

Individual Applied Music Studies (IAMS) Handbook

IAMS CONTACTS:

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This handbook is a supplement to the CMU calendar and pertains to ALL students enrolled in Individual Applied Music Studies (IAMS). As the handbook is used in conjunction with the IAMS syllabus, students are advised that they are responsible for its contents.

Students are advised to check the music wing bulletin boards and the IAMS course sites on Populi regularly for announcements and important updates/information.

1. INDIVIDUAL APPLIED MUSIC STUDIES: PROGRAM REQUIREMENTS

1.1. Individual Applied Study

Courses in applied music are open to all CMU students, whether or not they are in a music degree program. All students registering for all applied studies in a particular area (voice or instrument) for the first time must complete an audition. Admission to 3 CH and 5 CH IAMS lessons is dependent on a successful audition. Normally all first-year incoming students will take 3 CH of IAMS. However, students at an advanced level may be identified at the audition and recommended to register for 5 CH. Students who have not done an audition but are interested in 2 CH lessons should expect to be in contact with the IAMS Coordinator regarding their level of previous studies. They may be asked to do an audition for the purpose of placement with an appropriate instructor (admission to these courses is guaranteed).

1.2. Major/Minor Track

There are two different tracks of IAMS:

- Major – 5 CH (1 hr lessons), or 3 CH (3/4 hr lessons)
- Minor – 2 CH (1/2 hr lessons)

These two tracks of IAMS assume varied levels of competence and programmatic requirements in the chosen area of instruction, and hence require different audition expectations and processes.

1.3. Lesson Length

Bachelor of Music and Bachelor of Music Therapy programs require 3 CH or 5 CH of IAMS in each year of study at CMU, depending on the concentration. Bachelor of Arts (Music) programs require a minimum of 2 CH of applied instruction per year of the program. Alternative program designs must be approved by the Music Faculty. Normally students are *not* permitted to change their chosen area of applied study (except in the B. Mus. Comprehensive and Musicology concentrations, and upon entering the B. Mus. Therapy program, upon recommendation of the Music Faculty). Students wishing to do so within a B. Mus. Degree must receive Music Faculty approval to change their area of study. Students

enrolled in a B. A. degree may complete the required hours of applied instruction in more than one area.

1.4. Single-Term Study

Normally, students are enrolled in IAMS for both the fall and winter terms. Under certain circumstances, however, it is possible to take 2 CH, 1.5 CH, or 1 CH lessons for the winter term only (including the final jury). In the rare case that students complete their studies at CMU in the fall term or are on an exchange program for the winter term, students may enroll in applied studies for the fall term only (a final jury will be scheduled in the December exam period). When there are genuine extenuating circumstances, students may be given the option to withdraw from IAMS half-way through the year. In these cases, the IAMS Coordinator must be notified by the November Voluntary Withdrawal date so they have ample time to set up a December final jury (see IAMS Syllabus for Voluntary Withdrawal date).

1.5. Grade Requirements

Students with a jury grade of 59 % or lower in their year-end jury will not be allowed to register for IAMS in the following year.

2. **INDIVIDUAL APPLIED MUSIC STUDIES: INSTRUCTOR AND LESSON ARRANGEMENTS**

2.1. Assigned Instructors

All students registered for IAMS will be placed with an instructor and have a lesson time assigned by the IAMS Coordinator. In most cases, lessons will be taught on the Shaftesbury campus. In some cases, students may be required to travel to the instructor's off-campus studio; in these instances, students will be responsible for their own transportation.

2.2. Weekly Lessons

All applied music courses are full year courses consisting of 24 lessons and requiring two terms of study. Students will be charged for 12 lessons in the first semester and for 12 lessons in the second semester. A minimum of 20 lessons per academic year is required to receive course credit, or 10 lessons for those students taking lessons for only one semester. Failure to attend the minimum number of lessons will earn the student a failing grade. Students are reminded that credit for IAMS can be received only if they are properly registered for the appropriate course.

