

**HANDBOOK OF INFORMATION FOR
STUDENTS IN APPLIED MUSIC
2003-2004**

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PART A

I. Important Dates and Deadlines	2 & 3
A. Auditions	
B. Lessons	
C. Sign-Up Times	
II. General Information	4 & 5
A. Types of Instruction	
B. Length of Lessons	
C. Levels of Instruction	
D. Registering for Lessons	
E. Scheduling of Lessons	
F. Posting Adjunct Teaching Schedule	
G. Applied Music Program Begins	
H. Fees	
J. Fee Waivers for Majors/Minors	
I. Billing Policy (IMPORTANT)	
K. Make-up Lessons	
L. Grading	
III. Music Juries	5 & 6
A. Advancement Procedures	
B. Levels of Applied Lessons	
C. Memorization	
D. Evaluation	
E. Jury Results	
F. Ensemble Substitution	
G. Returning to Lower Level	
IV. Performances	6 & 7
A. Required Performances (Music Juries & Recitals)	
B. Accompanists	
C. Recitals	
1. Angela Waite Student Recital Series (selected from Music Juries)	

2. Solo Recitals	
V. Facilities/Musical Instruments	7
A. Lockers	
B. Practice Rooms	
C. Listening Room	
D. Bemis Music Room	
E. Musical Instruments Owned by the Department	
VI. Ensembles	8
PART B	
Guidelines for Music Department Majors and Minors	9
PART C	
Awards and Honors	10
PART D	
Ushering Guidelines	11

PART A

NOTICE: ALL STUDENTS IN THE APPLIED MUSIC PROGRAM ARE SUBJECT TO THE RULES CONTAINED HEREIN.

I. IMPORTANT DATES AND DEADLINES

A. Auditions, Hearings & Placements

CHAMBER SINGERS & COMMUNITY CHOIR AUDITIONS

Sign-Up Sheets, Storer Hall, Room 30, August 27-29 (Wednesday, Thursday & Friday)
 Chamber Singers begin September 1 (Monday)
 Community Choir begins September 3 (Wednesday)

SYMPHONIC WIND ENSEMBLE HEARINGS

Sign-up Sheets, Storer Hall, Room 28
 Auditions: August 30 (Saturday), Waite Recital Hall
 Symphonic Wind Ensemble begins September 3 (Wednesday)

KNOX COUNTY SYMPHONY AUDITIONS

Sign-up Sheets, Storer Hall, Room 30, September 5-6 (Friday & Saturday)
 Knox County Symphony begins September 8 (Monday)

PIANO PLACEMENTS

Sign-up Sheets, Student Lounge Bulletin Board, Storer Hall, placements held in Lower Rosse 26
 August 29 & September 1 (Friday & Monday) (First Semester)
 December 17 (Wednesday) (Second Semester)

GUITAR AND BASS GUITAR PLACEMENTS

Sign-up Sheets, Student Lounge Bulletin Board, Storer Hall, location t.b.a.

August 29 (Friday) (First Semester)

December 17 (Wednesday) (Second Semester)

VOICE CLASS PLACEMENTS

Sign-up Sheets, Student Lounge, Storer Hall,

September 2 (Tuesday) (First Semester only)

VOICE LESSON PLACEMENTS

Sign-up Sheets, Student Lounge, Storer Hall, placements held in Lower Rosse 32

September 2 (Tuesday) (First Semester)

December 17 (Wednesday) (Second Semester)

MUSICAL THEATER/OPERA WORKSHOP AUDITIONS

Sign-up Sheets, Student Lounge, Storer Hall, placements held in Rosse Hall Auditorium

September 3 (Thursday) (First Semester)

January 23 (Friday) (Second Semester)

PERCUSSION, WOODWIND, STRING CHAMBER & JAZZ ENSEMBLES AUDITIONS

Sign-up Sheets, Student Lounge, Storer Hall

Wednesday, September 3 (Wednesday) 2:30-4:00

FLUTE CHOIR AUDITIONS

Sign-up Sheets, Student Lounge, Storer Hall

Wednesday, September 3 (Wednesday) 2:30-4:00

B. Lessons**CLASS SCHEDULES DUE IN MUSIC OFFICE**

September 2 (Tuesday), 4:00 p.m. (First Semester)

January 22 (Thursday), 4:00 p.m. (Second Semester)

ADJUNCT FACULTY MEETING WITH STUDENTS

September 3 (Wednesday), 2:30 to 4:00 p.m., Storer Hall, to schedule lessons.

