UNM DEPARTMENT UNDERGRADUATE STUDENT HANDBOOK
Procedures, Requirements and Guidelines
Updated August 2024
TABLE OF CONTENTS

Introduction 1

Glossary of Terms 1

Required Semester Meeting 3

Theory Placement Examinations 3
Diagnostic Exam for Theory I 3
Theory Exam for Transfer Students 4

Academic Advisement 5
CFA Music Advisor 5
Music Faculty Undergraduate Advisor 5
Guidance by Area Faculty 6
Preparing Your Schedule 6

Declaring a Major in Music 7
Pre-Major Status 7
Admission to the College of Fine Arts 7

Progress Toward Degree 8

Recital/Concert Music Attendance 9

Piano Proficiencies 10
Undergraduate Piano Proficiency Exam 10
Theory/Comp Keyboard Skills Test 10
Keyboard Majors Sight-Reading Skills 10

Applied Music Lessons 11
Availability & Auditions 11
Registering for Applied Music Courses 11
Lesson Length 11
Instructor Tardiness 12
Location of Lessons 12
Juries 12
Applied Music Ensemble Requirement 12

Course Fees 13

Admission to Student Teaching 13

Degree Recitals 14
Recital Requirements 14
Recital Prerequisites 14
Recital Preview 14
Scheduling Recitals in Keller Hall 14
Recital Recordings 16

Graduation with Honors 16

Use of Facilities and Equipment 18
Smoking Policy 19
Removal of Equipment 19
Security Issues 19
Lost and Found 20
Practice Rooms 20
Scheduling of Classrooms 21
Piano Tuning & Maintenance 21
Computer Music Lab 22
Locker Rental 22
Instrument & Equipment Rental 23
Keys 23

Miscellaneous Information 24
Comp Cards 24
"Snow Days" 24

Appendices 25
Sample Transfer Theory Exam 25
Piano Proficiency Requirements 32
Theory/Comp Keyboard Skills Test 34
Piano 4 Repertoire Selections for Piano Proficiency 35

The University of New Mexico does not discriminate against any person on the grounds of sex, race, color, or national origin in any of its programs or activities.

Disability Act: *To comply with the ADA and the Rehabilitation Act of 1973, UNM provides this publication in alternative formats. If you have special needs and require an auxiliary aid or service, please contact the Department of Music at (505) 277-2126.*

INTRODUCTION

The purpose of this handbook is to acquaint you with departmental policies and procedures important to your progress in the various Department of Music degree programs. For information concerning degree programs and specific course requirements, consult the *UNM Catalog,* available on the UNM website. Your curricular requirements are those of the catalog under which you officially enter the College of Fine Arts, not those under which you enter the University.

We hope that this handbook answers most of your questions. Be sure to contact the Department of Music Undergraduate Advisor or the College of Fine Arts Advisement Office should any other concerns arise. It is YOUR responsibility to obtain the information you need.

We look forward to serving and encouraging you as you embark on your quest for an undergraduate degree in music.

GLOSSARY OF TERMS

Academic Year: The period that includes the Summer Session, Semester I (Fall) and Semester II (Spring).

Applied Music: UNM's term for studio instruction in an instrument or voice. Applied music lessons are given by the instructor to individual students; groups normally not exceeding four students may be taught with the approval of the chair.

Chair: The administrative head of a department. The Department of Music Chair's office is located in the Center for the Arts, Room 1105. Dr. Michael Hix is the current Dept. Chair.

Classification: The designation used for a student's year of study in terms of progress toward his or her chosen degree—freshman, sophomore, junior, or senior.

College: An organizational unit of the University normally offering courses and curricula leading to a particular degree or degrees, and supervising the academic progress of students working toward those degrees. An exception is the University College, which is not a degree-granting college. The Department of Music is part of the College of Fine Arts (CFA).

Concentration: The Bachelor of Music degree is offered with four concentrations from which a student may choose: Performance, Theory and Composition, String Pedagogy and Jazz Studies. The Bachelor of Music Education degree is offered with two concentrations: Vocal and Instrumental. No student may enroll in dual concentrations without written approval of the Dept. Chair.

Credit Hour: The credit that is allowed for one 50-minute period per week throughout a semester in a lecture class. A course listed for three hours' credit will normally meet for three

periods per week throughout the semester. Within the Department of Music, certain courses require more class meeting time; these include many ensembles, Theory I-IV, and others as specified in the *Schedule of Classes* each semester. Applied Music lessons are either 1/2 hour or 1 hour per week, but outside practice time is expected; the amount of such practice is stipulated at the discretion of each studio's instructor.

Curriculum: A body of courses required for a degree or constituting a major field of study.

Dean: The administrative head of a college. The office of the Dean of the College of Fine Arts is located in the Center for the Arts. Dean Harris Smith is the current Dean of the College of Fine Arts.

Department: A division of a college that offers instruction in a particular branch of knowledge. The Department of Music is a department within the College of Fine Arts.

Elective: A course that a student may study by choice. A degree plan may specify a group of courses from which an elective may be selected.

Emphasis: The area of specialization that a student chooses within a concentration. The Department of Music offers the Bachelor of Music Performance Concentration in the following Emphases: Keyboard, Instrumental and Vocal. The Bachelor of Music Education Vocal Concentration is offered with emphases in piano, voice or guitar. The Bachelor of Music Education Instrumental Concentration is offered with emphases in strings, winds, percussion, piano or guitar.

Ensembles: Groups of instruments or voices that rehearse and perform together. See the Department webpage for descriptions of the various ensembles in the Department of Music. One credit hour represents from one to six hours of rehearsal per week.

Jury: The equivalent of the final exam for an Applied Music course. Juries are usually performed for all the faculty in your area (strings, brass, woodwinds, voice, etc.).

Major: For the Bachelor of Music, the Bachelor of Arts in Music, and the Bachelor of Music Education, the major is technically "Music." Within the major, the Bachelor of Music and the Bachelor of Music Education offer specific concentrations.

Music Major: A student whose stated intention is to pursue one of the major degree programs in music, and who is making "adequate progress" toward that degree.

Music Minor: A student whose stated intention is to pursue either the Music Minor or the Digital Music Production Minor.

Prerequisite: A requirement that must be met before a certain course can be taken. Prerequisites are listed in the *UNM Catalog* course listings.

Registration: The act of enrolling in classes. A registration schedule is published in the *Schedule of Classes,* available online in LoboWeb.

Semester: An instructional period of 16 weeks. UNM has a Fall Semester and Spring Semester. The Summer Session is 8 weeks long.

Scholarships: A number of scholarships, awards, and prizes are available to music majors. Among the criteria for awarding such financial assistance are scholarships, talent, need, and expected service to the department. Students planning to return to UNM in the fall are given an opportunity to apply for such scholarships during the previous spring semester by posted deadlines.

Student Teaching: For a Music Education major, supervised practice teaching in the public schools.

REQUIRED SEMESTER MEETING

There is a required meeting of all undergraduate music students on the Thursday of the first week of classes each semester, at 2:00 p.m. in Keller Hall.

THEORY AND AURAL SKILLS PLACEMENT EXAMINATIONS

1. First Year Music Theory Placement Exam

All incoming first-year students are required to take a placement exam in music theory at the start of the Fall semester. The exam is offered online, and instructions are given on the first day of class for how to take the exam. Students must complete the exam by the end of the first week. (For students with preexisting college or AP credit in music theory, see details below.)

The purpose of the exam is to help you determine which introductory theory class to enroll in. There are two options available to incoming first-year students:

- **Music Fundamentals (MUSC 1153/MUS 130L):**

This course is intended as a thorough introduction to the foundational aspects of musical structure. Students practice reading musical notation, spelling and identifying chords and intervals, and transcribing melodies and rhythms by ear. This course is appropriate for students who have not previously taken a course in music theory, as well as for students hoping to shore up basic musical skills such as reading notation and identifying chords and intervals by ear.

- Students planning to major in music who enroll in *Music Fundamentals* during the Fall semester can be "caught up" by the beginning of their second year by taking *Theory and Analysis I* in the Spring, and *Theory and Analysis II* online in the Summer.

- **Theory and Analysis I (MUSC 1260/1260L):** This course is appropriate for students who have some previous exposure to the primary teachings of music theory: how to read and write musical notation; how to spell and identify basic chords, scales, and intervals; and how to transcribe short melodies and rhythmic patterns by ear.

When registering for classes, please register for whichever of the above course you believe will best suit you. You will then take the placement exam in the first week of the term, and you will either remain in the class you have registered for or switch to the other, according to how you score. (Note that there is both a "lecture" and an "aural lab" for each, the latter indicated by an L after the course number.)

Summer Theory Prep Option
If you want to brush up on your theory skills before the Fall, you may choose to take an optional, self-paced, **eTheory Fundamentals** course online from the Eastman School of Music. You will not earn credit for this class, but it will help prepare you to study theory at the collegiate level: https://iml.esm.rochester.edu/store/product/music-theory-fundamentals-in-4-weeks/. Working on theory fundamentals over the summer can make it more likely that you will place directly in Theory and Analysis I in the Fall.

If you have questions about theory placement, please contact Professor Bashwiner at dbashwin@unm.edu.

AP Credit in Music Theory
If you have AP Credit in Music Theory, here are the guidelines:

- If you received a 5 on the AP exam, you are permitted to skip the first two semesters of Theory and Analysis, and to place directly into Theory and Analysis III (MUSC 2320/2320L).
- If you received either a 3 or a 4 on the AP exam, you are permitted to skip the first semester of Theory and Analysis, and to place directly into Theory and Analysis II (MUSC 1265/1265L).

If you plan to pursue either of these paths, please talk with Dr. Bashwiner first to be sure it is the right decision for you (dbashwin@unm.edu).

2. Theory Placement Exam for Undergraduate Transfer Students

All transfer students will be given a theory, aural skills and sight-singing proficiency examination for the purpose of determining the level of competency in these areas. If test results reveal deficiencies, transfer students will be required to remove such deficiencies by

enrolling in and successfully completing one or more semesters of courses in the theory curriculum.

a. **When the Exam will be Offered**

The exam is offered during the week before classes begin each fall and spring semester, usually on Thursday morning. Check with the College of Fine Arts Advisement Office (505-277-4817) for confirmation of the exact time and place.

b. **To Register for the Exam**

To register for the exam, please contact Dr. David Bashwiner, Theory Area Coordinator, via email at dbashwin@unm.edu

c. **About the Exam**

The following skills are examined in the Theory Diagnostic Exam:

- construct and resolve chromatic chords
- harmonize a chorale phrase
- realize a figured bass phrase on paper
- analysis of phrases from the literature
- sight singing, including modulation
- one-part dictation
- two-part dictation
- four-part dictation with modulation

and analysis

d. **Sample Exam** (see Appendix 1 of this Handbook).

ACADEMIC ADVISEMENT

1. College of Fine Arts Music Advisor

All students are responsible for preparing their class schedule each semester and for seeking academic advisement. It is recommended that you meet with advisement each semester so that a degree check can be done. Failure to seek advisement may prolong your studies and delay your graduation from the program in a timely manner. The Fine Arts Advisement Office is located in Room 1100 of the Center for the Arts. The main office number is 505-277-4817. You can contact advisement via email at finearts@unm.edu.

2. Department of Music Faculty Undergraduate Advisor

Professor Scott Ney (lsney@unm.edu) is the faculty Undergraduate Advisor. He

approves all undergraduate requests regarding curriculum, and is available for consultation. Contact Prof. Ney via email to schedule an appointment.

3. Guidance by Area Faculty

In addition, you should consult with the faculty in your area for guidance, but be aware that such consultation does **NOT** substitute for formal advisement with the Fine Arts Music Advisor. Area faculty include the following

- Bachelor of Music, Concentration in Performance: Consult your principal applied music instructor.
- Bachelor of Music, Concentration in String Pedagogy: Consult the Director of the String Pedagogy program, Dr. Aaron Jacobs aaronjacobs@unm.edu
- Bachelor of Music, Concentration in Jazz Studies: Consult the Director of Jazz Studies, Professor Glenn Kostur, Room 2122, 277-5105, gkostur@unm.edu).
- Bachelor of Music, Concentration in Theory and Composition: Consult the Theory and Composition Coordinator, Professor Richard Hermann (Room 2104, 277-2419, harhar@unm.edu).
- Bachelor of Arts in Music: Consult either your principal applied music instructor or the Undergraduate Coordinator.
- Bachelor of Music Education: All B.M.E. students are assigned to a specific faculty member for guidance in the program. Please contact Coordinator of Music Education, Dr. Melissa Ryan regarding assignments. Failure to seek advisement may result in your being dropped from the Music Education program.

4. Preparing Your Schedule

Be sure to read all information relevant to your chosen degree program in the College of Fine Arts section of the *UNM Catalog* and in this handbook.

Enroll for courses in normal sequence. Courses carrying 1000 level numbers are normally freshman courses. Those carrying 2000 level numbers are normally sophomore courses, etc. Many courses have prerequisites that must be taken first. In addition, many courses are not offered every semester, and may only be available every two years. Make appointments with the Fine Arts Advisement Team! They are here to assist you. Moving out of sequence may delay your graduation! Substituting independent study courses ("Problems" courses) requires approval of the department chair, and is not always possible; getting "out of sync" because of failure to consult the CFA Music Advisor is not a convincing reason for being allowed to take a Problems course to fulfill course requirements.

The College of Fine Arts Music Advisor can supply you with a copy of the recommended sequence of courses and special requirements for your particular degree plan.

Except in cases of extreme hardship, students will not be permitted to transfer from

one section of a course to another section of the same course following the second week of a semester. Approval by the instructor and the Dean is required.

DECLARING A MAJOR IN MUSIC

1. Pre-Major Status

For purposes of planning a student's course of studies, the Department of Music will consider as a music major any student who states his or her intention to pursue one of the major degree plans: Bachelor of Music, Bachelor of Arts in Music, or Bachelor of Music Education. However, official status as a major is normally not achieved until at least the sophomore year, when a student customarily applies for entrance into the College of Fine Arts.

Freshmen enter the University of New Mexico either as pre-majors in the College of Fine Arts or as freshmen students in University College. Students are eligible to transfer to CFA as pre-majors after completing any required remedial coursework. Fine Arts majors must meet with CFA academic advisors every semester. Holds are placed on the accounts of pre-majors to prevent them from registering for future semesters until they meet with CFA advisors. No student may enroll in dual concentrations without written approval of the Dept. Chair.

