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Introduction

The goal of this handbook is to provide faculty information on structures, policies, and procedures in the School of Music. It focuses on our operations, on how things work. By nature, it is not exhaustive and is only one of many tools that include the university Bulletin, the academic handbook, the student handbook, the university web site, and the School of Music Intranet site, “for faculty & staff”, accessible from the faculty & staff page.

The most important “tools” are the people who work here. Please always feel welcome to seek assistance from the exceptional professional staff in the School of Music office. If Lorraine and Karissa do not have an answer to your question, both will work toward helping you find the place to get an answer.

Like any organization, the structures and idiosyncrasies that govern our work can be complex. My hope is that this handbook will provide you with a helpful resource.

To be certain, this handbook can always be improved, so I invite you to become part of the process of making it better. Please feel welcome to make suggestions to me on matters of organization or content that you think would be helpful. Suggestions you might have regarding improving or rethinking various policies or procedures are also welcome.

Sincerely,

Gerard Morris
Interim Director
Professional Staff and Offices

Music Office

Lorraine Toler (253-879-3740, ltoler@pugetsound.edu) is the Operations Manager for the School of Music. Lorraine has been with Puget Sound since 1999 and has worked as the Administrative Coordinator for Asian Studies, Assistant to the Dean of Education, and within the Associate Dean’s office. Lorraine loves the students, and is thrilled to get to know the young musical artists coming through the doors. Outside of work, Lorraine is an avid gardener, a lover of dogs and cats, and a professional artist.

Karissa Valine-Plaza (253-879-3700, kvalineplaza@pugetsound.edu) is the Administrative Assistant for the School of Music. When someone walks in to the School of Music office, she is the first point of contact, and welcomes each person with a smile. Originally from California, Karissa received her degree in Communications from Humboldt State University. She worked in recruiting and social media/web editing before starting with the university in August 2018.

The School of Music office employs two work study students for nine hours per week. The student in the School of Music Assistant position is Simone Moore and the Student in the Social Media Assistant position is Katherine Eaton.

Pam Taylor (253-879-3741, pataylor@pugetsound.edu) is the Outreach and Events Coordinator. She oversees concert scheduling and administration and our outreach efforts through ensemble tours, festivals, workshops, master classes, and marketing.

Pam is a Puget Sound alumna and Tacoma native. After a 13-year stint in the Bay Area working in communications at Hewlett-Packard, she and her husband returned home with their two children in 2003. Since then, she has volunteered in the Tacoma Public Schools and worked in various roles on campus for eight years. Pam has a special appreciation for music, as both her husband and son are musicians, and she enjoys attending music performances of all kinds. “Music makes all the difference,” says Pam.

Community Music

The Community Music Department is a year-round program providing non-credit musical instruction to more than 500 students of all ages and skill levels. Typically two dozen undergraduates enroll in lessons through Community Music, either to learn a new instrument or to add additional instruction time to thirty-minute lessons. The program is a member of the National Guild of Community Schools of the Arts.

Kristen Murphy (253-879-3575), kmurphy@pugetsound.edu, Director, began her work at the University of Puget Sound Community Music Department as a flute instructor in 1987. Three years later, she accepted the position of program director. In addition to her role as director, she continues to teach private flute lessons in the department. At Puget Sound, she has served on the Budget Task Force and Staff Senate. She is an active member of the National Guild for Community Arts Education, for which she currently serves on the collegiate divisional ambassador committee. Kristen recently completed two terms and has served as chairperson for the Arts and Heritage Advisory Council for
Metro Parks Tacoma. She played in the Tacoma Concert Band flute section for ten years, during the summer concert series. She holds an AA from Cottey College and BA from Puget Sound.

"My position as Community Music Director gives me the wonderful privilege of serving members of our campus community and people from throughout the region. The opportunity to combine my passions for music, education, and community in my work is very rewarding."

**Melissa Clarke** (253.879.3575, communitymusic@pugetsound.edu), Program Assistant. An alumna of Puget Sound with a degree in Spanish language and literature, Melissa joined Community Music as Program Assistant in October, 2013. She has had a long and happy relationship with the program. Her three children took lessons through Community Music for more than 23 years, studying violin, viola, cello, piano, and chamber music. Melissa is a pianist herself and has worked as a vocal and strings accompanist for Community Music.

“I am so happy to be a working in the Community Music Department. My family has grown up in Community Music, and I could not be more pleased to play a part in helping other families benefit from this wonderful program.”

**Concert Hall**

**Nicole Mulhausen** (253-879-8564, nmulhausen@pugetsound.edu) is the Schneebeck Concert Hall Manager. She oversees the staffing and maintenance of the concert hall and the scheduling of events—over 150 over the course of the academic year. Nicole is an alumna of Puget Sound and has lived in the Pacific Northwest since her freshman year.

The Concert Hall office employs fifteen work study students each semester. Please contact their office (room 201, 253-879-8564) if you have questions regarding the concert hall. Office hours vary each semester.

**Music Admission**

**Megan Grady** (253-879-3228, mgrady@pugetsound.edu), is our Music Recruitment Coordinator and Assistant Director of Admission. She earned her masters of music in clarinet performance from Florida State University and her undergraduate degree in music from The College of William & Mary. Originally from Virginia, Megan has lived in Tacoma for the last few years where she has maintained her activity as a performer and teacher in addition to her work at Puget Sound.

The Music Admission office employs a Music Admission Assistant: **Savannah Schaumburg ’20** (BM-Music Education, French Horn). The Music Admission office also manages all music campus visit experiences and employs three music tour guides, including Savannah (tour guide manager).
**Staff Accompanists**

Staff accompanists are Jeff Caldwell, Isabella Jie and Jinshil Yi. Their assignments with students and choral ensembles are scheduled through the office. (See more about accompanying assignments under “The Beginning of Semester.”)

**Piano Technician**

Phil Glenn is the piano technician for the School of Music. Please see the music office to get in touch with him for all of your piano needs.

**Custodian**

Lola McNair is the School of Music custodian who you will see diligently making sure everything is in place when faculty and students arrive for their day.