PRIVATE LESSONS BEGIN

September 4 (Thursday) First Semester

January 26 (Monday) Second Semester

c. Sign-Up Times

LOCKER SIGN-UP - See Mrs. Maloney, Rm 20, Storer Hall for locker assignments.

PRACTICE ROOM SIGN-UP

Music Majors, Piano & Voice Students: September 11 (Thursday) (First Semester)

January 29 (Thursday) (Second Semester)

Instrumentalists & Others: September 12 (Friday) (First Semester)

January 29 (Thursday) (Second Semester)

Questions regarding any phase of studio instruction should be referred to Mrs. Maloney, Applied Music Program Coordinator, in the Music Department Office, Room 20, Storer Hall, or e-mail maloneyd.

II. GENERAL INFORMATION

A. Types of Instruction: The Kenyon College Department of Music offers private instruction in the following areas: piano, harpsichord, organ, harp, voice, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, recorder, guitar, bass guitar, trumpet, trombone, tuba, French horn, baritone horn, saxophone, and percussion.

Most lessons are available without an audition; however new students wishing to take piano, voice and/or guitar and bass guitar lessons must first have a placement session in order to be assigned to a teacher. (See page 2, “Important Dates & Deadline” for placement dates.)

Students who take private instruction in music normally carry a course load of 4.5 units for the year, of which .5 unit is private instruction.

B. Length of Lessons: Students at levels I and II may take 25 or 50-minute lessons (1/8 or 1/4 credit). Students in levels III or IV may take 50 or 100-minute lessons (1/4 or 1/2 credit).

C. Levels of Instruction: All students beginning instruction at Kenyon must enroll for Level I, regardless of prior background and proficiency. However, students may earn academic credit at Level I for no more than two semesters, at which point they must advance to Level II or register for AUDIT credit only. Students progress to higher levels through the Music Jury system. (See page 4, III Music Juries, for level expectations.)

D. Registering for Lessons: All students must enroll for Applied Music Lessons and Ensembles in the same manner as for other courses. All add/drop forms must be signed by Mrs. Maloney, Rm. 20, Storer Hall. The Registrar will not accept the form without her signature. The Registrar provides one additional week beyond the College’s add/drop deadline for adding music lessons and ensembles.

E. Scheduling of Lessons: Students who are planning to take lessons in Applied Music must hand in their Class Schedules to the Music Dept. office no later than 4 p.m., Tuesday, 9/2 (1st semester) & 4 p.m. on Thursday, 1/22 (2nd semester). Forms are available in Storer Hall, room 20. **No class schedule/no lessons!**

F. Posting of Adjunct Teaching Times: The lesson schedules for the adjunct faculty will be posted on the bulletin board in Storer Hall. Students should check this board beginning September 4 to determine when and where their lessons will be held.

G. Applied Program Begins: Applied music lessons will begin on Thursday 9/3 (1st semester) & Monday, 1/26 (2nd semester)

H. Fees: The fees, for 13 weeks of lessons per semester, are as follows: 25 minutes per week=\$195.00 /semester; 50 minutes per week=\$380/semester; 100 minutes per week=\$760/semester. Charges are billed to the student’s college account.

