

# Keyboard Area Handbook

for Undergraduate and Graduate Students  
in Applied Keyboard Courses

effective June 1, 2013

## **TABLE OF CONTENTS**

<b>LISTING OF COURSE NUMBERS.....</b>	<b>2</b>
<b>CLASS PIANO SECONDARY INSTRUCTION.....</b>	<b>3</b>
<b>GRADING POLICY.....</b>	<b>3</b>
<b>JURY REQUIREMENTS.....</b>	<b>4</b>
<b>SCHEDULING OF RECITALS/GUIDELINES GOVERNING RECITALS.....</b>	<b>5</b>
<i>4505 Junior Recital</i>	
<i>4605 Senior Recital</i>	
<i>7805 Master's Recital</i>	
<i>8905 Doctoral Recital</i>	
<b>DEPARTMENTAL RECITALS.....</b>	<b>5</b>
<b>RECITAL ATTENDANCE.....</b>	<b>6</b>
<b>ENSEMBLE REQUIREMENTS.....</b>	<b>6</b>
<b>CONCERTO COMPETITION INFORMATION.....</b>	<b>7</b>
<b>CHANGE OF STUDIO POLICY.....</b>	<b>7</b>
<b>FORMS.....</b>	<b>8</b>
<b>OTHER USEFUL INFORMATION.....</b>	<b>8</b>

## **LISTING OF COURSE NUMBERS**

The requirements in all applied keyboard courses are designed to implement the maximum growth of the individual musician through acquiring the techniques of correct posture, aural perception and tone production; furthering the technical, expressive and appropriate interpretation of solo literature; and becoming knowledgeable about the historical and cultural backgrounds of the repertoire studied. Pedagogy topics are also included.

For graduate students, the contents of this publication are intended to supplement the SOM Graduate Handbook, which is published at: <http://music.osu.edu/som-graduate-student-handbook>.

<b>1110.11</b>	<b>Provisional level, must audition again during jury time</b>
<b>2200.11</b>	<b>Piano, Applied study (Secondary, non-piano major)</b>
<b>2201.11</b>	<b>First Year Piano Major (includes students pursuing the BM, BME, and BA)</b>
<b>3401.11</b>	<b>Second Year Bachelor of Music Education</b>
<b>3402.11</b>	<b>Second Year Bachelor of Music</b>
<b>3403.11</b>	<b>Second Year Bachelor of Arts in Music</b>
<b>4501.11</b>	<b>Third Year Bachelor of Music Education</b>
<b>4502.11</b>	<b>Third Year Bachelor of Music</b>
<b>4601.11</b>	<b>Fourth Year Bachelor of Music Education</b>
<b>4602.11</b>	<b>Fourth Year Bachelor of Music</b>
<b>6216.11</b>	<b>Piano for Graduate Students Non-Majors</b>
<b>6200.11</b>	<b>Piano for Graduate Students, Secondary</b>
<b>7801.11</b>	<b>Piano for Masters of Arts in Piano Pedagogy</b>
<b>7802.11</b>	<b>Piano for Masters of Music in Piano Performance</b>
<b>8902.11</b>	<b>Piano for Doctor of Musical Arts in Piano Performance</b>
<b>2208.01</b>	<b>Small Ensemble: Piano. This number is used for Chamber Music Study-Undergraduate</b>
<b>7208.99</b>	<b>Small Ensemble: Miscellaneous. This number is used for Chamber Music Study-Graduate (register for the section specific to the instructor with whom you are working)</b>

## **CLASS PIANO/APPLIED STUDY (SECONDARY)**

Students who are required to enroll in Applied Piano as a Secondary Instrument (MUS 2200.11) must first fulfill their curricular requirements for courses in Keyboard Skills (MUS 2264.01). Students may not enroll concurrently in Keyboard Skills and Applied Study as a Secondary Instrument. Music 2264.01 is a pre-requisite for enrollment in Music 2200.11.

Information on placement tests for Keyboard Skills is available on the School of Music website: <http://music.osu.edu/credit-exam-class-piano-0>

## **GRADING POLICY**

Grades for Applied Keyboard courses will be determined by the studio instructor and will include jury grades. Each professor will determine the grading criteria, but will possibly include the following:

Attendance

Studio Class Attendance and Participation

Keyboard Departmental and Recital Attendance and Performance

Satisfactory Completion of Semester Repertoire and Assigned Requirements

Pianistic and Musical Progress

Unless provided by an individual teacher's syllabus, grades for Applied Keyboard courses will be averaged in the following manner:

### **With "Jury"**

20% "Jury" grade

20% Attendance and Performance at Studio Classes, Masterclasses & Departmentals (both solo and collaborative)

60% Lesson preparation and execution

### **Without "Jury"**

20% Attendance and Performance at Studio Classes, Masterclasses & Departmentals (both solo and collaborative)

80% Lesson preparation and execution

## **JURY REQUIREMENTS**

All undergraduate piano students will be expected to participate in a jury once a semester, unless performing a recital that semester. The length of jury will be a 10 minute minimum at freshman and sophomore levels, and a 15 minute minimum at junior and senior levels. All repertoire for juries will be performed by memory with the exception of the independent study piece (see #3 below).