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**Professional Staff Contact Information**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Field</th>
<th>Campus</th>
<th>Email</th>
<th>Room</th>
<th>Home or Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caldwell, Jeff</td>
<td>Staff Accompanist</td>
<td>x3700</td>
<td><a href="mailto:jcormwell@pugetsound.edu">jcormwell@pugetsound.edu</a></td>
<td>312</td>
<td>347-249-0944 (C)</td>
</tr>
<tr>
<td>Clarke, Melissa</td>
<td>Comm. Music</td>
<td>x3575</td>
<td><a href="mailto:meclarke@pugetsound.edu">meclarke@pugetsound.edu</a></td>
<td>113</td>
<td>253-381-6864 (C)</td>
</tr>
<tr>
<td>Glenn, Phil</td>
<td>Piano Tuner</td>
<td>n/a</td>
<td><a href="mailto:phil@soundpianocrafts.com">phil@soundpianocrafts.com</a></td>
<td></td>
<td>253-468-3395 (C)</td>
</tr>
<tr>
<td>Grady, Megan</td>
<td>Music Admission</td>
<td>x3228</td>
<td><a href="mailto:mgrady@pugetsound.edu">mgrady@pugetsound.edu</a></td>
<td>107</td>
<td>703-201-0695 (C)</td>
</tr>
<tr>
<td>Jie, Isabella</td>
<td>Staff Accompanist</td>
<td>x3700</td>
<td><a href="mailto:jjie@pugetsound.edu">jjie@pugetsound.edu</a></td>
<td>111</td>
<td>812-272-3850 (C)</td>
</tr>
<tr>
<td>McNair, Lola</td>
<td>Housekeeper</td>
<td>n/a</td>
<td><a href="mailto:lmcnair@pugetsound.edu">lmcnair@pugetsound.edu</a></td>
<td></td>
<td>253-202-1760 (C)</td>
</tr>
<tr>
<td>Mulhausen, Nicole</td>
<td>Concert Hall Manager</td>
<td>x8564</td>
<td><a href="mailto:nmulhausen@pugetsound.edu">nmulhausen@pugetsound.edu</a></td>
<td>201/104</td>
<td>253-363-2047 (C)</td>
</tr>
<tr>
<td>Murphy, Kristen</td>
<td>Comm. Music</td>
<td>x3575</td>
<td><a href="mailto:kmurphy@pugetsound.edu">kmurphy@pugetsound.edu</a></td>
<td>113</td>
<td>253-566-3223 (H)</td>
</tr>
<tr>
<td>Taylor, Pam</td>
<td>Public Events</td>
<td>x3741</td>
<td><a href="mailto:pataylor@pugetsound.edu">pataylor@pugetsound.edu</a></td>
<td>111</td>
<td>253-223-6852 (C)</td>
</tr>
<tr>
<td>Toler, Lorraine</td>
<td>Operations Manager</td>
<td>x3740</td>
<td><a href="mailto:ltoler@pugetsound.edu">ltoler@pugetsound.edu</a></td>
<td>111</td>
<td>253-882-8132 (C)</td>
</tr>
<tr>
<td>Valine-Plaza, Karissa</td>
<td>Admin. Assistant</td>
<td>x3700</td>
<td><a href="mailto:kvalineplaza@pugetsound.edu">kvalineplaza@pugetsound.edu</a></td>
<td>111</td>
<td>916-529-5223 (C)</td>
</tr>
<tr>
<td>Yi, Jinshil</td>
<td>Choral Accompanist</td>
<td>x3700</td>
<td><a href="mailto:jinshilyi@gmail.com">jinshilyi@gmail.com</a></td>
<td>111</td>
<td>253-389-4221 (C)</td>
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</tbody>
</table>
Music Building Information

Building Hours
Open daily from 7:00 a.m. to 10:00 p.m. (8:00 a.m. to 9:30 p.m. weekends) with after-hour access until 2:00 a.m. via your Puget Sound ID card. Music office hours are from 8:00 a.m. to 5:00 p.m.

Room Access
Each instructor receives a key to access her/his teaching studio/office. Access to other rooms is available with a key from the music office.

Lounge Facilities
A kitchen with a microwave, refrigerator, coffee machine, sink and lounge is available in room 112 for use by faculty and staff.

Practice Rooms
Practice rooms, available through keycard access, are limited to University of Puget Sound School of Music students and some staff. There are general practice rooms, rooms especially for keyboard majors, and a “V-Room” (virtual room) with adjustable acoustics. These rooms are not available to students not registered for lessons or ensembles, community members, or musicians not affiliated with the university.

Make-up lessons and tests are not to be held in the practice rooms. Please see Lorraine in the music office to schedule a room for these purposes.

Piano Maintenance
All pianos are tuned twice annually. If a piano needs tuning, maintenance, or repair, there is a book located in the music office in which to place a request for service. The Piano Technician is here on alternate Wednesdays and tunes the pianos in Schneebeck the Friday of concert weekends.

Music Library
Located in Collins Library, the university has an extensive music collection of books, scores, periodicals, CD-ROMs, and DVDs. Requests for additions to the collection should be made through the faculty member serving as our library liaison, Geoffrey Block.

The university also subscribes to a number of online resources, such as Naxos and Grove Online. For a list of resources specific to music go to the School of Music website > Faculty & Staff > For Faculty & Staff > Library Links.

Instrument Storage Cabinets
The School of Music offers instrument lockers with locks to each student registered for applied music lessons in the School of Music. If you have a student needing a locker, please direct them to see Karissa in the music office.
Room reservations/Concert Hall/Kilworth

Room reservations for the music building should be directed to Lorraine in the music office. Classes, studio lessons, and student groups for the School of Music have priority with reservations. Each request after that is handled on a first come, first served basis.

To request rehearsal time in Schneebeck Concert Hall, please contact Nicole Mulhausen, the Concert Hall Manager, at nmulhausen@pugetsound.edu.

To request rehearsal time in Kilworth Chapel, please contact Helen Fickes in the Spirituality, Service & Justice office at hfickes@pugetsound.edu.

Nuts and Bolts
**Campus Copy Services** (253-879-3737)
Located on North 15th, copy services are available for all large copy needs or unusual copy requests (banners, book binding, color copies, posters etc.). Please have all requests approved by the School of Music before submitting to the copy services.

*Note regarding copyright law: The Appendix in this handbook contains guidelines on copyright, fair use, and public domain clarifications. The university expects faculty to adhere to copyright law.*

**Copy Machine**
The copy machine is for use by the staff and faculty of the School of Music. There are cash copiers on campus for students.

Images can be scanned on the copier as well. Lorraine and Karissa can assist in making PDF images, faxing and scanning documents.

Please email your request for copies to Karissa (kvalineplaza@pugetsound.edu). The office staff will have the copies made within 24 hours of the request.

**Email**
Each instructor is given a Puget Sound email account. You are strongly encouraged to use your school account. However, if you choose to use a personal email as a primary account, please have Puget Sound emails forwarded automatically to it. Karissa can help you set this up.

**Faculty and Staff Website**
A page for faculty and staff is designed to provide links to information, both on and off campus that will help faculty and staff in their work. Go to the School of Music website at www.pugetsound.edu/music and look for “Music Faculty and Staff.” Any suggestions or additions that will improve these pages are welcome. Please send edits to Karissa via email.