2.3. Missed Lessons

Any lessons missed by the instructor will be made up. The instructor is not obliged to make up any lessons missed by the student without adequate prior notification (at least 24 hours). If the student wishes to cancel a lesson for reasons other than illness, the legitimacy of cancellation will be determined by the instructor.

2.4. Discontinuation of IAMS

Students may not discontinue their IAMS instruction during a semester without financial penalty. Lessons may be discontinued at the end of the first semester without penalty **only** if the Registrar is notified in writing before Nov. 30. Students who do withdraw from IAMS will receive a refund according to the following schedule:

- **100 % fall tuition credit** if the student withdraws before September 15 and 24 hours prior to the first lesson
- **90 % fall tuition credit** if the student withdraws within three days after the first lesson
- **0 % fall tuition credit** if the student withdraws more than three days after the first lesson
- **100 % winter tuition credit** if the student withdraws before November 30
- **0 % winter tuition credit** if the student withdraws after November 30

In cases of extended illness (or for other compassionate grounds, as determined by the Music Faculty, in conjunction with the Registrar), exceptions may be made.

2.5. Change of Practical Instrument

Normally, it is not permissible to change from one area of instruction to another (e.g. from voice to piano) during the academic year. In addition, students are expected to remain with their assigned instructor in the area of applied instruction for which they registered for both semesters.

3. INDIVIDUAL APPLIED MUSIC STUDIES: COURSE REQUIREMENTS

3.1. Requirements for Applied Studies Courses consist of the following:

- Term work, graded by the student's applied instructor including, but not limited to:
 - Preparation for weekly lessons of all assigned repertoire, technical exercises and quick studies
 - Progress in technical and interpretive development
 - Progress in development of overall musicianship and performance skills
 - See instructor's syllabus for term grade distribution
- Collaborative Assignments/Peer Group and Recital Performances:
 - Collaborative Assignments (CA) are completed together with performance requirements (see 3.2 – Individual/Collaborative Performance Requirements) and graded throughout the year
 - For each performance a Recital Repertoire Assignment or Peer Group Repertoire Assignment must be completed
- Jury Performance, graded by Music Faculty which may or may not include someone other than the student's applied instructor.
- Recital Attendance (see 4.4 – Recital Attendance) – **Failure to attend the required number of recitals will result in the deduction of half a letter grade from the final IAMS grade.**

3.2. Individual/Collaborative Performance Requirements

Each student enrolled in either 3 CH or 5 CH of IAMS will perform in student recitals. The dates for these performances will be assigned in September. Students will choose appropriate repertoire for each performance with their instructor. After the repertoire is chosen, students must then notify any collaborating musicians of the repertoire, give them the music, and begin the rehearsal/coaching process (see 3.4 – Rehearsal and Coaching Arrangements). All program details must be emailed to the Wednesday Recital Coordinator two weeks prior to

the recital performance. These program details include: title of work(s), composer names and dates, and names of instruments of collaborating musicians. Students wishing to perform in Wednesday recitals more frequently than required must consult with and be given permission by the IAMS Coordinator. Choice of repertoire and additional performance dates must be approved by the applied instructor. Students wishing to change/postpone their recital date must make that request in writing to the IAMS Coordinator no less than three weeks prior to the originally scheduled recital.

Performance Requirements are as follows:

5 CH	1 st year:	1 recital and 3 peer group sessions
	2 nd year:	2 recitals and 3 peer group sessions
	3 rd year:	3 recitals and 3 peer group sessions
	4 th year:	3 recitals and 3 peer group sessions
3 CH	1 st year:	1 recital and 3 peer group sessions
	2 nd year:	1 recital and 3 peer group sessions
	3 rd year:	2 recitals and 3 peer group sessions
	4 th year:	2 recitals and 3 peer group sessions
2 CH	All years:	2 peer group sessions

3.3. Collaborative Partner Arrangements

Collaborative music making is vital to the development of musicians. While students register for applied music lessons on an individual basis, mutually beneficial collaborative dimensions are part of the education and performance of every instrument. This includes the following points:

- All students enrolled in applied keyboard lessons, whether that is classical piano, jazz piano, organ, or harpsichord will participate as a collaborating musician, with the appropriate instrument and repertoire determined by the IAMS Coordinator. Together with the instructor, applied students will try to work out a relatively complete repertoire list by the end of September and submit it to the IAMS Coordinator for purposed of establishing effective collaborative partnerships with similar musical experience. For first year students, repertoire lists should be developed on a term, not a full-year basis.
- All students enrolled in applied classical and jazz guitar lessons will play at least one piece for voice/guitar or instrument/guitar during the academic year.
- All students studying voice and non-keyboard instruments will be assigned roles of stage management and ushering for recitals.
- Keyboard and guitar players who collaborate with voice and instrumental performers in credit recitals may choose to have that work count as part of their applied piano jury requirements as well as for collaborative piano credit as appropriate. Details will be worked out on an individual basis.
- Pianists will bring all collaborative music to piano lessons. This includes their IAMS collaborative assignments.

- Singers and non-keyboard instrumentalists need to notify their collaborating partners of upcoming performances at least one month in advance.
- Collaborative rehearsals are not occasions for one musician to teach the music to the other. It is expected that students are learning professional practices through their applied studies and come to rehearsal with music learned.

3.4. Rehearsal and Coaching Arrangements

Collaborative partnerships will be assigned and coached for all required performances of voice and non-keyboard instrumental students. This applies to IAMS and performance concentration Credit Recitals. Rehearsal guidelines are as follows:

- Collaborating partnerships will meet at least four times prior to a Peer Group session, Masterclass, Recital, Jury, or any other performance. This includes two rehearsals, and one lesson with each student’s IAMS instructor. In many cases, additional rehearsals and coaching sessions will be appropriate.
- All collaborating rehearsal, coaching, and lesson dates need to be recorded and submitted as part of the Peer Group/Recital Repertoire Assignment on Populi.
- Rehearsal sessions are to be used to work at the musicality of interpretation and ensemble, **not note-learning**.
- It is the responsibility of the voice or non-keyboard instrumental student to book rehearsals with the collaborating keyboard or guitar player.
- The grade for the Collaborative Assignment, 20 % of the overall IAMS grade, will be determined as follows:

7 % -	Peer Group	
	Performance (with prior coaching)	4 %
	Repertoire assignments	3 %
7 % -	Recital	
	Attendance	2 %
	Written comments	2 %
	Repertoire assignments	2 %
	Performance	1 %
6 % -	Practice Log	
<u>20 %</u>		

3.5. Peer Groups

All IAMS students will be divided into peer groups in early September. The main purpose of Peer Groups is to create informal performance opportunities. Students will be expected to attend these sessions regularly, not just when they perform (see 3.2 – Individual/Collaborative Performance Requirements). Being registered for more than one IAMS instrument (e.g. voice and piano lessons) does not lessen the requirements of either area of study. Attendance is taken by the Peer Group leader and submitted to the IAMS Coordinator. Peer group meetings are to be recorded on the Performance, Rehearsal and Coaching Log.

3.6. Masterclasses

Upon recommendation from their IAMS instructor, students will perform in masterclasses. Instruction is provided by the faculty and sessional instructors and occasionally a guest clinician. Students will work with a clinician other than their own IAMS instructor. **Students are expected to attend all masterclasses** pertaining to their instrument of study. Collaborative artists will be required to be present only for the portion of the masterclass in which they are playing but encouraged to remain for the entire session whenever possible.

3.7. Jury Requirements

At the end of the academic year, **all** students registered for IAMS are required to complete a jury, EXCEPTING those students who are doing Recital I or Recital II (the IAMS grade for students who perform a credit or non-credit recital consists of term and collaborative assignment marks only). The selections chosen for the jury should represent the work completed by the student in the past academic year. Students are to provide at least one set of original, public domain, or purchased digital copies of the music for the jury.

