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**PUGET
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School of Music



STUDENT
HANDBOOK

23–24

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INTRODUCTION



The goal of this handbook is to provide students information on structures, policies, and procedures in the School of Music. It is not exhaustive and is only one of many tools that include the university Bulletin, the academic handbook, the [student handbook](#), the [university website](#), and the [School of Music](#) website.

In addition, please always feel welcome to seek assistance from the exceptional professional staff in the School of Music office. If they do not have an answer to your question, they will work toward helping you find the right 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. Thank you to MuSAC, our student committee, for reviewing this handbook every year and providing suggestions to the Operations Manager!

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,

Tracy A Doyle

Tracy Doyle, Director
School of Music

MUSIC BUILDING INFORMATION

Room Reservations

Room reservations for the music building should be directed to the music office via email to amondschean@pugetsound.edu. Reservations can also be placed directly online via [25Live](#). 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.

Practice Rooms

Practice rooms, available through keycard access, are limited to University of Puget Sound School of Music students and some staff. Students enrolled in applied lessons and ensembles are automatically added to the swipe access list, and other students can request to add swipe access. Swipe access will only be given to students enrolled in at least one music class. To request keycard access, email amondschean@pugetsound.edu. There are general practice rooms, rooms especially for keyboard majors, and “V-Rooms” (virtual rooms) 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.

The following practice rooms require special authorization:

Room 026—Harp

Rooms 023, 034—Keyboard majors only

Room 035, 038—Percussion

Room 015—Organ and Chamber Music

Student Lounge

The Student Lounge is open and available to all. It is located on the practice room level. Students are responsible for this space and should maintain it with care. MuSAC, the student committee, are in charge of suggesting assessing needs and suggesting improvements. You can always submit concerns or requests to the front office as well.

Instrument Storage Lockers

The School of Music offers instrument lockers with locks to each student registered for applied music lessons in the School of Music. Incoming freshman will be contacted directly about the process of pairing them with a locker during orientation week. If you are in need of a locker, please visit the music office.

Instrument Check Out

The School of Music has many instruments that are available for checkout by current students. To check out an instrument, come into the front office during business hours. You will be expected to sign a bond form, stating responsibility and care of the instrument while it is checked out to you. To check in instrument back in, bring it directly to the music office and discuss the check-in with a staff or student staff member.

Piano Maintenance

All pianos are tuned at least twice annually, and pianos in use more often are tuned more frequently. If a piano needs tuning, maintenance, or repair, please fill out a [Piano Maintenance Form](#). Classrooms, applied lesson studios, and rehearsal spaces are tuned regularly, and concert tunings occur before performances.

GENERAL INFORMATION

PRINT AND COPY

We are excited to have a student printer now available in the first floor hallway of the Music Building, near room 114. This printer is connected to the campus PaperCut system. If you have issues with the printer or connectivity, please contact technology services directly. The Music Office does not service the printer, and is unable to provide you technology support in setting up printing on your computer. The copy machine in the Music Office is for use by the staff and faculty of the School of Music. The nearest copier available to students is in Collins Library.

EMAIL

Each student is given a Puget Sound email account. It is very important to check your Puget Sound email account for campus information, class announcements, and School of Music announcements and important information.

LOGGERCARD CARD, & PARKING PERMIT

Your ID card is used for keycard access to the Music Building after hours and to the practice rooms always. Students receive their loggercards during orientation, and replacements can be requested from the Dining Services Office (Wheelock __) for a fee.

All car permits are done online 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.

STUDENT WEBSITE

A page for students is designed to provide links to information, both on and off campus that will help students with whatever they may need. Go to the School of Music website at www.pugetsound.edu/music and look for Resources for Undergraduate Students or Resources for Graduate Students. Any suggestions or additions that will improve these pages are welcome. Please send edits to the music office via email.