**Social Media**
The School of Music currently has Facebook (facebook.com/UnivPugetSoundMusic), Instagram (@pugetsoundmusic), and Twitter (@pugetsoundmusic) pages. These are updated by Karissa on a regular basis. To share a post on SOM Social Media, email full details, photos, any captions/content, and preferred posting time to Karissa. Please clarify if a certain outlet should be used. Post will be confirmed within 24 hours. Social media procedures during holidays and breaks TBD.

**Faculty Phone Lists**
Each semester an updated faculty/affiliate contact list is distributed to your mailbox by the School of Music office staff.
Keys/Car permits/Keycard

Instructors receive a key or keys for their teaching spaces and/or office. Lorraine will complete a key request to Security Services for a key(s). Once they are ready an email will be sent stating the key(s) are ready to be picked up.

All car permits are done on-line in “myPugetSound.” You will need to have your registration handy since some of the information needed on the form is on your registration. Once the form has been submitted the permit is ready the next day to be picked up at Security Services between the hours of 8 a.m. and 4 p.m.

Your ID card is used for keycard to access the Music Building before 7:00 a.m. and after 10:00 p.m., and to the practice rooms.

Mail Service

A mail-drop is provided in the Music Office for all outgoing mail. Student employees take the mail to the Puget Sound mail room each day. A mailbox and key are provided for faculty and affiliates on the first floor of the music building for all incoming mail and messages. If a package is delivered, the faculty or affiliate will be notified via email.

Music Scholarships

A significant number of Puget Sound students receive some form of financial aid. In music, there are two types of scholarships students receive: four-year scholarships from financial aid (via Student Financial Services) and/or endowed awards. The financial aid scholarships are awarded to incoming freshman or transfer students. Students receiving these scholarships are required to take studio lessons every term and participate in the ensemble(s) to which they are assigned every term; non-major keyboardists are required to register for Accompanying Ensemble in their first two years and accompany students as assigned in the first two years instead of participating in a large ensemble. (All music majors must take lessons and participate in assigned ensemble(s) every semester, regardless of whether they hold a scholarship or not.) In case of keyboardists, guitarists, or students receiving jazz scholarships, Jazz Orchestra can serve as the major ensemble, since it is the only ensemble in which these instruments are standard.

Provided the student remains in good academic standing and satisfies all requirements, the scholarships are renewed automatically every year. If you have a student you believe is worthy of an increase in her/his scholarship or, for whatever reason, did not receive a scholarship upon matriculation, please let your area head know. Funds for new scholarships or scholarship increases are limited and vary annually, so there are no guarantees that requests can be honored.

If you have a student who is not satisfying scholarship requirements satisfactorily, please let your area head and Gerard know. Normally the student will be given a warning letter describing explicitly what must change in order to maintain her/his scholarship, and normally a student is given a semester to redress the shortcomings. However, there are very rare instances in which the scholarship is revoked the next term without a grace period.
The second type of financial award is an endowed scholarship. These scholarships are given to current students and are intended to recognize academic, creative, or musical achievement and significant contributions to the School of Music. These awards are given on an annual basis; they do not automatically renew once they have been awarded. All students participating in the music program are eligible; the awards are not limited to music majors. Each year the full-time faculty undertakes a long and extensive process in the spring in making these awards. You can expect to be asked in the beginning of the spring term about students you think are worthy of consideration.

**Payday**

Full-time faculty and adjunct faculty teaching part-time will be paid per month, typically on the 15th and last day of each month. Applied lesson faculty receive eight equal paychecks in the fall (Sept. 15–Dec. 31) and again in the spring (Feb. 15–May 30). You will be able to sign up for direct deposit to ensure that your paycheck is safely and promptly deposited into your bank account even if you are not at work on payday.

**School of Music Faculty and Committee Meetings**

School of Music faculty meetings normally take place on Wednesdays at 12:00 noon. The meeting schedule will be posted on the Intranet page (see “Governance”). Affiliate and part-time faculty are welcome to attend open faculty meetings, but they are not required to be there. A liaison representing affiliate faculty normally attends meetings. University faculty meetings occur the first Wednesday of the month during the common hour, 12:00 noon to 1:30 p.m. Look for messages from the Dean’s office on exact dates.

**Supplies**

The office has supplies for use including markers, tape, pens, stapler, hole punch, etc. These items are for use for any School of Music business.

**Teaching Studio Lessons to Non-University & Non-Credit Students, Augmenting Credit Lessons**

All students taking non-credit lessons or students wishing to augment credit lessons for which they are currently enrolled must go through Community Music. This includes students you may already teach privately. If you wish to teach non-credit lessons, you need to meet with Kristen Murphy, the director of Community Music. Lessons are added on a space-available basis. *Ongoing studio lessons may be taught only through Community Music and the School of Music.*

**The Beginning of the Semester**
**Academic Calendar**

Please use the academic calendar to find semester dates and grading deadlines. This calendar is a very useful tool to stay up to date on university timelines. You can access the academic calendar at: http://www.pugetsound.edu/academics/academic-resources/academic-calendars/.

**Accompanists**

The School of Music provides accompanists for semester juries. Requests along with an original piano score should be turned in to Karissa in the music office as soon as possible in the semester or by the deadline set by the piano faculty. There are advanced piano students, staff accompanists, and, if there is an additional need, hired accompanists. Accompanist assignments are made by the piano faculty and are administered by Karissa. They are based on but not limited to the level of ability of each pianist, required recital needs, and difficulty of the piece. Professional accompanists are asked to rehearse twice with students OR attend two lessons, or some combination thereof, in addition to performing the jury exam. Student accompanists are expected to rehearse and perform more than this amount, preferably as early in the semester as possible.

The School of Music provides an accompanist for degree required joint/full recitals. The Bachelor of Music in Performance degree is the only degree that requires joint or full junior/senior recitals. Students in the B.A/music ed/music business tracks who elect to do a full or joint recital instead of a Noonie are responsible to find and compensate an accompanist.

**Class Lists and Grades**

Please access your PeopleSoft account (https://my.pugetsound.edu) to confirm your class and lesson list at the beginning of the semester. If you are teaching a class, as opposed to lessons, you will use PeopleSoft to input grades. You can find the deadlines for grade input on the online academic calendar. Any questions regarding grades can be directed to Lorraine in the School of Music office.

**CVs**

Periodically the School of Music receives requests for curriculum vitae/performance resumes of faculty. It is helpful to have updated CVs on file, so we ask that you provide us with copies any time you update your vitae. There are certain times when faculty are required to submit vitae. These include faculty reviews for continuing faculty and, in the case of accreditation and curricular reviews, all faculty. Please be mindful of expectations upon us from external offices and associations by responding in a timely manner to our requests for your updated CV.

