

# **WOODWIND DEPARTMENT**

**Student Handbook  
2016-2017**

**Manhattan School of Music**

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

# WELCOME

Dear Student:

Welcome to Manhattan School of Music! Here you will study with world-class faculty, be challenged to absorb as much as you can of musical language, 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. Please consult your major teacher or the departmental chair with any departmental questions or concerns.

I hope all of you feel during your time at MSM just how much all of us—faculty, administration, staff—want to do all we can to help you on your way to successful, fulfilling lives in the world of music.

With best wishes,

A handwritten signature in cursive script that reads "Linda Chesis".

Linda Chesis  
Woodwind Department Chair

## **APPLIED LESSONS**

### **Your Teacher**

This is one of the most important parts of a musician's development. Your teacher is among the most vital sources in helping you to make career decisions, both large and small. As in any relationship, issues may arise which need discussion and/or resolution. You are encouraged to discuss problems, as they occur, directly with your teacher. Unresolved issues and/or the sense that you cannot discuss problems with your teacher need to be addressed with the departmental 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, given the nature of other performance and teaching commitments, offer two-hour lessons and/or lessons at differing intervals. Others still have teaching associates or substitutes to give lessons at times when they are unable to do so. Make certain that you understand your teacher's lesson schedule plan. If you are concerned that you are not receiving the requisite number of lessons, or have a problem with the frequency of your lessons, notify the departmental chair.

### **Change of Teacher**

Students may request a change of teacher. This is an important decision to be thought over carefully and thoroughly. Student decisions to change teachers are often the result of miscommunication or lack of communication with the current teacher. You are therefore encouraged to discuss the matter with your teacher and/or with the departmental chair and the Dean of Students. If you wish to change teachers, you must obtain a Change of Teacher Request Form from the Provost's office. Complete instructions are on the form. School policy prohibits any action against a student by a former teacher.

### **Attendance Policy**

Private lessons constitute the core performance study 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 were 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**

No student may be absent from the school for professional engagements unless permission for such absence is granted by the Dean of Students well in advance of all such engagements. Students who wish to pursue a professional opportunity over several days must apply for a professional leave, using the form available in the Dean of Students office. Typically, the professional leave may not extend for more than two weeks.

## **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 Life.

## **TECHNICAL STANDARDS**

In order to maintain the integrity of the educational process 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 throughout our musical community.

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

### TECHNICAL SKILLS

- Hear and distinguish pitch relationships and intonation
- A basic sense of rhythm with an understanding and ability to play standard rhythms and meters
- A substantial degree of dexterity and technical consistency
- Understanding of and ability to perform a variety of articulations
- Control of breathing and sound production
- Have the focus and endurance to participate in orchestral, chamber music rehearsals and concerts

### MUSICAL SKILLS

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

### **The Evaluation of Technical Standards at Juries**

An annual jury is conducted to allow the faculty to assess the growth and progress of each student in all the above areas. All standards are judged in relation to the student's degree program and level of study. For BM students, the sophomore jury is a critical moment to evaluate the progress and potential of students to ensure that they are on the correct path to a successful completion of their Bachelor's degree.

## **ENSEMBLE REQUIREMENTS**

### **LARGE ENSEMBLES**

All BM and MM woodwind students (with the exception of saxophones) must participate in orchestra, jazz philharmonic and/or wind ensemble as assigned every semester until graduation. Placement 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. A list of required excerpts will be sent to students by the end of the preceding semester. As distribution of parts is determined, in part, by the results of the audition, careful preparation for this audition is strongly advised. Students are required to take this audition each semester. Anyone 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.

### **CHAMBER MUSIC**

Students are required to complete a minimum of four semesters (undergraduate), four semesters (graduate), by assignment, of chamber music. The Director of Chamber Music and Ensembles makes assignments in consultation with the Departmental Chairs of Woodwinds, Strings, Piano and Brass. Students are strongly advised to fill out a chamber music request form each semester. Specific requests for type of ensemble, fellow players, repertoire and coach are given serious consideration. Please consult the Chamber Music Handbook for further information.

## **WOODWIND LAB**

All juniors, seniors, masters and PS students are required to enroll in Woodwind Lab, which meets every Thursday from 10am to 12pm. Please ensure that nothing in your schedule conflicts with this time. Transfer students who may have course conflicts must contact the WW Department chair as soon as possible to determine a solution.

# **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 within the School.

The Office of the Registrar assigns jury days and times. Students are responsible for providing their own accompanists for juries. In all cases, if the works chosen require piano, the student must provide an accompanist. Early planning will avoid last-minute scheduling problems. 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—ten minutes; sophomore—twelve minutes; junior—fifteen minutes; First year of graduate study—fifteen 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 department chair, and must be turned in no later than March 1 of the academic year in which the advanced standing jury is to take place.

