

COLLABORATIVE  
PIANO DEPARTMENT  
STUDENT HANDBOOK  
2019-2020

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# WELCOME

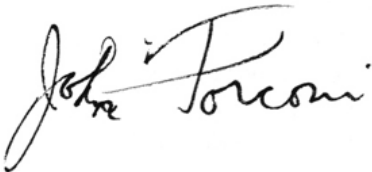
Dear Student:

Welcome to the Collaborative Piano Department of Manhattan School of Music. You have been accepted into one of the premier Collaborative Piano programs in the world, and we take this opportunity to congratulate you. Your program of study at Manhattan School has been carefully developed to provide you with the tools and experience you need to further develop yourself into a professional in the field of collaboration with instrumentalists and/or singers.

This document has been developed to provide you with assistance in the understanding of the program in general and in the pursuit of your particular course of studies. It is your responsibility to know the contents of this document and to comply with the policies and procedures throughout your stay at the School

Communication is at the heart of our profession. Let this handbook guide you to communicate regularly with the chair and faculty of our department.

With best wishes for your success,

A handwritten signature in black ink that reads "John Forconi". The signature is written in a cursive style with a large, sweeping initial "J" and a distinct "F".

John Forconi

Collaborative Piano Department Chair

# INTRODUCTION TO THE COLLABORATIVE PIANO DEPARTMENT

## **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**

Students may request to be excused from school for professional engagements for periods not longer than two weeks. The appropriate form is available in the office of the registrar or the office of student life, and requires the signature of all teachers, the departmental chair, and the 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 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 Collaborative Piano degree programs offered at MSM.

All applicants in Collaborative Piano (vocal and instrumental) must have completed a course of study in piano equivalent to the undergraduate or graduate curriculum at Manhattan School of Music and must audition in New York City.

In addition, Master's and Postgraduate Diploma students must demonstrate:

- the ability to sing and play (self-accompany) a Mozart opera recitative and aria
- the ability to accompany both a singer and a violinist without rehearsal in prepared required repertoire
- the ability to sight read standard vocal and instrumental literature.

In addition to the above, Professional Study and Doctoral Vocal specialization students must demonstrate:

- the ability to sing and play (self-accompany) a complete operatic scene from among five repertoire choices
- the ability to perform a thirty-minute prepared recital with their own singer demonstrating a variety of styles, periods and languages.

Professional Study and Doctoral Instrumental specialization students must demonstrate:

- the ability to accompany their own instrumentalist(s) in three complete sonatas by Beethoven, a Romantic period work and a Twentieth Century work.

## **The Evaluation of Technical Standards at Required Recitals:**

Master's and Postgraduate Diploma students have three required adjudicated recitals.

Professional Studies students have one required adjudicated recital.

Doctoral students have three required adjudicated recitals over the course of their two years of study.

## JURIES

There are no juries in the Collaborative Piano Department. All first-year master's and postgraduate diploma students are required to perform the first of their three required recitals by May of their first year of study.

## GRADUATION RECITALS

### Scheduling Recitals

All students must apply for graduation recital dates with the scheduling office. The recital programs must be approved by the major teacher and the chair of the department, and copies of the programs must be submitted to the Office of the Registrar as part of the student's graduation requirement. The chair's signature signifies approval of the repertoire and programming. **Only a fully completed form will be accepted for approval by the chair.** The student must be enrolled for major lessons until the recital(s) have occurred. It is the student's responsibility to adhere to all deadlines and regulations imposed by the scheduling office.

### Adjudication of Recitals

All graduation recitals are to be adjudicated by two faculty members other than the major teacher. The chair of the department will assign adjudicators for each recital. It is your responsibility to contact the chair of the department as soon as you have been assigned dates for your recital(s). **It is imperative that you have each performance audio taped as documentation which can be used for adjudications in case a problem arises which prohibits live adjudications.** You should avoid requesting recital dates any later than **May 1** of the year you intend to graduate.