**Ensemble Registration**

All music majors must participate in a large ensemble each semester. Chamber groups (any group numbers MUS 168/368) cannot be used as substitutes for this requirement. Majors and scholarship students are required to register for credit in their primary ensemble. If they register in more than one ensemble, the secondary ensemble can be taken for zero credit (at the 100 level).
**Semester Schedule Cards**

A schedule card is placed in the faculty/affiliate boxes at the beginning of each semester. Please fill out your detailed class, lesson, and community music schedule and return to the office as soon as possible. These cards are invaluable for the office staff in finding students, referencing your schedule, etc.

**Syllabus**

Copies of syllabi from each class, ensemble, and studio are requested by Lorraine at the beginning of each semester. Please include on the syllabus the course title, credit value, the semester (e.g. Fall 2017), instructor’s name, and phone numbers.

There also should be a section that details learning outcomes – that is, a section that would be able to respond to this or similar phrase: “By the end of the semester, you will...” You do not have to use that exact phrase, which is offered as an example of how one might approach listing or describing learning outcomes.

To adhere to policies or expectations of the university, School of Music, or accrediting please also add the following, as appropriate:

**Classroom Emergency Response Guidance** (actual insert):
Please review university emergency preparedness and response procedures posted at [www.pugetsound.edu/emergency/](http://www.pugetsound.edu/emergency/). There is a link on the university home page. Familiarize yourself with hall exit doors and the designated gathering area for your class and laboratory buildings.

If building evacuation becomes necessary (e.g. earthquake), meet your instructor at the designated gathering area so she/he can account for your presence. Then wait for further instructions. Do not return to the building or classroom until advised by a university emergency response representative.

If confronted by an act of violence, be prepared to make quick decisions to protect your safety. Flee the area by running away from the source of danger if you can safely do so. If this is not possible, shelter in place by securing classroom or lab doors and windows, closing blinds, and turning off room lights. Stay low, away from doors and windows, and as close to the interior hallway walls as possible. Wait for further instructions.

**Accessibility and Accommodation** (actual insert):
If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Peggy Perno, Director of the Office of Accessibility and Accommodations, 105 Howarth, 253.879.3395. She will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential.

**Copyright and Fair Use** (actual insert):
Course materials are for educational purposes only and limited to students...
Enrolled in the course. They are protected by copyright law and may not be copied, downloaded, stored, transmitted, shared or changed in any way.

The following insert should appear in studio and ensemble syllabi (actual insert):

**Musician’s Health and Safety**
Within the contexts of practice, performance, teaching, and listening, musicians need to be aware of issues specific to hearing, vocal, and musculoskeletal health and injury prevention. As a preventive measure or for a source of referrals, you are encouraged to review resources listed under “Musician’s Health” in the “Current Students” tab on the School of Music website.

Because some ensemble performances will be posted, either in part or in their entirety, on the web, the following should be added to ensemble syllabi (actual insert):

Performances may be recorded and may be streamed live.
Pedagogy requirement in winds and percussion: NASM requires students in performance degrees (and only performance degrees) to have some instruction in pedagogy. The specific competency is “orientation to and experience with the fundamentals of pedagogy” (NASM Handbook, IX.A.3.a.). Like many schools, we satisfy this requirement in the wind and percussion area through assignments within studio lessons, which we do at either the 300 level or 400 level. The spirit of the requirement is one towards orientation and exposure to pedagogical issues, often demonstrated through completing an assignment. The place where we provide evidence of meeting this competency is in a course syllabus.

Faculty may elect to insert the following in syllabi (actual insert):

**Student Bereavement**
Upon approval from the Dean of Students’ Office, students who experience a death in the family, including parent, grandparent, sibling, or persons living in the same household, are allowed three consecutive weekdays of excused absences, as negotiated with the Dean of Students’. For more information, please see the Academic Handbook.

**During the Semester**
Students and Classes

Student Alerts

Puget Sound has an early alert system to provide support for students at risk for academic difficulty and attrition. Areas of academic concern may include:

- Numerous absences on the student’s part
- Inadequate class preparation/homework
- Missing assignments/exams
- Late assignments

Other areas of concern, which have an impact on academic performance, may be learning problems, financial problems, personal or family problems, or serious medical conditions.

If you have concerns about a student, please log into myPugetSound and click on the “Student Alert” button. Upon receiving an alert form, a member of the Student Alert Group will contact the student to provide support and intervention and/or make an appropriate referral. Landon Wade, Director of Academic Advising, will intervene in more serious cases. Feel free to contact Landon Wade (lwade@pugetsound.edu) or Assistant Director/Advisor Kariann Lee (klee@pugetsound.edu) if you have additional questions.

For a referral guide for student concerns, please refer to the appendix.

Students at Midterm

Every semester a faculty meeting around the middle of the term is devoted to discussion about students of concern who may be underperforming academically, having problems with attendance and accountability, or who, for whatever reason, may be having difficulties. You will be notified of this meeting and will be invited to submit comments if you cannot attend.

Students with Disabilities

Students with disabilities must coordinate accommodations through the Office of Student Accessibility and Accommodation in Howarth 105. Faculty members should not ascertain if a student is disabled or is entitled to accommodation; rather, they should refer self-identifying students to the Office of Student Accessibility and Accommodation. Students who qualify for accommodations such as extended time on exams will provide written information to the Accessibility and Accommodation office to share with their faculty members.

Ideally, accommodations provide equal access to course content to students with documented challenges. Accommodations should not, however, fundamentally alter the nature of the course of the program requirements. If you have any questions or concerns about accommodating a student with
disability, please contact Peggy Perno, the Director of Student Accessibility/Accommodations at x3396 or pperno@pugetsound.edu.

Performance Injuries

The broad rise in performance injuries in the music profession is also evident here. If a student develops a performance injury during the semester, s/he should be referred to the School of Physical Therapy, which takes on a limited number of cases through its clinic. Please also make sure that your area head (strings: Maria Sampen; winds & percussion: Gerard Morris; Piano: Tanya Stambuk; Voice: Dawn Padula) and Gerard are informed as well. Alternative assignments can be made and a jury waived for one semester, and only with medical documentation of the condition. Each incidence lasting beyond one semester is handled on a case-by-case basis.

Please encourage your students to participate in any workshops or clinics we sponsor regarding musician’s health. Please also direct your students to read the exercise posters throughout the building regarding ways of staying healthy and avoiding injury.

Cancellations

If for any reason, you have to cancel a class or studio lesson, please contact the music office to let Lorraine or Karissa know of your absence. Classes should be covered by one of your colleagues; lessons should be made up through arrangements with each student.

Concerts

Length of Concerts

The policy on concert length is:

- Ninety minutes for ensembles, faculty recitals, and Jacobsen Concerts
- Sixty minutes for senior recitals
- Seventy minutes for combined junior recitals

With over 100 concerts each year, it is important to follow these guidelines and to be mindful of the impact long concerts have on scheduling.

