
ABOUT THE DEPARTMENT

PRACTICE ROOMS

Twelve practice rooms are available for use during regular campus hours (7:30 am – 10:00 pm.) **A room is considered free if left for more than ten minutes.** No food or drink is permitted in the practice rooms at any time. Every effort is made to ensure that the pianos are kept in good operating condition, but if you notice any problems, please report them immediately to the Program Assistant. Practice rooms are to be used for practice only by registered Kwantlen Polytechnic University Music students.

Access to Room 1214 (percussion, bass, tuba room), 1235 (ensemble room with upright pianos) and 1236 (piano teaching studio) is available on a limited basis. Please see the Program Assistant to check on availability. However, please be advised that instructors needing to use these rooms are given priority. All Performance Hall bookings must be done through the Program Assistant. Prior to the student recitals there will be a limited amount of time that students may use the Hall to make final preparations for their performances.

MUSIC WING HOURS

The Music wing is open Monday through Friday from 7:30 am to 10:00 pm, and on Saturday from 9:00 am to 4:00 pm.

ENSEMBLE PARTICIPATION

All full-time students are required to participate in a large ensemble. Certificate students must participate for two semesters, Diploma students for four semesters. Certificate students who have successfully transferred to the Diploma program must participate for an additional four semesters. Large ensembles offered for the academic year include the Kwantlen Chorus and the Kwantlen Wind Ensemble (also known as the “Wind Symphony”). Placement in a large ensemble is by audition and/or interview. Students are expected to have appropriate concert attire, which will be described by the instructor of each ensemble.

Participation in chamber ensembles is an option for Diploma students but does not replace a large ensemble for graduation requirements. Admission is by audition and/or interview. Chamber ensembles will be formed at the beginning of each semester depending on instrumentation and availability of faculty coaches. Chamber ensembles receive two hours of coaching per week and may perform both on and off campus throughout the semester. Individual practice, as well as group rehearsals outside of regular coaching times, is required.

LOCKERS

Music lockers are available to full-time students in the Music program. Lockers are assigned on the basis of instrument sizes and usually must be shared. The rental fees for the school year (September – April) are:

Small	\$ 15.00
Medium	\$ 20.00
Large	\$ 25.00

FOOD AND DRINK RULE

No food or drink is allowed in the auditorium, practice rooms, classrooms (including 2080), or in the carpeted area of the music wing and foyer.

PIANO RULE

Do not place anything (instrument cases, books, bags, beverages, etc.) on top of the pianos or any of the other instruments.

MIDI LAB HOURS AND TUTORIAL ASSISTANCE

The MIDI Lab (Room 1201) will be open for a period of time each week so that students may practice or complete projects.

RECRUITMENT AND OUTREACH

Our students are the best ambassadors for the Music programs. If you know individuals that are interested in joining our program, or if you would like to take information to your former high-school teacher, please see the Program Assistant.

TEACHING AND PERFORMING ROSTERS

The Music Department often receives requests from members of the public and other Kwantlen departments who wish to hire music teachers or performers. The Program Assistant will post the information in the *Performance Opportunity* and *Employment* sections of the bulletin boards in the main hall of the music wing. If you are interested please be sure to check the bulletin boards regularly. **Please note: practice rooms are not to be used for private teaching, but for practice only, by registered Kwantlen music students.**

PRIVATE LESSONS

Each student who registers in nine or more credits in the music program is eligible for private instruction on his or her chosen instrument (nine credits *before* the lessons are counted). At the beginning of the semester each student registered for private lessons (MUSI 1105, 1155, 1156, 1157 etc.) will be assigned an instructor by the Department Chair.

There are twelve lessons and one masterclass per semester; lessons are generally scheduled once per week in a regular time slot and last 55 minutes. Please be punctual for your lesson, with music in hand and instrument ready. If you are unable to attend a lesson you must give your instructor a minimum of 24 hours' notice by leaving a message on his or her voice mail and/or sending an e-mail message. Lessons will be rescheduled only in the event of serious illness or bereavement. **Please realize that scheduling doctor or dentist appointments in lesson or class time is unacceptable.** Similarly, outside work schedules must fit into and not conflict with your University schedule. In an emergency you may leave a message with the Program Assistant at (604) 599-3315.

Your instructor will provide you with a Course Presentation at the first lesson of each semester describing basic requirements and the grading scheme (see "Evaluation"). A public solo performance is required of all Diploma students in each semester of study and of all Certificate students in their second semester of

study. However, all students are strongly advised to take part in as many performance opportunities as are available.

