

BRASS
DEPARTMENT
HANDBOOK
2017–18

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INTRODUCTION

Welcome to the Manhattan School of Music!

Here you will study with world-class faculty, be challenged to learn as much as you can of musical language and develop your sense of musical history, and hone your skills: solo, orchestral, and chamber. This document is for your use. It answers many questions you may have at present, or will have during your years of study at MSM. The responsibility for knowing the information contained here, as well as all school policies and procedures, rests with you. Consult your major teacher or the Brass Department chair with any departmental questions or concerns.

I hope all of you feel in your time here just how much all of us working with you (faculty, administration, staff) wish you well, and want to do all we can to help you on your way to successful, fulfilling lives in the world of music.

With all best wishes,

David Jolley
Brass Department Chair

Note: This handbook does not apply to students enrolled in the Orchestral Performance Program. Consult with the appropriate program director.

APPLIED LESSONS

Your Teacher

This is one of your most important relationships while here at MSM. Many of you have come to MSM to study with a specific teacher—your teacher will be a crucial resource in helping you make career decisions, large and small. Issues may arise from time to time which need discussion and resolution. You are encouraged to discuss problems, as they occur, directly with your teacher. If there are unresolved issues, or you have the sense that you cannot discuss a given problem with your teacher, you should then address the Department Chair or the Provost.

You are entitled to, and required to have, twenty-eight one-hour private lessons with your major teacher in the course of the school year. Some teachers give these lessons each week. Others teach at differing intervals because of various performance and/or teaching commitments. Some may have associates or substitutes give lessons when they are unable to. Make certain that you understand your teacher's lesson schedule plan. If you are concerned that you are not receiving the required number of lessons, or have a problem with the frequency of your lessons, notify the Brass Department Chair.

Change of Teacher

Students may request a change of teacher. This is an important decision to be thought over with care and without haste. Student decisions to change teachers are often the result of miscommunication or lack of communication with the current teacher. You are encouraged to discuss the matter with your teacher, if possible, or with the Brass Department Chair or the Dean of Students. To change teachers, you must obtain a Change of Teacher Request Form from the Provost's Office. Complete instructions are on the form. MSM policy prohibits any action against a student by a former teacher.

Attendance Policy

Private lessons are central to study at MSM for every student. If a student needs to cancel a studio lesson for any reason, the student should immediately inform the studio teacher. In cases of documented illness

or other emergency, the teacher will attempt to make up missed lessons at a mutually convenient time. The studio teacher is not obligated to adjust lesson times or make up lessons that are canceled for non-illness, non-emergency reasons. Any student who has two consecutive, unexcused absences in his or her private lessons, will be required to see the Dean of Students before lessons may resume.

Professional Leave

Students may request to be excused from school for professional engagements for periods not longer than two weeks. Students must submit a Request Form, which is available in the Office of the Registrar or the Office of Student Life. It requires the signatures of all teachers, the Brass Department Chair, and signature and approval of the Dean of Academic Affairs.

Playing-related Pain

If you experience pain before, during, or after playing your instrument, discuss it immediately with your major teacher. Physical pain is a sign that you are not using your body correctly. There are referral sources available to help you with this before it becomes chronic or serious. If physical therapy or other help is needed, consult the Office of Student Affairs.

TECHNICAL STANDARDS

In order to maintain the integrity of the educational experience at Manhattan School of Music, the School has developed a set of criteria for entrance to, and graduation from, all the degree programs offered at MSM. These standards include a combination of both technical and musical skills and they are the result of consultation with faculty, administration and professionals from throughout our musical community.

All students admitted to the Brass Department of the Manhattan School of Music will have demonstrated the following abilities:

Technical Skills

- Tune their instrument
- Hear and distinguish pitch relationships and intonation
- Have the focus and endurance to participate in orchestral and chamber music rehearsals and concerts
- A basic sense of rhythm with an understanding and ability to play standard rhythms and meters

Musical Skills

- Understanding of musical notation and familiarity with the most common musical terminology
- A basic understanding of several musical styles
- A rudimentary understanding of musical structure and harmony
- A basic understanding of musical nuance, and the potential to grow as a musician

ENSEMBLE REQUIREMENTS

1. Orchestra

All Brass Department students must participate in orchestra every semester, for the entire semester, until graduation. Seating auditions will take place at the beginning of each semester. These auditions take place behind a screen so that the audition panel cannot see the person playing. Only orchestral excerpts are heard at this audition, and orchestral seating is determined by the results of the audition. Careful preparation for this audition is strongly advised. Please consult the Office of Orchestral Operations for applicable repertoire. Students are required to take this audition each semester. Any Brass Department player unable to attend the required audition must contact the Office of Orchestral Operations prior to the audition date. Please consult the Orchestra Handbook for further information.