2. Admission to College of Fine Arts

Students may be admitted to the College of Fine Arts as declared majors after completing 26 hours of coursework with a grade point average of 2.5 or better, completion of or exemption from English 1110 (or ENGL 1110 Y or ENGL 1110Z) , Competency in Mathematics as demonstrated by completion of MATH 1215Y or General Education level Mathematics with a grade of C or better, or placement into General-Education level Mathematics by ACT, SAT, or ACCUPLACER exam., and earning 12 hours in the major area with at least a 2.5 GPA. The Department of Music recommends that the student apply for entrance to the College of Fine Arts at the conclusion of the freshman year.

At the time of application to the College of Fine Arts, a concentration and an area of emphasis, if appropriate to the degree, must be declared. To study applied music at the sophomore level, the student must also have completed two semesters of either MUSC 1510 (Performance Concentration) or MUSC 1511 (All other degrees) to the satisfaction of the appropriate applied music faculty, and a Concentration Approval Form must have been submitted to the CFA Advisement Office.

a. Admission to the Music Education Program

Official acceptance to the Bachelor of Music Education degree program is granted upon admission to the College of Fine Arts as a Music Education Major. Satisfactory completion of MUSE 194 *Introduction to Music Education* is necessary for official acceptance to the Music Education degree program. Students may be eligible for acceptance upon completion of two semesters; early application is advised. Students seeking only endorsement for music teacher certification must be admitted to a Teacher Education Program (see "Admission to College of Education Programs" in the *UNM Catalog).*

b. Admission to the Theory and Composition Program

Students planning to pursue the Bachelor of Music Concentration in Theory and Composition should make their intentions known to the Theory Composition Area Coordinator as soon as possible. The area faculty will review the student's progress at the end of each year of study. Keyboard requirements will be part of this review. A grade of "B" or better is required for Music Theory I-IV (MUSC 1260, MUSC 1265, MUSC 2320, MUSC 2325). Completion of the 319 level is necessary in any single applied area.

PROGRESS TOWARD DEGREE

The various music degree programs consist of 120-126 hours and are designed so that they can be completed in four years of study. However, the Department of Music recognizes that circumstances often lead to a student's taking longer to complete all degree requirements. Nevertheless, it is expected that every music major make adequate progress toward completion of his or her declared degree program.

To demonstrate adequate progress, a student must:

- be enrolled in at least six credit hours of music courses every semester
- be enrolled in ensemble every semester until the ensemble requirement is satisfied.
- be enrolled in MUS 101 *Concert Music* every semester until the requirement is satisfied.
- be enrolled in one of (MUSC 1260, MUSC 1265, MUSC 2320, MUSC 2325) every semester until the requirement is satisfied.

Failure to comply with the above may cause you to be disqualified for applied music instruction. If you have doubts about your status in this respect, see your faculty advisor or the department chairperson.

NOTE: A grade of C or better (not C-) is required in all courses used to fulfill degree requirements for the Bachelor of Music, Bachelor of Arts in Music, Bachelor of Music Education, and Music Minor This requirement does not apply to courses offered exclusively on a CR/NC basis.

For specific BAIA degree requirements, please schedule a meeting with the director of the Interdisciplinary Arts Program Katie Dukes-Walker dukeskatie@unm.edu

RECITAL/CONCERT MUSIC ATTENDANCE

1. Concert Music Requirements for Degree

All undergraduate music majors are required to take a prescribed number of semesters of MUSC 101 *Concert Music* as part of their degree programs. This class meets on Thursdays at 2:00 p.m. in Keller Hall, and consists of performances, usually by other students. The class has 0 credit hours, and must be passed with a grade of "Credit" (CR) to count toward the degree.

- Students pursuing the Bachelor of Music or Bachelor of Arts in Music must complete 6 semesters of MUSC 101 with a grade of CR.
- Students pursuing the Bachelor of Music Education must complete 4 semesters of MUSC 101 with a grade of CR.
- All transfer students with 60 hours or more of transferred credit must complete two semesters of MUS 101 with a grade of CR.

Students failing to meet the above requirements will not be permitted to graduate.

2. Course Requirements

To fulfill class requirements, a minimum of 12 performances or events must be attended by the student during the semester. Performances which count toward the requirements include:

- attendance at the Thursday 2:00 p.m. class time, and/or
- any event on campus which is sponsored by the Department of Music, including student recitals in Keller Hall, recitals by guest artists in Keller Hall, and student ensemble concerts (band, orchestra, chorus) in Popejoy Hall, Keller Hall, Rodey Theatre, Woodward Hall, or the UNM Ballroom. A calendar of events is posted in the glass case outside of Keller Hall, as well as on the Music Department Online Calendar. You can also subscribe to the Keller Hall listserv to receive notices of events—email keller@unm.edu and ask to be added to the list.

The Concert Music attendance is kept online in the Canvas online course management software.

3. **How to Receive Recital Attendance Credit**

- Students must check in both before and after a concert. The attending Keller Hall staff person will need to pull the student's record so that the attendance can be recorded.
- Students who perform for a Concert Music class must also check with the Keller Hall staff person to make sure they receive credit for attendance that day.
- For attendance at authorized off-campus events, if no Keller Hall staff person is present, please email a scan of the program to the Keller Hall manager.

PIANO PROFICIENCIES

1. **Piano Proficiency Degree Requirements**

The following degrees have a piano proficiency requirement:

- Bachelor of Music Concentration in Performance (Instrumental or Vocal Emphasis)
- Bachelor of Music Concentration in String Pedagogy
- Bachelor of Music Concentration in Theory & Composition. NOTE: In addition to the standard Piano Proficiency, Theory/Composition majors must also pass the Keyboard Skills Test administered by the theory faculty (see No. 2 below, also Appendix 2 in the *Handbook*).
- Bachelor of Music Concentration in Jazz Studies
- Bachelor of Music Education. NOTE: Must pass Piano 4 (MUS 212) with a C or better or the Piano Proficiency Exam prior to student teaching.
- Music Education Minor. NOTE: Must pass Piano 4 (MUS 212) with a C or better or the Piano Proficiency Exam prior to student teaching.

See Appendix 2 for a description of the various elements of the Piano Proficiency exam.

2. **Keyboard Skills Test for Theory & Composition Majors**

Bachelor of Music majors with a concentration in Theory & Composition must pass a Keyboard Skills Test in addition to the standard Piano Proficiency. See Appendix 3 in this *Handbook* for a description of the requirements.

3. **Keyboard Sightreading Requirements for Keyboard Majors and Concentrates:**

Every keyboard major and concentrate is required to take a sightreading examination

as part of the completion requirements of MUSC 2510 or 2511. Failure to read at an adequate level of proficiency requires repetition of that applied number and repetition of the examination.

APPLIED MUSIC LESSONS (STUDIO INSTRUCTION)

1. Availability & Auditions

Instruction in Applied Music (studio instruction) is offered in the following areas: classical guitar, organ, percussion, piano, strings, voice, brass, woodwind, and harpsichord. Space in applied music studios is limited, and the number of qualified students seeking admission to the Music Department often exceeds that which can be accommodated. Therefore, a student's eligibility to study applied music will be determined by performance audition before the appropriate faculty. The audition material will be of the student's choosing, normally a prepared solo and (for instrumentalists) scales.

All new students who intend to enroll in applied music courses must audition to ensure approval and proper course assignment. The Department strongly recommends that students audition well in advance of the semester in which they wish to enroll, especially if a scholarship is desired. For those new students who have not auditioned prior to the beginning of the semester, auditions are held at a designated time during the first week of classes. Information about the exact time and place can be obtained from the applied instructor or from the Music Office (505-277-2126).

Special Note Regarding Applied Piano Instruction:

If your degree plan requires the Piano Proficiency, you must have passed all elements of the proficiency exam in order to qualify for consideration in applied piano. If the Piano Proficiency is not required by your degree plan, your level of performance must be at least as high as that required for completion of Group Piano IV. Students who do not meet the proficiency or level requirement for applied piano will be assigned to the appropriate level of Group Piano.

2. Registering for Applied Music Courses

You may register for the appropriate course number AFTER obtaining approval for Applied Music instruction. Check the online *Schedule of Classes* for the proper course number under the subject heading "Music, Applied" (not "Music"). An explanation of the various Applied Music course numbers can be found in the *UNM Catalog.*

3. Lesson Length

- **For Study of Principal Instrument or Area:** Lesson length is 1 hour per week,

regardless of how many credit hours you are enrolled in for applied music.

- **For Study of Secondary Instrument or Non-Principal Area**: A student who is enrolled for one hour of applied music credit is entitled to one half-hour lesson per week. A student who is enrolled for two or more hours of applied music credit is entitled to one one-hour lesson per week.
- **For Music Minors or Non-Majors:** Student is entitled to one half-hour lesson per week.

4. **Instructor Tardiness**

It is expected that a faculty member will make every effort to be on time to classes and lessons. However, when the instructor is unavoidably detained, students should wait at least 15 minutes before leaving.

5. **Makeup Lessons**

If a student's scheduled lesson time falls during the following UNM vacation days or breaks—Labor Day, Fall break, Thanksgiving holiday, Martin Luther King Day, or Independence Day—these should be rearranged so that the student receives his or her expected number of lessons for the semester. Instructors are required to make up any lessons that they have cancelled, whether for illness, emergency, tour performance, recital or other professional commitment. If agreeable with the student, lessons can be made up during the summer or during school breaks. Makeups are not required when the student misses a scheduled lesson, but may be accommodated at the discretion of the instructor.

6. **Location of Lessons**

All instruction should be completed on campus unless a formal request is approved by the Chair.

7. **Juries**

Any student enrolled in applied music is required to perform a jury each semester for the faculty in his or her area of specialization. A student who gives a degree recital during the semester is customarily exempted from performing a jury. Juries are held during finals week. Check with your instructor regarding where to sign up for a jury time. An Applied Music Jury Report (aka "Jury Sheet") is to be filled out by the student each semester prior to the jury. One copy is sufficient—you do not need to give each faculty member a copy unless specifically advised otherwise by your instructor. This form is available in the music office.

8. **Applied Music Ensemble Requirement**

All undergraduate students who are enrolled in Applied Music must also participate in a major ensemble during the same semester of enrollment. Students who do not participate in a major ensemble as required below will be withdrawn from Applied Music.

- Certain exemptions will apply—see the *UNM Catalog* under "Applied Music Ensemble Requirements." Any additional exceptions will be determined by the applied instructor in consultation with the appropriate major ensemble director and area and approved by the chair.
- Specific ensemble requirements for each degree plan are also described in the *UNM Catalog* under "Ensemble Requirements: All Undergraduate Music Degree Programs" immediately following the descriptions of the various undergraduate degree plans.

COURSE FEES

All courses in the College of Fine Arts have a Fine Arts Technology Fee that is charged per credit hour. All courses with a MUS, MUSC, APMS, or MUSE prefix are also subject to a per-credit hour music facilities and equipment fee, as well as a piano maintenance and replacement fee. Additional special fees, depending upon the needs of the course, may also be charged, and are noted in the *Schedule of Classes* each semester (fees may be viewed by clicking on the course title). All students enrolled in Applied Music pay an additional applied music fee. All of the fees described here are charged in addition to the university's per-credit hour tuition rate.

ADMISSION TO STUDENT TEACHING IN THE MUSIC EDUCATION PROGRAM

For student who have qualified for the Music Education program, requirements for admission to student teaching are as follows:

- Admission to the College of Fine Arts.
- Completion of all prerequisite courses for student teaching. Consult your advisor for further information.
- A 2.50 GPA in music and music education courses and a 2.0 GPA overall.
- Satisfactory completion of the piano proficiency examination.
- Satisfactory completion of the vocal proficiency examination (for Vocal Concentration Piano or Guitar Emphases only).
- Application for admission to a Teacher Education Program in the College of Education. This process includes passing two parts of the New Mexico Teacher Assessment Tests: Basic Skills and General Knowledge, and a screening interview with the Music Education Committee. It is suggested that you initiate this process at least one year before the beginning of the semester in which you plan to student teach. Consult your assigned advisor for details.

Other requirements, including evidence of liability insurance and evidence of a completed tuberculosis skin test or chest X-ray. Consult your advisor for additional information.

DEGREE RECITALS

1. Degree Requirements

- Performance Concentration: A full recital is required in the junior and senior year (APMS 391 and 491)
- Theory & Composition Concentration: A half recital consisting of original compositions is required in the senior year (APMS 491)
- String Pedagogy Concentration: A half recital is required as part of MUS 472.
- Jazz Studies Concentration: A full recital is required in the junior and senior year (APMS 391 and 491)
- Bachelor of Music Education: A half recital is required in the senior year (APMS 491)

2. Recital Prerequisites

Before giving degree recitals, a student must:

- Be currently enrolled in the College of Fine Arts
- Be currently enrolled in either APMS 391 *Junior Recital* or APMS 491 *Senior Recital,* as applicable.
- Have completed MUSC 2235 *Theory IV* and MUS 2325L *Theory IV Aural Lab*
- For a senior recital, have completed both MUS 361 *History of Music I* and MUS 362 *History of Music II,* and have passed Piano 4 (MUS 212) or all sections of the Piano Proficiency Exam if required for the degree. (NOTE: Piano 4 (MUS 212) must be passed with a C or better or the piano proficiency exam must passed before enrolling in APMS 491 *Senior Recital*.)

Any exception to the above policies must be approved by the department chair.

3. Recital Preview

A preview of the recital, performed for the appropriate faculty MUST occur before the recital is presented. Normally, recital previews are held two to three weeks in advance of the recital date. The student will not be permitted to give the recital unless a preview is passed.

4. Scheduling Recitals in Keller Hall

a. Scheduling a Date

Arrange for a recital date and dress rehearsal time by contacting the Keller Hall Office

(keller@unm.edu). Students who need to schedule required recitals may do so on or after September 1 for the Spring semester and May 1 for the Fall semester. If your instructor would like you to schedule a non-required recital during the fall/spring semester you may request a date after the semester begins, but priority will be given to required performances. You are strongly advised to book your recital date as soon as possible after the September or May date. Once you have requested a date, you must complete the appropriate booking form (graduate or undergraduate) and submit the completed and signed form to the Keller Hall Manager to make your booking official. Forms are located outside room 2134, in the Music Office, and under the Student Resources tab of the Department of Music website. If you do not submit your form at least 30 days in advance, you risk losing your selected date.

