

Department of Music

Division of Fine Arts

College of Arts and Sciences

Howard University

Graduate Student Handbook

2009-2010

Contact:

202-806-7082

www.coas.howard.edu/music

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Department of Music
Division of Fine Arts - College of Arts and Sciences
Howard University

James A. Donaldson, Ph.D., Dean, College of Arts and Sciences
Tritobia Hayes Benjamin, Ph.D., Associate Dean, Division of Fine Arts
Chris Royal, MM, Chair, Department of Music

Department of Music Faculty
Full-time

- Boykin-Settles**, Jessica, MM, Lecturer, Jazz Voice
- ***Covington**, Charles, Master Instructor, Jazz Piano
- ***Eichelberger**, Valerie, MM, Associate Professor, Jazz Voice
(*Coordinator Music with Electives in Business Programs*)
- ***Holloman**, Charlotte, MA, Lecturer, Voice
(*Coordinator Voice Performance*)
- ***Irby, III**, Fred, MM, Professor, Trumpet
(*Coordinator, Instrumental Performance*)
- Jackson**, Raymond, DMA, Professor, Piano
(*Coordinator Recital Scheduling*)
- ***Kamalidiin**, Sais, PhD, Assistant Professor, African/African-American Music History,
Flute, Jazz Studies (*Coordinator Graduate Studies*)
- ***Mauldin**, Mark, MME, Associate Professor, Music Education
(*Coordinator Music Education Programs*)
- ***Miller**, Connaitre, MM, Associate Professor, Jazz Voice
(*Coordinator Jazz Studies Voice Program*)
- Norris**, James, DM, Professor, Music History,
(*Coordinator Music History Programs; Director, Office of Choirs and Bands*)
- Ohia**, Chinyerem, PhD, Associate Professor, Theory/Composition
- Randolph**, Anthony, DMA, Assistant Professor, Theory/Composition
(*Coordinator Composition Programs and Theory Studies*)
- ***Royal**, Chris, MM, Associate Professor, Jazz Studies, Music Technology
(*Department Chair*)
- Schultz**, Paul, DMA, Assistant Professor, Trombone & Theory
- ***Timbrell**, Charles, DMA, Professor, Piano
(*Coordinator Piano Programs*)
- Walwyn**, Karen, DMA, Assistant Professor, Piano
- Washington**, Donna, MCAT, Associate Professor, Music Therapy
(*Coordinator Music Therapy Programs*)
- ***Young**, Charlie, MM, Associate Professor, Saxophone and Jazz Studies

(Coordinator Jazz Studies Instrumental Programs)

***Member, Graduate Studies Committee**
****Chair, Graduate Studies Committee**

Part-time Lecturers

Bunn, Michael, MM, Tuba
Hopkins, Gregory, MM, Voice
Koczela, Jeffrey, MA, String Bass
Kunkel, Gerard, MM, Guitar
Lewis, Nicholas, Clarinet
Lovinsky, Joseph, French Horn
Macek, Timothy, MM, Strings & Orchestra
Mercer, John, JD, Music /Entertainment Law
Owen, Drew, MM, Violoncello
Reed, Richard, MM, Oboe
Richards, William, MM, Percussion
Summey, Harold, MM, Jazz Drumset
Wassertzug, Uri, MM, Viola

Administrative Assistant

Ms. Traci Wyatt

Staff

Bunn, Laurie, Accompanist
Milesi, Paul, BM, Piano Technician

Hours of Operation

The hours of the main music office are 8:30am to 5:00 pm Monday through Friday. Students may use open and available classrooms and labs during those hours.

Practice rooms are for the exclusive use of validated students enrolled in the Department of Music courses. Practice rooms are available from 7:30am to 10:30pm daily during the fall and spring semesters. There will be reduced hours during longer vacations, such as Christmas and summer breaks. There are reserved (locked) practice rooms for validated piano majors and minors. However, all validated and enrolled music department students may use any unlocked room in the practice area.

