



# **COLLABORATIVE PIANO HANDBOOK**

## **2025–2026**

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# INTRODUCTION

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August 2025

Dear Students,

Welcome to the Division of Vocal Arts & Collaborative Piano (VACP) at Manhattan School of Music! This Division includes: Classical Voice, Collaborative Piano, Opera Theatre and Affiliated Studies (courses and ensembles). On behalf of our exceptional faculty, and artistic and administrative staff, we welcome you to MSM to begin or continue your educational journey.

As a member of the MSM family, you are now part of a community committed to excellence and supporting you to develop into autonomous artists with the ability to uniquely contribute to a rapidly evolving performing arts industry.

This handbook provides important information specific to the study of collaborative piano at MSM. It is your responsibility to review and follow the policies and procedures throughout your degree program. The handbook is updated prior to the start of each new academic year, and you can find it on the [Vocal Arts Website](#).

Effective communication is vital to your success as a student, developing artist, and professional. You are the President, CEO and Artistic Director of your own “company.” Be proactive about reviewing information, ask questions, manage your time effectively and develop healthy habits. You have much to accomplish during your time at MSM and we are here to help.

Best wishes for a challenging and productive year!



Dean | Division of Vocal Arts & Collaborative Piano

304 Main Building

[cgraham@msmnyc.edu](mailto:cgraham@msmnyc.edu)

[Book a Meeting](#)

## **MISSION | GOALS | LEARNING OUTCOMES**

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### **VACP Mission**

To provide a high-quality and rigorous curriculum that offers students an opportunity to develop essential technical and musical skills, and to participate in educational and performing experiences that support their development as autonomous artists who can confidently imagine and navigate their professional journey.

### **Goals & Learning Outcomes**

Students who fully participate and successfully complete their degree program should achieve the following:

Goal 1: Students perform with a high-level of technical proficiency and are well-rounded musicians.

1. They demonstrate a high level of technical proficiency appropriate for their age, degree level, experience and instrument.
2. They demonstrate fluency in Western musical notation and musical experience expected for their degree level.
3. They demonstrate working facility/knowledge, while steadily building reading, speaking and writing skills in the four core languages central to the classical vocal repertoire—English, French, German, and Italian.
4. They differentiate between styles of repertoire by describing their qualities and demonstrating authentic and informed practices.
5. They research, synthesize and perform repertoire outside of the traditional canon, including creators across a spectrum of cultures, languages and styles.

Goal 2: Students become autonomous artists.

1. They research, translate, interpret and communicate (via text and music) the creators' intention while synthesizing it with their own ideas and views about the world.
2. They synthesize information and reflect upon their own experiences through multiple lenses to create meaning and unique expression in their work as artists, life-long learners, and contributors to an inclusive and collaborative community.
3. They research, collaborate with, and champion works by lesser-known and living creators to ensure a rich, diverse and varied canon for future generations.

Goal 3: Students participate in and contribute towards the future of a vibrant performing arts community and society.

1. They identify, distinguish and evaluate the wide variety of opportunities in the performing arts community and related industries.
2. They develop strategies to successfully enter and pursue a career in the performing arts or profession of their choice.
3. They imagine, explore and create new practices in the industry that will invigorate and evolve the art form to reflect an inclusive, dynamic, and vibrant society.

### **Technical Standards for Collaborative Piano Majors**

In order to maintain the integrity of the educational process at MSM, the School has developed a set of criteria for entrance to, and graduation from all Collaborative Piano programs offered at MSM.

All applicants in Collaborative Piano - vocal & instrumental, must have previously completed a course of study in classical piano equivalent to the undergraduate or graduate curriculum at MSM.

Master of Music (MM) and postgraduate diploma (PS, PPD) students must demonstrate the ability:

1. to sing and play (self-accompany) a Mozart opera recitative and aria
2. to accompany both a singer and a violinist without rehearsal; vocal PS and PPD applicants do not have to accompany a violinist
3. to sight-read standard vocal and instrumental literature

In addition to #1 and without the violinist requirement, postgraduate PS, PPD and DMA students with a vocal specialization must demonstrate the ability:

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

PS, PPD and DMA students with an instrumental specialization must demonstrate the ability to accompany their own instrumentalist(s) in three complete duo sonatas:

1. a Beethoven work
2. a Romantic period work
3. a 20th century work

# ADMINISTRATION | FACULTY | STAFF

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## Dean, Vocal Arts & Collaborative Piano