Concerto Aria Competition

Every fall semester students are encouraged to audition for the annual Concerto Aria Competition. The winners from the competition perform with the Symphony Orchestra or Wind Ensemble. Students must have approval from their studio instructor before auditioning for the competition. Guidelines can be found on the School of Music website. For any further questions, please contact the Competition Coordinator, Alistair MacRae (admacrea@pugetsound.edu).
Recitals

Performance Requirement
Solo performance (as opposed to performance in a chamber group or large ensemble) is required of all music majors in both junior and senior years. Performance majors are required to give degree recitals (see below); all other music majors must perform as soloists in at least one noon recital in both junior and senior years.

Noon Recitals (“Noonies”)
When offered, noon Recitals are scheduled on Wednesdays in Schneebeck Concert Hall. Fall Term dates are October 17, October 31, November 28, and December 5. Additional dates may be added the last three weeks of the term, if needed. Students wishing to perform on a Noon Recital must schedule themselves for performance with Lorraine and Karissa in the main office. All program information should be sent to Pam Taylor.

Degree Recitals
These recitals are required of students majoring with an emphasis in performance in their final two years. A junior recital is at least 30 minutes long; a senior recital should be one hour long. Other music majors may elect to do a solo student recital as well. Student recitals are normally held Wednesday, Friday, Saturday and Sunday at 7:30 or Sunday at 2:00 pm.

The School of Music provides an accompanist for degree required joint/full recitals. The Bachelor of Music in Performance degree is the only degree that requires joint or full junior/senior recitals. Students in the B.A/music ed/music business tracks who elect to do a full or joint recital instead of a Noonie are responsible to find and compensate an accompanist.

The End of the Semester
Reading Period Policy

The reading period is intended to provide students with time to reflect on their semester’s academic work and to prepare for final examinations. It is the university policy that this time must be free from competing demands of class meetings, tests, deadlines for course work, and other activities. In short, nothing is to be scheduled during reading period including studio lessons, or make-up lessons. The music office will schedule no lessons, activities, events, master classes, etc. during reading period.

Final Exams

In all classes in which a final examination is scheduled, the final examination must be given during the time period assigned in the class schedule. It is university policy that final examinations not be given during the last week of classes or Reading Period, and no exceptions can be made for individual students. In those courses in which a final examination is given, all students must take the final examination. If a unit examination or a quiz is planned during the last two weeks of classes, the instructor is expected to inform the students in advance. Exceptions to the final exam or reading period policies may be sought by submitting a written request to the Provost Kris Bartanen.

Grading for Studio Lessons

Students’ grades are determined by studio lesson semester grades (75%) and jury results (25%). The studio lesson grade must be submitted before first day of juries.

By consensus of the faculty, we use the following scale in grading studio lessons. Please note- this scale applies only to lessons; faculty teaching courses set their own grading scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>74-76</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>70-73</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>64-66</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Repertory Cards

Each semester teachers of studio lessons are given repertory cards to complete for each student. The purpose of these cards is to keep record of what repertoire the students accomplish while attending the university. They are reviewed by visiting accreditation teams during music accreditation reviews. Please do not send these cards home with students to complete and return.

Juries

All students registered in applied music are required to perform a jury examination. This requirement applies to all students.
At the discretion of the instructor, a jury may be waived during a student’s first semester of study. However, there must be a clear, justifiable reason for the waiver; the circumstances must be exceptional.

**Jury Scheduling**

Scheduling a jury performance time is the student’s responsibility. Students should watch for posted notices (usually three weeks prior to finals week) and come into the music office to sign up. Juries take place during finals week each semester.

**Jury Attire for Students**

Please inform all of your students to dress appropriately for the jury exam. Concert formal wear is not necessary, but attire appropriate for a job interview is a good guideline.

**Evaluations**

Course evaluations are done each semester based on university requirements specific to each instructor (tenure line, visiting, affiliate, adjunct). Karissa in the office contacts the instructors each semester to set up evaluation times. Instructors are required to leave the room while evaluations are done. A minimum of twenty minutes must be set aside during class time to complete the evaluations, or the instructor may be asked to reschedule.
Announcement of Closure

When the decision is made to cancel class and/or campus activities or delay start during the night, Security Services will notify the Office of Communications, which will post the announcement on the university's home page (www.pugetsound.edu). This decision and announcement are typically made between 4:30 and 5 a.m. Although the university's home page is the most reliable source of information, Security Services will also notify the Emergency Communication System (ECS), which posts announcements on the following radio and television stations:

Radio
KPLU FM 88.5
KMPS FM 94.1
KIRO AM 710
KIXI AM 880
KOMO AM 1000

TV
KING TV 5
KIRO TV 7
KOMO TV 4

The university's home page should be consulted first if at all possible. Radio and television station announcements do not typically include information about return to the regular schedule.

Class cancellation or delayed start information will also be recorded by Security Services on the university weather closure/emergency voice message number 253.879.4900 and may be communicated via the emergency mass notification system (to campus member cell phones, text message, and/or other personal contact methods).

Please do not call Security Services for this information. Calls to Security Services should be of an emergency nature only. The Security staff does not know whether particular staff are to report for work.

When a decision to cancel or delay classes and/or activities is made during normal working hours, the Office of the Associate Deans will notify the Office of the President, the offices of each of the Vice Presidents, the Office of Communications, and the administrative offices in the Academic Vice President's area. The Vice President for Student Affairs, the Vice President for University Relations, the Vice President for Finance and Administration, and the Vice President for Enrollment Services will notify persons within their respective administrative units. Returning to the regular campus schedule will occur at the earliest opportunity. No announcement means normal operation.

Emergency Response Information

University emergency preparedness and response information is posted via the university homepage link at www.pugetsound.edu/emergency/.
Highly encourage students to watch the training video (“Shots Fired on Campus”), which also is posted on the Quick Guide to Incident Response navigation bar at http://www.pugetsound.edu/emergency/quick-guide/.

Lockdown/Shelter in Place

*SHELTER IN PLACE* by immediately locking the classroom or lab door(s), securing windows, closing window coverings, and turning off room lights. (Security staff will lock exterior academic building doors). Room occupants should stay low to the floor, spread apart as much as possible, away from doors and windows, and as close to interior hallway walls as possible. Remain quiet and wait for directions from police or Security staff. Place cell phones on vibrate so you can receive emergency messages quietly.

If outside and unable to access a building because of a lockdown, leave the area quickly and seek safety/shelter off campus. Do not return to campus until it is communicated the situation has been resolved.

If you and/or others are in the immediate vicinity of a violent or threatening circumstance, consider run, hide, fight options in the Violent Act or Threat section of the Emergency and Safety Information poster.