It is the student's responsibility to keep track of the required recital(s) during the course of study at school. **You must inform the department chair of any changes in the date(s) for the adjudicated recital(s) in case of postponements or cancellations.**

### Master's and Postgraduate Diploma Recitals

Master's and Postgraduate Diploma students are required to perform **three recitals** over the course of their two years at school. If the student



specializes in vocal Collaborative Piano, then he/she must perform one instrumental and two vocal recitals. If the student specializes in instrumental Collaborative Piano, then he/she must perform one vocal and two instrumental recitals. **The length of the recitals should be a minimum of seventy-five minutes and a maximum of ninety minutes including the intermission. The program works are to be chosen by the student with the approval of the major teacher as well as the department chair. The repertoire choices must not include any material from the entrance audition or another adjudicated recital.**

### **Professional Studies Recitals**

Professional Studies students are required to perform **one recital** in the second (final) semester of study. The recital should contain works of a high level of difficulty. **The length of the recital should be a maximum of ninety minutes, including the intermission. The program works are to be chosen by the student with the approval of the major teacher as well as the department chair. The repertoire choices must not include any material from the entrance audition.**

### **Doctor of Musical Arts Recitals**

Doctoral students are required to perform **three recitals** while in residence at the School. The first recital should be presented in the spring semester of the first year of study. The other recitals should be performed in the second year of study. The recitals should contain works of a high level of difficulty. **The length of the recitals should be a maximum of ninety minutes, including the intermission.** Consult the director of doctoral studies for other specific procedures and requirements. **The program works are to be chosen by the student with the approval of the major teacher as well as the department chair. The repertoire choices must not include any material from the entrance audition or another adjudicated recital.**

### **Accompanying Recitals of Other Students**

For all three categories of required recitals (master's/postgraduate, professional studies and doctoral), it is possible for a student to accompany an instrumentalist or a singer. The same regulations hold in terms of level of difficulty and length of the recital and adjudications. In addition, those students who accompany a voice major's graduation recital **must attend the eight hours of coaching** to which the singer is entitled.

If you are not using this recital as one of your required recitals, you will be paid \$ 75.00 for attending the eight hours of vocal coaching. Please refer to the payroll procedures section of this document.

### **Recording of Recitals**

As mentioned above, it is imperative that all graduation recitals be audio-recorded. The quality of these recordings is important for the adjudication process.

You should consult the recording studio in Room 312 for all pertinent information regarding their policies.

If the recital is to be adjudicated by audio recording, it is your responsibility to provide either the link sent to you by the recording studio which should contain all the files from the recital as well as a copy of the program OR two CD (**not DVD unless requested**) copies of the recital (which have been checked by you), as well as four programs, to the department chair within a week after the recital has occurred.

# ENSEMBLE REQUIREMENT

## **Chamber Music**

The program for master of music and postgraduate diploma instrumental specialization majors contains a two-semester requirement for chamber music. The student must sign up for chamber music by visiting the ensembles office and following the procedure for assignment to an instrumental ensemble. It is strongly suggested that the student request a piano/string or piano/wind group consisting of three or more players.

The work studied in the ensemble class can be used by the student as one of the works presented on one of his/her required recitals.

There is no formal chamber music ensemble requirement for master of music and postgraduate diploma vocal specialization majors as well as none for professional studies or doctoral students. If any of these students have time in their schedules and the ensembles office can accommodate them, they should make a request for a chamber ensemble.

## COURSES OF STUDY

The Collaborative Piano Department offers the following degrees and programs:

- Master of Music—Instrumental or Vocal Specialization
- Postgraduate Diploma—Instrumental or Vocal Specialization
- Professional Studies—Instrumental or Vocal Specialization
- Doctor of Musical Arts—Instrumental or Vocal Specialization

It is your responsibility to know the requirements of your particular course of study and to proceed in a timely manner towards completion. You can access the Collaborative Piano Degree Sequence Plans at [www.msmnyc.edu/programs/collaborative-piano/](http://www.msmnyc.edu/programs/collaborative-piano/).

# COLLABORATIVE PIANO PRACTICUM

All master of music, postgraduate diploma, and professional studies students are required to participate in the Collaborative Piano Practicum course each semester they are enrolled for full-time study. The master of music and postgraduate diploma students are enrolled in the practicum course for four semesters. The professional studies students are enrolled in the practicum course for two semesters. There is no practicum requirement for doctoral students.

