



ORGAN DEPARTMENT

STUDENT HANDBOOK  
2019-2020

# WELCOME

Welcome Students! We are pleased that you have chosen to study organ at the Manhattan School of Music (MSM) and trust that this will be a valuable time for you to grow and thrive in your studies. The contents of this handbook are important and should cover many questions related to your studies at MSM. The responsibility for knowing the information contained in this handbook, as with all school policies and procedures, rests with you. Consult your major teacher or the department chair with any departmental questions or concerns.

## APPLIED LESSONS

### **Your Teacher**

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 require 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 department chair or the Provost.

You are entitled to and required to have 28 one-hour private lessons with your major teacher over 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 department chair. Applied lesson faculty have created a course syllabus that describes the objectives, grading, attendance, and other policies related to your lessons. Please be sure to read over the syllabus carefully and discuss any questions you have with your teacher.

## **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. Professional leave may not extend for more than 2 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.

The programs of study for Organ majors are designed to develop skilled performers with a knowledge of organ design, history, literature, and performance practices. All organ students admitted to Manhattan School of Music will have demonstrated the following abilities:

## Technical Skills

- Facility in manual and pedal technique, particularly the ability to play movements of Bach trio sonatas with fluency
- A grounding in pedal exercises
- A substantive piano background including study of scales and arpeggios, technical studies, and core piano repertoire

## Musical Skills

- A basic knowledge of different musical and national styles of organ repertoire and organ building, including registration, performance practices and history of the instrument
- A basic understanding of harmony, musical structure, and the ability to nuance a performance through phrasing and articulation
- Skills in hymn/service playing, accompanying, and improvisation

## 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. Each year at MSM, students are required to present appropriate repertoire at their juries (examples of which are contained in this handbook) so that at the end of their degree program they will have demonstrated that they have attained the necessary skills for graduation.

# JURIES

## **Juries 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, as necessary, for students who need to take a jury at that time. Juries are a vital part of your training as a performer, and the resultant scores have bearing on your academic record, scholarship awards, and other aspects of your standing within the School. Consult repertoire requirements with your teacher early in the school year and prepare carefully for this important requirement: repertoire for juries should be drawn from the works prepared for degree recitals during the academic year. The Office of the Registrar assigns jury days and times. Students are encouraged to read their jury comments, which are available in the Office of the Registrar. The jury performance times allotted are typically no more than 30 minutes.

## **Juries for Students Graduating from Graduate Programs**

Students expecting to graduate from the MM or the Professional Studies Certificate program must play a graduation jury during the May jury period. Consult applicable repertoire requirements with your teacher. Graduation juries are scheduled by the Office of the Registrar. Review the Required Recital section of this handbook. A graduation jury does not serve as a substitute for an entrance examination to a higher degree level.

## **Doctor of Musical Arts**

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

## **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.

# RECITALS

## **Scheduling Recitals – Master’s and Professional Studies**

Organ majors enrolled in the Master’s degree program are required to present a first-year recital within the first two semesters of their major lessons, and a graduation recital must take place within the last two semesters of major lessons. Organ majors enrolled in the Professional Studies diploma program must present a graduation recital within the two semesters of study of their major lessons.

To schedule degree recitals, students must fill out a Petition Form from the Office of the Registrar. This form ascertains that the performance will be offsite, that the student is responsible for the recital themselves, confirms the date of the recital, and lists which members of the organ faculty will be present to adjudicate. Once the petition is signed by the Chair of the Organ Department, the student must return the form to the Office of the Registrar. The registrar’s office will receive final approval for the petition with the Office of the Provost. The Provost’s Office will inform the Scheduling office that the form was approved so that the date will be entered into the institutional calendars.

Printed recital programs are to be coordinated by the student using an online form (see form in Students’ online portal, under “Important Links”). Once the required information is submitted, the Design Office will produce the programs and the student should arrange to pick up the completed programs from the Scheduling Office (Room 407).

A graduation recital does not serve as a substitute for an entrance examination to a higher degree program.

## **Recording of Recitals**

The school requires audio recordings of all degree-related recitals when possible.

## **Doctor of Musical Arts Recitals**

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

# REPERTOIRE GUIDELINES

## Master's & Professional Studies Certificate Programs

It is expected that recital programs will demonstrate a student's mastery of different musical periods and national styles. Repetition of repertoire is not allowed for degree-required recitals. Examples of appropriate repertoire for degree recitals include works drawn from the following categories:

### I. Baroque works

- Praeludia and major works by Buxtehude, Bruhns, Sweelinck, Weckmann, Scheidemann and Pachelbel
- Works by French Classical composers including Couperin, Grigny, Marchand and Boyvin
- Major works by Italian composers including Frescobaldi

### II. J.S. Bach

- movements from the Six Trio Sonatas
- larger Preludes/Toccatas/Fantasias/Passacaglia & Fugues
- larger Chorale settings from the Leipzig Chorales and Clavierübung III; Canonic Variations and Chorale Partitas

### III. Romantic

- Sonatas/Preludes & Fugues by Felix Mendelssohn
- Major works by Liszt, Reubke, Rheinberger and Reger
- Major works by Franck, Widor, Guilmant, and Vierne

### IV. Modern

- Works by 20th-Century composers, such as the major works of Dupré, Sowerby, Duruflé, Messiaen, Alain, Hindemith, Howells, Rorem, Paulus and Laurin

Substantive transcriptions of major orchestral or other works may also be permitted at the discretion of the major teacher. Recitals should be approximately 60 minutes in duration unless otherwise approved by the major teacher and department chair. The repertoire for juries should be drawn from recital repertoire presented within the same academic year.

### **DMA Repertoire Requirements**

Please consult the Assistant Dean for Doctoral Studies.

## FACULTY CONTACT INFORMATION

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