Department of Music
Howard University
2455 6th St., N.W.
Childers Hall LVC 3004
Washington, DC 20059

Phone: 202-806-7082
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Howard University

College of Arts and Sciences – Division of Fine Arts

Department of Music

Mission

The Howard University Department of Music is a professionally oriented fine arts unit within a historically black private university. Its purpose is to provide musical experience of exceptional quality to students of high artistic and academic potential, with particular emphasis on the provision of educational and cultural opportunities for individuals of African ancestry.

Goals

To prepare students for professional careers as performers, creators, educators, therapists, scholars and music industry leaders.

To provide a wide range of musical activities for the University and the larger community.

To research, preserve, publicize and disseminate music of people of African ancestry.

Objectives

To attract gifted students to the Department of Music through the distinctive quality of curricula and faculty.

To attract outstanding teachers, performers and scholars to the faculty of the Department of Music.

To encourage interdisciplinary relationships within the University through elective courses and musical performances.

To encourage music students to take advantage of a broad university education.

To stimulate research in music with emphasis on the African-American musical contribution.

To maintain and expand the physical facilities and equipment necessary to achieve departmental goals.

About the Department of Music

The first courses in music at Howard University date all the way back to 1870. By 1892, a department of the Normal School was established which grew to become an independent conservatory in 1914.

First under the leadership of Lulu Vere Childers, and then Warner Lawson, the conservatory and subsequent School of Music flourished. In 1944, it was the first music program in the Washington area to be approved for membership in the National Association of Schools of Music. Serving as the original nucleus of the only HBCU College of Fine Arts, the School was reorganized as the present Department of Music in 1974. Since the merger in 1998, the Department of Music has functioned as one of the three arts departments in the Division of Fine Arts of the expanded College of Arts and Sciences.

Boasting such luminous alumni as Jessye Norman, Roberta Flack, Donnie Hathaway, Dorothy Rudd Moore, Richard Smallwood, Andrew White, Angela Winbush, Benny Golson and many others, the Department of Music occupies the third floor and part of the basement level of Lulu Vere Childers Hall.

This manual, along with the current *Howard University Student Reference Manual and Directory of Classes*, and Department of Music area handbook for your major area should be retained for reference purposes. Students are strongly advised to refer to them often.

All Master's candidates will be assigned a faculty advisor who will assist them with their academic and artistic planning throughout their baccalaureate study at Howard University. Students must consult with their advisors and have their schedules approved each semester prior to officially registering for classes. Without such approval, students cannot be assured of the timely completion of all requirements for graduation.

Admission Requirements

Application for admission may be obtained from the University's Graduate Admissions Office and must be completed and returned to Ms. Anitra Connelly by February 15th for admission in the Fall semester and by November 1st for admission in the Spring semester.

Graduate Admissions Office
Ms. Anitra Connelly
Howard University
2400 6th St., NW Room G-09
Washington, DC 20059

aconnelly@howard.edu
202-806-2700

Applicants must arrange to have one official transcript of all previous study forwarded to Ms. Connelly and one to the chairman of the Committee on Graduate Studies in the Department of Music.

In addition, three letters of recommendation from former instructors are to be sent to the chairman of the Committee on Graduate Studies in Music, one of which must come from the most recent instructor in voice/instrument for those wishing to major or minor in applied music.

Performance major applicants should also submit a complete list of compositions in their repertory.

All applicants must have a baccalaureate degree in music or music education granted by an accredited college or university. Prospective music education graduate students who do not hold an undergraduate degree in music education must have completed a minimum of 9 credit hours in professional education courses and at least one semester of teaching experience, or the equivalent in practice teaching. Additional prerequisite requirements will be determined upon evaluation of the applicant's transcripts and entrance examinations.

The applicant must have a cumulative GPA of no lower than 2.9 based on a 4.0 scale and a GPA of no lower than 3.0 in all major field courses.

With the exception of Howard University Department of Music graduates applying within two years of their baccalaureate degree, all graduate students are required to submit an entrance audition in their performing medium (an audio recording audition may be submitted). Examples of audition materials include:

For MM in Voice applicants: two songs in English; one early Italian song; two German lieder; two French songs; one aria from an opera or an oratorio; and one 20th century song.