2. Chamber Music

Students are required to complete a minimum of six semesters (sic) (undergraduate), four semesters (graduate), by assignment (professional studies/doctor of musical arts) of chamber music. The manager of Instrumental Chamber Music makes assignments in consultation with the Brass Department Chair. Students are strongly advised to fill out a chamber music request form each semester. Specific requests for type of ensemble, fellow players, and coach, are given serious consideration. Please consult the Chamber Music Handbook for further information.

JURIES

Jury for Non-graduating Students

Every student must play a jury during the May jury period of each school year until applicable jury and recital requirements have been fulfilled. A fall jury period will be scheduled each year, as necessary, for students who need to take a jury at that time. Consult repertoire requirements early in the school year, and prepare carefully for this important event. Juries are a vital part of your training as a performer, and the resultant scores have bearing on your academic record, scholarship, chamber music, and orchestra assignments, and other aspects of your standing with the School. The Office of the Registrar assigns jury days and times. Students are responsible for providing their own accompanists for juries. Early planning will avoid last-minute scheduling problems. In the Brass Department, students are encouraged but not required to use an accompanist for their juries. They are also encouraged but not required to memorize concertos or other solo works for their juries. Students are encouraged to read their jury comments, which are available in the Office of the Registrar. The jury performance times allotted in non-graduating years are: freshman, 10 minutes; sophomore, 15 minutes; junior, 15 minutes; first year of graduate study, 15 minutes.

Sophomore Continuation Jury

This jury, at the end of the sophomore year of study, establishes that a student's progress has been sufficient to reasonably ensure completion of the program of study. The evaluation will determine whether or not a student may continue in that program.

Advanced Standing Jury

In rare cases, undergraduate students may accelerate their program in performance by means of an Advanced Standing Jury. A successful Advanced Standing Jury will allow a student to graduate early, provided all other academic requirements are also met early. Advanced Standing can only be granted for one semester. To start the process, the student submits a Petition for Advanced Standing to the Registrar's Office. This Petition must indicate the approval of both the major teacher and the Brass Department Chair, and must be turned in no later than March 1st of the academic year in which the

Advanced Standing Jury is to take place.

Jury for Students Graduating from Undergraduate and Graduate Programs

Students expecting to graduate from either program during the current school year must play a graduation jury. Consult applicable repertoire requirements. Students are responsible for providing their own accompanists. Graduation juries will take place during the last week of April and they are scheduled by the Office of the Registrar. Review the Required Recital section of the Handbook. A graduation jury and/or graduation recital does not serve as a substitute for an entrance examination to a higher degree level.

Professional Studies and Doctor of Musical Arts

In most cases there are no juries. Review the requirements for recitals.

Note: All current students who take an entrance audition at MSM for a higher degree program and are accepted by the School are not required to play a graduation jury.

Jury Comments

Students have a right to see their jury comments and scores. They may elect to allow their teacher to see them.

Grading

All juries are graded on a 10-point scale. The student's jury grade is the average of all scores received at the jury (excluding those of the primary teacher and any teacher who has previously taught the student at MSM).

Jury Postponement

The Provost's Office will only consider a student petition requesting postponement of a jury in extreme medical conditions (documented by physician), sudden family emergencies, or other exceptional circumstances. In all other cases, any student who fails to play a scheduled jury will receive an F for that jury. A failed jury may result in academic probation or dismissal from MSM. A postponed jury must be successfully completed not later than the first two weeks of the subsequent semester.

RECITALS

Scheduling Recitals

A graduation recital and/or jury, if required, must take place within the last two semesters of major lessons. A date for the recital must be applied for with the Scheduling Office. The recital program must be approved by the major teacher and the Brass Department Chair, and a copy of this program must be submitted to the Office of the Registrar as part of the student's graduation requirement.

Non-required Recitals

Students are encouraged to give recitals in non-graduating years. Consult with your teacher for approval. Most non-graduating recitals are given in the fall semester when recital space is less at a premium. Consult the Scheduling Office for a recital application. Students are responsible for providing their own accompanists.

Required Recital—Undergraduate and Graduate Programs

Students expecting to graduate from either program during the current school year are required to give a graduation recital in addition to the graduation jury. Follow repertoire requirements carefully in building a recital program. Make certain your teacher approves of the chosen repertoire. Consult with the Scheduling Office for a recital application. Further, the recital repertoire approval form, also available from the Scheduling Office, requires the approval and signatures of your teacher and the Brass Department Chair. The teacher's signature implies that the student is prepared to perform. Once the major teacher has signed the form, the teacher is not permitted to request a postponement of the recital. The signature of the Brass Department Chair signifies approval of the repertoire and programming. The Brass Department Chair will not sign a recital approval form until the major teacher has done so. Students should be certain that the program is accurately written before submitting it for signatures. The recital repertoire approval form is to be filed with the Scheduling Office and the Brass Department Chair at least four weeks prior to the recital date. Students must be enrolled for major

lesson until the graduation recital and graduation juries (as applicable) have been successfully completed. A graduation recital and/or graduation jury does not serve as a substitute for an entrance examination to a higher degree program. Students are responsible for providing their own accompanists.