SOCIAL MEDIA

The School of Music has Facebook (www.facebook.com/UnivPugetSoundMusic), Instagram (@pugetsoundmusic), and Twitter (@pugetsoundmusic) pages. These are updated by Anna Mondschean and the social media work-study student on a regular basis. To share a post on SOM social media, email full details, high quality photos, any captions/content, and preferred posting date to Anna. Please clarify if a certain outlet should be used.

LOST & FOUND

The School of Music has a lost and found in the music office, in a bookshelf behind the entrance. Valuable items or items that have identifying information on them that are found will stay with the office staff, so contact them directly to see if your item was found. Lost and found is cleaned out at the end of every semester.

GENERAL INFORMATION, CONTINUED

APPLIED MUSIC LESSONS

Registration for lessons takes place through the Music Office; it is not handled through the registrar's office and cannot be done online. Students must be registered for lessons by the beginning of each semester. Incoming students that have auditioned for the School of Music will be automatically enrolled in lessons. Continuing students will arrange registration for lessons for the next term with their applied music instructor, and the front office will register. Students taking half hour studio lessons are registered for .25 unit and are charged a \$200 fee each semester. Students taking hour studio lessons are registered for .50 unit or 1.00 unit, depending upon whether a student is preparing for a degree required recital, and are charged a \$400 fee each semester. All students should double check their class schedule to make sure they are enrolled in all necessary classes.

ENSEMBLES

Students majoring or minoring in Music have a requirement to be registered in an appropriate university ensemble. Students registering for an ensemble scheduled to rehearse at least three hours per week will register for .50 activity unit while those students registering for an ensemble scheduled to rehearse less than three hours per week will register for .25 activity unit. Music ensembles are graded on a pass/fail basis.

DECLARING A MAJOR

Students must declare their major/minor by the end of their second year, and Academic Advising handles this process through a form - details can be found on this [page](#). Some majors require an audition, so make sure you talk with your advisor before declaring.

CURRICULUM

A [detailed plan of study](#) for your chosen curriculum in the School of Music is available online. Details regarding degree programs and requirements in the major are in the university Bulletin. Make sure you are familiar with this information, and work closely with your academic advisor(s) in planning your curriculum.

LESSONS FOR 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. If you wish to take non-credit lessons or supplement your academic lessons, please meet with Kristen Murphy, the Director of Community Music. Lessons are added on a space-available basis.



GENERAL INFORMATION, CONTINUED

RECITAL ATTENDANCE

All freshman and sophomore music majors must register for MUS 109 (Recital Attendance), and juniors and seniors must register for MUS 309 (Recital Attendance). This requirement appears in the university Bulletin under Requirements for the Major. The fulfillment of the no-credit requirement will be reflected as a P/F grade on your transcript.

ADVISING ASSIGNMENTS

Each student majoring in music is advised by a music faculty member. All freshman students are advised within the freshman advising system—advisors being Professors Robert Hutchinson and Gwynne Brown. At the end of the Spring semester, freshman students will be assigned to a music faculty advisor. Usually each music student is advised by the head of their major area (music education, voice performance, etc.).

CWMEA (COLLEGIATE WASHINGTON MUSIC EDUCATORS' ASSOCIATION)

CWMEA, a state chapter of NAFME, represents all those on campus who have an interest in music education. The club hosts weekly guest lectures on topics in music performance, history, and pedagogy with the aim of furthering the knowledge of our members. The club also travels to the annual music education conference that occurs in the Northwest in order to network with music professionals and gain an understanding of relevant issues in the music classroom today. For more information on joining CWMEA, please see Professor Tina Huynh.

HONORARY SOCIETIES

The School of Music has a chapter of Sigma Alpha Iota, a women's music fraternity.

JACOBSEN SERIES AND FACULTY RECITALS

School of Music faculty present solo and chamber concerts throughout the academic year. Complimentary tickets are available to Puget Sound students at the Wheelock Information Center with student ID.