Carleen Graham

### Chair, Collaborative Piano

John Forconi

### Coordinator, Vocal Masterclasses & Competitions

Laura Woody

### Head, Opera Theatre Music Staff

Kristen Kemp

### Coordinator, Collaborative Piano Services

Djordje Nesic

### Faculty Coordinator, Studio Voice

Christòpheren Nomura

### Administrative Associate to the Office of the Provost & Academic Deans

Erin Reppenhagen

### Faculty Coordinator, Affiliated Studies

Nils Neubert

### CP Seminar - Instrumentalists

John Forconi

Heasook Rhee

### CP Seminar - Singers

Kenneth Merrill

Myra Huang,

Thomas Lausmann

Bryan Wagorn

### 1st/2nd Year Performance Class

Mary Dunleavy

Christopher Herbert

Timothy McDevitt

### Opera Theatre Music Staff

Manuel Arellano

Travis Bloom

Jeremy Chan

Joel Harder

Chun-Wei Kang

Kristen Kemp

Djordje Nesic

LeAnn Overton

Jinhee Park

Eric Sedgwick

Shane Schag

Djordje Nesic

### Vocal Specialization

Myra Huang

Thomas Lausmann

Kenneth Merrill

Bryan Wagorn

### Voice Faculty

Edith Bers

Harolyn Blackwell

Mary Dunleavy

Ruth Golden

Cynthia Hoffmann

Gioacchino Jack LiVigni

Catherine Malfitano

James Morris

Christòpheren Nomura

Sidney Outlaw

Joan Patenaude-Yarnell

Dimitri Pittas

Susan Quittmeyer

Mark Schnaible

Cyndia Sieden

### Acting & Movement

C. Alexander

Mamie Duncan-Gibbs

Yehuda Hyman

A. Scott Parry

Felicity Stiverson

### Diction

Donna Gill

Kathryn LaBouff

Katherine Lerner Lee

Glenn Morton

Nils Neubert

### Literature & Style

Joanne Chang

Miriam Charney

Derrick Goff

Kenneth Merrill

Djordje Nesic

Nils Neubert

Mark Pakman

### Performance Techniques

Miriam Charney

Cynthia Hoffmann

Catherine Malfitano

A. Scott Parry

### Vocal Wellness & Physiology

Tami Petty

### Chamber Music

Djordje Nesic

Jinhee Park

Heasook Rhee

### Choral Ensembles

Deborah King

Daniel Navarrete-Estassi

### Opera Theatre Music Staff

Manuel Arellano

Travis Bloom

Jeremy Chan

Joel Harder

Chun-Wei Kang

Kristen Kemp

Djordje Nesic

LeAnn Overton

Jinhee Park

Eric Sedgwick

Shane Schag

Djordje Nesic

### Graduate Opera Workshop

Gordon Ostrowski

### New American Songbook

Timothy McDevitt

Shane Schag

## Dean, Performance & Production

Madeline Tolliver

### Assistant Dean, Theatrical Productions\*

Christina Teichroew

### Performance Librarian

Manly Romero

### Assistant Dean, Concert Productions

Matthew Stewart

### Theatrical Productions Ensembles Manager\*

Josi Petersen Brown

### Assistant Dean, Artistic Operations

Edward Gavitt

### Large Ensembles Manager

Hunter Lorelli

### Assistant Director, Theatrical Operations\*

Kathryn Miller

### Artistic Staff Coordinator

Veronica Mak

### Assistant Director, Theatrical Design

Stefano Brancato

### Theatrical Productions Administrative

#### Assistant\*

Blair Cagney

\*OMT- Opera/Musical Theatre Staff

### Assistant Director, Scheduling & Patron Services

Ramon Tenefrancia

## WHO TO CONTACT

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MSM Main Building Security Desk – 917-493-4444

Anderssn Hall (dorm) Security Desk – 917-493-4700

Course Registration & ADD/DROP – Office of the Registrar, [registrar@msmnyc.edu](mailto:registrar@msmnyc.edu)

Excused Absences-Medical/Emergency – [studentengagement@msmnyc.edu](mailto:studentengagement@msmnyc.edu)

Free Ticket Raffles – Erin Reppenhagen, [ereppenhagen@msmnyc.edu](mailto:ereppenhagen@msmnyc.edu)

Limited Leaves of Absence-Professional – [provost@msmnyc.edu](mailto:provost@msmnyc.edu)

Vocal Coaching – Djordje Nesic/Veronica Mak, [collaborativepiano@msmnyc.edu](mailto:collaborativepiano@msmnyc.edu)

CP Recital Requirements – John Forconi, [jforconi@msmnyc.edu](mailto:jforconi@msmnyc.edu)

Payroll – Eileen Quinn, [equinn@msmnyc.edu](mailto:equinn@msmnyc.edu)

# **POLICIES | PROCEDURES | COMMUNICATION**

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Students are required to adhere to the institutional policies and procedures of [Manhattan School of Music](#) and the VACP Division (this handbook). The MSM [Academic Catalog](#) provides more detailed information about each degree program and courses. The [Student Handbook](#) provides information about policies, services, and student rights. These documents will answer the majority of your questions about MSM and the VACP Division. If you find discrepancies between the documents, contact the Academic Division Dean. Students are responsible for understanding the requirements of their course of study.

## **Mandatory Student Meetings**

VACP Division student meetings will take place on Tuesday, September 2, 2025.

Voice students must bring their MSM ID to check in.

Undergraduate Classical Voice—2:00 PM-3:15 PM, Miller Hall

Graduate Classical Voice—3:30 PM-4:45 PM, Miller Hall

VACP Division Reception – 5:15pm, Ades Terrace (Student Union if rain)

## **Academic Calendar**

The MSM [Academic Calendar](#) contains important dates for the year—first day of classes, add/drop period, jury dates, opening and closing of residential halls, and school breaks. The Office of Theatrical Productions/OMT will send out specific audition information in August.

## **VACP Division Information**

Check your @msmnyc.edu junk/spam folder if you do not receive either of the following newsletters and contact the Division Dean to verify your email address.