Recitals may be performed only when classes are officially in session. Recitals cannot be scheduled during holidays, intersessions or final exam week. All recitals must be scheduled through the Keller Hall Office, even if they are to be in some other venue besides Keller Hall. This is to ensure that there are no conflicts with other events, such as ensemble concerts. You must be sure that your major professor is able to attend the recital and dress rehearsal on the scheduled dates.

b. Misc. Recital Arrangements

Consult the Keller Hall Office for information on all procedures associated with giving a recital in Keller Hall, including use of pianos, arranging for rehearsal time, equipment needed, lighting. Graduate students must also schedule your preview with your instructor; previews usually take place in faculty offices, not in Keller Hall. During busy times of the year, dress rehearsals will not be scheduled during performance times and must happen between 8:00am-5:00pm, Monday-Friday. Undergraduate students are able to schedule up to 90 minutes of rehearsal time (percussion students may have 2 hours). Graduate students may schedule either one 2-hour rehearsal or two 1-hour rehearsals. Most recitals are allotted 2 hours total use of Keller Hall. This means that if you have a 2:00 recital, you can arrive at 1:30 to warm up in the space until 1:45, when the audience is admitted. Your performance will begin at 2:00 and must end no later than 3:15 in order to have the stage completely cleared by 2:30, so that the next performer can use their full time. The exception is for percussion and conducting recitals, which are given an extra hour to set up before the recital and are typically scheduled at the end of the day to allow for more load-out time. If you have a set change during your recital you may not have an additional intermission.

Appropriate attire will be expected of all students performing recitals in Keller Hall. Consult your applied teacher for advice on appropriate performance attire.

If you wish to have flowers onstage, consult your applied teacher for approval. Encores are not appropriate for a student degree recital.
Receptions are no longer allowed in the Green Room, but can be held in the lobby. You must reserve the lobby for such purposes with the CFA Dean's Office.

5. **Recital Recordings**

There is a $50 fee (price subject to change) for recordings made of student recitals. This fee entitles you to one complete recording of your recital; additional copies may be purchased for $10.00 each (price subject to change). You must arrange for recordings with the Department's Recording Tech (Liz Rincon, Room 1136, tempest@unm.edu) at least 30 days prior to your recital. Failure to meet this deadline may mean that your recital cannot be recorded.

GRADUATION WITH HONORS

1. **Purpose**

The Departmental Honors program is available to qualified students in the Department of Music. The purposes of the honor program are as follows:

- To intensify and deepen students' knowledge in their major field
- To correlate this knowledge with knowledge acquired in related fields and in the larger area of students' university education
- To bring students under closer guidance or, and into closer acquaintance with, teachers in their major field.
- Graduation with departmental honors will never be a matter solely of performance in required and standard courses or of grade point averages in either the field of specialization or the entire program of the student. Continuance in departmental honors programs and the level of honors at which the candidates will graduate are at the discretion of the department.

2. **Eligibility**

To be eligible for the departmental honors program in the College of Fine Arts, the applicant must have achieved the following:

- a cumulative grade point average of 3.5 on a minimum of 60 hours in residence at the University of New Mexico,
- completion of six credit hours of MUS 499 Senior Thesis,
- demonstration of a high level of maturity, pursuit of excellence, and the ability to work and think independently.

3. **The Honors Project**

Departmental honors involves an honors project, the content and presentation of which will vary according to the area of study. This product may be primarily written and, if so, should be similar in structure to a master's degree thesis. The project may also result in a

creative product; if so, it must be accompanied by a supporting written document; a special recital, with significant program notes, is appropriate. The scope of the completed product should be commensurate with the level of study. Any honors project must be approved by the instructor who is requested to serve as the faculty tutor.

4. **Thesis Project**

The format for an undergraduate thesis project should be similar in structure to:

- the written thesis for the Master of Music in Musicology.
- the project undertaken by those at the master's level in Music Education (i.e., an original, empirical, or practical project carried out under faculty supervision and resulting in a substantial written report).

For both project options above, the measure of or the extent of the final paper is not supposed to equal a master's thesis, but the level of research involvement and the quality of the paper should be commensurate with that expected of graduate students.

5. **Composition/Theory Project**

The honors candidate may submit a theoretical document or an original composition. In the case of the latter project, the composition must be accompanied by a supporting paper, and a public performance is required.

6. **Recital**

A special recital, similar to the graduate recital, is appropriate. Please see the *Department of Music Graduate Student Handbook* (online in the Department of Music website) for specific requirements concerning recital preview, significant program notes, and program distribution.

7. **Application Procedure**

The application for departmental honors must be submitted at least two semesters prior to graduation. Prior to applying, interested students should make an appointment with the Department Undergraduate Advisor, who will explain the basic requirements and mechanics of the program.

a. A completed Application Form should be submitted first to the instructor being requested to serve as faculty tutor. This instructor's signature on the application form will

indicate approval of the project and the willingness to serve as faculty tutor. In addition, the instructor will write a Letter of Recommendation in support of the applicant and the project.

b. A faculty committee of studies will be employed to oversee the student's project; the student will choose the members of an honors committee and submit their signatures on the Honors Committee Agreement Form as part of the application.

c. All forms can be obtained from the Music Office or by contacting the Music Undergraduate Advisor.

c. Submit the Application Form, a proposal for your honors project, the Faculty Letter of Recommendation and the signed Honors Committee Agreement Form to the Music Undergraduate Advisor for approval. With approval, the application form will constitute a contractual agreement and the student will enroll in MUS 499 *Senior Thesis.* In the case of disapproval, the applicant will be notified in writing and will be provided with reasons for the decision.

NOTE: MUS 499 *Senior Thesis* can be taken 3-6 hours at a time. For each credit hour, a MINIMUM of 45 hours work is expected, including actual contact time and work done outside of meetings with the instructor.

8. Work in Progress

In consultation with the faculty tutor, the student shall write a formal plan of studies, which is to include dates for completion of all required work. The student's progress will be carefully monitored by the faculty tutor and an honors committee. It is the responsibility of the student to make all arrangements required for performances or exhibits. The honors project should be completed during the student's senior year.

9. Project Evaluation

Upon completion of all requirements, the honors committee will submit an evaluation of the project and a recommendation for the level of honors and forward them to the department chairperson for final review and approval.

USE OF FACILITIES AND EQUIPMENT

Please respect the building and equipment in the various classrooms and practice rooms. Our facility belongs to everyone. Please help to take care of it. Responsible use of the building means refraining from activities that damage the facilities. Throw away your own trash—don't make others clean up after you. Please make the Music Office aware of any problems you encounter—burned out lights, repairs needed, etc. You can submit the request online via the form below.

https://forms.office.com/Pages/ResponsePage.aspx?id=MJiqJfngK0iJfho7PIVeXE_6slQGK4lEpXGE26fz1wRURUNCTEw2NEVGTDdMS1RIR1ZFRE5NT0pVTi4u

1. **Smoking Policy**

The Center for the Arts is a completely non-smoking building. As of August 1, 2009, the entire UNM campus also became smoke-free. This policy includes all forms of tobacco and cannabis including vaping/e-cigarettes, and applies to all areas of the campus, including all vehicles (both private and university-owned) while on University property.

2. **Removal of Equipment**

The equipment in the building belongs to the Department and is intended for use by ALL music students. It is not for your personal use at home or in your dorm room or apartment. Theft of department property will necessitate higher course fees to cover its replacement and could also result in legal prosecution.

1. Music Stands: Do not remove department music stands from the building without permission. If you have access to a locked practice or storage room, do not keep a department stand in it for your personal use. Red music stands are designated for use in the practice room area and should not be moved.

2. Chairs: We need our classroom and rehearsal chairs! Do not take them to your dorm room or apartment for your own personal use. We cannot afford to buy new chairs every year.

3. Chairs in the Practice Room Lounge: Do not move these away from the lounge area. They were bought for use by all students in the lounge area.
4. Other: Do not take the wastebaskets out of the practice rooms—they were supplied at student request.

3. **Security Issues**

Notify the Music Office immediately of any security problems–security doors not working, for example. Call Campus Police 505-277-2241 for serious immediate problems or threatening situations. There are several red emergency phones located in the basement area; they connect automatically to the campus police.

For security reasons, the Music Department area has a controlled access system. Building security has improved significantly since the installation of this card system. However, the system depends upon you to make it work. Do not leave the security doors propped open; an alarm will sound if a door is kept open too long. **Do not allow**

unauthorized persons into the secure area. If you believe someone without proper authorization has gained access to the area, notify the Music Office or campus police.

Be careful of your belongings. Do not leave valuable instruments or other equipment unattended anywhere in the building, even in the practice room area. The Department of Music cannot be held responsible for personal belongings (music, instruments, books, clothing, personal electronics, etc.) left in classrooms or practice rooms.

4. Lost and Found

Lost and Found is now located in the College of Fine Arts Dean's Office, Rm. 1017. Please take any items that you find to that office.

5. Practice Rooms

a. Location & Access

Practice rooms are located in the basement. The area is accessible via security doors. Your UNM ID card**,** popularly known as a "Lobo Card," will allow you into the area. If your card is not working, inform the Music Office.

b. Signups

Practice room signups for all instrumentalists and vocalists take place on the Saturday of the first week of classes, from 10:00 a.m. to 2:00 p.m. in the practice room area lounge. The following students do NOT have to sign up for rooms at this time:

- Percussionists—contact your applied instructor to arrange times in the various percussion rooms.
- Organists—contact your applied instructor.

Bring the following with you to the signups:

- Your Lobocard
- A printout of your class schedule from LoboWeb. You must be enrolled already in the correct number of applied hours in order to sign up for practice time.

b. Practice Time Allotments:

Allotted practice time is based on the number of hours you are enrolled in applied music. Students in MUSC 1540 (Orchestral Instruments), Group Guitar, Group Voice, Group Violin or Group Piano are also allowed practice time. No extra practice time is allowed for ensembles or other classes. You do not have to sign up for all your time in a single block or a single room; half-hour slots will be available in all rooms.

- MUSC 1510, 2510 (2 hrs credit) = 2 hrs per day

• APMS 301, 302 (3 hrs credit) = 3 hrs per day
• APMS 401, 402 (4 hrs credit) = 4 hrs per day; vocalists maximum 3 hrs per day*
• MUSC 1513, 1511, 2511, APMS 319, 320, 419, 420, 519, 520:
If you are taking 1 hour credit = 1 hr per day
If you are taking 2 hours credit = 2 hrs per day
• APMS 501, 502, 591 (either 2 or 4 hours credit) = 4 hrs per day; vocalists maximum 3 hrs per day*
• MUSC 1512, 2512, APMS 307 (1 hr credit) = 1/2 hr per day
• MUSC 1540, Group Piano, Group Guitar, Group Voice, Group Violin = 1/2 hr per day
* (policy is per vocal faculty recommendation)

d. Practice Room Hours

Monday-Friday, 7:00 a.m. to 7:00 p.m. by reservation. After 7:00 p.m., all rooms are open on first-come, first-served basis. Saturday & Sunday are unreserved. The schedule will not be enforced during school holidays, including Labor Day, Fall Break, Thanksgiving Weekend, Spring Break or Finals Week. **NOTE:** Campus Security will not absolutely guarantee that the building will be open exactly at 7:00 a.m., but currently it seems to be regularly open at that time.

e. Rules for Practice Room Usage

- If you have reserved a room and you find someone else using the room during your time, you can ask that person to leave. If you have a reserved time and you need to leave temporarily, you may leave and then return as long as it's still your reserved time. Please do not vacate the room for more than 5 minutes.
- If a reserved room is not occupied, you may use it. However, if the person who has reserved it shows up, you will need to leave and find another room.
- If a room is unreserved, you may use it. However, do NOT leave your books, instruments or other belongings there for an extended period of time. Besides being a security risk, leaving your belongings does not guarantee you the room if you do not have it reserved. If you are not physically in the room, you forfeit the right to use it, unless it is your own reserved time.
- Do not alter the signup cards posted by the door; alterations will not be honored. Report any errors on the posted schedule.

Open Rooms: B213 is not reserved at any time, and will be available on a first-come, first served basis. B219 (the Smart Lab) may also be used as a practice room, provided it is not needed by a student for Smart Lab purposes; check out the key from the monitor on duty in the Computer Lab (Rm. B223)

6. Scheduling of Classrooms

Classrooms are not for individual practice. Please use practice rooms for that purpose.

Classrooms may be used for ensemble rehearsals through the Music Office; this involves filling out the Room Request Form and obtaining a faculty authorization signature if necessary. Do not assume that an empty room is available. If you are using a room without having officially reserved it for that time, you may be requested to leave.

Please return classrooms to their original configuration upon leaving. Failure to do so can lead to losing the privilege of reserving classrooms.

7. Piano Tuning and Maintenance

All pianos are tuned and maintained in regular rotation by our in-house piano technician, Ben Webster If you notice that an instrument needs repair or tuning, please indicate the problem on the piano maintenance request list by his office door, B113 or in the Music Office.

8. Computer Music Lab

The Computer Music Lab is located in Room B223 in the practice room area. Hours are posted on the door. Friendly, knowledgeable student employees are on hand to assist Lab users.

The Lab serves all music students and faculty as well as Media Arts and other Fine Arts students as needed. Technology classes are offered in the lab, but all music students are free to use the lab even if not enrolled in the Lab classes, for example to complete a theory assignment using Sibelius or to experiment with the synths in Logic Pro. Each workstation in the Computer Lab includes a Mac with a variety of pro production software such as Logic, Sibelius and ProTools; a keyboard with the full General MIDI sound set plus factory-included sounds; MIDI and audio interfaces; and a TAPCO Mix.50 mixer.

9. Locker Rental

Lockers in the basement are available for rent to students. These include the built-in lockers along the halls and the free-standing metal storage cabinets in the Student Lounge area. Rental charges are $10.00 per semester.
The procedure is as follows:

- Find an empty locker and put a lock on it.
- Pay the $10 locker rental fee at the University Cashier’s office (in the Student Services Center).
- Fill out a Locker Form.
- Bring the Locker Form and the cashier's receipt to the Keller Hall Office for locker

assignment.