For MM in Piano applicants: all major and minor scales and arpeggi; solo works (no concerti) from the following eras or composers: Bach, a prelude and fugue from the Well Tempered Clavier, or a complete suite or other work including a movement in fugal texture; Beethoven, a complete sonata (excluding Op. 49); a 19th century Romantic work; a 20th century work; an extended composition of the applicant's choice, e.g., a Chopin Ballade or Brahms' Rhapsody.

Applicants for the degree Master of Music in Music Education must have a baccalaureate degree in Music Education, indicating that Praxis I, student teaching, and any other required exams and courses have been successfully completed prior to application.

All applications to the department must be approved by the Department of Music's Executive Committee.

Scholarships

- Scholarships and grant awards from Howard University funds are available only to students who complete the Free Application for Federal Students Aid (FAFSA). The FAFSA may be secured from the Howard University Office of Financial Aid, high school guidance counselors, and public libraries. The FAFSA must be submitted before February 1st.
- After analysis of the student's file by the Office of Financial Aid, recommended funding from the Department of Music may be reduced depending on other funding sources (such as family income, Federal grants, etc.) or University and/or Federal regulations.
- Because of limited funds, the Department of Music cannot award full scholarships.

- Music scholarships are granted for one semester or one year only.
- Students must re-apply for scholarships each year. The Department of Music does not guarantee a specific scholarship amount from year to year.
- Financial aid is only granted to students who have been admitted by the Howard University Office of Admissions and the Department of Music (by audition).

Special Talent Scholarships

Graduate eligibility requirements include:

- Recommendation of appropriate performance area coordinator based on audition and reapplication in subsequent years. New entrants are eligible.
- A completed application (obtain from Prof. Mauldin, Room LVC 3028). A completed application must be submitted by an ensemble director or applied instrument instructor.
- A 3.0 GPA is minimum for Graduate level students.
- Music Department Scholarship Applications must be submitted by February 1st each year.
- Full-time enrollment status (minimum 12 hours).
- Participation in a departmental ensemble or accompanying.
-

Graduate Assistantships

A limited number of Graduate Assistantships are available each year. Please contact Prof. Mauldin, Prof. Irby, or Prof. Miller for information.

Graduate Classification

Applicants who are admitted on the basis of having presented acceptable credentials, results of entrance testing and approval by the Music Department's Executive Committee are classified according to one of five categories: graduate standing, conditional, special and non-degree, provisional, or transient. Each classification is defined as follows:

Graduate Standing

This classification is given to: (1) students holding the Bachelor of Music (B. Mus.) or Bachelor of Music Education (B. Mus. Ed.) degree from Howard University or from a similarly accredited institution, who have maintained an average no lower than B in the major area of undergraduate concentration, and whose entrance examinations reveal no deficiencies; and (2) holders of the Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree with a major in music, provided that they have met undergraduate requirements equivalent to the course offerings in the Department of Music at Howard University, and who have maintained an average no lower than B in the major area of their undergraduate concentration.

Conditional

This classification is for students who: hold a baccalaureate degree from a non-accredited institution; have a cumulative average lower than 2.9; have prerequisite work to be completed; or are insufficiently prepared in professional studies. Students so classified must be reclassified in Graduate Standing by the beginning of the second semester of residence or be dropped from the program. The reclassification will be made by the Music Department's Executive Committee.

Special and Non-degree

This classification is for music students who hold a baccalaureate degree and who desire to pursue elective or certification requirements. It is also for other students who are not seeking a master's degree in music but who desire postgraduate study in this area. The latter students must meet general admission requirements and must maintain the same academic standards as regular graduate students. The non-degree student who subsequently wishes to become a degree candidate will receive credit for work already completed as determined by the Committee on Graduate Studies in Music.

Provisional

Applicants who request admission during their final undergraduate year may be accepted on a provisional basis, pending subsequent filing of a supplementary transcript showing that the undergraduate degree was in fact granted. Admissions clearance must be made at least one month in advance of the semester in which registration is requested.

Transient

Students actively pursuing work at other institutions, including consortium colleges or universities, who wish to earn credits for transfer to that institution will not be required to submit official transcripts but must present two copies of a statement verifying that they are in good standing at that institution and that they have the approval of its dean and registrar to seek transfer credit.