1. Quick Notes—regular emails from the Academic Division Dean that include important & timely information.
2. VACP Updates—A quarterly newsletter for students, faculty, MSM administration and staff, VACP alumni, and industry professionals. [Submit your professional news](#) to be included in the [Spotlight Section](#).

## **Course Syllabi & Canvas**

For every course you take (lessons, ensembles, classes) the instructor must provide a syllabus by the first-class meeting. The syllabus explains the purpose of the course, the goals and learning objectives, the course calendar, expectations, assignments and deadlines, grading/assessment measures, and other information. Read each course syllabus carefully and ask the instructor if you have questions. All syllabi are posted on Canvas (accessed through your MSM student portal).

## **Exceeding Maximum Credits**

**Students who exceed 18 credit hours in a semester by adding an ensemble or class are responsible for paying the over-credit tuition fees.**

## **Copyright & Electronic Sources**

Make sure you understand the new guidelines for the use of [copyrighted and electronic sources](#), including Artificial Intelligence.

# Academic Accommodation & Disability Services

Manhattan School of Music strives to provide all students with accessible, equitable and welcoming learning environments. MSM aims to ensure that students with disabilities have a similar and equitable experience to that of their non-disabled peers. Students are strongly encouraged to take advantage of these important services if needed. These include tutoring, extra time for tests and examinations, and much more. [Register](#) before the semester begins (or in the first week of classes) to get the support you need to succeed.

## Health & Wellness

Maintaining health and well-being is critical to your educational and artistic development. MSM offers a holistic approach to health and wellness with [medical and counseling services](#) available to all students.

- Physical Illness: If you are ill (sore throat, congestion, etc.) or are injured onsite, visit the MSM Nurse's Office – rooms 105/107.
- Physical Pain Related to Instrument – Pain is a sign that you may not be using your body correctly. If you experience pain before, during or after playing the piano, discuss it immediately with your teacher. The Nurse's Office and the Office of Student Engagement have sources available to help you before it becomes chronic or serious. If physical therapy is needed, MSM has a physical therapy program to support musicians. Though studio teachers may have contacts with excellent medical specialists in the NYC area, students are ultimately responsible for making their own medical decisions and need to make choices that align with their financial and insurance resources.
- Mental & Emotional Well-Being: There are three (3) main ways to access care:
- On-Call Mental Health Emergencies – call 917-492-4000
- MSM's Counseling Center is located in rooms 104/106. Schedule an appointment via the [Counseling Schedule Form](#).
- Manny Cares by Uwill – short-term counseling available in multiple languages. [Register here](#). Uwill also offers other free services.

## Professional Interactions & Communication

Part of the academic experience is intended to help build professional skills needed to succeed after graduation. It is important for everyone to communicate and interact with peers, faculty, administration and staff in a professional manner. Students should communicate with faculty via Canvas or their MSM email address. You should communicate with MSM administration and staff via MSM email or office phone. The MSM faculty, administration and staff work hard to support all students, and it will take time to respond to you. With some offices, expect at least a 48-hour (work week) response time. During busy times it may take longer. If possible, try to schedule an appointment. Be mindful of when you contact faculty, administration and staff. Do not expect a response over the weekend.

**Your emergency is not someone else's priority...**

## Email & Texting

All official MSM communication will be delivered via email to your @msmnyc.edu address. This includes important school information and communication from faculty and staff. If you receive an email from an administrator, staff or faculty member's private email account (not ending in @msmnyc.edu), you should always reply to them using their @msmnyc.edu email address which is included in the course syllabus.

Check your @msmnyc.edu email at least twice a day!

Texting is informal or casual communication. Some faculty text, others do not. Texting with faculty still needs to maintain a level of professionalism that you don't normally use when texting with friends and family. Avoid contacting faculty or staff before 9am or after 7pm on weekdays or anytime on weekends.

Emails should be composed in a professional manner:

- Begin with— Dear \_\_\_\_\_,
- The body of your email should be composed in complete sentences using correct punctuation.
- Keep your email short and include specific information.
- To request a meeting, make sure to ask the faculty member when they might be available and provide your availability for them to choose.
- Close with Sincerely, Thank you, or Regards, and your name.

When contacting MSM administration or staff, make sure to include your MSM ID number so they can access your file quickly.

## Electronic Devices & Personal Recordings

MSM acknowledges that technology is utilized in a variety of ways for translation, lesson/coaching recording, score reading, and for interactive assignments during class. Students are expected to be fully engaged in their classes, rehearsals and lessons. Therefore, using an electronic device is considered unprofessional when the activity is not directly related to the rehearsal, lesson or class. The VACP faculty expects that students will place their mobile device in airplane mode for the duration of the rehearsal, lesson or class.

Students must request and receive prior permission from the instructor if they wish to use their phone/tablet to support their work. Students must have permission from the instructor to record any lesson, class or rehearsal for their own educational purposes only. Recordings must never be posted on social media or public sites without written permission of all participants.

## Absences & Limited Leaves of Absence (LLOA)

There are reasons for which you might need to be absent from classes or school. Make sure you fully understand attendance policies for each of your courses, which you can find in course syllabi and in the Opera Theatre contracts.

