



ILLINOIS
WESLEYAN
UNIVERSITY

SCHOOL OF MUSIC
HANDBOOK

2024–2025

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The School of Music- Mission

In developing musicians of the next generation, the School of Music celebrates a plurality of background and viewpoints in recognition that it fosters the highest creative environment of academic and human learning and aspires to achieve an atmosphere where students of all colors, backgrounds, genders, socio-economic levels, and abilities can thrive. As it focuses on the teaching of Western art music, the School of Music continues to strive for the expansion of our curriculum and concert programming beyond traditional canons to include composers from underrepresented groups, and for greater outreach in and engagement with the surrounding communities of Bloomington-Normal and central Illinois.

INTRODUCTION

The School of Music has established a tradition of excellence that spans more than 150 years. For generations the faculty has prepared students for careers as performers, educators, and scholars. Students receive personalized attention from a faculty of esteemed teachers and artists. At Illinois Wesleyan University, this relationship blends emerging and established talents in an environment in which students are able to participate in a wide range of performing experiences seldom available in schools of comparable size.

This handbook is intended to provide answers to your questions regarding curricular and co-curricular matters and a variety of School of Music policies and procedures; all are encouraged to study it carefully.

ACADEMIC INFORMATION

School of Music Degree programs –

Bachelor of Music in Performance is designed for students committed to the achievement of excellence in the field of performance. Students pursue this program in piano performance, vocal performance, or instrumental performance. This degree program also includes extensive studies in theory, music history and literature, music pedagogy and other related areas.

Bachelor of Music Education (vocal and instrumental music) prepares students for careers in K-12 through intensive coursework and field experience. Students learn how to incorporate both traditional and contemporary teaching techniques in order to adapt to the rapidly evolving landscape of 21st century education. Students are also encouraged to become involved with the Illinois Collegiate Music Education Association and to attend professional development conferences.

Bachelor of Arts in Music is for students who wish to pursue a more general study of music within a liberal arts curriculum. Coursework and experiences are designed to provide opportunities for students to develop basic musicianship and performance skills, and to engage in a broad study of repertoire. This is the program recommended to students who wish to double major.

Double Majors offer students the opportunity to pursue a B.A. in music in combination with a major in the Liberal Arts (e.g., music and business, music and psychology, or music and computer science). Double majors are usually completed in four years.

Dual Degrees offer students the opportunity to pursue two different degree programs (e.g., a B.M. in music and a B.S. in biology). Depending on the combination of degrees, these might be completed in four years or require five years of study.

School of Music Minors

The School of Music offers three minors: Music, Jazz, and Arts Management.

The Minor in Music is designed for qualified students who have a background in music and wish to complete a secondary concentration in this area to complement their studies in the liberal arts.

The Minor in Jazz Studies is designed for music majors and non-music majors who wish to acquire a substantial understanding of jazz music in the areas of arranging, harmony, history, improvisation, performance, and theory.

The Minor in Arts Management is designed to help prepare students to manage performing and visual arts organizations such as orchestras, theatres, galleries, museums, and arts councils. Because it is intended to complement major study in one of the fine arts disciplines, this program is only available to students majoring in art, music, or theatre arts.

Academic Advising

Music students are assigned academic advisors in the School of Music upon entering the University. These advisors will help them navigate curriculum so that they fulfill their degree requirements. Students should meet regularly with their academic advisors as this interaction is crucial to their success. It is imperative that students also familiarize themselves with their degree requirements for the year they entered IWU. A petition is required in order to change catalog years.

Responsibilities of Academic Advisors:

Academic advisors are responsible for helping students navigate degree requirements, academic progress, and development of professional and educational goals. Faculty advisors serve as a resource and an advocate for students. Advisors will meet with their advisees prior to fall and spring registration. They should also meet with students to address needs arising from schedule conflicts, the meeting of shared curriculum and degree requirements, and/ or any other academic concerns.

Responsibilities of Students:

Students are responsible for scheduling timely pre-registration meetings with their advisors during the designated weeks in October and March.

Admission to Upper Division

Each degree program is divided into a lower division (first year and sophomore year) and upper division (junior and senior years). Initial acceptance into the School of Music does not guarantee acceptance into the upper division, a process that begins in the fall of the Sophomore year.

During the fall semester of the sophomore year, each student's progress is evaluated by their specific area in consultation with the academic music areas. If the faculty determine that the student's progress has not been satisfactory, the faculty will recommend that the student be placed on probation and given clear directives for improvement. The student must show improvement in these areas by the end of the following semester. **Please note: 014x/015x requirements must be fully met in order to be accepted to Upper-Division study.**

BME upper-division process

Students who wish to pursue the Bachelor of Music Education degree must submit a formal application for admission to the Teacher Education program in the spring of their sophomore year. Application forms are available [here](#).

The process consists of five major areas: musical competencies, writing skills, professional qualities, personal qualities, and academic skills. A personal interview with Music Education faculty is required. In addition, the student must write a brief essay (maximum two pages) articulating how they will be a teacher scholar for social justice. The essay should include unique characteristics the candidate has to offer to the music education profession and a personal philosophy of music education based on observations in techniques courses and fieldwork. Various materials are available explaining course and observation requirements.