THE BEGINNING OF THE SEMESTER

academic calendar

Please use the [academic calendar](#) to find semester dates and breaks. This calendar is a very useful tool to stay up to date on university timelines. You can access the academic calendar on the university website.

syllabus & grades

You can view your syllabus and grades at any time using your student account at canvas.pugetsound.edu. Always defer to your syllabus for information regarding class specifics. If you have any questions regarding grades, please contact your professor.

Please also note that your ensemble syllabi have concert attire sections, so check those for information on how to dress for performances.

collaborative pianists

The School of Music provides collaborative pianists for semester juries. Requests along with an original piano score should be turned in to the music office as soon as possible in the semester of by the deadline set by the piano faculty. There are advanced piano students, staff collaborative pianists, and, if there is additional need, hired accompanists. Accompanist assignments 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 education/music business tracks who elect to do a full or joint recital instead of a Noon Convocation Student Performance are responsible to find and compensate a collaborative pianist. Appendix C has more information.

ensemble placement

Ensemble placements occur at the beginning of every fall semester. Sign-up information will be sent out via email, and all updated information and sign up links will be available on the [ensemble placement website](#). Each area has different requirements, so make sure to review these as you sign up. Chorale and Concert Band do not require placement, you may join by attending their first rehearsals. All students must attend a placement every year, including returning students and incoming students who have already auditioned for and been admitted to the School of Music.

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) to avoid overload fees. Ensemble registration is open for some ensembles, and added by instructor permission for others. When in doubt, attend the first rehearsal of an ensemble and discuss with your instructor after class.

semester schedules

Students must double check that you are enrolled in all the classes that they plan to participate in - even if you have multiple ensembles. For registration issues regarding applied lessons, contact the front office, and contact the registrar (registrar@pugetsound.edu) for all other questions. You can find your official semester schedule at mypi.pugetsound.edu.

DURING THE SEMESTER

NOON CONVOCATION

Noon Convocation is a series of all-School of Music gatherings which happen periodically throughout the semester to build community and foster learning across the disciplines and academic areas of the SOM. There are five to six scheduled Noon Convocation events throughout the semester, which take place during the Common Hour, or Wednesdays from 12-1pm. A schedule of Noon Convocation dates will be sent to students at the beginning of the semester. The content of Noon Convocation events will vary. Some Noon Convocation events will be dedicated to student performances, while others may include master classes and Q&A's with guest clinicians, presentations or panel discussions, previews of concerts and/or guest residencies, faculty performances, etc. Music majors are required to attend a certain number of convocations during each semester (refer to MUS 109/309 Syllabus for details).

STUDENTS AT MIDTERM

Each semester, midterm grades are made available to students. These are typically guidelines to let the student know if they are on track to successfully complete the course or not. If you have any questions about your midterm grades, please contact your professor.

STUDENT ACCOMODATIONS

Students who need accommodations should contact the Office of Student Accessibility and Accommodation in Howarth 105. 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 or 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.

CANCELLATIONS

If for any reason, a faculty member has to cancel a class period or private lesson session, you will be notified (generally via email) by the educator. Notices of class cancellations are also typically posted on the doors to or walls nearby where classes regularly meet.

PERFORMANCE INJURIES

If a student develops a performance injury during the semester, they should visit the School of Physical Therapy, which takes on a limited number of cases through its clinic. With medical documentation of the condition, alternative assignments can be made and a jury waived for one semester. Each incident lasting beyond one semester is handled on a case-by case basis. Students are encouraged to participate in any workshops or clinics the School of Music sponsors regarding musician's health. Please also read the exercise posters throughout the building regarding ways of staying healthy and avoiding injury.

