



# **Department of Music**

**STUDENT HANDBOOK**

**2025-2026**

**HENDRIX COLLEGE  
DEPARTMENT OF MUSIC**

**STUDENT HANDBOOK**

**Table of Contents**

**Preface**

**I. DETAILS ABOUT APPLIED MUSIC**

**A. Individual Performance**

**Lesson Information**

**Juries**

**Music Department Recitals**

**B. Ensemble Performance**

**The Ensemble Requirement for Pianists**

**Concurrent Membership in Two Ensembles**

**C. Odyssey and Learning Domain Opportunities**

**D. Recital Attendance Requirement for Majors**

**II. INFORMATION FOR SENIOR MUSIC MAJORS**

**A. The Senior Capstone**

**B. Graduating with Distinction in Music**

**III. ADDITIONAL INFORMATION**

**A. Facilities and Equipment**

**Signing Out and Returning College-Owned Property**

**Instrument Storage**

**Practice Rooms**

**Building Hours**

**B. Financial Assistance**

**Music Scholarships**

**Work Study Assignments in Music**

**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. 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) = \$200 per semester

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

#### **Juries**

Juries occur at the end of each spring semester, typically during the last week of classes. The two primary purposes of a jury performance are to help students:

1. Understand their progression of technical abilities on their instrument/voice as they move toward a senior capstone,
2. Develop their abilities in preparing for public performances, and
3. Understand how performances are evaluated by receiving feedback from the music faculty.

Music majors are required to perform a jury in their **sophomore, junior, and senior** years. However, seniors who choose the Lecture Recital capstone are excused from a jury performance. Performance of a jury in the freshman year is optional.

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. Music faculty will provide written comments and/or informal grades. 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. Students taking 400-level lessons must perform two selections on the recital.

## **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**

Music majors will enroll in MUSI 495 Senior Capstone Experience in Music (0.25 credits) during the spring of their senior year. Throughout the semester, students will work with the music faculty to develop and complete their capstone project, which may take one of two forms: a lecture recital or a research paper with accompanying public presentation. Students will receive a grade for their work in MUSI 495 as well as a grade on their capstone project, both of which will be included in their official transcript.

#### **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. **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.** Students will be evaluated using rubrics for both the performance and lecture components of the capstone (50% each, see the [Lecture Recital Rubric](#)).

The lecture component of the lecture recital must build upon knowledge the student has acquired in music theory and history courses, and must utilize 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 is as follows:

- 4 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)\*\*

\* 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. If students demonstrate a lack of preparation in either the recital or lecture hearing, faculty may require a follow-up hearing.

#### **Related Lecture Recital Issues**

- Students are responsible for the following aspects of the lecture recital:



- Submit all program information to Susan Ablondi ([ablondis@hendrix.edu](mailto:ablondis@hendrix.edu), department administrative assistant) **at least one week** before the recital date, including composition titles, composer information, the names of any collaborative musicians, translation of texts (for vocal works in non-English languages), and program notes as needed.
- Submit an [AV Support Request](#) at least **four weeks** before the recital date. Include a request for audio/video recording, as well as any needs related to the multimedia aspects of your recital.
- Campus publicity, including: 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.

### **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 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 presentation components of the capstone (see the [Paper and Presentation Rubric](#)).

A timeline for the completion of the paper/presentation capstone is as follows:

- By February 1: the presentation date has been selected and added to the master calendar
- 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.

\*\* Upon faculty review of the paper draft and completion of the preliminary presentation, students will be provided with feedback, which may include suggested revisions and critiques, as well as an indication of grade if the paper/presentation were to be considered as the final delivery of the capstone.

## **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