Fire

For more information on on-campus crises please visit the university’s Emergency Preparedness website (https://www.pugetsound.edu/emergency/emergency-response-plans/).

If the fire alarms sounds, always exit the building even if you think it may be false.

If there is a safe exit:

- Pull the fire alarm and/or verbally alert others to the exit the building.
- Close doors and windows in your immediate area as you exit.
- Leave the building via the closest and safest exit. Do not use elevators.
- Meet with others in the designated Emergency Gathering Area and wait for directions from the Emergency Response Team.

If there is no safe exit:

- Place a towel or other material under your door to prevent smoke from entering your room.
- If a door handle is hot, do not open the door.
- Flash room lights, hang something from a window, and/or call for help from a window.

If you observe a fire, call x3311 or 911 and request Tacoma Fire Department response. Provide your name and complete information regarding the fire.

Do not re-enter the building until Tacoma Firefighters or university security staff provide safety clearance.
Earthquake

Indoors
- Seek refuge under a desk or table, or other substantial furniture or fixtures.
- Stay away from windows and items that could topple over or fall from overhead.
- Do not exit buildings until the shaking ceases.
- Proceed quickly to the nearest safe exit.
- Go directly to the designated Emergency Gathering Area and wait for directions from the Emergency Response Team.
- Be prepared for aftershocks

Outdoors
- Meet with others in the designated Emergency Gathering Area and wait for directions from the Emergency Response Team.
- Do not re-enter buildings until authorized to do so.
- Avoid downed power lines.
- If in a vehicle, stay inside and stop at the nearest safe location, away from power lines. The field house and tennis annex may be used on a temporary basis to provide food and shelter, if necessary.

Personal Safety
For more information on on-campus personal safety please visit the university's Emergency Response webpage: [http://www.pugetsound.edu/quick-guide/personal-safety/](http://www.pugetsound.edu/quick-guide/personal-safety/)

Exercise for more reasonable precautions to protect yourself and your property. Contact Security for detailed Crime Prevention, Personal Property Insurance and Personal Safety Information. Among the most important things you can do:

- Park your vehicle in lighted and heavily traveled areas at night or in the early morning.
- Use 24-hour Security Escort Service (253.879.3311). Do not walk alone, especially at night.
- Always lock vehicle and residence doors, even when you are inside.
- Do not leave valuables visible or unattended. Lock your room when it will be unoccupied.
- Call x3311 immediately to report incidents or suspicious circumstances.

More information is available by contacting Security Services at x3311 (Campus Extension) or 253.879.3311 (Phone).
Referral Guide for Student Concerns
From the Division of Student Affairs
2018-2019

Please refer a student who is:

Emotionally distressed, physically ill, or suicidal
· Counseling, Health, & Wellness Services (CHWS): x1555, chws@pugetsound.edu
· (After hours or if no answer, call Security Services x3311)

In need of informing professors that a student will be absent from class for a week or more due to sickness or family emergency
· Academic Advising: x3250, aa@pugetsound.edu
· Sarah Shives, Assistant Dean of Students: x3325, sshives@pugetsound.edu

In need of advice about medical or emergency withdrawal
· Sarah Shives, Assistant Dean of Students: x3325, sshives@pugetsound.edu
· Academic Advising: x3250, aa@pugetsound.edu

In need of advice about a leave of absence, permanent withdrawal, or transfer to another school
· Academic Advising: x3250, aa@pugetsound.edu
· Sarah Shives, Assistant Dean of Students: x3325, sshives@pugetsound.edu

In need of advice about finances
· Maggie Mittuch, Director of Student Financial Services: x3198, mmittuch@pugetsound.edu

In need of spiritual or religious support
· David Wright, University Chaplain: x2751, dwright@pugetsound.edu

In need of assistance for a learning or physical disability, including short term injury
· Peggy Perno, Director of Student Accessibility & Accommodations: x2692, pperno@pugetsound.edu

In need of advice about choosing a major or discussing strategies for addressing academic warning or probation
· Faculty Advisor
· Kariann Lee, Assistant Director of Academic Advising: x3336, klee@pugetsound.edu, or Landon Wade, Director of Academic Advising: x3651, lwade@pugetsound.edu

In need of releasing an Advisor Meeting Registration Hold to register because student’s advisor is unavailable or on leave
· Academic Advising: x3250, aa@pugetsound.edu

In need of advice about career opportunities or career counseling
· Career and Employment Services: x3161, ces@pugetsound.edu

In need of information about graduate scholarships and national fellowships
· Kelli Delaney, Associate Director of Fellowships & Academic Advising: x3329, kdelaney@pugetsound.edu

Making a complaint about a grade or a faculty member
· Department Chair
· Michael Pastore, Registrar: x3529, mpastore@pugetsound.edu
Making a sexual harassment complaint or a complaint about discrimination based on religion, race, age, disability, sexual orientation, etc.
- Tiffany Davis, Associate Director of Diversity & Inclusion & Deputy Title IX Coordinator: x3793, ttdavis@pugetsound.edu
- Michael Benitez, Chief Diversity Officer: x3929, mbenitez@pugetsound.edu
- Keith Woody, Director of Talent Management: x3541, kwoody@pugetsound.edu
- Kris Bartonen, Provost: x3205, provost@pugetsound.edu
- Debbie Chee, Associate Dean of Students & Director of Residence Life: x2640, dchee@pugetsound.edu
- Grace Kirchner, Faculty Sexual Harassment Ombudsperson: x3785, kirchner@pugetsound.edu
- Sunil Kukreja, Associate Academic Dean: x3588, kukreja@pugetsound.edu
- Mona Lawrence, Director of Student Employment Services: x3161, mlawrence@pugetsound.edu
- Cindy Matern, Associate VP for Human Resources: x3116, cmatern@pugetsound.edu
- Vivie Nguyen, Director for Intercultural Engagement: x3373, vnguyen@pugetsound.edu
- Sarah Shives, Assistant Dean of Students: x3325, sshives@pugetsound.edu

In a life-threatening situation or is posing an imminent threat to self or others
- Security Services: x3311

Out of class for unknown reasons
- Academic Advising: x3250, aa@pugetsound.edu

Suspected of being missing
- Security Services: x3311
- Office of the Dean of Students: x3360, dos@pugetsound.edu

Alleged to have violated the Academic Honesty Policy
- Michael Pastore, Registrar: x3529, mpastore@pugetsound.edu

Alleged to have violated the Computer and Network Acceptable Use Policy
- Technology Services: x8585, servicedesk@pugetsound.edu

Alleged to have violated the Student Integrity Code
- Jessica Pense, Director of Student Conduct: x3439, jpense@pugetsound.edu