EVALUATION

Grades for private lessons are based on several components, depending on the type of lessons in which you are registered. At your first lesson your instructor will provide you with a Course Presentation describing the basic requirements—repertoire, technique, sight reading—and outlining the grading scheme. Your grade will be based on your achievement in several areas: weekly progress, recital, technique and performance juries (final playing examinations), and your overall level of achievement relative to the accepted standard for your particular instrument or voice. Participation marks (see below) will also be factored into your final grade.

A technique jury and a performance jury are required for all levels of private lessons, except first-semester Certificate and all Secondary-Instrument courses. Technique juries take place in Weeks 11 and 12 of the semester. Performance juries take place in the first two days of the final examination period. Typically, juries are conducted with your instructor and two other faculty members present. Accompanists are required to perform at juries with the student(s) to whom they have been assigned.

PARTICIPATION MARKS

Attending live performances is an important part of learning about music. Students are therefore required to attend a minimum of ten performances in the course of the semester. Failure to do so will result in the final grade for private lessons (excluding Secondary Instrument) being reduced by one percent for each missing performance. There is ample opportunity to complete the “participation” requirement by attending Kwantlen student recitals and Music at Midweek, weekly concerts which begin at 12:15 every Wednesday and present guest, faculty, and student performances.

To ensure accurate tracking of attendance at these events, students must sign an attendance sheet. Credit may be given for attendance at suitable performances presented outside of Kwantlen. In such cases, proof of attendance (ticket stub and/or concert program) must be submitted to the Program Assistant before the last day of class. These will be returned, if requested.

PRACTICE

To satisfactorily complete the work assigned, you will need to practice on a daily basis (a minimum of 1 ½ hours for Diploma students and 1 hour for Certificate students).

RECITAL PROCEDURE

Instructors select dates for their students’ recitals in consultation with the students and sign the recital date list(s) posted on the bulletin board across the hallway from the Program Assistant’s office. It is important to consider the availability of the accompanist. Accompanists will be assigned by the piano faculty in consultation with the private instructor. Repertoire should be indicated so that suitable partners can be assigned. Instrumentalists and vocalists are responsible for providing a bound copy of all required music to the accompanist a minimum of four weeks prior to a performance or examination. Failure to do so will result in your accompanist being assigned to another partner, and you will be responsible for finding a suitable replacement. Soloists and accompanists are encouraged to attend each other’s lessons as required by the performance faculty. Accompanists are required to perform in the university recital and on the jury for the assigned partner(s) only.

Students must complete a Student Recital Information Form one week prior to the recital. The forms are found to the left of the Program Assistant's office and should be returned to the envelope on the right. Be sure to complete both sides of the form and indicate stage requirements.

Dress code for juries and recitals is dress pants and dress shirt for the men, calf-length dress or skirt or dressy pants and blouse for the women, and appropriate concert footwear.

POLICY REGARDING MISSED LESSONS AND CLASSES

STUDENT ABSENCE RESPONSIBILITY

If a student is unable to attend a lesson owing to illness or extenuating circumstances, the private lesson instructor must be given a minimum of 24 hours' notice. Lessons will be rescheduled only in the event of serious illness or bereavement.

If an instructor in an applied area (private lessons, ensembles) or a classroom instructor considers a student to have an unsatisfactory attendance record, the instructor may require the student to undertake a Performance Contract. A Performance Contract is a written agreement between instructor and student, setting forth realistic and explicit steps which the student should take to remedy the problem and the means of evaluating success or failure in meeting the terms of the contract within a specified length of time. A student who fails to meet the terms of a Performance Contract will be deemed to have failed the course to which it is applied

The Music Department policy on absenteeism in all performance courses (private lessons, all ensembles) is as follows: unexcused absences in excess of one (1) will result in the student failing the course. Excused absences will include serious illness and urgent family or personal matters. The unexcused absence must be documented in writing for the Department: a statement to the effect that the student neglected to contact the instructor and that the absence was indeed unexcused must be signed by both parties and placed in the student file kept in the office of the Program Assistant.

In academic courses a student who is absent for three (3) consecutive instructional days without having previously contacted either the instructor or the Music Department during that period will be considered to have withdrawn from the course. Contact your instructor(s) and the Program Assistant: Nancy.Hodgson@kwantlen.ca or (604) 599-3315.