## General Information

**Vocal Studio/Class Work**—This is to be documented on pink sheets labeled STUDIO. The required pink sheet hours can be fulfilled by playing for classical voice lessons and/or voice-related classes (diction, vocal literature, or vocal performance).

**Advanced or Instrumental Studio Work**—This is to be documented on white sheets labeled ADVANCED. The required white sheet hours can be fulfilled in several different ways. The following are all the possibilities for these hours:

- Instrumental studio (string/wind/brass) lessons /class work
- Instrumental and Vocal Master class auditions and assignments
- Juries (vocal or instrumental)
- Opera department assignments
- Concerto competition auditions
- Outreach department assignments

## In Addition:

- One hour of Collaborative Piano in an instrumental studio lesson includes one hour of rehearsal, and this hour of rehearsal is counted as well
- Collaborative Piano students are NOT allowed to charge unless a rehearsal exceeds one hour
- Collaborative Piano students' partners MUST be informed about any extra charges before the rehearsal continues

- Master class assignments count as two hours per singer/ instrumentalist played for. Each Master class Collaborative Piano assignment includes one hour of rehearsal
- Vocal Juries are counted at the rate of ½ hour per jury. Vocal jury playing includes ½ hour of rehearsal
- Instrumental Juries are counted at the rate of 1.6 hours per jury. Instrumental jury playing includes one hour of rehearsal.

### **For Vocal Specialization Majors:**

The number of hours of vocal studio/class work is 4 hours per week for 14 weeks for a **semester** total of 56 hours. The number of hours of instrumental (advanced) work is 2 hours per week for 14 weeks for a **semester** total of 28 hours.

### **For Instrumental Specialization Majors:**

The number of hours of vocal studio/class work is 2 hours per week for 14 weeks for a semester total of 28 hours. The number of hours of instrumental (advanced) work is 4 hours per week for 14 weeks for a **semester** total of 56 hours.

## **GENERAL COLLABORATIVE PIANO STAFF MEETINGS**

Several days before the first day of classes of the fall semester a meeting of all the current and new Collaborative Piano students is held for the purpose of assigning pianists to the vocal studios and voice-related classes for the semester. The chair of the department, together with the current doctoral assistant, runs this meeting. Assignment is made based on student availability as well as the appropriateness of the task. A similar meeting is held within the first week of the spring semester if there are a sufficient number of changes of schedules from the fall semester to warrant one. Otherwise, assignments are made by the chair in consultation with the faculty and doctoral assistant.

## STUDIO AND CLASS COLLABORATIVE PIANO

All studio and class Collaborative Piano assignments are divided into two categories: vocal and instrumental. While this section of the handbook pertains to the Collaborative Piano Practicum Requirement, it is also important for doctoral students and for all students who are on the Manhattan School payroll.

### Vocal Studios and Classes

All vocal studio lessons and voice-related classes at Manhattan School are provided pianists by assignment. Most of these assignments are completed by the vocal faculty as well as the voice-related faculty working in conjunction with the chair of the Collaborative Piano department and the doctoral assistant to the chair. The doctoral assistant for 2019–2020 is **ESTHER LIM**. The best way to reach Esther is by email, [limsthe@gmail.com](mailto:limsthe@gmail.com), or by phone at 646-599-4500. All non-doctoral students in the department must be enrolled in the Collaborative Piano Practicum course and have a specific number of pink sheet (vocal) hours to fulfill. Once these hours have been fulfilled, the student can submit his/her hours for pay or opt to have any extra pink sheet hours credited to the next semester. The payment for all vocal Collaborative Piano is \$23.00 per hour.

Once assignments have been completed for the semester, the Collaborative Piano major should contact the faculty member(s) to introduce themselves and find out the expectations for the particular studio(s) and/or voice-related class(es). **Should the need arise, it is the student's responsibility to find a suitable substitute for him/herself. The substitute must be chosen only from the list of current collaborative pianist or vocal staff pianists.** It is strongly recommended that you consult with the chair of the department and/or the doctoral assistant before choosing a substitute. You must also contact the teacher(s) involved to inform them of your absence and the name(s) and phone number(s) of the substitute(s). **BE VERY CAREFUL ABOUT THIS PROCEDURE. Any problems that may occur because of this situation are your responsibility.**

## **Instrumental Studios and Classes**

All instrumental studio and class Collaborative Piano assignments are made by request of either the instrumental teacher or the instrumental student him/herself. For those Collaborative Piano majors who need white-sheet hours, the chairman of the department will inform you of any requests. It is also possible for the Collaborative Piano students to contact the instrumental faculty to request assignment to a student working on a particular sonata or other instrumental piece. It is imperative that you stay in close touch with the chairman of the department regarding your white-sheet hours.