- **Sudden Illness or Emergency:** If you become ill and cannot attend a class, rehearsal, lesson or coaching, follow the instructions in the course syllabus and visit the MSM Nurse or Office of Student Engagement. Student Engagement must approve the note from the school nurse, or the clinic/doctor that you visit. The office will review your case and inform the faculty if your absence is excused or unexcused. Faculty should contact Student Engagement if a student misses more than 1 class or lesson within a 2-3 week period with little or no advanced warning.
- **Longer-Term Illness or Family Situation:** If you need to be absent from school, contact the Dean of Student Affairs. The Dean will work with you to determine the best course of action based on your circumstances. In some cases, students will be granted a Limited Leave of Absence (LLOA) for medical or personal reasons.
- **Professional Opportunities:** Students who wish to take an audition or professional engagement must follow the attendance guidelines specified in their course syllabi and opera theatre contract.

## Limited Leave of Absence

If a student has a professional opportunity that would require them to miss MSM classes or rehearsals, they must request a LLOA from the Office of the Provost at least four weeks in advance of the requested leave unless opportunities or situations are truly unforeseen.

Examples of professional reasons include a summer program that begins before the semester ends, a competition during the academic year, auditions, or a professional performance that is unique and deemed essential to your professional development. Not all requests will be approved. An LLOA may impede your ability to participate in casted productions or performances that require attendance during your LLOA. Make sure you are fully aware of attendance expectations. See additional parameters in the Academic Catalog.

## Reserving a Practice Room

Students must reserve practice rooms via ASIMUT. Access this platform via your MSM student portal.

## Conflict Resolution & Grievances

Sometimes differences of opinion, misunderstandings, or concerns about grades or interactions occur between instructor/student or student/student. Conflicts can be resolved! Contact your instructor or classmate and request to meet. Prepare ahead of time what you want to say and write it down. This is an important first step in developing effective communication skills needed to succeed. If, after speaking with the person, you do not feel the issue is fully resolved you can contact administrators about the issue.

There are two kinds of grievances:

- Academic (grades, course requirements, etc.) and
- Non-Academic (communication, behavioral, Title IX, etc.)

Each is handled differently. Please see the Grievance Resolution Process published in the Academic Catalog for more information. For students who have concerns about studio or rehearsal instruction, see information in APPLIED LESSONS and PERFORMING ENSEMBLES.

## Dressing for Professional Success

MSM encourages and supports you to be YOU. For every situation consider – What impression do I want to make?

### Auditions & Masterclasses

Business Formal clothing is the professional standard. Dress and groom yourself in a way that allows your talent and artistry to be the center of attention.

- In order to see your full range of expression we must see your entire face.
- Make sure your clothing is clean, wrinkle-free, and fits well so you can focus on the audition without worrying about tripping or adjusting garments.
- Wear shoes that allow you to walk securely and naturally on smooth stage surfaces so that you won't slip or lose your balance.
- If you are performing on a stage with the audience sitting lower than stage level, your skirt will appear shorter than it looks in a mirror.

### Concerts and Recitals

Dressy Casual, Business Formal or Black Tie clothing. Students performing in large or chamber ensembles will be required to wear a specific color (typically black), designated sleeve/skirt/ pant length, with minimal accessories to present a unified ensemble. As a soloist for a recital or concert you have the most flexibility about what you wear. If you are performing with others you can discuss what to wear to complement one another. There also may be guidelines to follow for video recordings.

## **APPLIED LESSONS**

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Your primary studio teacher is among your most vital faculty resources during your course of study. The one-to-one instruction model has been foundational to the study of classical music for centuries and is to be valued and utilized wisely. You are responsible for practicing everyday so that you attend each lesson fully prepared to engage with your teacher to meet your artistic goals.

At Manhattan School of Music, students are entitled to the equivalent of fourteen (14), one-hour private lessons each semester with your studio teacher. If you are concerned that you are not receiving the requisite number of lessons or have a concern about the frequency or consistency of your lessons, contact the Academic Division Dean.

### **Lesson Scheduling & Attendance Policies**

Lessons will be scheduled at a mutually convenient time for the teacher and the student. Students will not be released from any rehearsal or class to attend a lesson or make-up lesson. If a student is not called for a rehearsal on a particular day, a make-up lesson can be scheduled during that time. If a student needs to cancel a studio lesson for any reason, the student should immediately inform the studio teacher.

Students must notify their teacher at least 24 hours prior to the lesson if they are unable to attend. The studio teacher is not obligated to adjust lesson times or make up lessons that are canceled for non-illness/ non-emergency reasons. Cases of documented illness (note from doctor) or another emergency, must be approved by the Dean of Students. The teacher will make up missed lessons at a mutually convenient time if the absence is verified as an excused absence.

The focus of the lessons should be on the student's educational and artistic development and not used to discuss personal or unrelated issues. It is common during some lessons for the instructor and student to discuss repertoire or develop a plan of action that will limit the amount of singing during a lesson. This is considered part of the lesson time, and the instructor is not obligated to schedule another lesson to make up for the time spent planning.

Students who have two or more unexcused absences in their private lessons will be reported to the Office of the Provost and the Dean of Students who will follow up with the student to understand the cause of the issue and work with them towards a solution.