I. Billing Policy (IMPORTANT): If a student drops private instruction after one lesson, a charge for one lesson will be made. If a student takes two lessons and drops instruction afterwards, a charge for half the total fee will be made. If a student takes more than two lessons and subsequently decides to drop instruction, a charge for the entire semester's fee will be made. Missed lessons will be charged the same as actual lessons until the student officially informs the instructor and/or Mrs. Maloney of his/her intention to drop the class.

J. Fee Waivers for Majors/Minors

1. Private Study: Fees for private study are waived for declared majors and minors for their primary instrument only to the extent that said study applies to their graduation requirements. Fee waivers are not available to first-year students. See “Requirements for a Music Major/Minor” regarding fee waiver eligibility.

2. Piano Proficiency: For majors whose primary instrument is not keyboard, fees are waived for two semesters of thirteen 25-minute lessons (1/8 credit). To meet the requirements for the major, a minimum grade of B+ is required. Additional semesters, if necessary, are at the student’s own expense.

K. Make-up Lessons: If a student has a legitimate reason for missing a lesson and/or appears on the Dean's List of Excused Absences, he/she is entitled to a make-up lesson. When possible, **24 hours in advance**, the student should notify the instructor, using the instructor’s preferred form of communication (check syllabus for instructor’s preference). The methods used include: telephoning the home of the instructor, telephoning the instructor's Kenyon voice mailbox, or e-mailing the instructor. If an instructor misses a lesson, such lesson will be made up as soon thereafter as possible. Otherwise, missed lessons may or may not be rescheduled, at the discretion of the instructor.

L. Grading: The Department has instituted the following policy: The grade of "A" should represent that a student at any level of instruction has worked consistently and has made significant progress in light of his/her innate ability.

Students at levels II-IV are required to perform for a music jury. If they do not perform, for any reason other than excused illness, their grades will be lowered by one full letter, and they will be returned to previous level.

Early in the semester each student will be provided with a written statement (i.e., a syllabus) outlining their academic responsibilities for the semester. The syllabus will explain how the final grade will be determined and whether any other factors (e.g., attendance, assignments) will influence the final grade.

III. MUSIC JURIES

A. Advancement Procedures: A student may be advanced to a higher level of study only by a vote of the adjudicators at a Music Jury. If an instructor believes that a student is ready for advancement, the instructor must schedule the student to appear at a Music Jury. The appropriate advancement form should be filled out by the instructor and filed in the Music Office.

B. Levels of Applied Lessons:

Level I: Students may earn academic credit at Level I for no more than **two** semesters, at which point they must advance to Level II or register for AUDIT credit only.

Level II: Student is able to sing/play through an entire piece with reasonable attention to rhythm and intonation; recover after errors; be aware of proper stage demeanor; memorization required when appropriate. Must perform at a music jury each semester.

Level III: Student has a secure grasp of the technical aspects of instrument/voice and is capable of musical expressiveness. One or more pieces should be of recital caliber, both in length/difficulty and manner of presentation. Must perform at a music jury each semester.

Level IV: Student exhibits highly developed technical skills, musical skills and musical expressiveness. Repertory should include pieces appropriate for advanced study and performance. Full recital is expected for every two semesters at Level IV. A double jury must be performed in the off semester.

C. Memorization: While it is expected that solo literature performed for advancement will be memorized, memory requirements may vary according to instruments; therefore, the student should check their syllabus as to the requirements.

D. Evaluation: The student will be evaluated on sound quality, intonation, technique, rhythm, ornamentation, memorization, phrasing, dynamics, musical style, expression, stage presence, communication with audience, appearance and attitude. For singers, diction, breathing and text portrayal will also be evaluated.

E. Jury Results: The student and the instructor will be notified of the jury results, and a written critique of the performance will be available to both the student and the instructor. The critique sheets will be kept in the Music Office.

F. Ensemble Substitution: Solo work done in conjunction with Music Department ensembles may qualify a student for advancement if the following conditions are met: 1) the student notifies the Music Jury Coordinator two weeks in advance of the performance date; 2) at least two classroom faculty and one adjunct instructor are present at the performance; 3) the private teacher agrees that said performance is representative of the student's progress in the lessons.