INSTRUCTOR ABSENCE RESPONSIBILITY

If an instructor in an applied area (private lesson, chamber ensembles) is absent for two (2) or more lessons, some provisions will be made to compensate for the missed lessons, through one of the following procedures:

- a) making up the lesson within two weeks, if possible (but not during the last two weeks of classes, except by mutual consent)
- b) extending lessons

If an instructor plans to be absent for any reason, the students must be given written notification of absence and (in the case of an extended absence) the provisions made to make up the classes or lessons. If possible, such information should be included in the Course Presentation given to students during the first week of the semester.

If an instructor must cancel a class or lesson due to unforeseen circumstances (such as illness or bereavement), every effort will be made to ensure that students are expeditiously informed of the cancellation. Instructors are requested to contact the student(s) affected by the cancellation directly.

LECTURES/LABS

It is each student's responsibility to attend all classes regularly and punctually, to keep work up-to-date and to complete assignments as required. You are responsible for obtaining any materials missed due to absence from the class.

Assignments must be completed on time; their purpose is to reinforce the material covered in class. As a general rule, no late assignments are accepted except in cases of illness or extreme extenuating circumstances. In case of the former, a doctor's note must be presented. Irregular attendance and failure to submit assignments will result in lower grades and may prevent a student from passing the course. Remember that, in order to enroll in the continuation of a course, a student must have earned a grade of C (60%) or higher. All student progress is monitored by faculty during each semester. Failing grades may result in dismissal from the program, and a re-audition will be required to return.

LIBRARY RESOURCES FOR MUSIC

The music collection, housed entirely at the Langley Campus Library, includes more than 2,000 books and study scores, music periodicals both bound and online, nearly 800 compact discs, 150 videos, DVDs and CD-ROMs (on opera and other music-related materials), and hundreds of sound recordings on vinyl disc (LPs). In addition to this collection of AV resources, the library subscribes to the Naxos Music Library, the most comprehensive collection of classical music available online, with over 85,000 tracks streamed at near-CD quality.

THE REFERENCE COLLECTION

This consists of non-circulating reference books (music dictionaries, handbooks, encyclopedias, bibliographies, etc.) which provide a wide range of information, including definitions, biographical articles, chronologies and plot summaries. Useful reference titles include: *The New Grove Dictionary of Music and Musicians* (20 volumes); *The New Harvard Dictionary of Music*; and *Baker's Biographical Dictionary of Musicians*.

CURRENT MUSIC PERIODICALS

Periodicals relating to music are an important means of keeping up with musical life around the world. Music periodicals cover a variety of topics, including popular as well as classical music, specific genres or instruments, musical performances, teaching and research in music history and theory. Some important titles currently received in hardcopy by the library include: *Clavier*, *Chamber Music*; *Guitar Review*; *Strings*; *Piano & Keyboard*; *The Strad*; *Opera News*; and *Rolling Stone*. In addition, several databases provide full-text access to about 150 scholarly and popular music journals.

MUSIC RESERVE

Reserves are materials which are in high demand, either because they are useful for several courses or because instructors have assigned them as required reading and/or listening for a specific course. These materials are assigned a short loan period in order to make them available to as many people as possible.

The loan period for Reserve items may be 2 hours (Library Use Only), 1 day, 3 days, or 1 week. All Reserve items for music classes will be kept at the Langley campus library, and must be requested at the Circulation Desk. Reserve books, scores, CDs, and DVDs must all be requested by title rather than call number. Lists of materials on Reserve are on-line and can be accessed either by instructor's name, or by course name and number.

SPECIAL FACILITIES/SERVICES IN THE LIBRARY

The Library's collection of music-related videos and DVDs is located near the circulation desk, which also has several listening and viewing stations. The computer workstations in the Library have Internet access and various programs (such as MS Word and PowerPoint) that you'll need to complete class assignments. There is also wireless access at the Library for students who prefer using laptops.

CHORAL/BAND LIBRARY

In addition to the collection of music materials kept in the Langley Campus Library, the Music Department maintains a collection of scores (duets, trios and other small ensemble works for instrument and/or voice) in the Choral/Band Library (Room 1273, near the Performance Hall). Students may access these scores with the permission of their instructor or the Program Assistant.

STUDENT ASSISTANT POSITIONS

If you are not receiving a student loan, it may be possible to obtain a job in the Music Department. There are a limited number of positions related to concert-stage setup/recording, and assistance with ensembles. Please see the Program Assistant for more information.