To the Graduate Student

Congratulations on having successfully met all admissions requirements for graduate study in the Department of Music at Howard University. In addition to the admissions requirements you should also be aware of several post-admissions concerns as you proceed through your Master's degree program. This manual, along with the Howard University Graduate Bulletin and the current Howard University Student Reference Manual and Directory of Classes, will keep you informed about all of these post-admissions requirements. You are strongly advised to retain these materials and refer to them often, especially in consultation with your advisor.

In several cases, the contents of this manual are duplicated in the Howard University Graduate Bulletin and the current Howard University Student Reference Manual and Directory of Classes. Also, any apparent omissions and updates from the Graduate Handbook may be found at the website

http://www.coas.howard.edu/music/admissions/handbooks_.html

Post-Admissions Examinations

During the opening weeks of the first semester in residence, all new graduate entrants are required to take two examinations:

(1) The University-wide Graduate Expository Writing Examination

(Go to <http://www.gs.howard.edu/ewp/calendar.htm> to find information pertaining to dates, times and other information regarding this examination.)

(2) The Department of Music Graduate Theory Placement Examination*

(See Dr. Randolph at the same time as the scheduled undergraduate theory placement exam.) For Jazz Studies, see Professor Royal for the exam.

The purpose of these examinations is diagnostic – Weaknesses in communication skills and gaps in fundamental knowledge pertaining to musical-theoretical-historical and repertory matters need to be identified and remedied before the student commences the second semester in residence.

*This examination is waived for any Howard University Department of Music alumni entering the graduate program within 2 years of receiving the baccalaureate degree.

During this period, new entrants will also give any previously stipulated recitals to determine classification. The Department of Music reserves the right to require additional exams, interviews, or performances deemed necessary to evaluate a student's readiness for, and classification within, the program.

Advisement and Course Selection

After having completed the examinations described above, and having been placed accordingly in the graduate program, the student must select the available courses listed in the current Howard University Student Reference Manual and Directory of Classes as follows:

1. The student should carefully study the degree requirements, and then must meet with the advisor and plan each semester's schedule of classes.
2. Instructor approval must be obtained for any independent study courses.
3. Using a worksheet such as one found in Appendix I, insert the requested information as appropriate. This allows the progress through the degree program to be traced in a timely manner.
4. Fill out a program record and have the advisor sign it.
5. Complete the on line University registration procedure as outlined in the Directory of Classes and provide a printout to the advisor.

Academic Information

Grade Requirements:

Any student whose cumulative average falls below the required 3.0 will be warned that the GPA must be raised to at least 3.0 in the next two semesters in residence. Any student failing to meet the minimum GPA at that point will be dropped from the program. Grades earned in undergraduate courses taken by a graduate student are also calculated in the GPA, although such courses may not satisfy the requirements for the graduate degree.

Appeals

Any student who has been dropped from the program for academic reasons may make a formal, written appeal to both the Department of Music's Executive Committee and the Coordinator of the

student's program area to review the case. If the Executive Committee deems to reverse the expulsion, the student will have to adhere to all stipulations made by the Executive Committee and the Coordinator of the program area. The student will reenter the program with classification of "Conditional."

Credit Requirements:

General requirements for the master's degrees offered by the Department of Music range from 30 to 36 credit hours. No more than six credits in thesis courses may be counted toward the degree. Various factors may make it necessary for master's degree candidates to take more than the minimum number of credits in order to successfully complete their degree requirements. No correspondence courses are accepted for graduate credit.

Residence Requirements:

The period of residence for the master's degree is normally from one and one half to two years of full time study at Howard University, depending on the major. If more than three semesters are needed to complete the degree requirements, they need not be consecutive. Normally, all courses counted toward the fulfillment of a master's degree in music must be taken at Howard University. Exceptions may be made if the Graduate Studies Committee approves the pursuit of a maximum of six credit hours at another accredited graduate institution. No transfer credit will be awarded for courses in which the student does not achieve a grade of B or better. **Candidates for the master's degree must be enrolled in the Department of Music in their final semester of study.** A candidate who has satisfied all requirements except the recital may enroll in MUSC 308-01 for one credit for the final semester.