To report a student death:
- Security Services: x3311
- Dean of Students: x3360, dos@pugetsound.edu

For consultation regarding immigration enforcement re: undocumented or documented immigrant persons:
- Todd Badham, Director of Security Services: x3313, tbadham@pugetsound.edu
- Cindy Matern, Associate VP for Human Resources: x3116, cmatern@pugetsound.edu
- Michael Pastore, Registrar: x3529, mpastore@pugetsound.edu
- Dave Wright, University Chaplain: x3818, dwright@pugetsound.edu

Please feel free to refer any student to the Office of the Dean of Students for further assistance.
Office of the Dean of Students, Wheelock Student Center Room 208, x3360, dos@pugetsound.edu
Rules and Procedures

1. The Competition will take place on Saturday, October 20, 2018 in Schneebeck Concert Hall. The entire competition will be open to the public. The final round will be presented as a concert performance starting at 7:30pm on the competition day. A preliminary round of auditions to determine the finalists will take place earlier on the competition day (tentatively scheduled for 10am-4pm, but subject to change). In the unlikely event that the number of applicants cannot be accommodated within the competition format, an additional qualifying round may be scheduled.

2. Repertoire should consist of works or groups of works for soloist and ensemble (either orchestra or wind ensemble), within the time limit described in paragraph 7. This can include single-movement works for soloist and ensemble, a movement or movements from longer concertos or solo pieces, pieces for multiple soloists with ensemble, a song or aria with ensemble accompaniment, or a group of such songs/arias – all of these are appropriate. Within the time limit stated below, entries of shorter and longer durations will be judged on the quality of the performances, without regard or preference for the length of the selection.

3. Winners will be given an opportunity to perform with the School of Music’s Symphony Orchestra or Wind Ensemble, as appropriate, on a concert at a later date. In that concert, winners are expected to be able to perform the same repertoire with which they entered the competition, in its entirety. However, final determination of ensemble concert programming is at the discretion of the director of the accompanying ensemble and situations could arise in which repertoire substitution is required.

4. The Concerto-Aria Competition is open to students currently registered at the University of Puget Sound for 3 or more academic units. Winners of any previous University of Puget Sound Concerto-Aria Competition are not eligible. Contestants must have permission from their studio teacher in the School of Music to enter the competition. University of Puget Sound students who do not currently have a studio teacher within the School of Music may apply for an exception. Contestants must be available to participate in all rounds of the competition in order to enter.

5. To enter the competition, contestants must complete the online application form at bit.ly/UPScompetition. The deadline to submit the online application form, fully completed, is 11:59 pm on Saturday, September 22, 2018. Applicants must submit a score (either the full orchestral score or a piano reduction score) to the music office no later than September 24, 2018. Scores will be returned to students following the competition. All applications are subject to approval of repertoire by the appropriate faculty.

6. The exact schedule of competition auditions will be set and communicated to contestants no later than September 24, 2018. In cases of real and demonstrated need, special requests will be considered regarding the time of auditions. To make such a request, please include a detailed written explanation in your application.

7. The general time limit for repertoire entered into the competition is 15 minutes in total performance length. This 15 minute limit refers to the full length of the musical selection(s) as they would be performed with Orchestra or Wind Ensemble in the event that the contestant is named a Winner of the competition. However, exceptions to the 15 minute limit will be considered. To request an exception, please include a detailed written explanation in your application. Exception requests involving single, continuous movements that cannot be divided or cut in a musically appropriate way will generally be accepted up to 20 minutes in length. Other exceptions may also be approved in consultation with the director of the appropriate accompanying ensemble.

8. Competition repertoire should be presented in the competition with piano accompaniment (playing a reduction of the ensemble score). To request an exception to this rule, please include a detailed written explanation in your application.

9. The School of Music’s staff collaborative pianists are available to contestants. Please consult with the Music Office as early as possible to coordinate their involvement. It is the responsibility of the contestant to communicate with the accompanist and to set up rehearsals. Contestants may also use outside accompanists at their own expense.

10. In general, solos must be performed from memory. Contestants may request an exception to this rule for chamber ensembles (2 or more soloists) or for pieces that are so new or so complex that the standard approach in professional concerts would not assume memorization. To request an exception, please include a written explanation in your application.

11. The preliminary round(s) will be judged by a panel of the School of Music faculty. The final round will be judged by a panel of distinguished musicians from outside the School of Music. The number of winners will be determined by the final round judges.

12. Questions not covered by these Rules and Procedures should be addressed to the Competition Coordinator, Alistair MacRae, at admacrae@pugetsound.edu
A Quick Guide to Copyright

Contact: Jane Carlin, jcarlin@pugetsound.edu, or Lori Ricigliano, ricigliano@pugetsound.edu

Faculty have a legal responsibility to ensure that the work they wish to distribute to students has proper copyright clearance or falls within the definition of fair use. This applies to resources that you plan on distributing via a course Moodle site or through a course packet. To assist you with this practice, Collins Library provides several resources:

**Copyright Guide for Faculty:** This site outlines copyright basics, fair use and provides an overview of copyright issues associated with teaching, including guidelines to follow when posting on Moodle as well preparing course packs.

**Copyright Clearance Center Site License:** The University of Puget Sound has purchased an Annual Copyright License from the **Copyright Clearance Center:** [http://www.copyright.com/](http://www.copyright.com/). This license covers a large catalog of text-based materials. It enables the university community to reproduce and distribute specific copyrighted content that falls under this license in both print and digital form. The license covers over a million titles, including journals, magazines, newspapers, and books, and it grants university employees and students the right to use and distribute content in:

- Postings in Moodle
- Course packs (print and electronic)
- Library reserves (print and electronic)
- Classroom handout
- Internal email
- Intranets postings
- Administrative photocopies
- CD/DVD

If publications are not covered under the CCC license agreement, you may obtain permission for course pack materials by using the Copyright Clearance Center's pay-per-use service. Contact the Bookstore for information.

**Fair Use:** “**Know Your Copy Rights**” is a useful reference that outlines some of the works you may use in your teaching without permission or fee. The digital age has made potential course content available in a wide variety of ways, and faculty can often choose amongst several formats to make reading, viewing and listening materials available to students. Collins Memorial Library licenses over 150 database resources in a wide range of subjects. Most of these materials can be made available through an embedded link in a Moodle page or online syllabus because students are connecting as authorized users. Additionally, permission is not needed if the works are in the public domain (generally, material published before 1923) or are offered freely under a **Creative Commons license.** For other material, a fair use analysis should be considered;
if fair use is determined not to apply to the specific use, permission must be obtained. A fair use checklist is available at:  http://library.ups.edu/copyright/Appendix%20B.pdf

**Author Rights:** Faculty retain copyright ownership of their scholarly or artistic work. As the author of a work, faculty may assign copyright ownership to another person or organization, such as a publisher, when there is a written agreement. When faculty transfer copyright, they may be required to ask permission for subsequent use of their work, including:

- Posting on a website
- Sharing with others
- Depositing in *Sound Ideas:* the University's Institutional Repository
- Re-using the work

Faculty are encouraged to negotiate terms and amend publisher agreements to retain certain rights, including the rights to:

- reproduce, distribute, perform and display the work for non-commercial purposes
- prepare derivative works
- authorize others to make any non-commercial use

The **Author Rights** website provides information on negotiation options.