The School does offer payment for work in instrumental lessons and/or classes on a limited basis. Check with the chairman of the department for this possibility. After you have fulfilled your white-sheet hours for the Collaborative Piano Practicum course, you may wish to continue working with an instrumentalist in order to have them perform on one of your recitals in exchange for playing for their lessons or jury or competition. You are here to gain as much experience as possible in a short amount of time. Take advantage of any opportunity which is of a high artistic level. If a particular teacher likes your work, s/he will recommend you to others. This is how you start to work in the field. Always perform at your highest level. You are being watched and listened to all the time.



## DEPARTMENTAL PERFORMANCES

### **Instrumental Seminar Chamber Music Concerts**

Each year the instrumental Collaborative Piano faculty present a series of concerts featuring the instrumental Collaborative Piano majors and their partners in performances of sonatas and larger chamber music works. Past performances have included the complete sonatas for piano and violin by Beethoven as well as selections from the chamber works of Brahms and other major composers.

### **Vocal Seminar Concerts and Productions**

Each year the vocal Collaborative Piano faculty present a series of concerts featuring a particular body of works studied each semester in the seminar class. Each member of the vocal seminar class faculty invites singers to participate by audition. Past performances have included evenings of vocal works with piano as well as both staged and concert-style opera productions.

### **Student Recitals**

Throughout the year there are numerous performances given by the Collaborative Piano majors and their vocal or instrumental partners. All students in the department are encouraged to attend as many of these performances as possible in order to support their colleagues and acquaint themselves with the vast amount of literature in the field.

## MASTER CLASSES

There are numerous master classes given by visiting artists throughout the school year. For visiting classical vocal artists, assignment of pianists is made by the chair of the Collaborative Piano department in consultation the Collaborative Piano department faculty and with those students who are specializing in vocal Collaborative Piano. It is also possible for those specializing in instrumental Collaborative Piano to be assigned to these vocal master classes as well. For master classes given by visiting instrumental artists, assignment is dependent on the instrumentalists selected and the status of their pianists.

## BALSAM DUO COMPETITION

The Artur Balsam Competition for Duos takes place on alternate years in the Spring and includes preliminary and final rounds. Repertoire encompasses complete sonatas from various periods including one specified sonata for each type of instrument. The winning duos perform a recital in Greenfield Hall. Cash prizes are awarded for 1st, 2nd and 3rd places. Applications and detailed guidelines will be available in fall 2020 in the office of the Director of Instrumental Ensembles, Katharine Dryden, [kdryden@msmny.edu](mailto:kdryden@msmny.edu), room 211, for the next competition taking place in the spring of 2021.

## EMPLOYMENT OPPORTUNITIES

Collaborative Piano majors can work in several capacities during the course of their studies at Manhattan School of Music. They can accompany in vocal studios and voice-related classes, those who qualify can serve as vocal coaches in the voice department, and those who qualify can accompany in instrumental lessons and/or classes. Those who wish can audition to work in the precollege division on Saturdays at the school as private lesson pianists. For information on working in the precollege division contact Amanda Diaz, [avdiaz@msmny.edu](mailto:avdiaz@msmny.edu), 917-493-4492, for audition information.

These opportunities are available to Collaborative Piano students who are in the doctoral program and **for all those students who have completed their required Collaborative Piano Practicum hours in each semester (excepting work in the precollege)**. The nature of the work, as well as payroll procedures, is described in other sections of this document.

## VOCAL COACHING

For those Collaborative Piano students who are vocal specialization majors, there is an opportunity to earn money as a vocal coach. This work is open only to those students who are qualified in terms of experience and language ability. It is usually best to work with a few voice students at a time since your schedules are very full in this program.