Locker rentals must be renewed EVERY semester, unless you have paid in full for the year ($20). Signs will be posted as a reminder and notices will be distributed once to every unpaid locker before locks are cut and belongings removed. Neither the Keller Hall office nor the Music Department is responsible for lost or stolen items. Large lockers are available first-come, first-served for students with large instruments such as guitars, trombones, bassoons, or horn players. There may be a need to share lockers. If you have a large instrument, shared storage rooms are also available in the student practice room area.

10. Instrument and Equipment Rental

Some instruments for applied music study and MUSE 155 classes are available for checkout to students. If instruments are not available, you may need to rent from one of the music merchants in Albuquerque offering instrument rental plans. To check out a university instrument, contact the Band Office, Room B125 You will need to complete an instrument contract, which must be renewed each semester. If you have a department-owned equipment checked out to you, it must be checked in before the end of finals week each semester. If you fail to return an instrument, your student account will be charged for the replacement cost of the instrument, and an academic hold will be placed on your records.

11. Keys

Students needing keys to rooms in the Music department must follow the following procedures:

- Take a blank Key Authorization sheet (available from Bonita Standard's Office, Rm. 1112) and have it signed by the faculty or staff member who is authorizing you to have a key. Return the sheet to Bonita's Office
- You will be given a Deposit/Refund sheet to take to the Cashier. The deposit for EACH key is $10. Bring the receipt(s) for the deposit back to David Kelly's Office (Rm. 2120). NOTE: If you are a work-study student, student employee, graduate assistant or teaching assistant, disregard this step and go to Step 3.
- You will be given a green Key Card to take to the Lock Shop (NW corner of Lomas and Yale, behind the New Mexico Federal Credit Union building). Make sure you have your UNM ID card with you. The Lock Shop will issue you the key.

Students will be responsible for returning keys to the Lock Shop at the end of their last semester of needing the key(s). When keys are returned, students will be given their key deposit slip for a refund from the cashier's office. Within 24 hours of turning in keys, students may pick up their key receipt from David Kelly's office (Rm. 2120). Transcripts and registration

may be held until all keys have been returned. NOTE: The Lock Shop is closed on Fridays.

MISCELLANEOUS INFORMATION

1. Comp Card

Music majors may obtain a Department of Music “Comp Card." This card entitles you and a guest to attend performances by UNM faculty and student ensembles free (with occasional exceptions). Obtain your Comp Card from the Music Office.

2. “Snow Days”

Rarely, weather conditions will warrant closure of the University. The UNM home page will announce closures, and the university will also send out emails to students and faculty via the emergency notification system. You can also listen to local radio and television stations for information about UNM, or you can call the UNM Snow Hotline at 277-SNOW to find out if classes have been cancelled or have been put on a delay.

It is rare for UNM to close completely due to snow—a "delay day" is more common. A “two-hour delay” means that the university will open at 10:00 a.m. instead of 8:00 a.m.; any classes scheduled to meet before 10:00 a.m. are in effect cancelled. HOWEVER, please note that in response to requests from several faculty members, this policy was recently amended as follows: Under the revision, when classes and laboratories are normally scheduled to be IN PROGRESS at the time of a delayed start, they will now begin at the delayed start time and end at their normally scheduled time.

Regarding grading & exams: In the event of a delay or closure during finals week, faculty are provided with three options to choose from:

- Faculty may assign as final grades, the current grades that students have going into final exam week.
- Faculty may make provisions for students whose exams are canceled to contact them for the scheduling of a makeup exam or alternative arrangements.
- Faculty may, as a last resort, choose to assign incomplete grades.

APPENDIX 1:
SAMPLE TRANSFER THEORY EXAM

Chord Spelling and Resolution

Spell and voice the following chords in 4 parts (SATB), using correct doubling where appropriate. Use the grand staff below. With the sole exception of chord 7., each chord should be followed by a chord that resolves these chromatic and dissonant harmonies. Do so in the most typical ways.

1. Dominant-seventh chord in third inversion ("four-two" in figured bass) of the subdominant chord in D-flat minor. This is a secondary or applied chord.

2. French augmented-sixth chord in F-sharp minor.

3. Half-diminished-seventh chord in second inversion ("four-three" in figured bass) of the mediant chord in G minor. This is a secondary or applied chord.

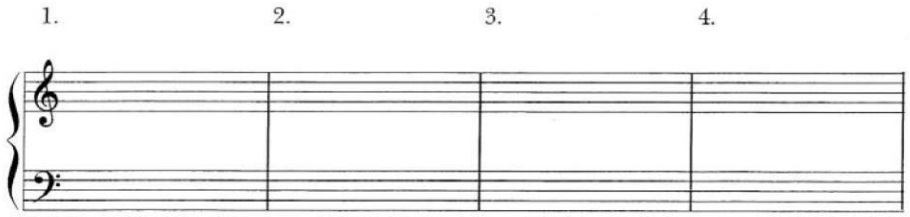
4. Neapolitan-sixth chord in B-flat minor.

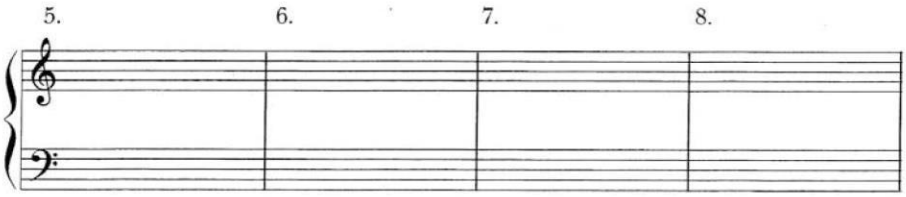
5. Fully diminished-seventh chord in first inversion ("six-five" in figured bass) of the mediant chord in C-sharp minor. This is a secondary or applied chord.

6. German augmented-sixth chord in B minor.

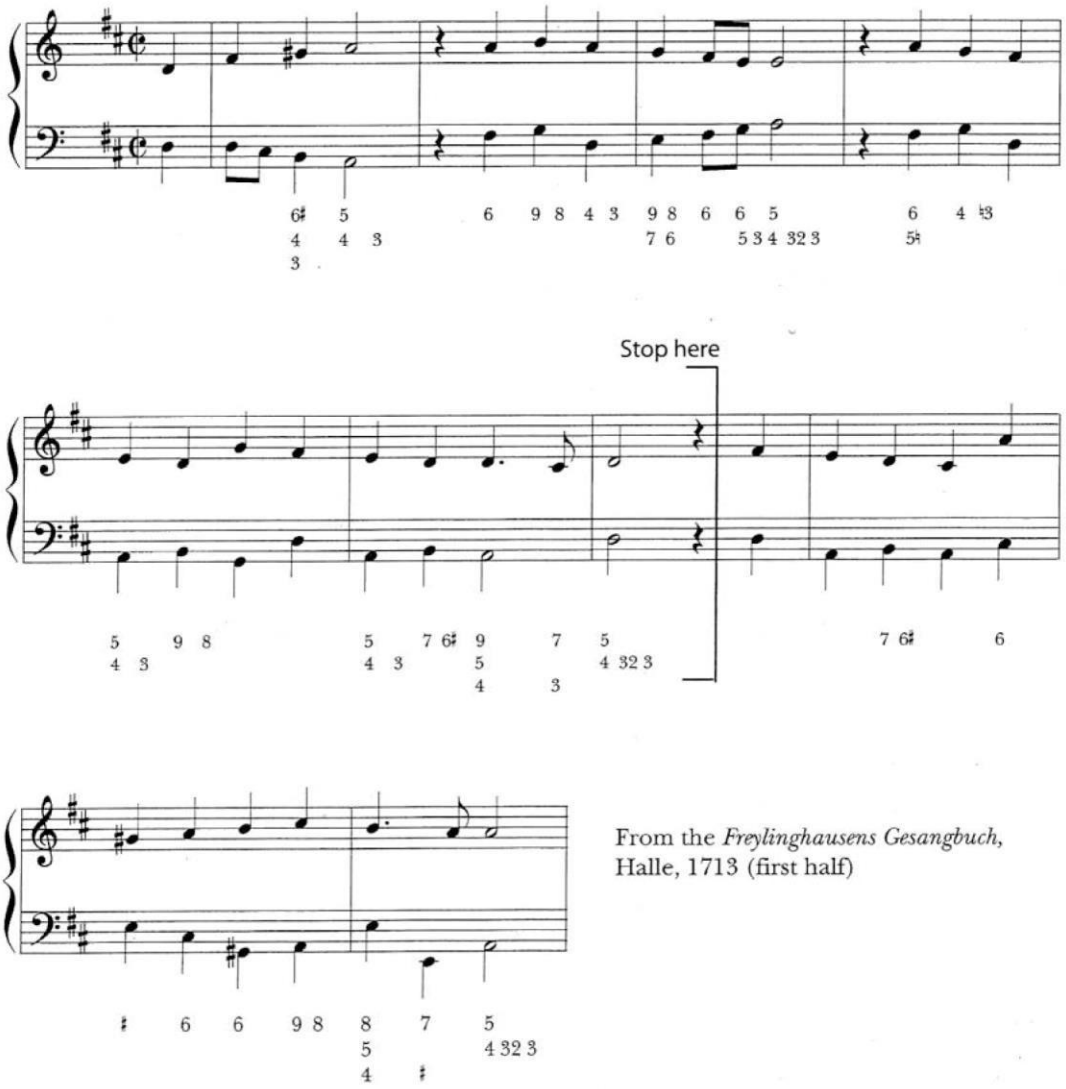
7. Major major-seventh chord built on a root of G-sharp.

8. German augmented-sixth chord spelled enharmonically correctly as a chord of the doubly augmented fourth in C minor.



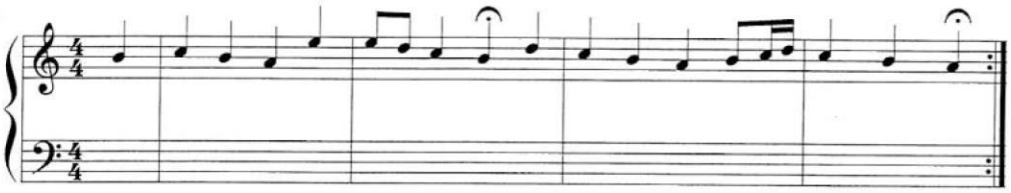


FIGURED BASS: Supply alto and tenor voices. Analyse the results by indicating the following: key(s), Roman numerals, dissonance-types ("non-harmonic tones"), pivot chords (if needed), and cadence-types. Be sure that the labelling of the harmonies indicates their chord qualities.

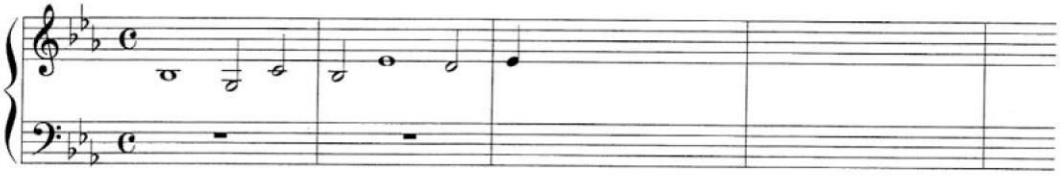


From the *Freylinghausens Gesangbuch*, Halle, 1713 (first half)

Chorale Setting: Provide alto, tenor, and bass voices. Analyse your work including the following: key(s), Roman numerals, cadence-types, dissonance-types ("non-harmonic tones"), pivot chords (if needed), and figured bass. Be sure that the labelling of the harmonies indicates their chord qualities. Use one neighboring tone, one passing tone, and one suspension in your setting.



Fugue: Add an answer in the lower voice to this fugue subject. Add free counterpoint in the top voice to the answer. Analyse your work.

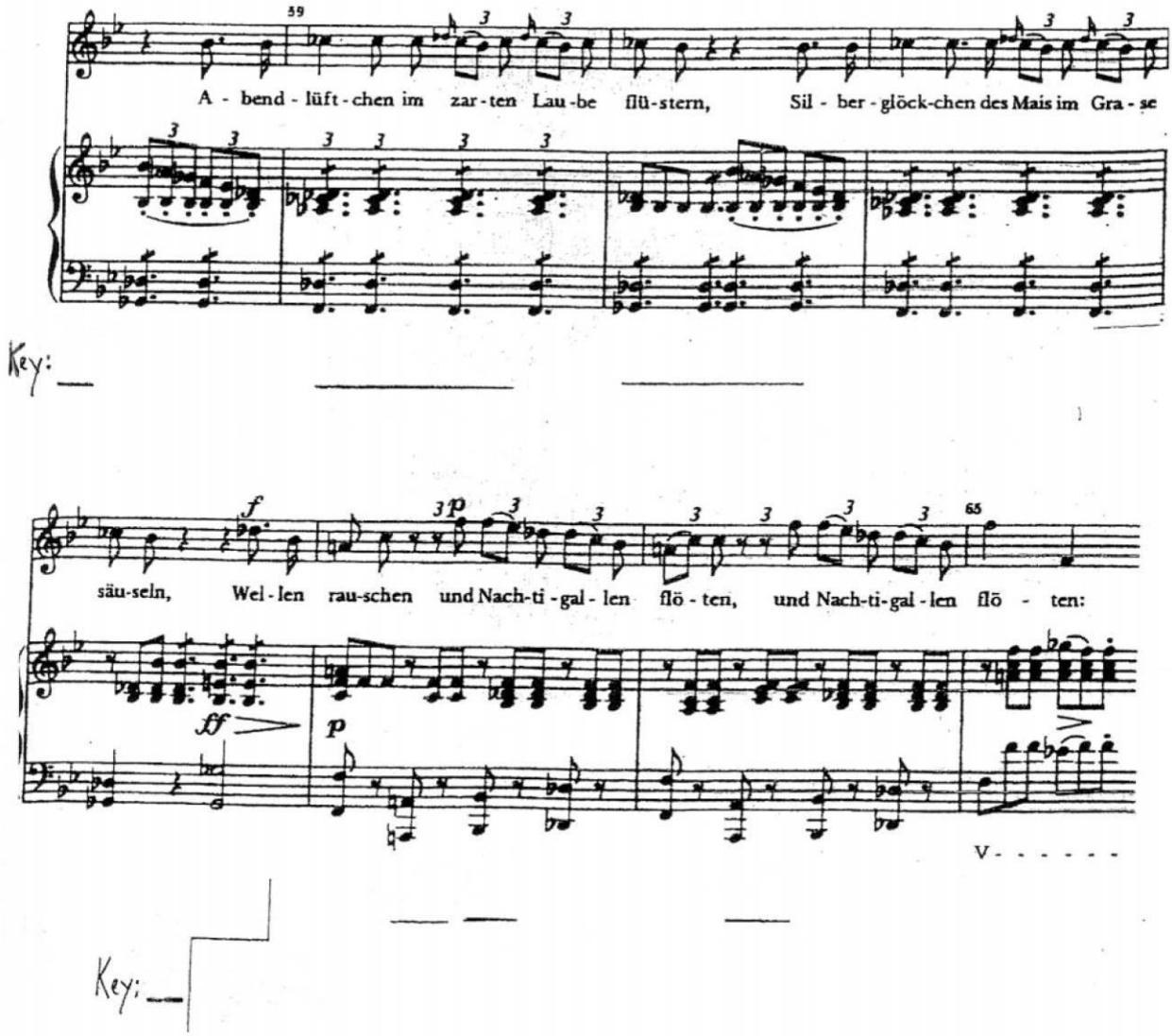


Canon: In renaissance style, write a phrase that starts with a two voice canon of at least three measures length. This phrase will be in the phrygian mode and end with an appropriate cadence for that mode. You may choose the pitch interval of the canon. The following voice should enter after one measure has elapsed.