### **Change of Teacher**

Students must attempt to discuss any concerns with their teacher before it becomes a significant issue. It is rare for collaborative piano students to request a studio change.

Studio changes will be processed only:

- During the summer before the start of the fall semester.
- Before the end of the add/drop period each semester. All required signatures must be received by the Office of the Provost the day before the end of add/drop.
- In the last two weeks of a semester that will go into effect for the following semester.

Deadlines are firm. Changes must first be approved by the Department Chair and Division Dean, then the Dean of Academic Affairs, and finally, the Provost.

## **PROFESSIONAL LEAVE**

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A planned limited leave of absence requires that the Limited Leave of Absence Form be submitted at least four weeks in advance of the requested limited leave unless opportunities or situations are truly unforeseen. The form requires review and approval by the Dean of Academic Affairs, the Academic Division Dean, Office of the Provost, and approval from each of the student's instructors. International students also require the approval of International Student Services.

## **JURY EXAMINATIONS**

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Collaborative Piano majors do not take juries. Instead, each degree-required recital is adjudicated.

## **DEGREE-REQUIRED RECITALS**

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### **Registering for Recital Credit**

CP students must be registered for their recital in the semester they plan to perform it. Recitals = 0 credits, but you still must be registered for AC.RCTL in each semester you plan to perform one of your degree-required recitals.

Check your course schedule. If you are not registered for the correct recital, are not registered in the semester you are planning to perform your recital, or you are registered and not planning to perform your recital that semester, contact the Office of the Registrar before the end of the Withdrawal period to change.

MM, PS and PPD students who are registered for a Recital are required to submit a PDF of their final recital program and the link to the complete recital recording to the appropriate course on Canvas by the deadline indicated on the Assignments page. Students who do not submit their required materials by the deadline will receive an F grade for their Recital which may delay their anticipated graduation date. DMA students see below.

### **Scheduling Your Recital**

All collaborative piano degree-required recitals must be performed on or before the last day of class (before finals week) in the fall semester, and on or before April 15 in the spring semester. This allows time for the Orto Center to process the recording, for faculty to adjudicate, and for grades to be submitted by the required deadline. Students who do not perform their recital by April 15 risk not graduating on time as MSM only confers degrees in May and December.

The Scheduling Office is responsible for scheduling and confirming all degree and non-degree recitals. After the fall semester begins, students will be notified by the Scheduling Office when they can begin to schedule their recital. In your student portal click on 'Recital Date Request Form'. Applications must be submitted online. Students are responsible for creating, printing and distributing their own program notes and translations.

If you perform your degree recital off-site by choice or by approved postponement, you are responsible for recording your recital and submitting a link to the recording, plus a pdf of the final recital program to the Department Chair within 5 days of the performance. MSM does not record off-site recitals.

### **Recital Postponement & Incomplete Grades**

If a scheduled recital must be postponed due to emergency or illness, students must immediately contact the Scheduling Office and the Department Chair. Illnesses must be validated by a physician in writing and emergencies must be approved by the Dean of Student Affairs.

Otherwise, students who feel they will not be ready to perform, or wish to move their recital date to the next semester, must submit a Petition for an Incomplete Grade via the MSM portal:

- Before the Thanksgiving Break in November for Fall Semester
- Before April 15 in the Spring Semester

Requests for Incomplete Grades will not be approved if submitted after the deadlines.

# Recital Requirements

## Recital Length

CP recitals must be at least 75 minutes and no more than 90 minutes in length (inclusive of a 10-15 minute intermission). All recital programs must include at least one selection by an underrepresented creator (see below) and be approved by their primary teacher and Department Chair.

### Master of Music (MM)

Students are required to perform three recitals during their two-year course of study. The first recital should be performed in the spring semester of the first year and two recitals should be performed during the second year.

- Vocal Specialization: One (1) recital must be instrumental and two (2) must be vocal.
- Instrumental Specialization: One (1) recital must be vocal and two (2) must be instrumental.

### Professional Studies (PS)

Students are required to perform one recital in the area of their specialization in the second (final) semester of study.

### Professional Performance Diploma (PPD)

Students are required to perform two recitals during their two-year course of study - one recital each year in the spring semester, in their area of specialization.

### Doctor of Musical Arts (DMA)

Refer to the Doctoral Handbook for complete information.

## Repertoire Requirements

All repertoire should reflect a high degree of difficulty for the degree program and skill level in the student's area of specialization. Repertoire choices cannot include music previously used for the entrance audition or on a previously adjudicated recital at MSM or another institution unless the student is building a cycle or grouping from the original piece performed.

## Recital Adjudication – \*New Process\*

All CP degree-required recitals are adjudicated from a recording provided via a link by the student. It is strongly recommended that all degree-required recitals be video recorded with high quality audio. Consult MSM's Orto Center Recording Studio for all information about recording services and policies.

## Process for MM, PS & PPD Students

1. Students must notify the Department Chair of the date of their recital(s) for the academic year when they receive confirmation from the Scheduling Office.
2. It is the student's responsibility to upload the link of the recital recording (livestream or YouTube) and a PDF of the official recital program to the Recital Course (for which they are registered) on Canvas by the due dates listed in the course.
3. The Department Chair will assign CP faculty to adjudicate the recitals via Canvas.
4. CP faculty submit adjudication scores/comments directly to Canvas.
5. The Department Chair will average the scores and enter the final grade via the MSM portal grade submission page.