G. Returning to Lower Levels: A student who is presently enrolled at Levels II-IV may be returned to a lower level if, in the opinion of the music jury adjudicators, performance on the Music Juries does not meet the minimum standards and requirements of these levels OR the student fails to perform a jury.

IV. PERFORMANCES

A. Required Performances (Music Juries & Recitals):

1. **Level I** students are encouraged to perform on Music Juries when capable of doing so with a reasonable degree of competence.

2. **Level II & III** students are required to perform on one Music Jury per semester. Failure to do so for any reason other than excused illness will result in a reduction of one letter grade in the semester grade and a return to Level I. An excused performance must be completed in the following semester in addition to the normal semester's requirement for Level II. Performances on Music Juries of chamber music (two or more performers) may fulfill a Music Jury requirement if of sufficient scope and difficulty.

3. **Level IV** students who have no recital requirement in a given semester (see Recitals), must perform a double Music Jury. Failure to do so for any reason other than excused illness will result in a reduction of one letter grade in the semester grade and a return to Level III. It is possible, if agreed to by the classroom faculty, to substitute an extended solo performance of sufficient scope and difficulty with one of the major performing groups for one of the Music Jury/Music Hour performances. It is also possible to substitute two or more chamber music or accompanying performances if of sufficient difficulty and if performed under the supervision of the student's major instructor.

Questions should be addressed to the Music Department Chair.

B. Accompanists

1. Students who need accompanists are encouraged to ask other students for this support. Professional accompanists are available. **They MUST be paid at the last rehearsal before the performance.** The current rehearsal-time rate is \$2.00 in five-minute increments. The Music Jury performance rate is paid by the Department. Payment to accompanists for Music Jury rehearsals, junior recitals or elective recitals is the student's responsibility. **Failure to pay prior to the performance will result in the student performing without an accompanist. The student will be billed for the rehearsal time.**

2. **For Senior Recitals (Music Majors) and recitals of Level IV**, professional accompanists will be subsidized by the Music Department, to the extent

possible. Fees in excess of the subsidy are the responsibility of the student. Accompanists will also be subsidized by the Department for performances in the semi-annual Angela Waite Student Recital Series.

C. Recitals

1. Angela Waite Student Recital Series (selected from Music Jury participants)

Performance on this Recital Series is considered to be an honor. By majority vote of the classroom faculty, invitations will be extended to those students who have given an outstanding performance on a Music Jury of the current semester.

2. Solo Recitals

a. The Department recognizes two levels of solo recital: the **partial recital** (usually shared with another student) in which the student is responsible for approximately one-half hour of programming, and the **full recital** in which the student has the sole responsibility for up to an hour of programming.

b. A student at Level III may elect to present a partial recital. A student at Level IV must present a full recital in each full year of Level IV status. At either level, the student must have achieved that level at least one full semester prior to the recital date. (For a spring recital, the level must be reached during the previous spring semester.) The Department strongly encourages the presentation of a partial recital in a semester prior to a full recital. Any Level III student who has presented a partial recital prior to his/her senior year must present a full recital in the final year. Students at Levels III and IV must have passed either the music history proficiency exam **or** taken Music 102 (Introduction to Music History) to have their recital(s) sponsored by the Music Department.

c. **Submission of Proposed Program--IMPORTANT:** Any student giving a recital must submit a program approved by his/her teacher **not less than 3 academic months prior to the proposed recital date**. (Note that academic months include only those months when school is in session.) The content of the program must be approved by a majority vote of the classroom faculty. Any omissions from the expected content of a selection (verses, variations, movements, etc.) must be listed at this time with the reasons for the omission. Memorization of materials for most solo works is mandatory. Check with the Department Chair for clarification.