Students are required to prepare several pieces of contrasting styles and periods; details are listed below in accordance with particular applied courses. *Students will be expected to perform a significant part of their repertoire by memory.* Voice students are required to memorize their entire jury program. The repertoire presented for the jury can include both solo and chamber music. The Performance Log and Repertoire List and Recital Attendance Log with accompanying recital programs are to be submitted at the time of the jury. Juries normally will take place during the spring exam period. Students will be assigned a specific jury time.

VOICE

5 CH	1 st year:	Prepare 3 pieces, including 3 languages
	2 nd year:	Prepare 4 pieces, including 3 languages
	3 rd year:	Prepare 5 pieces, including 4 languages
	4 th year:	Prepare 5 pieces, including 4 languages
3 CH	1 st year:	Prepare 2 pieces, including 2 languages
	2 nd year:	Prepare 3 pieces, including 3 languages
	3 rd year:	Prepare 4 pieces, including 3 languages
	4 th year:	Prepare 4 pieces, including 4 languages
2 CH	1 st year:	Prepare 2 pieces
	2 nd year:	Prepare 2 pieces, including 2 languages
	3 rd year:	Prepare 3 pieces, including 2 languages
	4 th year:	Prepare 3 pieces, including 3 languages

- The language requirements listed above do not apply to Vocal Jazz IAMS or to students in the Music Therapy degree.
- Music Therapy students will accompany themselves for at least 2 of their jury selections.

PIANO AND OTHER INSTRUMENTS

The following presume a single movement piece or a movement of a larger work.

5 CH	1 st year:	Prepare 3 pieces
	2 nd year:	Prepare 4 pieces
	3 rd year:	Prepare 5 pieces
	4 th year:	Prepare 5 pieces
3 CH	1 st year:	Prepare 2 pieces
	2 nd year:	Prepare 3 pieces
	3 rd year:	Prepare 4 pieces
	4 th year:	Prepare 4 pieces
2 CH	1 st year:	Prepare 2 pieces
	2 nd year:	Prepare 2 pieces
	3 rd year:	Prepare 3 pieces
	4 th year:	Prepare 3 pieces

4. INDIVIDUAL APPLIED MUSIC STUDIES: GRADES
4.1. Mid-Term Reports

Students will receive a mid-term report from their applied instructors on or before the first lesson of the winter term.

4.2. Grade Distribution

Final grades are based on marks for term work, collaborative assignments (CA, and Jury according to credit hour and year of study:

5 CH:	1 st and 2 nd year	45% Term, 20% CA, 35% Jury
	3 rd year	40% Term, 20% CA, 40% Jury
	3 rd year with Credit Recital	70% Term, 30% CA
	4 th year	40% Term, 20% CA, 40% Jury (or Non-Credit Recital)
3 CH:	4 th year with Credit Recital	60% Term, 40% CA
	1 st and 2 nd year	55% Term, 20% CA, 25% Jury
2 CH:	3 rd and 4 th year	50% Term, 20% CA, 30% Jury
	All years	55%, Term, 20% CA, 25% Jury

Students who achieve no more than a 59% in their year-end jury will not be allowed to register for IAMS the following year.

4.3. Grading Scale

For grading IAMS and credit recitals, CMU uses the following scale:

Letter Grade	Percentage	Grade Points	Descriptor	Definition
A+	90-100	4.5	Exceptional	Exceeds expectations
A	85-89	4.25	Excellent	
A-	80-84	4.0	Great	
B+	77-79	3.5	Very Good	Clearly meets expectations
B	73-76	3.25	Good	
B-	70-72	3.0	Proficient	
C+	67-69	2.5	Satisfactory	Adequately meets expectations
C	63-66	2.25	Acceptable	
C-	60-62	2.0	Adequate	
D	50-59	1.0	Marginal	Below expectations but minimally acceptable
F	0-49	0	Failure Inadequate	Does not meet minimal expectations

4.4. Recital Attendance

CMU Student Recitals are held at 11:30 AM on Wednesday, beginning in October. Attendance is mandatory for IAMS students. The number of recitals students are required to attend is dependent on their IAMS enrollment:

- 5 Credit Hours – 9 Recitals
- 3 Credit Hours – 6 Recitals
- 2 Credit Hours – 4 Recitals

To encourage active listening, students will submit a three-sentence description of a musical feature of one (or more) work from each recital program. Recital comments will be submitted via an on-line form (see Populi for the link to access this form).