THE END OF THE SEMESTER

JURIES

Juries are a short performance given at the end each semester for the applied lesson faculty in your area. All students registered in applied music are required to perform a jury examination during Finals Week. Juries slots are 10 minutes long - unless you are a performance major in certain areas, Applied faculty are required to be present at the juries of their area. The purpose of the jury examination is the objective evaluation of an applied music student's ability and artistry in performance. Normally, students will perform for a jury composed of at least three music faculty members. Each jury member endeavors to express, by a grading process, a considered opinion of student performance, based upon applicable criteria specific to each area. The necessity for memorized performance in examination is a matter to be determined by each individual teacher.

JURY SCHEDULING

Scheduling a jury performance time is the student's responsibility. Students should watch for emails outlining the process. The sign ups process will begin about halfway through the semester. Students will come into the Music Office and sign up in person with the Operations Manager or student staff members.

JURY ACCOMPANIMENT

The process of pairing collaborative pianists with students for their juries begins in the third or fourth week of classes.

JURY ATTIRE FOR STUDENTS

Juries are effectively a solo performance. Concert formal wear is not necessary, but attire appropriate for a job interview is a good guideline. Questions can be directed to your applied lesson instructor.

EVALUATIONS

Student Feedback Surveys, or Course evaluations, are done each semester based on university requirements specific to each instructor (tenure line, visiting, affiliate, adjunct). During the last 8 weeks of a semester, you may have evaluations taking place in your classes. You will also be asked to fill out an evaluation for your applied lesson instructor on a rotating basis. Feedback is very important to faculty in the design and adjustment of their courses and teaching. Always complete evaluations thoughtfully and honestly. Surveys are always anonymous.

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 coursework, 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.

THE END OF THE SEMESTER, CONTINUED

WAIVING JURIES

(EFFECTIVE SPRING 2019)

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.

Students giving a formal solo or joint recital performance (not a noon or studio recital) within six weeks of the last class day of the semester are eligible to waive their jury at the discretion of the Applied Teacher. Students must first apply for a waiver within one week of the recital date completion. Applied teachers maintain the right to require a semester jury of the student recitalist who is eligible for a waiver for any reason. Logistics in these cases (i.e., jury sign-ups, pianist assignments) should be coordinated between the Applied Teacher, the Area Head (if necessary), and the School of Music Office Staff. Applied teachers of student recitalists who are granted a waiver will give the recital a grade which will account for 25% of the Applied Lesson grade just as a jury grade accounts for 25% of an Applied Lesson grade in a non-recital semester.

GRADING FOR STUDIO LESSONS

Students’ grades are determined by studio lesson semester grades (75%) and jury results (25%). Jury results are an average of the scores of all Jurors. By consensus of the faculty, the School of Music uses the following scale in grading studio lessons. Please note that this scale applies only to lessons; faculty teaching courses set their own grading scale.

94-100	A	74-76	C
90-93	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
77-79	C+	59 & BELOW	F



PERFORMANCES

CONCERT PERFORMANCE LENGTH

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 (half) 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 CONVOCATION STUDENT PERFORMANCES

Some Noon Convocation events will be dedicated to student performances. To book a student performance, students should follow the instructions provided on the School of Music website. Sign-ups will open the first week of the semester.

DEGREE RECITALS

The Bachelor of Music in Performance requires two recitals in the 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 p.m. or Sunday at 2:00 p.m. The School of Music provides a collaborative pianist 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 noon convocation performance are responsible for finding and compensating a collaborative pianist.

CONCERTO-ARIA COMPETITION

Every academic year, 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. All information regarding the Concerto-Aria competition can be found at bit.ly/UPScompetition. For any further questions, please contact the Competition Coordinator, Alistair MacRae at admacrae@pugetsound.edu.

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.).

Provided the student remains in good academic standing and satisfies all requirements, the scholarships are renewed automatically every year.

If a student is not satisfying scholarship requirements, they will typically be given a warning letter describing explicitly what must change in order to maintain their scholarship. Normally, a student is given a semester to address the shortcomings. However, there are very rare instances in which the scholarship is revoked the next term without the typical 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.