d. **Preliminary Hearings:** The student must be prepared to perform the entire recital for a panel composed of the teacher and the classroom faculty at least two weeks prior to the recital date. It is imperative for the student to treat the jury hearing as a full-fledged performance, even though it is not open to the public. All music is to be presented as it will be in the final recital. Any pieces not considered to be at performance level by majority vote of the faculty will be automatically cut from the program. If insufficient material remains to make a complete program of reasonable length, the recital will be postponed until a later date in the semester. In either case, another preliminary hearing must be held with the same requirements as the first.

e. **Recital Dress Code:** The Department regards its recitals as formal events, a window through which the public views the work of its students and faculty. As such, students performing in recitals are expected to dress with a degree of sophistication and class, beyond normal campus attire. Men and women should plan to wear attire that can (at the least) be considered "semi-formal." Attire will be discussed at the time of the recital hearing.

V. FACILITIES/MUSICAL INSTRUMENTS

A. **Lockers:** The Music Department has lockers available in lower Rosse and Storer Hall for the storing of instruments, music, etc. The following priorities have been established by the Department for their use:

1. Instrumentalists taking lessons or in music department ensembles
2. Majors
3. Pianists and singers taking lessons

4. All others

Students should see the Applied Music Program Coordinator to acquire a locker. Lockers are made available for the entire year, assuming that a student will continue lessons during the second semester.

B. Practice Rooms: Sign-up for practice rooms for first semester will be held:

September 11 (Thursday) – Majors, pianists & vocalists

September 12 (Thursday) – Instrumentalists & others

Second semester will be January 29 & 30

Pianists who are enrolled at Level III or Level IV may use a practice room two hours a day per 50-minute lesson per week, depending upon the availability of space. All other students, one hour a day.

C. Listening Room: The Music Listening Room, located on the third floor of Olin Library, is available to any student in the College. It houses a collection of approximately 5,300 records, CDs, tapes and cassettes and approximately 4,300 scores. Also available is reference material for courses offered by the Department. Records, CDs, scores and books may not be removed from the Listening Room. Olin Library contains additional listening facilities in the Audio Visual Department.

D. Bemis Music Room: The Bemis Music Room, located on the second floor of Peirce Hall, is an integral part of the facilities of the Department. It is used for classes, ensembles, Music Juries and recitals. Students wanting to use the room for rehearsal purposes, should request permission of the Applied Music Program Coordinator.

E. Musical Instruments owned by the Department: The Department has a limited number of musical instruments which may be borrowed by students taking lessons and/or participating in ensembles. The student and/or applied faculty member should see the Applied Music Program Coordinator to sign out instruments. **Instruments may not leave campus without written permission.** It is VERY IMPORTANT that the instrument be returned to the Applied Music Program Coordinator after the last lesson; failure to do so, will result in the student being billed for the replacement value of the instrument.

VI. ENSEMBLES

See the Course Catalogue for detailed descriptions. Courses may be repeated unless otherwise specified. All ensembles may receive 1/4 unit of credit per semester, unless otherwise specified. There is no additional fee for ensemble participation. **Ensembles must have a minimum of four enrolled students.** See page one of this handbook for audition schedules.

Musical Theater/Opera Workshop Music 483 (Jantsch) Audition required.

Voice Class Music 182 (Redman) First Semester only. Placement by audition. May not repeat.

The Kenyon Community Choir Music 471 (Locke) Placement and/or permission of instructor.

Chamber Singers Music 473, 474 (Locke) Audition required.

Symphonic Wind Ensemble Music 479 (Salvo) Placement by hearing at beginning of semester.

Flute Choir Music 475 (Stimson) Permission of instructor or audition required.

Early Music Ensemble Music 481 (on hold 2003-2004) Second Semester only. Audition required.

Woodwind Chamber Ensembles Music 476 (Sorton) Permission of instructor or audition required.

String Chamber Ensembles Music 477 (Case) Permission of instructor or audition required.

Kenyon Jazz Ensemble Music 480 (Burlison) Permission of instructor or audition required.

Percussion Ensemble Music 482 (Dachtyl) Permission of instructor or audition required.