Students will work with their applied teacher to determine the specific repertoire based on their technical placement and interest.

### **Freshman 1<sup>st</sup> semester Jury Requirements** (repeated until passed):

1. All major and minor harmonic, melodic scales in four octaves, hands together, at 138 in different dynamic levels
2. major and minor arpeggios, 4 octaves playing 16th notes, quarter note = 88.
3. One short repertoire selection (teacher prerogative)
4. The second semester jury acts as a level change and as permission to pursue specific degree programs.

### **The following repertoire requirements must be performed on a jury prior to the second semester of the senior year:**

1. An etude of choice in consultation with your instructor (suggested during sophomore or Junior year)
2. A movement of concerto with second piano (suggested during junior year)
3. Independent study piece determined by piano faculty to be given to student two weeks prior to the jury (suggested during 1<sup>st</sup> semester of senior year)

### **Graduate Juries (MM, MA, and DMA)**

All graduate students in piano registered for 8 hours or more will be expected to perform an annual jury of approximately 15 minutes in either the Autumn or Spring semesters. The repertoire selections must be taken from the solo or concerto literature and are not to be taken from the duo piano, two piano, or chamber music repertoire.

## **PERMISSION TO CHANGE DEGREE PROGRAMS**

If a student desires to change degree programs, the student must first discuss the change with the applied teacher. If the teacher finds the change appropriate, the student must notify the piano faculty a week prior to the jury.

## **SCHEDULING OF RECITALS**

For information about the process for scheduling a recital see the SOM webpage at: <http://music.osu.edu/recital-guidelines>. It is recommended that students schedule a recital as early in the process as possible. Graduate students must follow recital protocol found in the SOM Graduate Handbook: <http://music.osu.edu/som-graduate-student-handbook>.

The student will produce the recital program master copy, using the template provided on the School of Music web site. The student is responsible for making copies of the program and for producing any program notes. Program notes must receive the approval of the advisor before duplication.

## **GUIDELINES GOVERNING RECITALS**

### **4505 Junior Recital**

The junior recital is required for the Bachelor of Music and Bachelor of Music Education degrees (prerequisite 4501 and 4502). The graduating recital for 4501 is expected to be offered no later than the second semester of study at that level (junior year). The length of the recital (playing time) is expected to be approximately 30 minutes of solo playing. A pre-recital hearing may be required at the discretion of the instructor.

The recital given by Bachelor of Music Education majors in their final semester of 4501 is considered to be the termination of study, and thus no additional jury is required during that semester.

### **4605 Senior Recital**

The senior recital is required for the Bachelor of Music in Performance degree (prerequisite 4602). The graduating recital for normally is scheduled during the last semester of study at that level (senior year). The length of the recital (playing time) is expected to be 50 minutes. A pre-recital hearing may be required at the discretion of the instructor.

### **7805 Master Degree Recitals**

The Master degree recital is preparation and presentation of musical literature in solo performance (prerequisite Graduate standing in the School of Music, and permission of instructor). Masters of Music Students (MM) in piano will be expected to perform two recitals during their course of study in the Master of Music program:

1. Full solo recital
2. One recital consisting of at least one complete concerto, may be combined with either chamber music, or two-piano music, totaling 60 minutes playing time.

This recital number also qualifies as the MA *Project* requirement.

**Projects.** Students pursuing Plan B will choose three from the following Master's Projects: (1) a 30-minute solo recital, (2) a 60-minute chamber recital, (3) a lecture-recital or workshop presentation, (4) a paper related to performance or pedagogy. One of the projects must include some memorized solo performance.

### **DEPARTMENTAL RECITALS**

1. Departmental Recitals are held approximately five times each semester in Weigel Auditorium. All Keyboard majors are required to attend.
2. Students will be chosen by their teachers to perform in departmental recitals. Students must contact the administrative graduate associate via email in order to be placed on the program. Program will be posted 48 hours in advance of the departmental recital.
3. All keyboard majors and secondary keyboard students are also required to attend the collaborative masterclasses (usually two) that are presented each semester.

