



# GUITAR STUDENT HANDBOOK 2019-2020



# TABLE OF CONTENTS

Introduction	4
Applied lessons	5
Technical standards	7
Ensemble requirements	8
Juries	9
Recitals	11
Repertoire requirements	13
Master classes	15
Concerto competition	15
Contact information	15

# INTRODUCTION

Dear Student:

Welcome to the Manhattan School of Music! Your years of study here will bring you into contact with many illustrious artists, including faculty members and guest teachers, as well as your fellow students, with whom you will surely cultivate friendships that could even last a lifetime. You will be exposed to new ideas and concepts that will encourage, develop and inspire your abilities as musicians and communicators.

This handbook will assist you by answering many frequently asked questions. Please read it carefully and familiarize yourself with its contents.

And please do not hesitate to consult your major teacher or department chair with any questions you may have.

With best wishes,  
David Leisner  
Guitar 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. 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.

## **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 it requires the signature of all teachers, the departmental chair, and the signature and approval of the Dean of Academic Affairs.

## **Playing-related Pain or Dysfunction**

If you experience pain or any kind of dysfunction before, during, or after playing your instrument, discuss it immediately with your major teacher. Physical pain or dysfunction 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 guitar students admitted to Manhattan School of Music will have demonstrated the following abilities:

## **Technical Skills**

- Tune their instrument
- Hear and distinguish pitch relationships and intonation
- A basic sense of rhythm with an understanding and ability to play standard rhythms and meters
- Basic coordination and dexterity of both hands.
- Have the focus and endurance to participate in 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 and 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.

Each year at MSM, students are required to present a wide and contrasting repertoire at their juries so that at the end of their degree program they will have demonstrated that they have attained the necessary skills for graduation.

## ENSEMBLE REQUIREMENTS

### **Chamber Music**

Students are required to complete a minimum of seven semesters (undergraduate), four semesters (graduate), and by assignment (professional studies/doctor of musical arts) of chamber music. First semester freshmen guitar majors are not required to take chamber music. The Manager of Chamber Music and Ensembles makes assignments in consultation with the 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. The guitar department favors chamber music with other instruments and voice. However, second semester freshman and first semester sophomores are usually assigned to an ensemble of multiple guitars.

Please consult the Chamber Music Handbook for further information.



# JURIES

## **Jury for Non-graduating Students**

One jury is required at the end of each year. Every student must play that 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 any students who need to take a jury at that time. Consult the repertoire requirements below 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. In the rare situation that a student wishes to perform a concerto with accompanist, the student is responsible for providing her/his own accompanist for the jury.

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 time allotted in all non-graduating years is ten to twelve minutes of music.

## **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 and Graduate Programs**

Students expecting to graduate from either program during the current school year must play a graduation jury.

Consult the repertoire requirements below. Students are responsible for providing their own accompanists or chamber partners, if needed. Graduation juries will take place during the May jury period. Juries are scheduled by the Office of the Registrar. 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. 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**

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**

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 both 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 either in the fall semester or in the first few weeks of the spring 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 or chamber music partners.

## **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. Recital applications are available in the Scheduling Office.

Further, the recital repertoire approval form, also available from the Scheduling office, requires the approval and signatures of both your teacher and the 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 Department Chair signifies approval of the repertoire and programming. The Department 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. The recital repertoire approval form is to be filed with the Scheduling office and the Department Chair at least four weeks prior to the recital date. 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**

Recital applications are available in the Scheduling office. Consult repertoire requirements carefully. Students are responsible for providing their own accompanists or chamber partners if needed.

### **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.

# REPERTOIRE REQUIREMENTS

## **Guitar**

It is encouraged that guitar students play by memory.

However, students may use sheet music if so desired and in consultation with their major teacher. The jury does not take into consideration in grading whether or not students use music. The end result of fluency and level of mastery of the material is paramount.

## **Freshman Jury**

- Repertoire determined by teacher and student, totaling ten to twelve 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.

- Three works from contrasting periods. Repertoire to be determined in consultation with the major teacher.
- No repetition of repertoire from entrance exam or previous jury is allowed.

## **Junior Jury**

- Three works of contrasting periods to be determined in consultation with the major teacher. Repertoire should be of appropriate scope and length including movements of a Sonata, Suite or other large-scale work.
- No repetition of repertoire from previous juries or entrance exam is allowed.

## **Bachelor of Music/Diploma Graduation Recital and Jury**

- Significant, complete recital works from three style periods, including the twentieth or twenty-first century.

### **First-year Master of Music/Postgraduate Diploma Jury**

Music to be determined in consultation with major teacher. The repertoire should reflect an advanced level of study and include large-scale single movements and/or multi movement works.

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

### **Master of Music/Postgraduate Diploma Graduation Recital and Jury**

- Significant, complete recital works from three style periods, including the twentieth or twenty-first century to be chosen in consultation with the major teacher.
- No repetition of repertoire from previous jury or entrance exam is allowed.

### **Professional Studies Graduation Recital**

- Significant, complete recital works from a wide range of style periods, including the twentieth or twenty-first century to be determined in consultation with the major teacher.
- No repetition of repertoire from entrance exam is allowed.

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

## MASTER CLASSES

Classes will be given periodically by visiting artists. A listing of classes will be posted on the guitar department bulletin board. Participation in master classes is determined by competitive auditions. You must receive permission from your major teacher to audition.

## EISENBERG-FRIED CONCERTO COMPETITION

The guitar, harp and percussion concerto competition is held every other year. The next one will be held in February 2021. Applications are available in the office of the Manager of Chamber Music and Ensembles, Room 305. The signature and approval of the major teacher are required.

Application deadline is February 1, 2019. The winner will be chosen from auditions. There will be no interdepartmental finals, and there will be one annual winner from the string department. The following concerto is ineligible next year: Rodrigo Concierto de Aranjuez

## CONTACT INFORMATION

### **Chair of the Guitar Department**

If you need to contact the Department Chair, please send an email to Mr. Leisner at [dleisner@msmny.edu](mailto:dleisner@msmny.edu)

*Please note: All forms must be completed and with all other necessary signatures completed before obtaining the chairman's signature.*

### **Guitar Department Bulletin Board**

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

### **Student Website**

The guitar page is located on the MSM website. (Departments / Guitar)