PROFESSIONAL STAFF & OFFICES



Music Office - 111

Anna Mondschean, Operations Manager for the School of Music, is reachable at (253)-879-3740 and amondschean@pugetsound.edu. Anna is an alumna and joined the Puget Sound staff in October 2021, working with the Race & Pedagogy Institute. She transitioned to the School of Music in January 2023, where she helps create a positive work environment and smooth workflow for the office. In addition to her logistical and support duties, Anna also oversees the School of Music social media pages.

Anna is originally from Chicago, and graduated from Puget Sound with a double major in African American Studies and Gender & Queer Studies, with a minor in Education. She has played violin and viola for most of her life, and enjoys dancing and hiking in her free time.



Communications Office - 113A

Pam Taylor, Outreach and Events Coordinator, is reachable at (253)-879-3741 and pataylor@pugetsound.edu. 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 15 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.



Music Admission - 113 & Welcome Center

Heidi Huckins is Assistant Director of Admissions and the Music Admissions Coordinator. Heidi can be reached at (253)-879-3917 and hhuckins@pugetsound.edu. She joined Puget Sound in Fall of 2022 after serving as Director of Instrumental Music at Charles Wright Academy for over two decades. Heidi enjoys spending time with her family, playing clarinet in the Tacoma Concert Band, the outdoors, and yoga.

PROFESSIONAL STAFF & OFFICES



Community Music - 107

Kristen Murphy, Director, reachable at (253)-879-3575 and kmurphy@pugetsound.edu, 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 a BA from Puget Sound.

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 30-minute lessons. The program is a member of the National Guild of Community Schools of the Arts.

Office Assistant, Angela Ronces-Cortes, assists the director and provides customer service to a diverse group of participants, helps students enroll for non-credit music lessons, and answers questions about Community Music programs.



PROFESSIONAL STAFF & OFFICES



Concert Hall - 111 & 201

Greg Hearn, Concert Hall Technical Director, is reachable at (253)-879-3228 and ghearns@pugetsound.edu. Greg joined the School of Music in Fall of 2021. He has had a long career in the technical field. After graduating with a degree in audio production, and working at KWJZ radio in Seattle and a television station in Federal Way, he worked with a company designing audio, lighting and video systems for large facilities including the current audio system at Cheney Stadium the AAA ballpark in Tacoma. He has also been touring with professional music groups as a Front of House and Monitor engineer both nationally and internationally. He has also been teaching live sound production at a university for the past 6 years.

Student Staff - Music Office

The music office also employs four work-study students. Phoenix Stoker-Graham is one of the Office Assistants and helps oversee the School of Music Newsletter that is published three times a year. Katie Hayhurst is the Social Media Assistant and helps with postings across all platforms. Katie Eaton is another talented Office Assistant who assists with the creation of event programs. Noah Hornecker also works as an office assistant, and Ayli Horvath splits their time between supporting the Music Education program and working in the front office.

Student Staff - Music Librarians

Each Ensemble also has a an Assistant/Music Librarian, who manages music check out, check in, and other projects in the Music Library.



COLLABORATIVE PIANISTS



Isabella Jie, Instrumental collaborative pianist

Isabella was born in Indonesia and received her DMA in Piano Performance degree from the University of Minnesota in 2017. Aside from working with students at UPS, she really enjoys cooking, puzzles, and board games with her husband and friends at home.



Kim Davenport, Vocal and instrumental collaborative pianist

Kim is a Tacoma native. She performs regularly as both a soloist and a collaborative artist around the region, in addition to her teaching at both the University of Puget Sound and University of Washington Tacoma. In what little spare time that leaves, Kim enjoys walking and running through Tacoma's wonderful parks, and researching and writing about local history, with a focus on the musical history of Tacoma.