## Process for DMA Students – \*New Process\*

1. The process is now different for DMA students. Refer to the Doctoral Handbook for complete information.
2. The Scheduling Office sends the Department Chair the dates of the CP DMA recitals, which must be scheduled to be performed on or before the last day of classes (before finals week) in the fall semester, and on or before April 15 in the spring semester.
3. The Department Chair will assign a faculty member to adjudicate the recital recording and will send the name of the adjudicator to the DMA Office ([doctoral@msmnyc.edu](mailto:doctoral@msmnyc.edu)).
4. The DMA Office will receive the recital links directly from the Orto Center.
5. The DMA Office TA will send the adjudication form, video link, and PDF of the recital program to the assigned faculty adjudicator.
6. The faculty adjudicator submits the completed adjudication form to the DMA Office ([doctoral@msmnyc.edu](mailto:doctoral@msmnyc.edu) - cc'ing the CP Department Chair) by the grade submission deadlines for each semester.

## Underrepresented Creators

MSM's [Cultural Inclusion Initiative](#) requires all faculty and students to share in the responsibility of advancing the School's commitment to Cultural Inclusion. In part, it states that "Cultural Inclusion requires the study and performance of works by creators from a diverse range of backgrounds, including race, ethnicity, nationality, gender, able-ness, and/or sexual orientation."

All voice juries and recitals must include repertoire—song(s), song cycle(s), aria(s) or chamber work(s)—by an underrepresented creator (composer/poet/librettist). If the submitted recital program does not include an underrepresented creator, the Chair of Collaborative Piano will contact the student who then must submit a revised program. Your recital program will not be approved if it does not include an underrepresented creator. This delay may impact your ability to perform your recital at the scheduled time and, in some cases, impact your anticipated graduation timeline.

Carefully consider the repertoire to determine if it is appropriate for you to perform. If you have questions, contact the Studio Voice Faculty Coordinator.

## Underrepresented Creators in the VACP Division

The term "underrepresented" refers to persons who have not been traditionally included in the study, teaching and performance of Western European classical music. Each Academic Division at MSM has developed a list of what this means in their Division. In the VACP Division this means creators who are:

- Indigenous, Native, First Nation or Aboriginal people
- People of Africa and descendants of the African diaspora including both dispersal through colonization and the slave trade and through voluntary migration.
- Hispanic or Latinx people
- Asian American & Pacific Islander people (AAPI)
- Eastern Asia, South Asia & Western Asia (Middle Eastern) people
- Persons subjected to genocide during their lifetime. Genocide is an internationally-recognized crime where acts are committed with the intent to destroy a national, ethnic, racial or religious group
- Women or Female-Identifying (lesbian & cisgender) people
- Transgender and Non-Binary people
- People who have self-identified disabilities, neurodivergences or other genetic conditions that impact physical, intellectual, verbal or cognitive abilities.

lifetime and may now be viewed as “lesser-known.” If you are unsure if a work fulfills the requirement, contact the Chair of Collaborative Piano if you have questions before you submit your recital program.

## Repertoire Resources

There are many resources that students can use to search for repertoire as well as explore works by living creators. Here is a partial list to explore:

[Cultural Inclusion Resource List](#) - MSM Peter J. Sharp Library

[africandiasporamusicproject.com](#)—compiled by Dr. Louise Toppin

[Music by Asian & Asian American Composers](#)—Theodore Front catalogue

[Kassiadatabase](#) – art songs by Women Composers

[latinamericanartsong.com](#)—a resource created by Devonna B. Rowe

[composerdiversity.com](#)—created by SUNY Fredonia

[Vocal Works by BIPOC Composers](#)—created by Alexandra Smither

[theartsongproject.com](#)—living and deceased composer art song repertoire

[songhelix.com](#) – from the University of Utah

[songofamerica.net](#)—songs by American composers over a 250 year span

## Works By Living Creators

To recognize and amplify repertoire by living creators, students are encouraged to explore and include their works in their programming. Consider collaborating with an MSM composition major to premiere a new song. Such efforts will help new work to enter the repertoire and amplify the music being written during our lifetime. Contact Dean Reiko Fueting, [rftueting@msmnyc.edu](mailto:rftueting@msmnyc.edu) for more information.

## Accompanying Recitals of Other Students

CP students in any program may accompany singers or instrumentalists on their degree-required recitals. It is possible for CP majors to use one or more of these recitals to fulfill their own degree-required recitals as long as the recital program meets the requirements for the CP student’s degree program. CP students cannot be paid for a recital that they use to fulfill a degree requirement. Make sure to notify the CP Department Chair and Collaborative Piano Services if you plan to use one of the recitals you play to fulfill the recital requirement.

# PRACTICUM

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## General Information

Practicum provides students the opportunity to explore the relationship between their own technique and musicianship in collaboration with other musicians. Through the experiential learning of repertoire, musical styles, collaborative practices, and professional conduct in both vocal -and instrumental-based assignments, Practicum is a foundational experience in the collaborative piano curriculum.