Analysis

The following example contains a modulation from one key to another. The opening key is **not** the key implied by the key signature from this Beethoven excerpt. Label all keys and chords as indicated.

Beethoven, "Adelaide," Op. 46



Post-Tonal Concepts

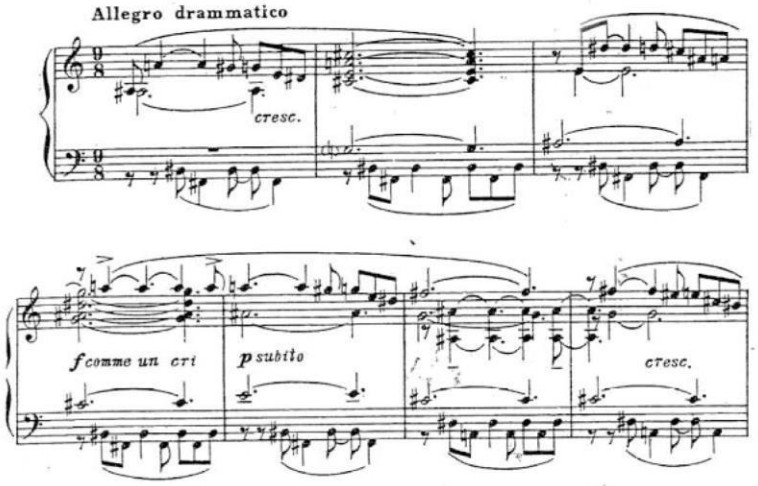
1.) Provide another pitch-class set that is a member of the same set-class (also called set-type or collection-class) as the following pitch-class set:

{E♭, E, G, A♭, B, C♯}. {—, —, —, —, —, —}.

Provide the prime form (also called best normal form) for this set-class

(—, —, —, —, —, —).

2.) Identify the scale from the following passage of solo piano music by Scriabin.

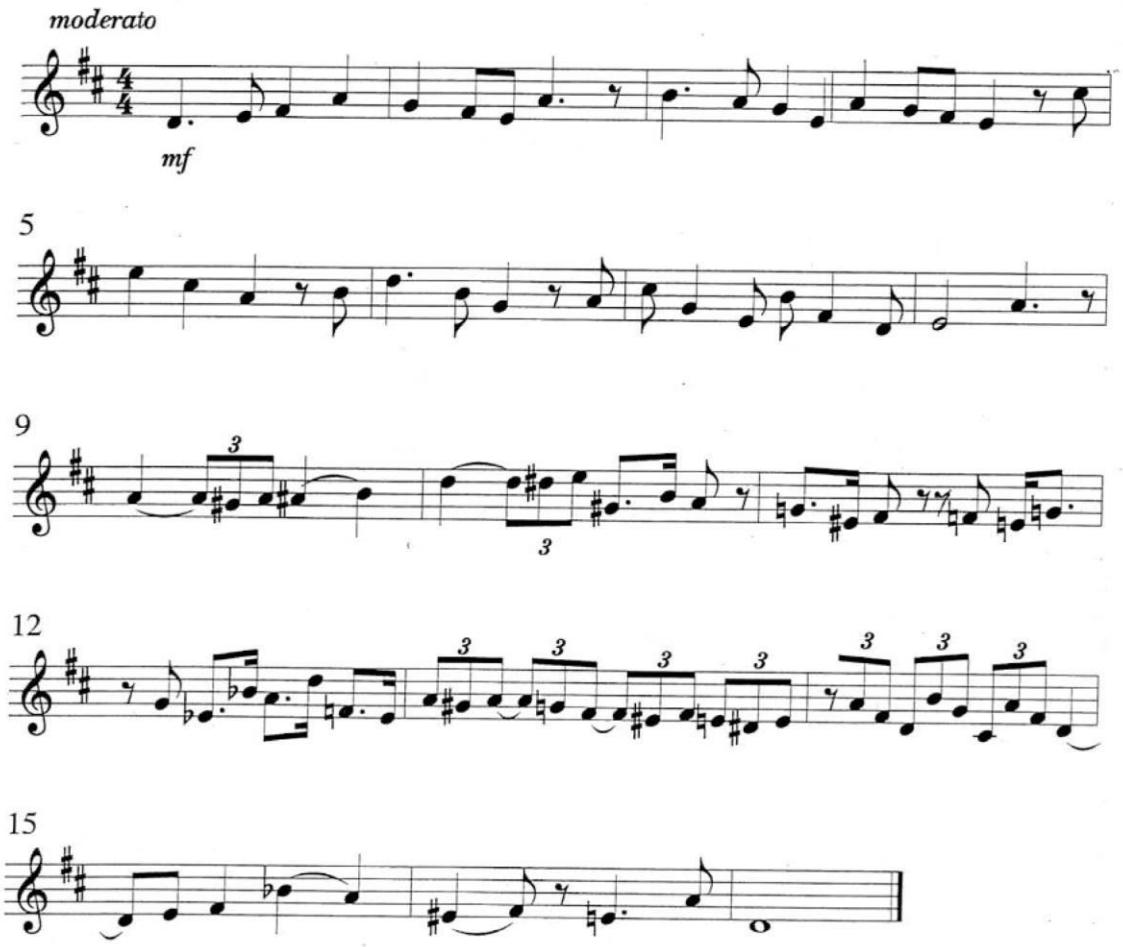


3.) Write out the RT6I row-form for the following 12-tone row:

D, C♯, A, B♭, F, E♭, E, C, A♭, G, F♯, B

—, —, —, —, —, —, —, —, —, —, —, —

PLEASE READ THE DIRECTIONS BELOW BEFORE SINGING! ASK QUESTIONS IF ANYTHING IS UNCLEAR.

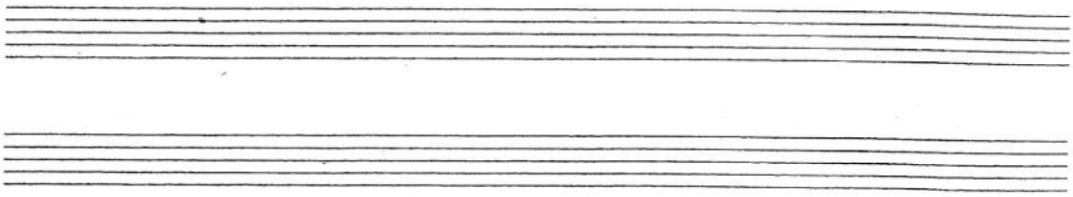


DIRECTIONS

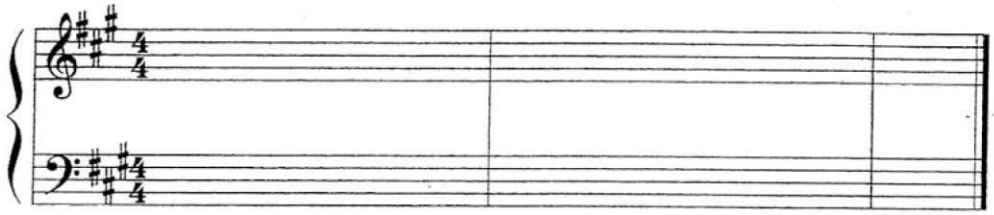
You have one minute to study this example. I will play the scale for you to establish the key. You may use your choice of moveable do solfege, fixed do solfege, scale-degree numbers, or simply sing on the syllable "la." If this is out of your vocal range, then please tell me and we can adjust the key to one more comfortable for you.

Graduate Placement Examination in Aural Skills

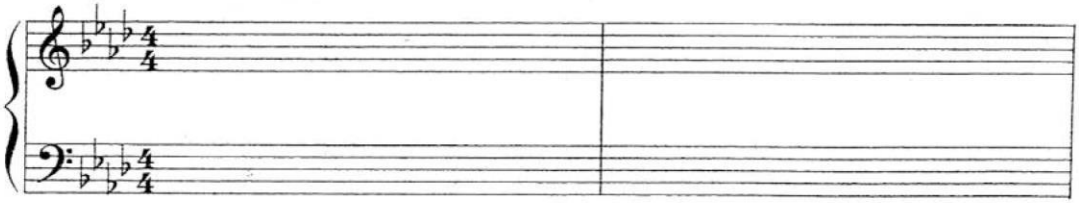
Familiar Melody: Notate the first 8 bars of either the *Olympic Fanfare* or *Greensleeves/What Child* is *This?* in a key signature of 3 sharps.

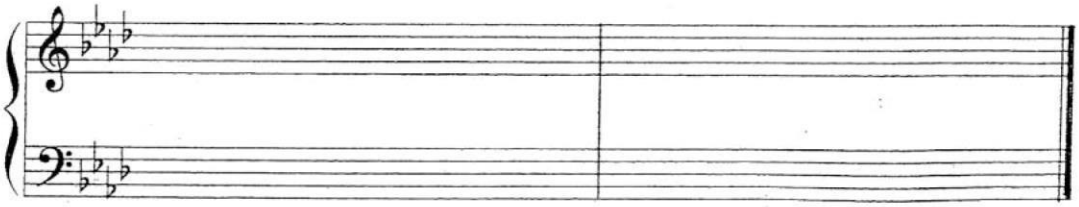


Two-Part Dictation: Starting notes will be given. The piece will be played six times with 40 seconds of silence in between playings. Notate the piece.



Harmonic Dictation: A four-part homophonic dictation will be played six times with 40 seconds of silence in between playings. The initial chord will be given. Notate the outer voices and Roman numerals plus figured bass beneath each chord. Label the cadence-type.





APPENDIX 2

THE UNDERGRADUATE PIANO PROFICIENCY REQUIREMENTS

The Piano Proficiency (MUSC 2100) requirement can be fulfilled by passing with a C or better, Pianos 1- 4. (MUS 111, MUS 112, MUS 211, and MUS 212). A student will still sign up for MUSC 2100 Piano Proficiency. This "course" has no class meeting during the semester; it is offered for 0 credit hours and the grade will be entered as Credit or No Credit.

If a student would like to test out of Piano 1-4, they can take a piano proficiency exam. The piano proficiency exam will be administered during Final Exam Week at the end of the fall and spring semesters. A student who plans on taking the exam should enroll in MUSC 2100 Piano Proficiency. This "course" has no class meeting during the semester; it is offered for 0 credit hours and the grade will be entered as Credit or No Credit, depending upon whether you pass the exam. If you pass only part of the exam, the instructor can assign an Incomplete or No Credit.

If a student is not concurrently enrolled in a Group Piano class and wishes to take the piano proficiency exam, he or she must contact the Piano Proficiency Coordinator before the end of the first 8 weeks of class for a preview and approval of the material to be attempted in the exam. Failure to consult with the Coordinator in a timely manner will mean that the student cannot take the proficiency exam at the end of the semester.

Note: A student must be enrolled in a Group Piano class beginning in the first semester of enrollment unless the entire proficiency exam has been passed by the first week of school. If you have had some previous piano instruction, consult with the Piano Proficiency Coordinator, Martha Dalager at (shoechopin@unm.edu) by the end of the FIRST WEEK of the semester to determine which course level should be taken.

A student must complete Piano 4 with a passing grade of C or above or must pass all sections of the exam BEFORE the following can occur:

- Student teaching for Music Education students.
- Enroll in APMS 491 Senior Recital and give their Senior Recital. Any student who attempts to enroll for APMS 491 who has not successfully passed Piano 4 or passed the piano proficiency exam will have a hold placed on his or her academic record and will not be allowed to register for the recital course.
- If a student's degree plan requires applied piano instruction, the student must pass Piano 4 or pass the Piano Proficiency. You cannot take applied piano until you

have passed Piano 4 or all elements of the piano proficiency. EXCEPTION: Students pursuing the BME with piano as the principal instrument may be accepted into applied piano provided their level is sufficient (at least as high as that required for completion of Piano 4). However, they must pass the piano proficiency within one year and must have done the proficiency preview for the Piano Proficiency Coordinator by the end of the first semester of applied study. Failure to pass the proficiency will result in withdrawal from applied instruction.

- Theory/Composition majors must pass a subsequent "Keyboard Skills Test" administered by the
  theory faculty.

EXAM CONTENT:

NOTE: Each numbered element of the exam (see list below) may be attempted separately if the student so desires. However, you cannot receive credit for only part of an element.

1. Scales. All major scales, hands together, 2 octaves (ascending and descending) with correct traditional fingering. A minimum speed of 76 for the quarter note must be maintained (with each scale note equal to one eighth note).

2. Scales. All harmonic minor scales, hands together, 2 octaves (ascending and descending) with correct traditional fingering. A minimum speed of 76 for the quarter note must be maintained (with each scale note equal to one eighth note).

3. Chords. Play all inversions of the I Chord (root position, 1st inversion, 2nd inversion, root position) and then jump down one octave and play the Chord progressions in all major keys, consisting of I-IV64-I-V6-I chords in both hands, performed hands together, with pedal change on each chord, in root position with correct fingerings as follows. A minimum speed of 60 per quarter note must be maintained.