Jessica Hall, Vocal coach and collaborative pianist

Jessica Hall has enjoyed an active career including roles as pianist, assistant and offstage conductor, coach, and chorus master on the music staff of more than 65 opera productions with Seattle Opera, Wexford Festival Opera, Minnesota Opera, Portland Opera, Opera Memphis, USC Opera, Opera UCLA, Pacific Opera Project, and Hawaii Performing Arts Festival. She received her MM and DMA degrees in Keyboard Collaborative Arts from the University of Southern California, and her BA/BM degrees in music/piano performance from the University of Washington. She has lived in Tacoma with her little morkie, Albus Dumbledog, since 2021, and loves gardening, whale watching, going on long walks, and watching all things Marvel and Disney.





Jinshil Yi, Choral and instrumental collaborative pianist

Jinshil lives with her family in University Place, WA and graduated with three degrees from the University of Puget Sound (Music, Biochemistry, and Politics and Government). She loves the inspiring synergy and connecting power of collaborative music, whether with one partner or with a larger ensemble. Outside of Puget Sound, Jinshil loves freelancing as a coach for both academics and music; she is the pianist for Tacoma Youth Chorus, and served as the Managing Director for Second City Chamber Series from 2017-2022. As both an alumnus and in her current role as a pianist, Jinshil is honored to continue supporting the University's mission to empower and educate.



Jieun Yun, Dorian Singers and Chorale

Jieun Yun, organist and pianist, is an active performer in the Tacoma and Seattle area, and enjoys playing for churches, choirs, instrumentalists, vocalists, and ensembles. She serves as adjunct faculty for Worship Leadership at New Orleans Baptist Theological Seminary and is earned her doctorate degree (Organ Performance) with her dissertation on organ settings of J.S. Bach's chorale "Wachet auf, ruft uns die Stimme." While at New Orleans Baptist Theological Seminary, she was awarded the NOBTS full scholarship in instrumental Music and worked as a head accompanist of music division till leaving in 2018, she also was awarded the outstanding student scholarship. Jieun also serves as adjunct faculty for collaborative piano at the University of Puget Sound School of Music since last semester.



APPENDIX A: ANNOUNCEMENT OF CLOSURE & EMERGENCY RESPONSE

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. This decision and announcement are typically made between 4:30-5 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	TV
KPLU FM 88.5	KING TV 5
KMPS FM 94.1	KIRO TV 7
KIRO AM 710	KOMO TV 4
KIXI AM 880	
KOMO AM 100	

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 to 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.

Please visit the Quick Guide to Incident Response for the most up-to-date information on university policies regarding:

- reporting crime
- lockdown
- power outage
- violent act or threat
- fire
- shots fired on campus
- hazardous spills or leaks
- emergency medical care
- earthquake
- inclement weather
- personal safety

APPENDIX B: REFERRAL GUIDE FOR STUDENT CONCERNS

Students may present a variety of concerns and/or needs throughout the semester. If you are struggling, please reach out to the appropriate service so you can receive help.