The vocal coaching program is coordinated by the chairman of the Collaborative Piano department. Each semester the classical voice students are asked to choose a vocal coach from the list provided on the MSM website. In some cases, the singers request the pianist assigned to their private lesson. This is the best way to gain experience and work within a somewhat controlled situation, since you will be working on the same literature.

The payment for vocal coaching is \$27.00 per hour for new coaches (first two years), \$30.00 per hour (third through fifth years) and \$33.00 per hour thereafter. If you are interested in vocal coaching, you must inform the chairman of the department immediately and submit a short bio as soon as possible. You will receive more information after the start of the semester since the coaching program begins after the second week of each semester.

## PAYROLL PROCEDURES

The first step in the process is the completion of the forms for the payroll department headed by Eileen Quinn (ext. 4453). The paperwork requires a valid government-issued photo ID for domestic students, a valid passport and visa for international students, and a **social security card** for all students. You can present these forms to Eileen Quinn. The international students need to meet with Michael Lockhart (ext. 4460), the international student advisor at Manhattan School of Music in order to apply for a **social security card**.

All students in the program who have correctly filled out the necessary papers can receive payment for work done in vocal studios and/or voice-related classes (diction, vocal literature, or vocal performance). **For full-time students, there is a limit of twenty hours per week.**

**If you are currently enrolled in a particular diction class and are also the pianist for that class, you CANNOT receive payment for these services. You can use these hours as part of your practicum requirement and record them as pink sheet hours.**

You must use green sheets for payment for vocal lessons and vocal related classes. **These green sheets are available only from the chair of the department.** The **pink and white practicum sheets** are available any time you are in the building. These are kept in an acrylic rack next to the entrance to the mail room, **Andersen 434**. Be very careful when filling out any of these sheets, especially the green sheets. Turn in the completed green pay sheets at least 3 to 4 days before the deadline listed on the back of the sheet for each pay period. **All of these sheets can be left for the department chairman in the acrylic rack outside studio 214.**

Please adhere to the following guidelines:

- You can use the same green sheet for several (up to 4) different teachers in a given week, or you can use the sheet for the same teacher for 4 weeks.
- **Do not combine several teachers on the same line of this form.**
- All green sheets for the fall semester **MUST BE TURNED IN BEFORE THE FINAL DEADLINE FOR DECEMBER.**
- At the end of the spring semester, all green sheets **MUST BE TURNED IN BY JUNE 1. YOU WILL NOT BE PAID FOR ANY GREEN SHEETS TURNED IN AFTER THAT DATE.**

Remember that those of you playing for vocal graduation recitals in any semester must attend the 8 hours of coaching with the singer. These coaching hours are for both the singer and you. If you are playing for a vocal graduation recital and not having it adjudicated as one of your required recitals, the School will pay you \$75.00 towards these hours of coaching as long as you have attended the eight hours of coaching. There is an **orange sheet** for this particular payroll item. These sheets are also found in the acrylic rack in the entrance to the mailroom, **Andersen 434**.

## AUDITION REQUIREMENTS BY DEGREE PROGRAM

For the complete listing of the audition requirements for each Collaborative Piano degree program, refer to [www.msmnyc.edu/programs/collaborative-piano/](http://www.msmnyc.edu/programs/collaborative-piano/).

## CONTACT INFORMATION

### **Chair of the Collaborative Piano Department**

If you need to contact the departmental chair, do so in one of the following ways:

- Send an e-mail to Mr. Forconi at [jforconi@msmny.edu](mailto:jforconi@msmny.edu) or [johnforconi@gmail.com](mailto:johnforconi@gmail.com)
- Leave any forms for the chair to process or sign in the acrylic rack next to studio 214
- Leave a message at 917-493-4499.

### **Collaborative Piano Department Bulletin Board**

This is located on the third floor near the east side of the building (Broadway). Check it regularly for departmental notices as well as performances.

### **Collaborative Piano Website**

The Collaborative Piano Department page is located on the MSM website, [www.msmnyc.edu/programs/collaborative-piano/](http://www.msmnyc.edu/programs/collaborative-piano/).

### **Student and Staff Pianist Mail Folders**

Each current collaborative piano major as well as all staff pianists in the department have mail folders in a large file cabinet located on the third floor near the east side of the building (Broadway). You can have your colleagues leave music, etc for you in these folders.



