35 performances:

- Up to 10 may be UCA Music Department events
- Up to 10 may be in the “Other” category
- Up to 10 may be events in which the student has performed

II. INFORMATION FOR SENIOR MUSIC MAJORS

A. The Senior Capstone

The Senior Capstone Project for music majors may take one of two different forms: a lecture-recital, or a research paper with accompanying public presentation. Procedures, goals, and related policies for each are described below. Music department faculty will evaluate both components of a student's capstone in order to determine the final grade included in their official transcript. The Senior Capstone Project must be supervised by a single member of the full-time faculty of the department. In most cases, this is the student's advisor, but in some cases, the student may wish to seek guidance from a different member of the faculty.

Senior Capstones must be completed by the last day of classes of the student's final semester. Generally, capstones are completed in the months of March and April. Detailed timelines for capstone projects are provided below.

Option #1: Lecture Recital

Since the Hendrix music major aims to develop a student's performing skills as well as their knowledge of music theory and history, this capstone option provides students with the opportunity to synthesize knowledge and skills in both performance and academic research. A lecture recital must include twenty-five (25) minutes of music, and a similar amount of spoken presentation. Repertoire selection, preparation, and research must be done in consultation with the studio teacher and their faculty supervisor. In the event that a student's advisor does not have expertise in the same area of study (e.g., if a vocal music student's advisor is a pianist or brass specialist), the student may approach a different faculty member in the department for guidance throughout the project. The selected repertoire, and the research presented along with it, must have a connected element or theme that unifies the capstone into a coherent program. Your lesson instructor and supervising faculty will be available to help guide you through the process of designing your program. Students will be evaluated using rubrics for both the performance and lecture components of the capstone (50% each, see the [Lecture Recital Rubric](#)).

The recital date must be selected and added to the Master Calendar no later than the first week of classes of the semester in which the capstone is to be presented.

The lecture component of the lecture recital must build upon knowledge the student has acquired in music theory and history courses, and must rely on supplementary AV material, such as PowerPoint or Prezi slides and visual aids. The lecture component also provides students with the ability to communicate to their audiences the overarching theme or elements which connect the pieces of their program. Students may present their lecture first, followed by the recital; or, they may divide the lecture into smaller sections and insert these between portions of the recital performance.

A timeline for the completion of a lecture recital during the student's senior year is as follows:

- By the end of the first week of classes of the semester in which the capstone is to be presented: the recital date has been selected and added to the master calendar; students must also select an accompanist*
- 6 weeks prior to recital – Recital hearing**

- 2-3 weeks prior to recital – Preliminary lecture presentation (equivalent to the recital hearing, but spoken lecture portions only)**
- 1 week prior to recital – Submit program information to Susan Ablondi (ablondis@hendrix.edu, department administrative assistant)

* Unless you request otherwise, the department will provide an accompanist for your recital. Majors interested in securing their own accompanists should discuss their plans with their applied teachers before finalizing these plans.

** Upon completion of the recital hearing and preliminary lecture presentation, students will be provided with feedback, which may include suggested revisions and critiques, as well as an indication of grade if the hearing/presentation were to be considered as the final performance. Students must receive a recital hearing grade of C or better. If a student does not achieve that grade, they will be required to do an additional hearing at a later date, and possibly adjust their recital date as well.

Related Lecture Recital Issues

- The department will provide programs and audio/visual support for your recital.
- Campus publicity for the recital is the responsibility of the student, and can include, as desired: flyers or posters, announcement in Hendrix Today, etc.
- Students who wish to have a reception in the Trieschmann Gallery following their performance are welcome to do so at their own expense and labor.
- A video and audio recording of each recital will be made; such recordings are generally available through YouTube and SoundCloud.

Option #2: Paper & Presentation

Students with interests in scholarly research pertaining to music history, theory, and related disciplines may pursue a research paper and presentation. Such research projects will consist of a formal written document of at least 8,000 words, and an accompanying lecture/presentation on the student's research. The written document constitutes 60% of the final grade, and the lecture 40%. Students will be evaluated using rubrics for both the paper and lecture components of the capstone (see the [Paper and Presentation Rubric](#)). As with the recital option, students must work with a faculty supervisor in identifying potential research topics. It will be essential for students to adhere to a schedule throughout the year to ensure the written portion of the project is completed in a timely manner.