- If you are emotionally distressed, physically ill, or suicidal, please contact Counseling, Health, & Wellness Services (CHWS) at x1555, chws@pugetsound.edu. If it is after hours, or, if CHWS does not answer, instead contact Security Services at x3311.
- If you are in need of informing professors that you will be absent from class for a week or more due to sickness or family emergency, contact Debbie Chee, Associate Dean of Students: x2640, dchee@pugetsound.edu, or Academic Advising: x3250, aa@pugetsound.edu.
- If you are in need of advice about medical or emergency withdrawal, contact Debbie Chee, Associate Dean of Students: x2640, dchee@pugetsound.edu, or Academic Advising: x3250, aa@pugetsound.edu.
- If you are in need of advice about a leave of absence, permanent withdrawal, or transfer to another school, contact Debbie Chee, Associate Dean of Students: x2640, dchee@pugetsound.edu, or Academic Advising: x3250, aa@pugetsound.edu.
- If you are in need of advice about finances, contact Maggie Mittuch, AVP of Student Financial Services: x3198, mmittuch@pugetsound.edu.
- If you are in need of spiritual or religious support, contact Dave Wright, University Chaplain: x3322, chaplain@pugetsound.edu.
- If you are in need of assistance for a learning or physical disability, including short-term injury, contact Peggy Perno, Director of Student Accessibility & Accommodations: x3399, saa@pugetsound.edu.
- If you are in need of advice about choosing a major or discussing strategies for addressing academic warning or probation, contact Landon Wade, Director of Academic Advising: x3651, lwade@pugetsound.edu.
- If you are in need of releasing an Advisor Meeting Registration Hold to register because your advisor is unavailable or on leave, contact Academic Advising: x3250, aa@pugetsound.edu.
- If a student is in need of advice about career opportunities or career counseling, refer them to Career and Employment Services: x3161, ces@pugetsound.edu.
- If you are in need of information about graduate scholarships and national fellowships, contact Kelli Delaney, Associate Director of Fellowships: x3329, kdelaney@pugetsound.edu.
- If you wish to submit a complaint about a grade or a faculty member, contact Michael Pastore, Registrar: x3529, mpastore@pugetsound.edu.
- If you wish to submit a complaint about sexual harassment or discrimination based on religion, race, disability, sexual orientation, gender identity, etc., contact any of the following:
 - Sandra Braedt, Deputy Title IX Coordinator: x3793, sbraedt@pugetsound.edu
 - Drew Kerkhoff, Provost: x3205, provost@pugetsound.edu
 - Debbie Chee, Associate Dean of Students & Director of Residence Life: x2640, dchee@pugetsound.edu
 - Sunil Kukreja, Associate Academic Dean: x3588, jlooper@pugetsound.edu
 - Mona Lawrence, Director of Student Employment Services: x3161, mlawrence@pugetsound.edu
 - Nancy Nieraeth, Associate Vice President for Human Resources: x3116, nnieraeth@pugetsound.edu
 - Vivie Nguyen, Director for Intercultural Engagement: x3373, vnghuyen@pugetsound.edu
- If a student is in a life-threatening situation or is posing an imminent threat to self or others, call Security Services: x3311.
- If a student is out of class for unknown reasons, contact Academic Advising: x3250, aa@pugetsound.edu.
- If a student is suspected to be missing, contact Security Services: x3311.
- If a student has allegedly violated the Academic Honesty Policy, contact Michael Pastore, Registrar: x3529, mpastore@pugetsound.edu.
- If a student has allegedly violated the Computer and Network Acceptable Use Policy, contact Technology Services: x8585, servicedesk@pugetsound.edu.
- If a student has allegedly violated the Student Integrity Code, contact the Division of Student Affairs: x3360, dos@pugetsound.edu.
- To report the death of a student, contact Security Services: x3311.

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.

APPENDIX C: COLLABORATIVE PIANO POLICIES AND PROCEDURES

The purpose of this document is to detail policies and procedures for collaborative piano work with faculty and students and provide guidance for responding to unique situations that arise. Please contact Anna Mondschean, Operations Manager, or Tracy Doyle, Director of the School of Music, should you have any questions.

Collaborative Piano Duties

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

*This list may change to reflect unanticipated needs

Administration

Assignments for collaborative pianists are made by Isabella Jie, in collaboration with studio faculty. Student accompanists are assigned to individual studios by Isabella Jie as well. Once assignments are made, the Music Office will distribute scores to the collaborative pianists. Faculty or student requests for collaborative pianists should be referred to the Music Office.

Music Submission Process

Scores must be submitted as early as possible in the semester, but must be submitted no later than the end of Week Four of the semester. (September 24th 2021). Students will receive an email with submission instructions from the Music Office. If a student misses the deadline they are not guaranteed a School of Music provided pianist.