The usual full-time graduate course load is from 9 to 12 credit hours per semester. Any student wishing to take 13 to 15 hours must first secure written approval from the area coordinator, the chair of the Graduate Studies Committee, and the chair of the Department of Music.

Course Time Limitations:

Except upon the written recommendation of the Department of Music Graduate Studies Committee, no course taken prior to five years before the final semester in residence shall be counted toward the fulfillment of the degree requirements.

Admission to Candidacy

The following requirements must be completed before applying for Admission to candidacy:

- (1) Completion of a minimum of 12 credit hours with a GPA of at least 3.0
- (2) Satisfaction of the requirements of the University Graduate Expository writing Program
- (3) Removal of deficiencies disclosed by post-admissions examinations including the successful completion of recommended undergraduate courses.

After completing the above, the student will apply for candidacy (see the appended form). This application must be made in a timely manner so that admission to candidacy may be achieved **prior** to the beginning of the semester in which the student is to graduate.

Degree Programs

MASTER OF MUSIC IN PERFORMANCE

(Performance areas include piano, voice, saxophone, guitar and orchestral instruments)

Coordinators:

Classical Voice:	Charlotte Hollorman	202-806-7135
Classical Piano:	Charles Timbrell	202-806-7096
Instrumental Music:	Fred Irby, III	202-806-7066

Candidates for the **MM in Music Performance** must complete a total of **33** credits, of which 14~15 must be in the major performance medium 12 in graduate courses in music theory, history and literature, or ensemble; 3 in Graduate seminar and 3 in an elective. Candidates must also present a public recital of music approved by their applied instructor. (For Piano and Voice majors, all recital works must be performed from memory.)

GRADUATE CURRICULUM

Master of Music in Performance: 32~33 credit hours

Major area

MUxx-xxx Private Instruction and Ensemble	14~15
Total Major Area-----	14~15 credits

Supportive Courses in Music

MUSC-300 Graduate Seminar	3
MUxx-xxx Other Music courses	12
Total Supportive Courses in Music-----	15 credits

Electives

xxxx-xxx Academic Elective	3
Total Academic Electives-----	3 credits

MASTER OF MUSIC IN JAZZ STUDIES

Vocal Coordinator: Connaitre Miller 202-806-7097 millerconnaitre@hotmail.com
Instrumental Coordinator: Charlie Young, III 202-806-7872 cyoung@howrd.edu

Candidates for the **MM in Jazz Studies** must complete a minimum of 32 credits, 16 of which must be in the major concentration Jazz Studies, including improvisation, arranging and ensemble; 8 credits of supportive music courses, and 8 credits of electives. Students in this program may arrange a concentration in either jazz performance or jazz arranging and composition. A qualifying recital is required at the end of the first year of study in order to remain in the program. Candidates for graduation must present a second, public recital of works approved by their advisor. Graduate students in jazz studies are encouraged to utilize the department's digital music resources

GRADUATE CURRICULUM

Master of Music in Jazz Studies: 32 credit hours total

Major area

MUSI-250	Pedagogy of Improvisation	3
MUSC-300	Graduate Seminar	3
MUSI-376	Electronic Music I	3
MUSI-392	Improvisation	3
Muxx-xxx	Ensemble	1
Muxx-xxx	Principal Instr.	3
Total Major Area-----		16 credits minimum

Supportive Courses in Music

MUSI-210	Jazz History	3
MUSI-378	Jazz Piano	2
MUSH-383	Jazz Arranging I	3
Total Supportive Courses in Music-----		8 credits

Electives

(Eight credits from the following):

MUSI-210	Jazz History	3	MUSI-331	Entertainment Law	3
MUSI-391	Jazz Piano	3	MUSI-259	Independent Study	3
MUSI-255	Coll. Jazz Studies	3	MUSI-265	Jazz Composition	3
MUSI-377	Electronic Music II	3	MUSH-383	Jazz Arranging II	3
MUSI-392	Improvisation	3	MUxx-xxx	Ensemble	1

Total Electives-----8 credits Master of Music in Jazz Studies

MASTER OF MUSIC EDUCATION

Master of Music Education in Guitar, Orchestral Instruments, Organ, Piano, Saxophone and Voice

Coordinator: **Mark Mauldin** 202-806-7099

Candidates for the **MME** must complete a total of **30** or **36** credits depending on the final project option chosen. All students must complete 15 hours in the major concentration including music education or professional education.

