

BRASS DEPARTMENT
HANDBOOK
2020–2021

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INTRODUCTION

Welcome to the Manhattan School of Music!

My name is Michelle Baker and I'm privileged to be the Brass Department Chair.

I will not be on campus the first semester (at least) at all, but I am available to you 24/7. Always feel free to reach out!

If you need to reach me, please send an email to mbaker@msmnyc.edu or feel free to call or text me at (201) 491-8828.

In addition, I will have "office hours" in my zoom room after Brass Classes each Monday from 6-7pm.

My zoom room ID is 9912008050 and the password is 407446.

If you need a signature, please email the form to me and I will get it back to you.

Please note that all forms must be completed prior to sending it to me, including your major teacher's signature.

I hope this handbook answers any questions you may have. The responsibility for knowing the information contained here, as well all school policies and procedures, rests with you. Consult with me or your major teacher with any questions or concerns.

Sincerely,
Michelle Baker

APPLIED LESSONS

- Face coverings are required for your teacher at all times.
- Face coverings required for students at all times; a surgical style mask with a slit for the mouthpiece is appropriate.
- Bell barriers required for both teacher and student.
- Please use “puppy pads” to dispose of your spit. Please try not to use your spit valve in the presence of others.
- Please wipe off music stands and other surfaces before leaving the room.

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. 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.

ENSEMBLE REQUIREMENTS

- Face coverings required for all individuals; a surgical style mask with a slit for the mouthpiece is appropriate.
- Bell barriers required.
- Please use “puppy pads” to dispose of your spit. Please try not to use your spit valve in the presence of others.
- Please wipe off music stands and other surfaces before leaving the room.

1. Large Ensembles

All Brass Department students must participate in Orchestra, Jazz Philharmonic and/or Wind Ensemble every semester. For the Fall semester, large ensemble credits will look a little different. For more information, please consult your Orchestra handbook. Placement auditions will take place behind a screen at the beginning of each semester. A list of required excerpts will be emailed to each student. Students are required to take this audition. Any Brass Department student unable to attend the required audition must contact Alejandro Lopez-Samame (alopezsamame@msmny.edu) prior to the audition date.

2. Chamber Music

Undergraduate and graduate students are required to complete a minimum of four semesters of chamber music. Professional studies and doctoral students may be assigned chamber music as well. Katharine Dryden (kdryden@msmny.edu) 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.

JURIES

An annual jury is conducted to allow the faculty to assess the growth and progress of each student. All standards are judged in relation to the student's degree program and level of study. Juries are a vital part of your training as a performer, and the resultant scores have bearing on your academic record and scholarship. Students are encouraged to read their jury comments, which are available one week after the jury in the Office of the Registrar (tzarkos@msmny.edu).

Sophomore Continuation Jury

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.

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 must submit a Petition for Advanced Standing to the Registrar's Office. This petition must indicate the approval of the 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 Jury is to take place.

Jury for Graduating Students

Graduating seniors are required to play a jury unless they are accepted into a higher degree program at MSM, in which case their jury is waived. Your senior recital does not take the place of your jury.

Professional Studies and Doctor of Musical Arts

Recitals take the place of juries in these programs.

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.

Jury Repertoire

Freshman Jury

Repertoire determined by teacher and student. Repertoire used in entrance exam should be avoided.

Sophomore Continuation Jury

Solo repertoire determined by teacher and student, and 3-5 orchestral excerpts. Repertoire from previous jury or entrance exam should be avoided.

All other Juries

A complete concerto or the like, and 5-8 orchestral excerpts. Repertoire from previous juries should be avoided.

Accompanists for Juries

Accompanists are encouraged but not required. Reimbursement for school accompanists for private lessons and juries are covered by the school. Any extra rehearsal time is the student's responsibility. You are strongly encouraged to speak to your teacher at the beginning of the Spring semester about acquiring a school accompanist.

RECITALS

Scheduling Required Recitals

A graduation recital must take place within the last two semesters of major lessons. (This recital does not replace your jury.) 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.

Further, the recital repertoire approval form, also available from the Scheduling Office, requires the approval and signatures of your teacher (implies that the student is ready to perform) and the Brass Department Chair (implies approval of the repertoire and programming). Students should be certain that the program is accurately written before submitting it for signatures. This approval form is to be filed with the Scheduling Office at least four weeks prior to the recital date.

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.

Accompanists for recitals

Reimbursement for school accompanists for recitals is the student's responsibility.

Reimbursement for school accompanists for private lessons are covered by the school. Any extra rehearsal time is the student's responsibility.

BRASS PERFORMANCE CLASS

(previously known as BrassLab/ trumpet class/ low brass class)

Trumpet class, Horn class, and Low Brass class will meet on Monday afternoons from 4-6pm on Zoom.

Brass Performance Class Masterclasses

(in addition to the Orchestral Placement program masterclasses)

These classes will take place during our Monday Brass classes.

Trumpets: October 26th Micah Wilkinson
November 2nd Philip Smith

Horns: October 26th Denise Tryon
November 2nd James Naigus

Low Brass: October 26th Paul Pollard
November 2nd Nathan Zgonc