- By the end of September: research topic identified, preliminary research resources gathered; presentation date selected and added to master calendar
- By the end of October: thesis statement drafted, initial outline designed
- By February 1: the presentation date has been selected and added to the master calendar
- By February 15: preliminary draft submitted to faculty supervisor
- By March 1: lecture/presentation outline submitted to faculty supervisor
- Four weeks prior to presentation: student will provide a completed draft (not a final version) to the full time faculty; student will complete a preliminary presentation to the faculty
- Two weeks prior: student will submit final draft of the written document to the full time faculty

A student's presentation must include the use of visual aids (such as PowerPoint or Prezi), and when applicable, audio examples.

B. Graduating with Distinction in Music

A graduating music major who meets or exceeds the standards listed below will be awarded the Bachelor of Arts with Distinction in Music.

Criteria for Graduation with Distinction in Music

1. Grade Point Averages

- Overall GPA of 3.25 as determined by the Registrar's Office on the first day of the graduate's final semester.
- GPA of 3.5 for the music major, determined as above.

2. Senior Capstone

A grade of A or B on the senior capstone as evaluated by the music faculty.

3. Special Project and Presentation

A rating of "Meets" or "Exceeds Standards" on a special project and presentation, examples of which could include a music-related Odyssey project supervised by a music faculty member.

This project is distinct from the Senior Capstone described above. It must be approved by the supervising faculty member and the department chair no later than the first week of classes in the semester during which completion of the project is expected.

Upon completion of the special project, the student will present the project and its results to the music faculty. The presentation should be reflective in nature and be approximately 15-20 minutes in length. Following the presentation, the music faculty may ask follow-up questions. **The presentation must be delivered to the music faculty no later than April 1 of their senior year.**

Students interested in graduating with distinction are strongly advised to begin work on the special project no later than the fall semester of the senior year.

4. Departmental Support

The majority of the department faculty must be in support of the student receiving distinction.

III. ADDITIONAL INFORMATION

A. Facilities and Equipment

Signing Out and Returning College-Owned Property

From time to time, students may be issued college-owned property such as instruments, storage room keys, ensemble folders, books, recordings, or music in the pursuit of musical projects. In order to borrow college-owned property, students must be enrolled in a MUSA or MUSI course. Students to whom college-owned property is issued will be responsible for the condition of that property while it is in their possession.

Students must return college-owned property to the faculty member who issued it to them by the end of the semester or year for which it was issued.

A student who fails to return college-owned property issued to them by the end of the semester or year for which the item was issued will have a hold placed on their Business Office account until that property is returned or appropriate restitution is made for loss or damage incurred while in the student's possession.

Instrument Storage

Lockers and storage rooms for departmental and student equipment are located in Trieschmann and the Miller Creative Quad. Please contact [Dr. Renshaw](#) if you need storage space for your instrument.

Practice Rooms

Practice rooms are available in the Miller Creative Quad. Several of these rooms contain practice pianos.

Building Hours

During the semester, the Miller Creative Quad is typically unlocked Monday-Friday from 8am-6pm. Additionally, students enrolled in MUSA courses and/or MUSI 100 have Hendrix ID card access to the Practice Room wing – via the door facing the SLTC – from 6am-midnight, 7 days per week.

B. Financial Assistance

Music Scholarships

Visit the [Music Scholarship Information](#) page on our Music Department website for complete details.

Work Study Assignments in Music

The Music Department employs student workers each year in a variety of areas. These student workers in music are customarily participants in departmental programs. Students interested in working in the Music Department should contact the Department Chair or the appropriate ensemble director to apply for a position or to get further information. Assignments to positions are made in August for the current

academic year. Student workers in music must reapply each year for these positions. Students applying for departmental positions may receive multiple assignments.

Current Work Study positions in music are listed below. Specific assignments may vary each year.

Choir Librarian

- Maintain choir library & database of entries
- Oversee distribution & collection of music throughout the academic year
- Miscellaneous choir & department tasks as needed
- Assist at concerts

Wind Ensemble Percussion and Equipment Manager

- Set up & manage percussion for rehearsals and concerts
- Help organize equipment moves
- Serve as stage manager for Wind Ensemble concerts
- Miscellaneous Wind Ensemble & Department tasks as needed

Wind Ensemble Manager & Librarian

- Set up for rehearsals and concerts
- Help organize equipment moves
- Maintain Wind Ensemble library
- Prepare & update Wind Ensemble folders
- Miscellaneous Wind Ensemble & Department tasks as needed

Orchestra Manager & Librarian

- Maintain Orchestra library
- Prepare & update Orchestra folders
- Set up for Orchestra rehearsals and concerts
- Serve as stage manager for concerts
- Miscellaneous Orchestra & Department tasks as needed