4. Chords. Play all inversions of the i Chord (root position, 1st inversion, 2nd inversion, root position) and then jump down one octave and play the Chord progressions in all minor keys, consisting of i-iv64-i-V6-I chords in both hands, performed hands together, with pedal change on each chord, in root position with correct fingerings as follows. A minimum speed of 60 per quarter note must be maintained.

5. Arpeggios. Arpeggios in all major and minor keys, 2 octaves ascending and descending, hands alone, with correct traditional fingering. A minimum speed of 60 per quarter note must be maintained (with each arpeggio note equal to one eighth note).

6. Sight-Reading. One to two pages at the late elementary/early intermediate level (ex:

a folksong setting or children's piece). Two selections will be required, consisting of either partial or complete pieces. The student will be allowed a maximum of 30 seconds to visually preview each selection.

7. Solo Repertoire. The student will perform two short intermediate-level selections in contrasting styles and tempos—one fast and one slow. At least one of the selections must demonstrate pedaling ability. The pieces must be pre-approved by the Piano Proficiency Coordinator. Total length should be approximately 2 pages for both selections combined. These are NOT to be performed from memory.
   NOTE: The Bach *Prelude no. 1 in C major, BWV 846* is not an accepted repertoire piece.

APPENDIX 3: KEYBOARD SKILLS TEST FOR BACHELOR OF MUSIC THEORY & COMPOSITION CONCENTRATION

The Theory & Composition program requires keyboard tasks to be performed before the Theory & Composition faculty at the end-of-semester review process in the junior and senior years. *Students who declare their major in their freshman or sophomore year are encouraged to complete these requirements earlier.*

1st Semester Junior Year

1. Play scales--hands together, up and down one octave, through 5 sharps and 5 flats, major and relative minor, all forms.
2. Play all cadences (PAC, IAC, HC, DC) and be able to demonstrate all non-harmonic tones.

2nd Semester Junior Year

1. Voice and resolve any of the chords of the common practice period (+6ths, applied ?7, applied o7, applied V7, N6ths, etc.) through five flats, major and minor.
2. Modulate to nearly related keys, chorale style. (Pre-assigned; see theory coordinator the day before for the material.)

1st Semester Senior Year

1. Play Bach chorale phrase(s) as if you were teaching a dictation class to lower division undergraduate students.
2. Play melodic and rhythmic patterns as if you were teaching a dictation class to lower division undergraduate students.

2nd Semester Senior Year

1. Transpose a chorale phrase(s) (Pre-assigned, see theory coordinator the day before for the material.)
2. Play a prepared solo--difficulty equal to those found in the *Music for Millions* series, vol. 27.

If you have questions about any of these tasks, be sure to ask the Theory and

Composition are coordinator for guidance.

Revised August 2, 2010

PIANO 4 REPERTOIRE SELECTIONS FOR PIANO PROFICIENCY

UNM Group Piano 4 for Music Majors MUS 212

Choose one set of two pieces, may not mix and match

1) Menuett by Christoph Nichelmann & Minuet by Jiří Laburda

2) Air by Wolfgang Amadeus Mozart & Russian Song by Peter Ilyich Tchaikovsky

3) Bourrée by George Frederick Handel & Melody by Robert Schumann

4) Roundelay from an old German manuscript book & Siciliano by August Eberhard Müller

5) Old French Melody by Peter Ilyich Tchaikovsky & Mazurka by Alexander Goedicke

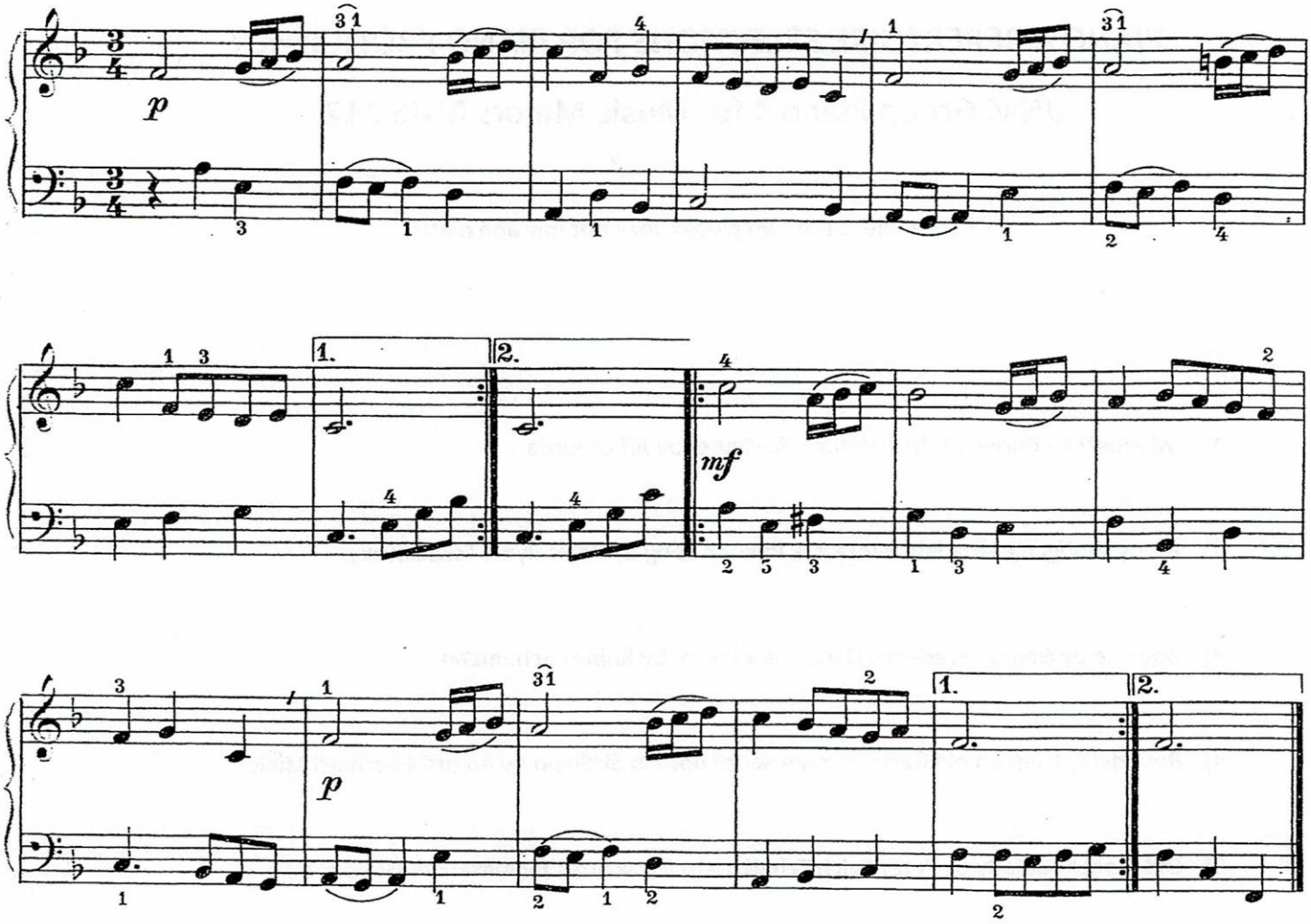
6) Happy Story by Robert Volkmann & Song of the Vagabond by Béla Bartók

7) Allegretto by Anton Diabelli & Andantino opus 55 no. 3 by Theodor Fürchtegott Kirchner

Menuett (1)

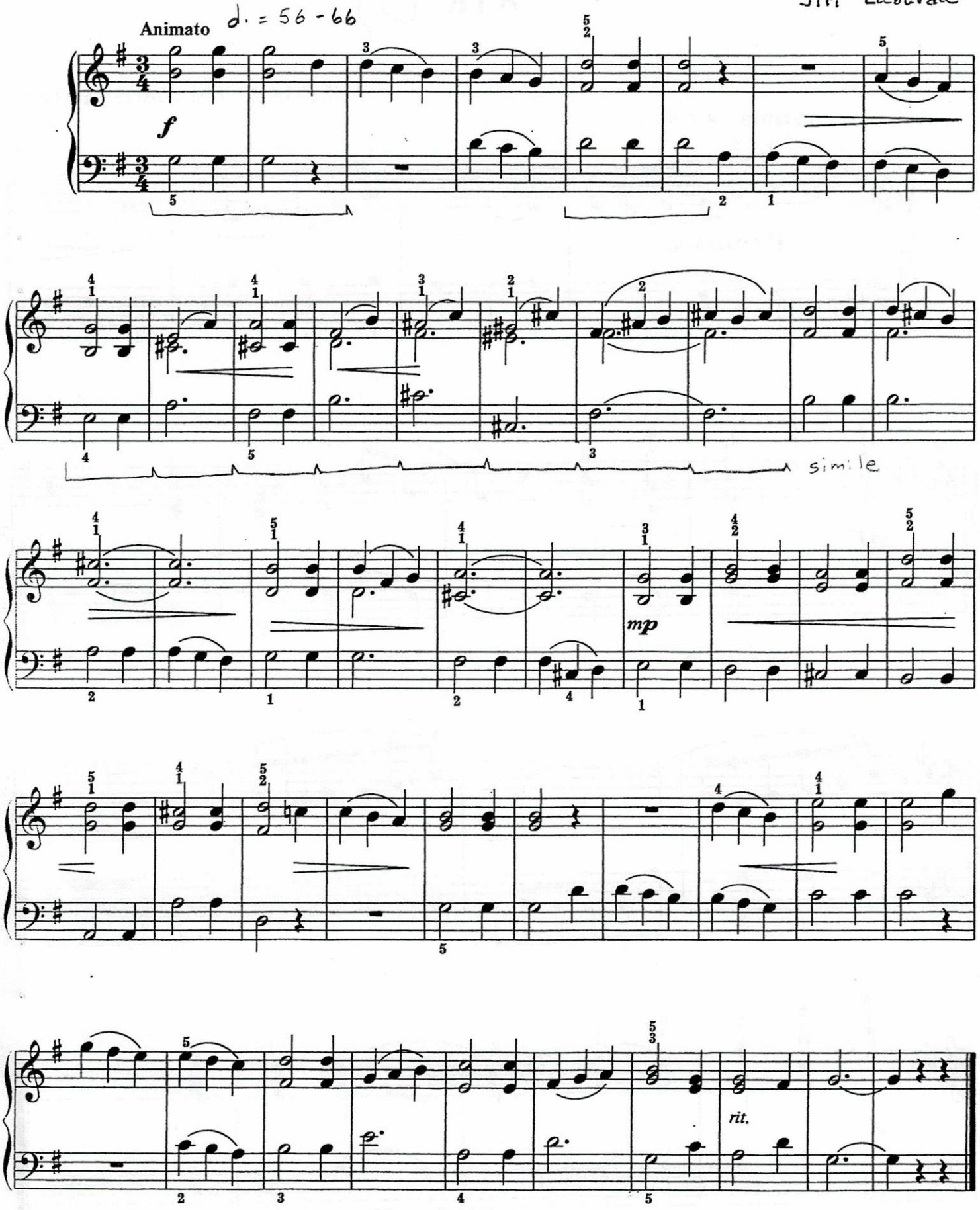
Christoph Nichelmann
(1717-1762)

Andante ♩ = 96-102 – take repeats



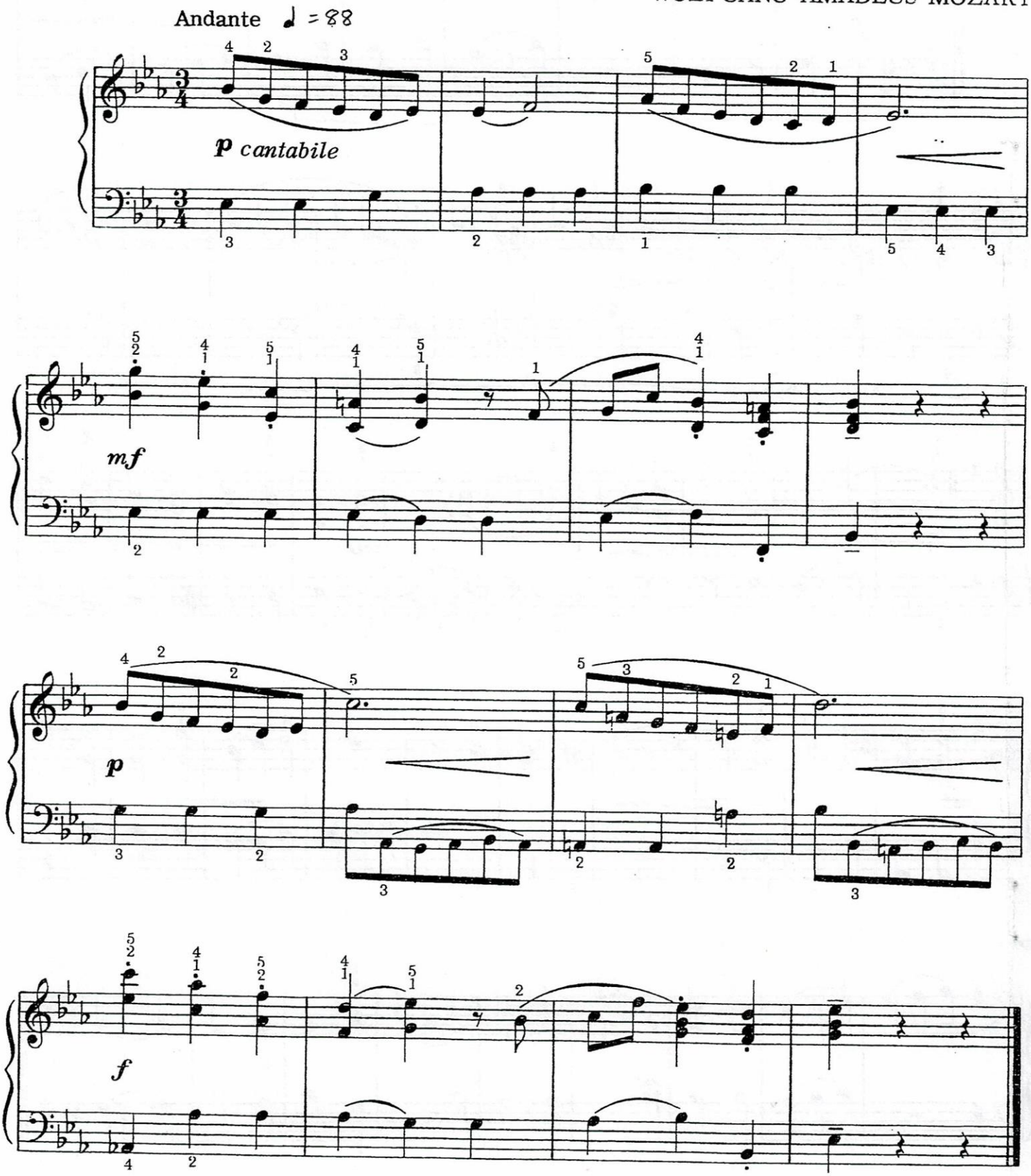
5. Minuet (1)