### **RECITAL ATTENDANCE**

1. All keyboard majors must comply with the School of Music concert attendance policy. This policy is presented in the SOM Undergraduate Handbook (on line). The student is required to secure the signature of their applied teacher each semester on the **"Semester Concert Attendance Report"**. This Semester Concert Attendance Report is kept in each student's permanent file.
2. Keyboard majors are encouraged to attend all recitals presented by piano majors.
3. Attendance at **ALL** piano faculty and piano guest artist recitals is required.
4. Attendance at **ALL** departmental recitals is required.
5. If unable to attend a required recital, the student must be formally excused by the teacher and must make up the recital in some form agreeable to the teacher.
6. Recital attendance will be classed as "participation" and will be part of the teacher's grade for the semester.

### **ENSEMBLE REQUIREMENTS** **for Undergraduate Students**

All full-time music majors (BA, BM, BME) must participate in an appropriate major ensemble during each semester of enrollment except during student teaching, even if this is in excess of the degree requirement. Music majors are urged to audition for the ensemble of their choice; however, the faculty reserves the right to assign students to a particular ensemble when necessary to broaden the student's performing experience, or maintain balance within the ensemble.

## **ENSEMBLE REQUIREMENTS** **for Graduate Students**

All graduate students in piano (with the exception of post candidacy students) are expected to register for either 7780.05 “Piano Accompanying” or 7208.99 “Small Ensemble: Miscellaneous” (chamber music coaching) each semester.

## **CONCERTO COMPETITIONS** **for Seniors and Masters Students**

Consult the rules listed on the orchestra bulletin board on the first floor of Weigel Hall. A maximum of three students (finalists) will be chosen by the piano faculty during autumn semester juries. Students are required to have their concerto choice approved by the orchestra director prior to the jury. Students are required to have piano accompaniment for this jury. **Students are required to perform for memory (unless performing a work of an *avant garde* composer.** Finalists chosen will audition before the SOM concerto committee. Sign up on the sheet provided on the orchestra bulletin board on the first floor of Weigel Hall.

## **CONCERTO COMPETITIONS** **Doctoral Students**

Students are required to have their concerto choice approved by the orchestra director prior to signing up for the competition on the orchestra bulletin board. This competition is usually held in Spring. Consult the Graduate Handbook for rules.

## **CHANGE OF STUDIO POLICY**

To request a change of studio teacher assignment, the student must follow the protocol below:

1. Try to resolve any problems with the major teacher directly by discussing your concerns. Often things can be worked out without changing studios if the professor is aware that there is a problem.
2. Make an appointment with the Area Head of Keyboard to discuss the request.
3. At the end of semester jury, the teacher being requested will determine whether or not to accommodate the student.
4. A change in studio assignment is not permitted under conditions other than these.

## **FORMS**

The following is a list of forms which Keyboard students are required to fill out to facilitate the smooth and proper handling of events such as scheduling classes or recitals. Each student is responsible for the completion and distribution of all forms as specified:

1. **Schedule form:** At the beginning of every semester new students should obtain this form from the Graduate Administrative Associate in Piano. It should be filled out by the student and given to your teacher. In addition to your class schedule, list on this form your **telephone number**, e-mail address and your **level of study**.
2. **Teacher Assignments:** Your teacher will be given your schedule and will contact you to set up a lesson time.
3. **Semester Repertoire Forms:** These forms should be picked up from your teacher, filled out and returned to your teacher before the final lesson of each semester.
4. **Keyboard Level Repertoire Form:** This form should be secured from your applied teacher and completed and brought with you to each of your juries; it should list all repertoire you have studied during that semester.

## **OTHER USEFUL INFORMATION**

**Scheduling a jury time:** Check the Keyboard Area bulletin board one week before the end of each semester for the list of available jury times. Do not remove the lists from the board or change times listed. Any scheduling problems should be brought to the attention of the Keyboard Area Head or teacher.

**Studio Classes:** Studio classes are regularly held on Tuesdays and/or Fridays (when Departmental recitals are not scheduled) at 11:30 by the individual teachers and TA's to provide performance opportunities for the students. Ask your teacher for additional studio times and information and check the teacher's door regularly for notice of updates.

**Keyboard Recitals:** To assist the student in planning recital attendance, notices of student recitals will be posted each semester on the Keyboard Area bulletin board on the 3rd floor of Hughes Hall. A list of all School of Music activities will be available during the first week of each semester.

**Practice rooms:** Most of the practice rooms are on the second floor of Weigel. Notices are posted during the first week of class for sign-up times for those practice rooms. The consumption of food and drink are not permitted inside your room. If you leave your practice room for more than 15 minutes, the room is considered free, even if you have left your music and possessions in the room, or if you have the room reserved. For a reserved practice time, the room becomes free and available to others if you arrive more than 15 minutes late.

**Your equipment needs:** Equipment includes a high quality key lock (for your music locker), metronome, recording device



**Jury and Departmental dress:** Appropriate dress required.

**Large Ensemble Auditions:** Check the ensemble bulletin board for dates and repertoire. Orchestra assignments are made by individual studio teachers. Auditions may be scheduled at the discretion of the studio teacher.