All MM, PS and PPD students are required to participate in the Collaborative Piano Practicum course each semester they are enrolled for full-time study:

Year One - AC2031/2032

Year Two – AC2041/2042

MM and PPD students must be enrolled for four semesters and PS students must be enrolled for two semesters. DMA students do not have a practicum requirement.

All assignments, hours, assessments and processes are managed electronically. CP students who are enrolled in a diction class will not receive practicum hours for that class.

CP majors must complete a Coach & Pianist Information Form at the beginning of the fall semester that will be sent to students via email from [collaborativepiano@msmnyc.edu](mailto:collaborativepiano@msmnyc.edu).

All vocal practicum hours will be assigned by the Coordinator of Collaborative Pianists and supported by the Artistic Staff Coordinator. The CP Department Chair will assign pianists to orchestra cycles and other instrumental needs.

## Required Hours per Semester

CP students registered for Practicum must meet a specific number of hours each semester they are registered. Students must complete and electronically verify their hours worked (along with instructor signatures) each week.

CP students cannot accumulate more than the required number of practicum hours each semester. Excess hours will not be counted towards the next semester. Students who complete their designated hours for either Regular or Advanced, can continue in that assignment and be paid for the remainder of the semester. Refer to the Payroll Procedures chapter for more information.

### Vocal Specialization Majors

Students must fulfill a total of 84 practicum hours each semester:

- 4 hours per week in a vocal assignment for a total of 56 hours per semester and -
- 2 hours per week in an instrumental assignment for a total of 28 hours per semester

### Instrumental Specialization Majors

Students must fulfill a total of 84 practicum hours each semester:

- 4 hours per week in an instrumental assignment for a total of 56 hours per semester and -
- 2 hours per week in a vocal assignment for a total of 28 hours per semester

## Practicum Assignment Classifications

### Regular Assignments

- Studio voice lessons
- Diction, vocal literature or vocal performance classes
- Choral ensemble assignments
- Opera theatre assignments

### Advanced Assignments

- String, wind or brass studio lessons
- String, wind or brass performance classes
- Vocal or instrumental masterclass auditions & assignments
- Juries for voice or instrumental students
- Orchestral ensemble—symphonic or chamber orchestra
- Concerto competition auditions
- CCRCI-community outreach department assignments
- Playing for vocal or instrumental recitals of other students
- Playing for departmental or class recitals

# Procedures & Responsibilities

When CP students receive their assignments for the semester they should contact the instructor/director of the course and introduce themselves and to learn about expectations for the semester. It is expected that CP students will take each practicum assignment seriously, always conducting themselves in a professional manner. This means:

- Arrive on time and prepared to play
- Do not check or use your mobile phone or other electronic devices during the lesson, class or rehearsal unless it is required (example: metronome app).
- If the instructor is speaking for an extended period, you are expected to remain attentive when not playing.
- Complete and verify your hours worked weekly.

If you become ill, injured, or an emergency prevents you from playing:

1. Immediately contact collaborativepiano@msmnyc.edu as well as the instructors whose courses you will miss. If you seek medical help or will be out of school for more than two days, you must also notify the Office of Student Affairs. You may be required to show proof of a doctor's visit afterwards.
2. Find a substitute on the designated Teams Channel. You will be invited to join the channel by the end of September from the Collaborative Piano Office. Make sure that the substitute will be able to do what is expected for the assignment. Any problems that occur are your responsibility.
3. Contact the instructor(s) and provide the names and contact information of your substitute(s).

## Instrumental Studio Lessons

Practicum assignments for instrumental studio lessons earn two (2) Practicum hours for every lesson played. This includes a one (1)-hour rehearsal prior to the instrumental lesson.

## Masterclasses

Practicum assignments for masterclasses earn two (2) Practicum hours. This includes a one (1)-hour rehearsal prior to the masterclass. Note: rehearsals for voice masterclasses cannot be on the same day as the masterclass. Pianists are expected to thoroughly know the work they are playing and to be able to interact with the masterclass instructor in an informed and thoughtful way.

## Extra Fees or Charges

CP students are not permitted to charge a fee for a rehearsal unless it exceeds the one-hour limit required for instrumental studio lessons or masterclasses. CP students must inform their assigned partners about any extra charges before the rehearsal continues and must determine when and how the extra time will be compensated. MSM will not compensate CP students for the extra time they spend rehearsing.

## Voice & Instrumental Jury Hours

Pianists who play for a voice student's lessons during the semester and play for a singer's jury will earn 30 minutes of Practicum credit per jury. No extra rehearsal is expected. If the singer wishes to have an additional rehearsal prior to the day of the jury, terms need to be negotiated before the rehearsal.

Pianists assigned to play for the voice juries of singers whose lessons they do not play for will earn 1.5 hours per voice jury. This includes one hour of rehearsal prior to the jury. The rehearsal must take place before the day of the jury.

Instrumental juries are counted at a rate of 1.75 hours per jury and include one hour of rehearsal prior to the jury.

## Independent Accompanying

Pianists are strongly encouraged to verify all terms of agreement in writing/email with any student well in advance of a recital or non-degree performance:

- your fee (\$) for playing the dress rehearsal and performance
- date/time/location of the dress rehearsal and performance
- when payment is expected from the student to you

If a student feels they cannot afford the fee you ask, they should then find another pianist who they can afford. This is why confirming the terms of agreement early is important.