Jiří Laburda



AIR (2)

WOLFGANG AMADEUS MOZART



Russian Song (2)

Peter Ilyich Tchaikovsky
(1840~1893)

Con moto ♩ = 84

f

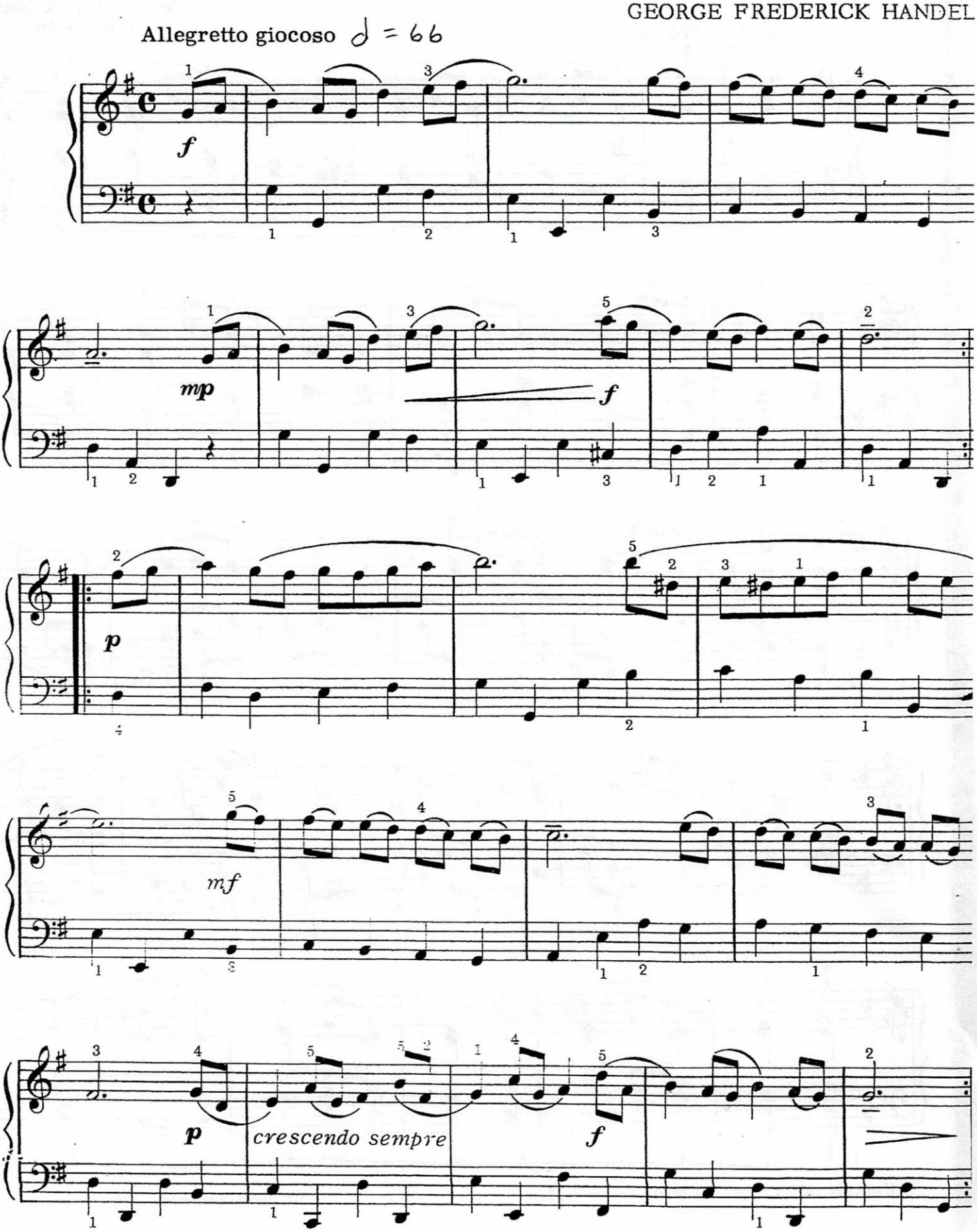
sempre f

© Copyright 1960 Consolidated Music Publishers, Inc.

All Rights Reserved

BOURRÉE (3)

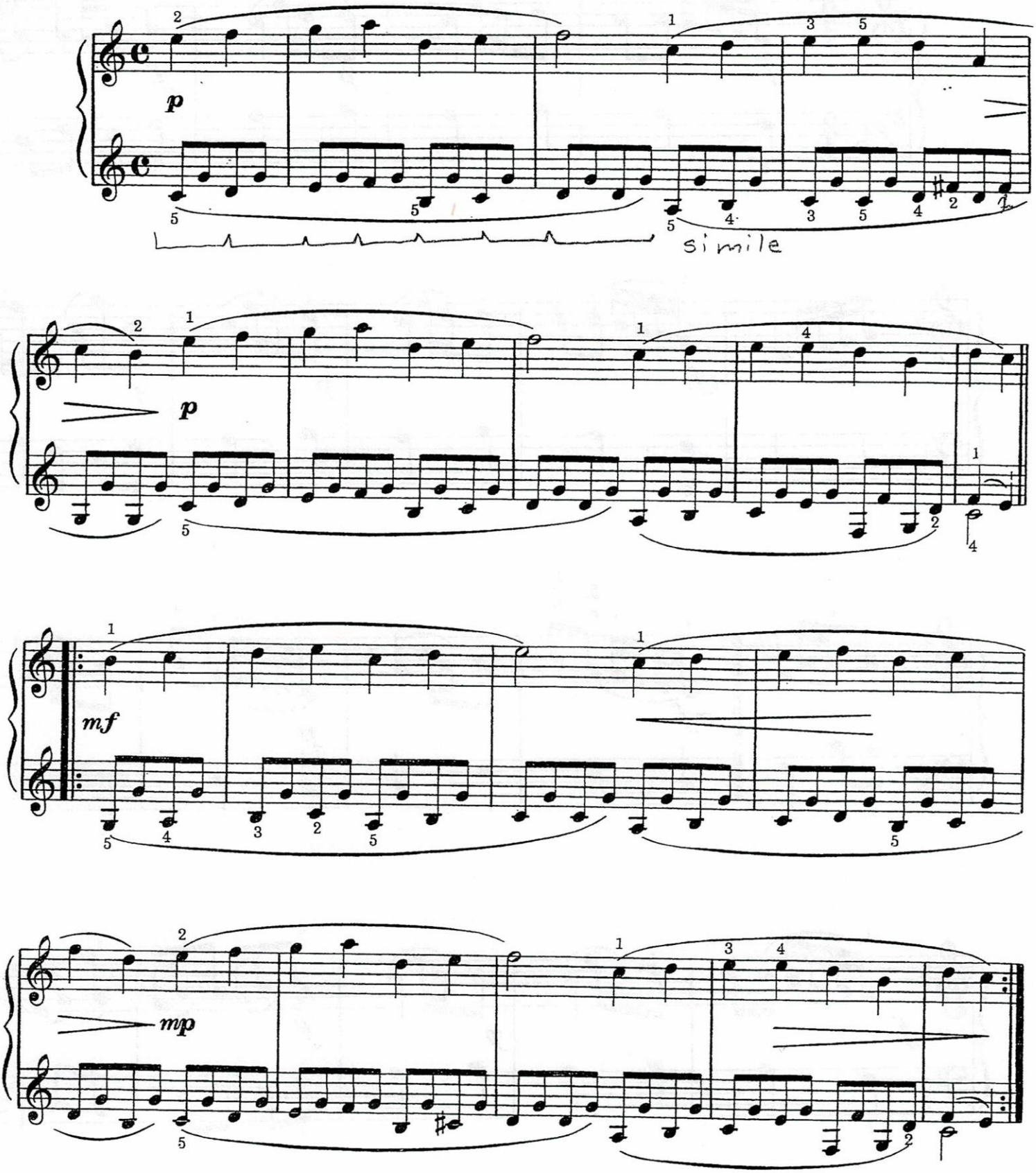
GEORGE FREDERICK HANDEL



MELODY (3)

ROBERT SCHUMANN

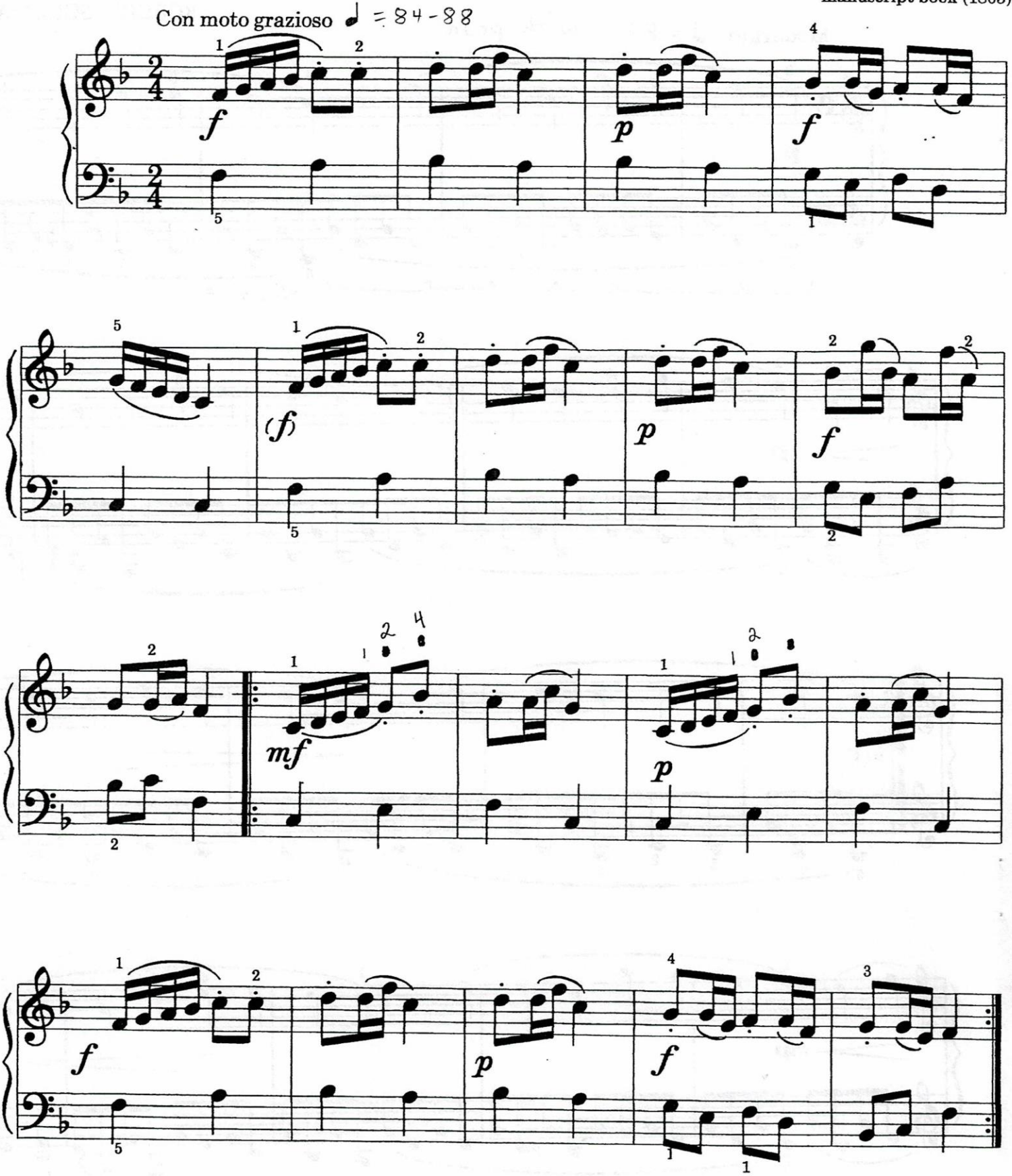
Moderato ♩ = 84 with pedal.