The Knox County Symphony Music 472 (Locke) Students with prior musical training in strings, woodwinds or brass can develop their skills by performing with the Symphony. Audition required.

There are also a number of student-directed singing groups on campus. Please see the *Student Handbook* for a listing of these.

PART B

Guidelines for Music Department Majors and Minors

REQUIREMENTS for the MAJOR

The *minimum* requirement of 5.5 units is distributed as follows:

- < Theory: 1.5 units (MUSC 121-122 and either 221 or 222)
- < History: 1.5 units (MUSC 102 and two of MUSC 202-205)
- < Electives: 1.5 units (MUSC 302-323 or additional from MUSC 103, 202-205, 331 and special topics seminars)
- < Senior Seminar (MUSC 401-402) .25 unit
- < Applied study/performance: .75 unit (3 semesters of 50-min lessons) compiled from applied lessons at Level II or above. **Excessive absence (three or more) will result in the loss of the fee waiver.**
- < Senior Exercise
- < **Piano Proficiency:** For students whose major instrument is not piano, two semesters of 25-minute (.12 credit) piano lessons, with a minimum grade of B+ (3.33) is required. Fees are waived for two semesters of .12 credit lessons. Should the minimum (B+) grade average not be maintained, the student is responsible for covering the expense of additional piano instruction. NOTE: Department guidelines with respect to make-up lessons also apply to piano proficiency lessons. Please see Section II, paragraph K. **Excessive absence (three or more) will result in the loss of the fee waiver.**

REQUIREMENTS for the MINOR

The *minimum* requirement of 3.125 units is distributed as follows:

- = Theory: 1 unit (MUSC 121-122)
- = History: 1 unit (MUSC 102 and one of MUSC 202-205)
- = Electives: .5 unit (MUSC 302-323 or additional from MUSC 103,202-205, and special topics seminars)
- = Senior Seminar (MUSC 401-402) .25 unit
- = Applied study/performance: .375 unit (3 semesters of 25-min lessons) compiled from applied lessons at Level II or above.

SENIOR EXERCISE for the MAJOR

There are several possible types of Senior Exercise:

- > A Music Theory or Music History paper (30 pages in length with a public presentation)
- > A composition of at least 10 minutes with a public performance
- > A performance of a recital of 30 to 60 minutes on the student's major instrument

Students presenting a recital/project/composition must submit a program plan approved by his/her teacher not less than 3 academic months prior to the proposed recital/presentation date to the Music Department Applied Program Coordinator. Forms are available in the Music Office. The content of the program/project will be presented at a Department meeting and must be approved by a majority vote of the classroom faculty. For recitals, any omissions from the expected content of a selection (verses, variations, movements, etc.) must be listed at this time with the reasons for the omission. Memorization of materials for most solo works is mandatory. Check with the Department Chair for clarification.

Preliminary hearing for recital: The student must be prepared to perform the entire recital (including spoken components in the case of lecture recitals), for a panel composed of

the adjunct teacher and the classroom faculty, at least two weeks prior to the recital date. It is imperative for the student to treat the hearing as a full-fledged performance, even though it is not open to the public. All music and spoken dialogue is to be presented as it will be in the public recital. The program and accompanying program notes should be presented to the classroom faculty at this time, and an explanation of the attire to be worn by all performers should be made.

Any pieces or sections of text not considered to be at performance level by majority vote of the faculty will be automatically cut from the program. If insufficient material remains to make a complete program of reasonable length, the recital will be postponed until later in the semester. In such a case, another preliminary hearing must be held with the same requirements as the first.

For research papers and compositions, the written components and scores should be complete two weeks before the presentation/performance date and given to the advisor. Copies should be given to all classroom faculty three days before the presentation.

Senior exercises of exceptional quality will be awarded "distinction." The decision to award distinction is made by the classroom faculty after all senior exercises have been presented.

PART C

HONORS

Qualifications: Students applying for Honors projects must have a 3.33 Department grade average. GPA standards must be maintained for the duration of the project. Certain course work within the Department may be required.