Required Recital—Professional Studies

Consult the Scheduling Office for a recital application. Consult repertoire requirements carefully. Students are responsible for providing their own accompanists. Students are required to present an audio recording of the recital to the Brass Department Chair as soon as possible after the recital for adjudication by appropriate faculty.

Doctor of Musical Arts Recitals

Consult the Assistant Dean for Doctoral Studies for procedures and requirements.

Recording of Recitals

The School records all required recitals when possible.

BRASS DEPARTMENT REPERTOIRE REQUIREMENTS

Note: In the Brass Department, these guidelines should be followed, in general. However, when specific issues or questions arise, the student should consult with their major teacher, and if the teacher feels that a certain flexibility will be required or beneficial, that flexibility will be deemed very important by the Chair.

All Brass Department students are encouraged but not required to play the following music from memory: concerti, concerto-like works, solo (unaccompanied) works, and the standard recital repertoire.

Bachelor of Music/Diploma Entrance Exam

- Major and minor scales and arpeggios
- First movement of a standard concerto, with applicable cadenza
- Two etudes of contrasting styles
- 3-5 orchestral excerpts

Freshman Jury

- Repertoire determined by teacher and student, totaling at least ten minutes of music
- No repetition of repertoire from entrance exam is allowed.

Sophomore Continuation Jury

This important jury establishes that a student's progress has been sufficient to reasonably ensure completion of the program of study. The evaluation will determine whether or not the student may continue in that program.

- Two contrasting movements of a concerto with all applicable cadenzas.
- Two etudes of contrasting styles.
- 3-5 orchestral excerpts.

- No repetition of repertoire from previous jury or entrance exam is allowed.*

* In the case of excerpts, repetition of major excerpts is allowed.

Junior Jury

- Complete concerto with all applicable cadenzas.
- Two etudes of contrasting styles or one complete recital work, preferably 20th-21st century.
- 5-8 orchestral excerpts.
- No repetition of repertoire from previous juries or entrance exam is allowed, except with a concerto as a complete work this year (and orchestral excerpts, as noted * in the Sophomore Jury Notes).

Bachelor of Music/Diploma Graduation Recital and Jury

- Three significant, complete recital works from three style periods, including the 20th or 21st century.
- Any complete concerto is optional, and may be included in the graduation recital, at the discretion of the student.
- 10 orchestral excerpts.
- No repetition of repertoire from previous juries or entrance exam is allowed (with exception for excerpts).

Master of Music/Postgraduate Diploma Entrance Exam

- Two contrasting movements of a concerto with all applicable cadenzas.
- One movement of a standard recital work, or two etudes of contrasting styles.
- 5-8 orchestral excerpts.

First-year Master of Music/Postgraduate Diploma Jury

- Complete concerto with all applicable cadenzas.
- Complete multi-movement work.
- No repetition of repertoire from previous juries or entrance exam is allowed.

Master of Music/Postgraduate Diploma Graduation Recital and Jury

- Three significant, complete recital works from three style periods, including the 20th or 21st century. A complete concerto with all applicable cadenzas may be used as one of the recital works, at the discretion of the student.
- 10 orchestral excerpts.

Doctor of Musical Arts/Professional Studies Entrance Exam

- Complete concerto with all applicable cadenzas.
- Three significant recital works from a wide range of styles, including the 20th or 21st century.
- 8-10 orchestral excerpts.

Professional Studies Graduation Recital

- Four complete, significant recital works from a wide range of style periods, including the 20th or 21st century.
- 10 orchestral excerpts.

Please consult the Assistant Dean for Doctoral Studies for subsequent DMA repertoire requirements.

MASTER CLASSES

Master Classes for the Brass Department are given periodically, as part of Brass Lab Class, or through the Orchestral Program. For Brass Lab Classes, participation is determined by the Brass Department Chair. For Orchestral Program Master Classes, participation is determined by the OP Faculty. Consult your major teacher if you wish to be nominated for a class.

EISENBER-FRIED CONCERTO COMPETITION

The concerto competition for the Brass Department will be held in February of 2018, with a preliminary audition held on Tuesday, February 6th at 7pm. Applications are available in the office of the manager of Instrumental Chamber Music. The signature and approval of the major teacher are required. Check with the Chamber Music and Ensembles Office for the application deadline. The winner will be chosen from departmental auditions.

CONTACT INFORMATION

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The Brass Department bulletin board is located on the Third Floor of MSM. There students and faculty will find a listing of upcoming Master Classes by visiting artists, as well as various notices and flyers for events or summer programs which they may find of interest.