Candidates who select the **thesis** or performance **recital** options must also complete 9 to 12 credits in conducting, performance, theory, or music history and literature; and 3 to 6 in thesis work for a total of 30 credits. Those choosing the recital option must be approved by the appropriate performance faculty.

Candidates choosing not to present a thesis must complete a total of 36 credits, of which 15 must be in the major concentration, including in conducting, performance, theory, or music history and literature, music education or professional education; 15 in graduate courses in performance emphasis music history and literature, conducting; and 6 in electives, to be determined in consultation with the major advisor. A written comprehensive examination is also a requirement for this option.

GRADUATE CURRICULUM

Candidates for the Master of Music Education degree may choose one of three options for the final project: thesis, performance emphasis music minor recital, or 6 extra hours. Those choosing the thesis option must complete a total of 30 credits, of which 15 must be in the major concentration, including music education or professional education; 9 to 12 in conducting, performance emphasis, theory, or music history and literature; and 3 to 6 in thesis work. Those choosing the recital option must be approved by the appropriate performance faculty.

Degree Recitals

Major and Minor Degree Recitals **MUST** be scheduled at least one semester in advance. Qualifying and graduating recitals for the Fall semester must be scheduled to occur no later than November 1st (cutoff date), while Spring semester recitals must be scheduled to occur no later than April 1st (cutoff date). Hearings for the recitals will be scheduled at the discretion of the instructor, but no hearings shall take place after October 15th for Fall semester recitals or March 15th for Spring semester recitals. Recital dates should be scheduled far enough in advance of the cutoff dates to allow for rescheduling without exceeding the cutoff dates.

Oral Examinations

After giving the graduating recital (if applicable), the candidate must pass an oral examination focusing on matters of general musical knowledge as well as those pertaining to the candidate's major area. For thesis writers, the examination may be considered as a "defense presentation". Performers and composer/arrangers should expect detailed questions about the content and historical/theoretical background of the works programmed on the recital. This examination is administered by the Department of Music Graduate Studies Committee, which may be augmented by faculty in the student's major area. This examination will be scheduled jointly by the candidate, the major advisor and the Chair of the Graduate Studies Committee. This examination may be taken two times only. Failure in the second attempt is final.

Appendix I

Course Selection Worksheet

NAME: _____

Major Concentration Courses (Total credits required: _____):

Course #	Title	Credits	Semester	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Secondary Concentration Courses (Total credits required: _____):

Course #	Title	Credits	Semester	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Electives & Other Courses (Total credits required: _____):

Course #	Title	Credits	Semester	Grade
<u>MUSC 300</u>	<u>Graduate Seminar</u>	<u>3</u>	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Credits: _____ Final Cumulative GPA: _____

Application for Admission to Candidacy

Department of Music – College of Arts & Sciences
Division of Fine Arts – Howard University

Name _____ I.D. # _____

Address _____ Telephone # (____) _____

Degree Sought _____ Major _____

Major Advisor _____

Checklist of Placement Examinations

Date Passed

Music Theory _____

Expository Writing _____

Foreign Language (If applicable) _____

Final Project (Check your option for MME degree)

*Recital _____ *Thesis _____ Six Credits _____

*Attach one copy of the officially approved recital program or thesis proposal.

*List all graduate courses successfully completed to date:

COURSE #	COURSE NAME	GRADE	COURSE #	COURSE NAME	GRADE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*List all graduate courses taken this semester:

COURSE #	COURSE NAME
_____	_____
_____	_____
_____	_____

*List all remaining graduate courses to be taken:

COURSE #	COURSE NAME
_____	_____
_____	_____
_____	_____

*Please list any additional courses on the reverse.

I certify that the above information is accurate.

Candidate's signature _____ Date _____

Advisor's signature _____ Date _____

Approved by the Committee on Graduate Studies _____ Date _____