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**Need Information?** Don't forget the Collins Memorial Library [Database List A-Z](#)

**Questions?** Contact your [liaison librarian](#)

**Comments:** Contact [Jane Carlin](#), Library Director

**Remember** – Your best search engine is a Librarian!
Staff Accompanist: Guidelines for Faculty

Accompaniment Duties Covered by the Staff Accompanist (inclusive list of all areas covered by both staff accompanists; actual assignments are made by the Music Office):

- Rehearsals and studio lessons for students assigned to the accompanist
- Choral ensemble rehearsals
- Recitals (Noon recitals, required degree recitals; accompanists may elect to play for non-degree, elected recitals)
- Juries
- Master classes (weekly as well as those by guest artists)
- On-campus auditions
- Concerto/aria competition rehearsals
- Choral ensemble auditions
- Musical stage works auditions (opera, musical, opera scenes)
- Rehearsals as part of interviews for faculty positions.

This list may change to reflect unanticipated needs.

Administration: Accompanying assignments for staff accompanists are administered by the Music Office; student accompanists are assigned to individual studios by Tanya Stambuk. Once assignments are made, the Music Office will distribute scores to the accompanists. Faculty or student requests to accompanists should be referred to the Music Office. Emails specific to rehearsal dates and times should be copied to Karissa (kvalineplaza@pugetsound.edu).

Scheduling: Reliable communication is essential for this joint effort to work. Both the soloist and the accompanist are accountable for setting up practice times, attending rehearsals, being on time, and coming prepared. Ensemble accompanists should review and confirm rehearsal schedules with conductors regularly. If an accompanist is expected to be at a rehearsal and is delayed, the Music Office and the conductor or teacher should be contacted immediately. Facebook should not be used for scheduling purposes.

Responsibilities: The soloist’s responsibilities include:

- Supplying the accompanist with music. If photocopied, the music must be double sided, three-hole punched, and readable (score is clear and not ajar, all notes are on the page). Scores are not to be stapled or taped.
- Informing the pianist of all jury and/or performance dates and times in a reasonable, timely fashion.
- Paying the pianist for extra work if additional hours are requested.

The pianist’s responsibilities when accompanying soloists include:

- Promptly contacting the soloist after accompaniment assignments have been made. Please note: Assignments are ongoing, dependent upon submission of music and other circumstances as they arise.
- Coaching the soloist as appropriate.

Weekly Hours Allocation: The following guidelines detail those rehearsals covered by the School of Music. Some latitude is given to circumstances that may require additional rehearsals beyond those specified here. These weekly allocation guidelines are subject to change; actual time allocations will vary and are dependent on accompanist assignments made by the music office:
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Approximate Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master classes, Instrumental or Vocal Performance Class</td>
<td>2</td>
</tr>
<tr>
<td>Lessons (instrumental or vocal)</td>
<td>4</td>
</tr>
<tr>
<td>Choir (Dorians, Chorale, or Adelphians, as assigned)</td>
<td>3</td>
</tr>
<tr>
<td>Rehearsal</td>
<td>3-4</td>
</tr>
<tr>
<td>Wiggle Room</td>
<td>1-2</td>
</tr>
</tbody>
</table>

Studio lessons, General: Accompanists should manage these hours to produce equitable coverage between assigned studios; one studio should not be favored over another. There is no set number of hours devoted to specifically assigned repertoire, since the amount of time is dependent in part on the difficulty of the music and other circumstances as they may arise. Accompanists should work with the Director in any cases that are unclear.

Instrumental Rehearsals: This in part is left to the discretion of the accompanist. Normally rehearsals with students total one hour per week, although this can vary depending on the difficulty of the repertoire, not the number of hours desired by the student. Accompanists should check with the Director, should additional hours be requested. Normally compensation for additional hours is the responsibility of the student.

Choral Rehearsals: The vocal-choral area is given a set allocation of weekly hours. They may vary as performances approach.

Master Classes: Each area is given one master class per week. Vocal Performance Class meets weekly; master classes in Strings and Winds are divided between respective instruments, in consultation with the area heads.

Noon recitals: The School of Music normally covers one, sometimes two rehearsals and the performance. Whether one or two rehearsals are required is left at the discretion of the accompanist, not the student.

For required degree recitals the School of Music covers the following within an accompanist’s allocation, unless otherwise specified:
- One one-hour lesson or two thirty-minute lessons, which may, depending on particular circumstances, expand to two one-hour lessons or three thirty-minute lessons
- Pre-recital hearing totaling approximately 30 minutes, which includes warm-up with the student
- One one-hour rehearsal prior to the pre-hearing
- One one-hour rehearsal after the pre-recital hearing
- One dress rehearsal and the concert, which is handled through a separate contract and at a contracted amount set by the School of Music
- Fees for additional rehearsals or lessons beyond the above are covered by the student

For non-required rehearsals:
- One one-hour rehearsal prior to the pre-recital hearing
- One one-hour lesson or two thirty-minute lessons prior to the pre-recital hearing
- Pre-recital hearing totaling approximately 30 minutes, which includes warm-up with the student
- Fees for additional rehearsals or lessons beyond the above are covered by the student.
- Students are responsible for the costs of the dress rehearsal and concert; the contracted amount is set by the School of Music
**Additional/Separate Compensation.** The staff accompanist must sign a contract before embarking on any of these musical endeavors:

1. Compensation for performances is separate from weekly compensation.
2. The Jacobsen Recital Series is administered by the Office of Public Events, which uses a scale based on the amount of participation in a concert (half, three-quarter, full).
3. Ensemble tours
4. On-campus ensemble performances
5. Performances during interviews for faculty positions
6. Rehearsals and performances for musical stage works
7. Concerto/Aria competition performances

What the School of Music does *not* cover, which needs to be stated and clarified to students prior to rehearsals or performances (the School of Music accepts no responsibility for the absence of clear understandings between staff accompanists and other parties):

1. Elected (non-required) student recitals or performances
2. Off-campus performances
3. Performance in outside competitions and workshops, either on or off campus (examples: NATS, WSMTA)
4. Recordings, audio or video, for graduate school auditions or external competitions.

The School of Music does not regulate additional fees set by accompanists.