*MSM will not intervene in the agreement process between a student and recital pianist.*

### Exception

MSM will pay a \$100.00 honorarium to currently-enrolled collaborative piano students for playing the Junior 30-minute half recital. This includes the dress rehearsal prior to the day of the recital.

## **PAYROLL PROCEDURES**

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It is important for CP students to fulfill assignments for the entire semester. If you complete all required hours for one type of practicum (regular or advanced) before the end of the semester, you then become eligible to be paid\* for the hours worked in those assignments for the remainder of the semester.

### Required Documentation

Domestic students—a valid government-issued photo ID and a social security number.

International students—a valid passport and visa, plus a social security number (card). You will need to meet with the Director of International Students to apply for your social security card. It can take up to 4 weeks or longer to receive your card after you submit your paperwork.

Note: Students with an F-1 Visa status may only work up to 20 hours per week when school is in session. When school is not in session (i.e. winter and spring break, and summer break) students can work more than 20 hours per week. Keep this in mind towards the end of the semesters or when makeup lessons begin to accumulate.

### Payment After Completion of Practicum Hours

Once your required practicum hours for the semester have been completed in one area (Regular or Advanced) and confirmed by Collaborative Piano Services, contact Eileen Quinn, [equinn@msmnyc.edu](mailto:equinn@msmnyc.edu), payroll manager in the Business & Finance Office and she will provide the necessary forms for you to complete to be paid. CP students are encouraged to complete this process early so that everything is in place when they do exceed their practicum hours during the semester.

You must submit your paid hours every two weeks, according to the payroll calendar. State and Federal Laws prohibit employees from submitting all paid hours at one time at the end of the semester. You will receive complete information about timesheet submission deadlines from the Office of Collaborative Piano Services.

If you do not submit your hours in the required way, you may become ineligible to be paid for accompanying in the future.

\*Payment rates will be sent to students by the Dean of Performance & Production prior to the start of the academic year.

## **CHAMBER MUSIC & CP SEMINAR**

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### **Master of Music – Instrumental Specialization**

MM students with an instrumental specialization are required to take two (2) semesters of chamber music ensemble and will be pre-registered for the requirement by the Registrar. Students must contact the Assistant Dean of Artistic Programs and follow the procedures to be assigned to an instrumental chamber ensemble for the semester. CP students are strongly encouraged to request a piano/string or piano/wind group consisting of three or more players. Students are permitted to program works studied in their chamber music group on one of their degree-required recitals.

#### **Programs that DO NOT have a Chamber Music Requirement**

- PS, PPD and DMA instrumental specialization
- MM, PS, PPD, DMA vocal specialization

Students who wish to be assigned to a chamber ensemble, must request a placement from the Assistant Dean of Artistic Programs who will place them on a wait list.

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

CP students are enrolled each semester in CP Seminar. Each year, the CP-instrumental faculty present concerts featuring performances of CP students with their instrumental partners and in larger chamber music works. Past performances have included the complete sonatas for piano and violin by Beethoven as well as selections from the works of Brahms and other major composers.

#### **CP Vocal Seminar Concerts**

CP students are enrolled each semester in CP Seminar. Each semester, CP-vocal faculty present concerts featuring performances of CP students with singers enrolled in their seminar classes. Singers audition to participate in the seminars. Seminar classes study and present art songs, chamber music and operatic repertoire in various languages and styles.

## **COMPETITIONS & MASTERCLASSES**

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#### **Balsam Duo Competition**

The Artur Balsam Competition for Duos takes place in alternate years in the spring semester and includes preliminary and final rounds. Repertoire includes complete sonatas from various periods including one specified sonata for each type of instrument. The 1st, 2nd and 3rd place winning duos receive cash prizes and perform a recital in Greenfield Recital Hall. The next competition will be during the 2027 spring semester. Information will be shared with students by the Chair of Collaborative Piano.

#### **Fuchs Chamber Competition**

The Fuchs Competition is held each semester and is sponsored by the Chamber Music department. It is open to registered chamber groups at MSM and is aimed at identifying the highest quality student chamber group ensemble each semester. Winners of the competition are featured in a special winners' concert in Greenfield Recital Hall, typically in December and in late April. The Dean of Performance & Production will notify students via email when the competition applications open.

#### **Masterclasses**

MSM hosts masterclasses and other activities with some of the world's leading professionals each year, many

of whom are MSM alumni. Information about classes will be sent directly to students and faculty when they are scheduled.

Collaborative piano majors are assigned to play for student performers by the CP Department Chair after the student performers are determined. Student performers and pianists are expected to thoroughly rehearse the repertoire before the masterclass.

## **FREE & STUDENT-DISCOUNTED TICKETS**

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One of the best reasons to attend school in NYC-RUSH TICKETS! Metropolitan Opera | New York Philharmonic | Broadway Shows | Carnegie Hall | Lincoln Center | and more!

The VACP Division often receives free tickets to performances, competitions and gala events in the city. Information will be sent to students by the Academic Division Dean, Office of the Provost, or the Student Engagement Office. Students will receive a link to register, and all names will be entered into an online randomizer for selection. Students who have already been selected (and attended) an event in the current academic year, may be placed on the waitlist to allow other students an opportunity first.