Primarily, these recitals will be CMU student recitals and CMU faculty/guest recitals. Up to one-quarter of the recital attendance requirement may be satisfied with off-campus events.

Students with a class conflicting with the recital slot may substitute more than one-quarter of the required recitals with off-campus events, provided that this arrangement is approved by a Music Faculty member.

Failure to attend the required number of recitals will result in the deduction of half a letter grade from the final IAMS grade.

5. **CREDIT/NON-CREDIT RECITALS**

Credit recitals are open to both performance and non-performance applied music students. Non-performance applied students may opt to perform a credit recital in the final year of their degree program, pending recommendation of their IAMS instructor and approval by the Music Faculty. Students doing Recital I or a Non-Credit Recital are encouraged to perform a shared recital (2 applied students).

6. **VERNA MAE JANZEN MUSIC COMPETITION**

This competition is open to all returning CMU students who are taking IAMS. It takes place during the winter term and consists of a preliminary and a final round. Students are welcome to enter the competition upon the recommendation of their applied music instructor. Further details are available early in the winter term. Competitors may be recommended to perform with the Mennonite Community Orchestra in the following year.

7. **USE OF PRACTISE STUDIOS: RULES AND GUIDELINES**

- There are practice studios available at both 500 and 600 Shaftesbury Blvd for use by all CMU students enrolled in applied studies.
- Practice studio schedules are determined at the beginning of each semester in accordance with each student's registration. Priority in reserving practice rooms is based on the program in which the student is enrolled as well as the year in the program. Students in a Performance concentration and/or enrolled in a credit recital will have priority. Teaching studios may be used, as available. Generally, piano majors will have priority in rooms with grand pianos, and voice majors in acoustically rich spaces. Where these overlap, negotiations will take place.
- All malfunctioning pianos should be reported in writing to the IAMS Coordinator.
- All windows in practice studios must be closed when students leave the room. Drastic temperature changes can result in severe damage to pianos.
- Each student's scheduled studio time shall be respected by other students and staff.
- The piano in the Laudamus Auditorium is available for practicing during the week prior to a recital performance, and the two weeks prior to a credit recital, provided that the student has booked the hall. The Laudamus Auditorium may not be booked for student practice on a regular basis, except for organ students. For daytime bookings during the week, please consult with the IAMS Coordinator. For evening and weekend bookings, please make the appropriate arrangements with the Facilities Manager.
- No food or drink may be placed on pianos. Water bottles may be taken into studios but must be placed on the floor.
- It is advised that all students observe increased hygienic practices, including the thorough washing of hands (or use of hand sanitizer) before and after practicing piano.

8. CHAPEL PARTICIPATION

Participation in CMU's worship life is central in the formation of our Christian university community. For students formally studying applied music, community worship is a great opportunity to "bring the classroom into the chapel." For that reason, students enrolled in applied lessons are encouraged to participate in leading music during at least one chapel service per year. Ways of participating may include being part of a band, leading singing, accompanying on piano or other instruments, being involved in the vocal or instrumental section for Taizé worship, etc. Students are encouraged to talk to either the chapel coordinator or a music faculty member about participating in leading music in chapel.

9. MUSIC PROGRAM FUNCTIONS

All music students are expected to attend Music Department functions, including student and faculty/guest recitals. Students are advised to check the Music Bulletin Board regarding upcoming events.

10. MUSIC SCORES

- CMU's music holdings are to be used only as reference copies, and not for extended practice or performance purposes. It is expected that students purchase their own required "texts", as is the case with any other CMU course.
- No markings should be made in any library scores.
- Students and instructors are reminded that it is illegal to photocopy copyrighted music without permission from the publisher. Whenever possible, students should purchase their own scores and begin to develop their own collection of music.