## **Jury for Students Graduating from Undergraduate, Graduate and Professional Studies 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 May jury period and are scheduled by the Office of the Registrar. Review the Required Recital section of this handbook. A graduation jury and/or graduation recital does not serve as a substitute for an entrance examination to a higher degree level.

**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.**

### **Doctor of Musical Arts**

Please consult the Assistant Dean for Doctoral Studies for procedure and requirements.

### **Jury Comments**

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

### **Grading System**

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 a 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.

## **REPERTOIRE GUIDELINES FOR WOODWIND DEPARTMENT JURIES**

These guidelines are to be followed whenever possible. However, if special issues or questions arise, the student should consult with his/her major teacher as early as possible. If the teacher feels that a certain flexibility is necessary, that opinion will be deemed very important by the Chair. **Please note: any work that is composed with accompaniment MUST be performed as such. No exceptions permitted.**

*All Woodwind students are strongly encouraged (but not required) to play the following music from memory: concerti, concerto-like works and solo (unaccompanied) works.*

### **Freshman Jury: 10 minutes**

- 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: 12 minutes**

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

- Two contrasting movements from a major repertoire work
- The first movement of a standard concerto with all applicable cadenzas.

### **Junior Jury: 15 minutes**

- Complete concerto with all applicable cadenzas
- One complete recital work

One of these should preferably be from the 20<sup>th</sup> or 21<sup>st</sup> century. No repetition of repertoire from previous jury or entrance exam is allowed, with the possible exception of the concerto (from sophomore year) as a complete work.

### **Bachelor of Music/Diploma Graduation Recital and Jury: 15 minutes**

- At least three significant, complete recital works from different style periods, including the 20th or 21st Century.

No repetition of repertoire from previous juries or entrance exam is allowed

### **First-year Master of Music: 15 minutes**

- Complete concerto with all applicable cadenzas
- Two complete multi-movement works.

No repetition of repertoire from previous juries or entrance exam is allowed.

**Master of Music/Professional Studies Graduation Recital and Jury: 15 minutes**

- Four significant, complete recital works from three style periods, including the 20th or 21st Century. One work must be performed from memory. A complete chamber work may be used as one of the recital works, at the discretion of the student and teacher.

# RECITALS

## **Scheduling Recitals**

A graduation recital 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 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 that your teacher approves of the chosen repertoire. Consult 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 departmental 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 departmental chair signifies approval of the repertoire and programming. The departmental chair will not sign a recital repertoire approval form until the major teacher has done so.

Students should be certain that the program is accurately written before submitting it for signatures. To facilitate the approval process, a copy of the completed forms may be to the Department Chair, who will send final approval to the Scheduling Office.

The recital repertoire approval form is to be filed with the scheduling office and the departmental chair at least four weeks prior to the recital date. Please make sure to carefully follow duration limits as stated on the Recital Confirmation Packet. Students must be enrolled for major lessons 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.

**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.

## **EISENBERG-FRIED CONCERTO COMPETITION**

**Monday, February 13, 2017 at 7pm in Greenfield Hall. Open to the public.**

Applications will be available in the Office of the Director of Chamber music and Ensembles before winter break. The signature and approval of the major teacher are required. The concerto must be memorized. **THE APPLICATION DEADLINE IS MONDAY, JANUARY 30<sup>th</sup> at 5pm.** Completed applications should be emailed to the Department Chair by the deadline. Please observe the posted application deadline carefully. Late applications will not be accepted. The winner will be chosen from departmental auditions. There will be no interdepartmental finals, and there will be one annual winner and one alternate from the Woodwind Department.

## **MASTERCLASSES AND SPECIAL EVENTS**

Throughout the school year, there are special events such as master classes, departmental recitals, and other performance opportunities. Pertinent information will be emailed to you as well as posted on the MSM calendar.

## **CONTACT INFORMATION**

### **Woodwind Department Chair**

If you need to contact the departmental chair, please send an email to Ms. Chesis: [lchesis@msmnyc.edu](mailto:lchesis@msmnyc.edu) who will address your concerns as soon as possible or make an appointment to meet with you. If you are requesting a signature, please note that all forms must be completed and include the major teacher's signature before emailing it to the Department Chair as either a jpeg or pdf. Please indicate which form you are attaching in the subject line. Here is an example: **Leave of Absence Form – Department Chair Signature requested**

### **Woodwind Department Bulletin Board**

This is located on the second floor, along with all departmental bulletin boards. Check periodically for special departmental notices.

### **Student Website**

The woodwind page is located on the on the MSM Student website.  
(Departments /Woodwinds)