Roundelay (4)

(Scherzo)

From an old German manuscript book (1803)

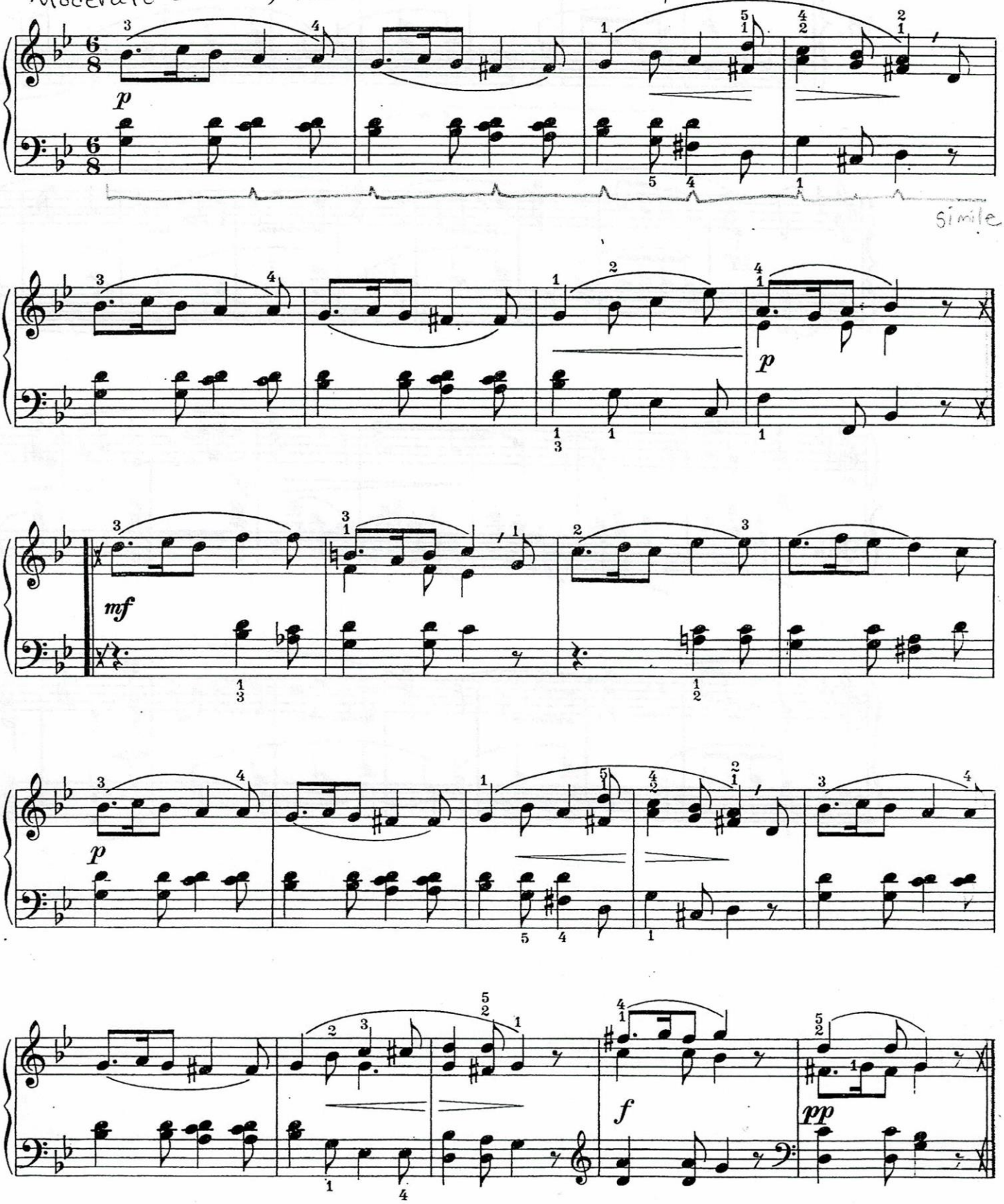


Siciliano (4)

August Eberhard Müller
(1767 - 1817)

Moderato ♪ = 108, feel in ♩.'s (36 = ♩.)

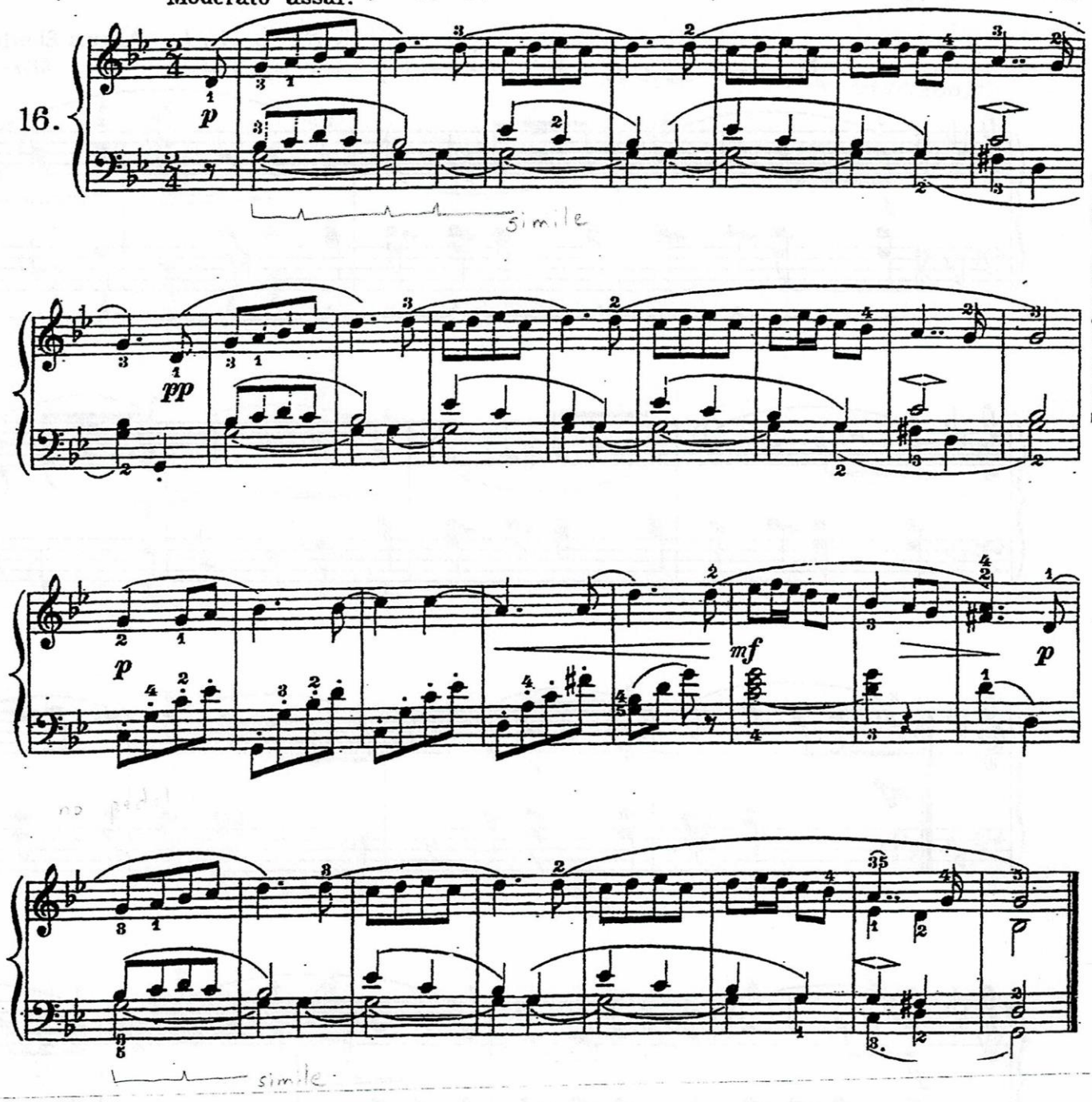
with pedal
no repeats



OLD FRENCH MELODY (5)

Opus 39 No 16

Peter Ilyitch Tchaikovsky



Free score from Piano Street

Mazurka (5)

Alexander Goedicke

Con brio ♩. = 50

f

mf

f

simile

HAPPY STORY (6)

ROBERT VOLKMANN

Allegretto giocoso ♩ = 84

mf *p* *mf*

p *mf*

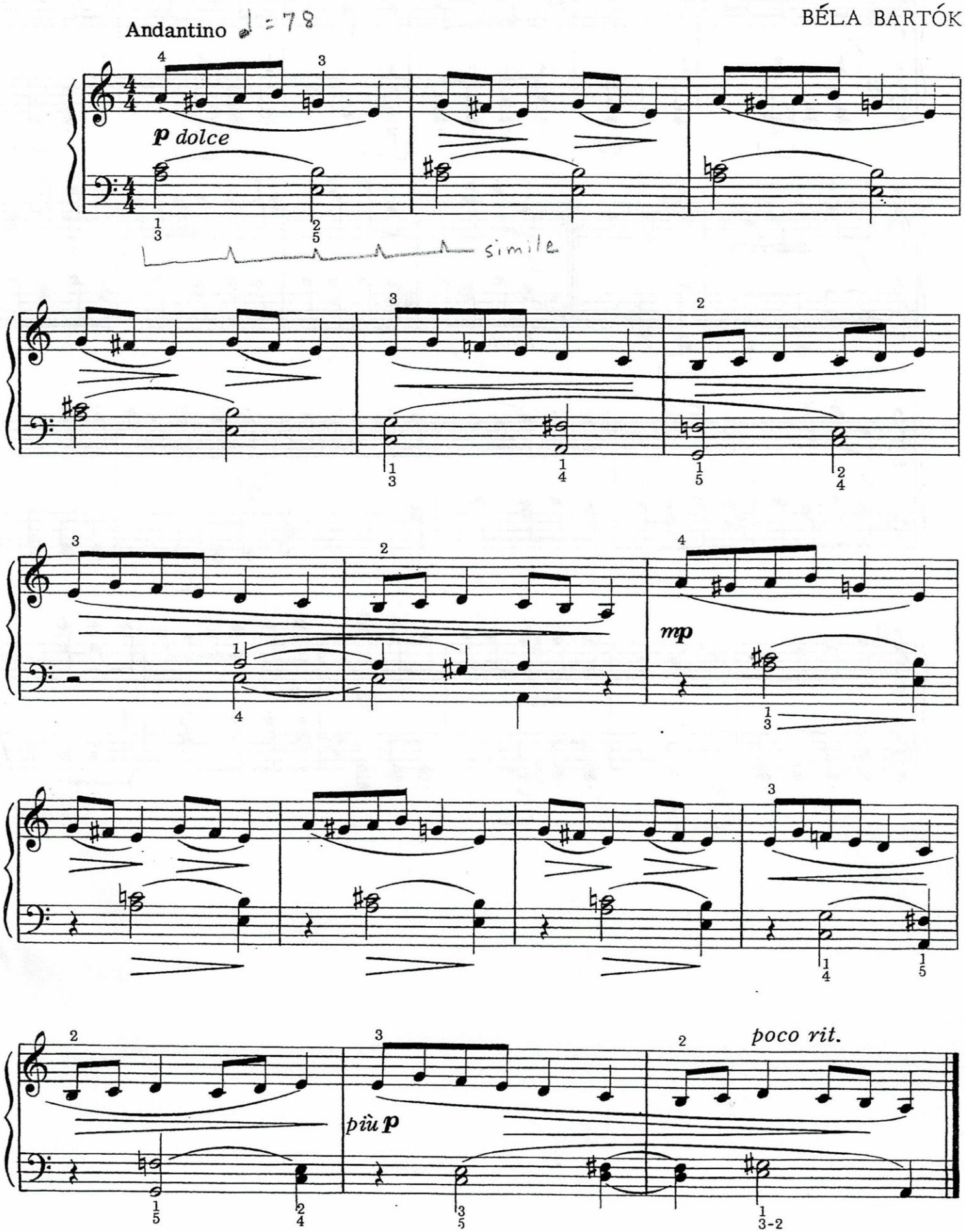
f *p*

rit. *mf a tempo* *p*

mf *pp*

SONG OF THE VAGABOND (6)

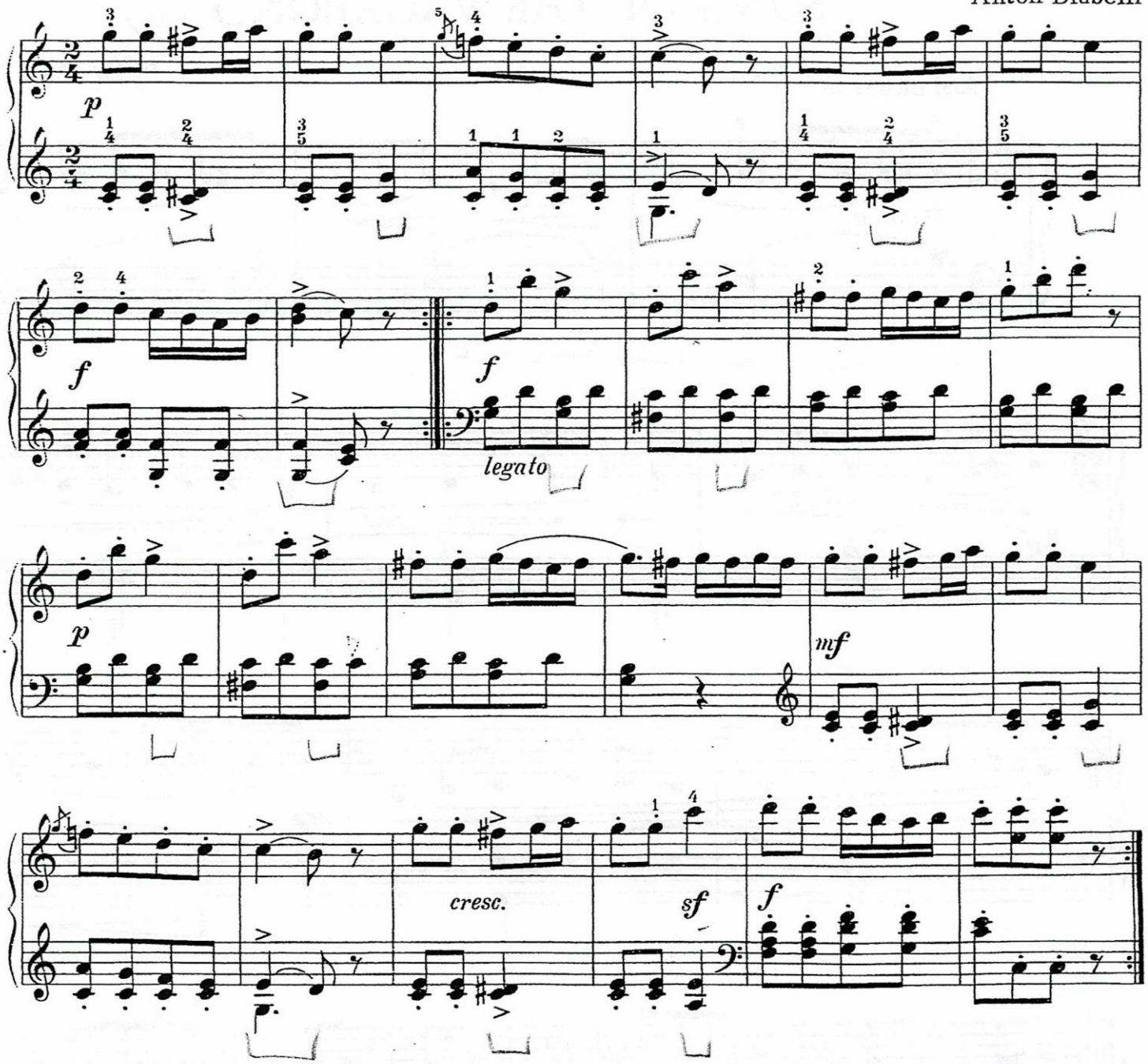
BÉLA BARTÓK



♩ = 78 - 84

Allegretto (7)

Anton Diabelli



Andantino (7)

(Opus 55, No. 3)

Theodor Fürchtegott Kirchner
(1823-1903)

Andantino (♩ = 96-104)

mp

con pedale

simile

dolce

rit.

a tempo

p

L.H.

p