Other: Honors may not be related to a Junior or Senior Recital. All Honors candidates must also successfully complete a regular department senior exercise. Honors is a project completed in addition to the senior exercise.

Procedure and Deadlines: Upon declaring the major, students will be informed of the possibility of Honors work. The student must then take the initiative to talk to a faculty member about an Honors proposal. Once a student has come up with a proposal for a project (with a faculty member's support), he/she will submit a written proposal to the faculty member, who will then pass it on to the Department Chair, who will discuss it with the regular faculty. Once approved at the department level, the proposal will be sent to the Chair of the Fine Arts Division for Division approval.

Deadline for proposals for Senior Honors is May 1 of the student's Junior year.

Senior Honors is two semesters in duration. Students should enroll in MUS 497-498.

Evaluation: Each project will contain a written component as defined in the written proposal. In the case of Senior Honors, an outside examiner will determine the level of Honors achieved. Also, the outside examiner will join the department in interviewing the student after the project has been completed and/or presented. The deadline for completing a project/presentation is May 1.

Documentation/Preparation: The department will pay for any recording or program printing costs. Limited funds are available for special scores, CDS, etc. Incidental costs (general copying, etc.) are the responsibility of the student. Three copies of the project must be submitted to the Honors Advisor (one for the Advisor, a second for either Olin Library or the Music Listening Room, and a third for the College Archives.)

AWARDS

Each year the Department determines the recipients of the following awards:

The David B. Perry Music Prize is a cash award provided by funds from David B. Perry of the Class of 1966; given annually to the student or students who have provided outstanding service to the Kenyon community through their musical activities.

The David B. Perry Senior Music Major Award is a cash award given annually to a senior Music Major; recognizing outstanding academic achievement during four years in the Kenyon Music Department.

The Thomas B. and Mary M. Greenslade Award in Music Performance is given annually to the student or students who have given the most outstanding solo performance or series of performances during the current academic year. In order to be considered for this prize for the 2001-2002 academic year, aspirants must have given a performance by March 1, 2002. Performances after this date will be eligible in the 2002-2003 academic year.

PART D

Ushering Guidelines

The Music Department views concert ushering as a very important duty, and as a result urges students to accept it as a serious responsibility. The usher is the Department's initial contact with the broader community and as such provides an opportunity to establish a positive concert atmosphere prior to the beginning of a performance. Poor ushering often results in a confused audience and may also anger the performers. When a person neglects their ushering responsibility, the audience is left without a readily available source of information and results in the Department looking unprofessional.

Here are some basic guidelines for effective ushering:

- Do not forget which events you have been assigned to usher. Mark them in your calendar. Not showing up will be treated as a serious offense!
- Show up early—at least thirty minutes BEFORE the scheduled start of the performance. Showing up late makes the Department look unprofessional, and such things are noticed by visitors.
- Show up knowing where the relevant programs are stored. Also, know when and where any post-concert reception might be taking place.
- Look nice! Wear something "smart," as you are going to be seen by the public and are acting as a representative of the Department and the College.
- Treat everybody nicely, even if they do not/are not doing the same with you. Smile and be friendly! Do not "lose your cool" or get angry at people—even if they are not treating you very well and/or are being rude to you.
- Ensure that everyone receives a program before they enter the hall.
- Try, to the best of your ability, to maintain the rules of concert etiquette
 1. Do not let people into the hall while performers are "active" on stage. Ask them to wait.
 2. Allow late-comers into the hall only at points of applause.
 3. Try to keep late-comers quiet as they wait to enter the hall.
- Answer any questions posed, and seek out the manager, etc., should one arise that you cannot answer and you think important.
- Do not physically restrain anybody - if they force themselves in, let them go. Notify the Manager should any "rowdy" people create problems.
- Find the Manager should any problem arise.
- Do not leave your ushering post unless a problem requires finding the Manager.

August 21, 2003

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