Scheduling

Reliable communication is essential. Both the soloist and the collaborative pianist are accountable for setting up practice times, attending rehearsals, being on time, and coming prepared. Ensemble pianists should review and confirm rehearsal schedules with conductors regularly. If a pianist is expected to be at a rehearsal and is delayed, the Music Office and the conductor or teacher should be contacted immediately.

APPENDIX C : COLLABORATIVE PIANO POLICIES AND PROCEDURES, CONTINUED

The soloist's responsibilities include:

- Supplying the collaborative pianist with music at the beginning of the semester, no later than week four of the semester. After week four, students are no longer guaranteed a SOM collaborative pianist.
- Making sure all scores are submitted digitally.
- Signing up for rehearsals as early in the semester as is feasible. This is important pedagogically for students, but also assures the collaborative pianist will not be over committed at the end of the semester.
- Informing the pianist of all jury and/or performance dates and times in a reasonable, timely fashion.
- Paying the pianist for extra work at a rate of \$50 an hour 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 that assignments are ongoing, dependent upon submission of music and other circumstances as they arise.
- Coaching the soloist as appropriate.
- Being on time for all rehearsals.
- Communicating regularly with assigned students.

Studio lessons, General: Collaborative pianists 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. Collaborative pianists should work with the Director in any cases that are unclear.

Instrumental Rehearsals: This in part is left to the discretion of the collaborative pianist. 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. Collaborative pianists should check with the Director if additional hours are requested. Normally compensation for additional hours is the responsibility of the student.

Choral Rehearsals: The 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 collaborative pianist, not the student.

APPENDIX C : COLLABORATIVE PIANO POLICIES AND PROCEDURES, CONTINUED

Required degree recitals:

The following is covered within the hourly 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

For non-required recitals:

- 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 Compensation

The collaborative pianist must sign a contract before embarking on any of these musical endeavors.

- Compensation for performances is separate from weekly compensation. The fee for a half degree recital is \$150; for a full degree recital \$250
- 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)
- Ensemble tours (TBD)
- On-campus ensemble performances (\$200 flat fee)
- Performances during interviews for faculty positions (TBD)
- Rehearsals and performances for musical stage works (TBD)
- Concerto/Aria competition performances (TBD)

What the School of Music does not cover, 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):

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

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

APPENDIX D : THE IMPORTANCE OF HEARING HEALTH

Protecting Your Hearing Health

Student Information Sheet on Noise-Induced Hearing Loss

National Association of Schools of Music Performing Arts Medicine Association

Welcome to the University of Puget Sound, and welcome to studying music at the college level!

- Hearing health is essential to your lifelong success as a musician.
- Noise-induced hearing loss is largely preventable. You must avoid overexposure to loud sounds, especially over extended periods of time.
- The closer you are to the source of a loud sound, the greater the risk of damage to your hearing.
- Sounds over 85 dB (the level of noise produced by an average vacuum cleaner) in intensity pose the greatest risk to your hearing.
- Risk of hearing loss is based on a combination of sound or loudness intensity and duration.
- Recommended maximum daily exposure time (NIOSH) to sounds at or above 85 dB are as follows:
 - 85 dB (vacuum cleaner) – 8 hours
 - 90 dB (blender, hair dryer) – 2 hours
 - 100 dB (lawnmower) – 15 minutes
 - 110 dB (rock concert, power tools) – 2 minutes
 - 120 dB (jet planes at takeoff) – sound damage is almost immediate without ear protection
- Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume, etc.) can help reduce your risk of hearing loss. Be mindful of the volume on your earbuds and headphones!
- The use of earplugs and earmuffs in noisy settings can help protect your hearing health.

Day-to-day decisions can impact your hearing health, now and in the future. Since sound exposure occurs in and out of school, it is important to be aware of protecting your hearing at all times.

If you are ever concerned with your hearing health, please consult a medical professional.

Protecting Your Hearing Health: Student Information Sheet on Noise-Induced Hearing Loss
NASM/PAMA: November 2011



CONTACT US

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