Musical competencies include the following: score reading, descriptive analysis of musical style, sight-singing in major and/or minor keys, singing/identifying all intervals to the octave, solfeggio skills, theory, performance practices and knowledge of major field repertoire (band, orchestral, or choral), history, style periods, and performance skills acceptable for upper division status.

Music Education students must successfully pass all portions of the process and the applied upper division jury for admittance to the Teacher Education Program and to upper division status within the BME program. If a student is deficient on any portion of the exam, a remedial plan will be devised (by the MTAC committee in consultation with the Director of the School of Music) and one semester of probation (fall, junior year) will be granted. Students may enroll in MUS332 and MUS333A during the probationary semester. If significant progress has not occurred at the end of the probationary semester, which will be determined by a second (and final) examination and interview, the student will not be permitted to enroll in MUS333B, MUS497A, or MUS427, and a change of major will be recommended.

Individual applied study

Applied music lessons are arranged with the appropriate faculty member in the area of study. The B.M. and B.M.E. curriculum includes one hour of private instruction per week; the B.A. curriculum provides 30 minutes. The primary goal of applied music study is the development of skills for interpretation and personal expression.

A B.A. degree candidate in music may request hour lessons only after successful completion of the first term of applied studio. After receiving approval from the applied studio instructor, the student must petition their Area Head for hour lessons. If their request is approved, the student will be billed for the additional 30 minutes.

Staff Accompanists

Eligible students will be provided with staff accompanists for 10 weeks each semester at no extra charge for weekly applied lessons, studio classes and degree-required recitals. Services will begin at the beginning of the fourth week of class. Said students and their applied teachers will be notified at that time. It is the sole responsibility of the students to contact their assigned pianist no later than one week after the notification date. Failure to do so will automatically waive the right to have a staff accompanist provided by the School of Music for that semester.

Staff Accompanists will also be playing for General Recitals which take place on several Thursdays at 4 p.m. throughout the semester (see schedule of events). Students who perform at General Recitals must notify their pianist no later than 12:00 p.m. on the Tuesday of the week of the intended performance. Staff accompanists have the absolute right to refuse service if they do not receive notification by the stated deadline.

Staff Accompanists will NOT be provided for any non-degree performances (e. g. non-degree recitals, audition recordings, etc.) For these performances, students are expected to pay the accompanists out of pocket.

Change in area of major applied study

Students who wish to change their primary applied area must audition for a faculty jury in the new applied area and demonstrate appropriate competency for the level at which they propose to enter. BM Performance, BME, and BA students must complete this audition process by no later than the end of the first semester of the sophomore year. The semester following the audition (the student's first semester of study in the new area) will be probationary. The applied faculty in the new area of study will make a final determination regarding the student's admission to the new area at the end of this first semester of study.

Approval for any change in applied area is at the discretion of the applied faculty in the new area. The faculty jury in each area will determine requirements for students wishing to change applied areas. These requirements will vary by applied area and by curriculum within each area.

Jury examinations

Final examinations in applied music are held at the end of each semester. They are performed before a jury of music faculty from their applied music area (piano, voice, strings, winds, and percussion).

Instrumental juries generally consist of 10-20 minutes of prepared music on the principal instrument.

Voice students prepare a given number of songs for the semester as determined by their applied teacher. The student will select one song with the approval of the applied

professor to present to the applied jury. The jury will select the additional songs to be performed by the student during the jury examination. See the [Voice Area Handbook](#) for more information.

Juries are scheduled by each department prior to final exam week. Students should check appropriate times with their applied teacher and their accompanist before signing up for an exam time.

Each student must fill out the appropriate Applied Music Report, available online under the School of Music Resources web page. This sheet must be given to the jury prior to the exam performance.

Applied Minor Lessons

MUS 100 & 100x, MUS 300 & 300x Minor Study

Applied music lessons are open to School of Music students as well as students in other divisions of the University with the consent of the instructor and payment of the applied music lesson fee. Students will be assigned to teachers for one half-hour private lesson each week. Instruction is available in the following areas: Voice; Piano; String Instruments (Violin, Viola, Cello, Double Bass, Classical Guitar); Woodwind Instruments (Flute, Oboe, Clarinet, Bassoon, Saxophone); Brass Instruments (French Horn, Trumpet, Trombone, Baritone, Tuba); and Percussion Instruments. Offered each semester.

Jennings Scholars

MUS 100 & 100x, MUS 300 & 300x Minor Study

The Jennings Scholarship is a \$1,000 music award designed specifically for non-music majors who wish to participate in an ensemble.

Audition deadline: Auditions must be submitted prior to May 1 of the year they enter IWU.

Ensemble placement: Jennings recipients audition for seating and ensemble placement during the first week of class as determined by the ensemble directors. Students are typically assigned to a major ensemble (Collegiate Choir, University Choir, Illinois Wesleyan Symphony Orchestra, Wind Ensemble, or Piano Accompaniment). After the first semester, students may participate in any approved ensemble to count as their required ensemble as long as they meet the requirements for that ensemble.

Ensembles that satisfy the Jennings requirements include: Collegiate Choir, University Choir, Illinois Wesleyan Symphony Orchestra, Wind Ensemble, Jazz Ensemble, Titan Band and Piano Accompaniment.

Exceptions: Music Theater vocalists are not eligible for a Jennings Scholarship.

Note: MUS 100/300 require juries, technical examinations, and repertoire classes. For MUS 100x/300x, juries, technical examinations, and repertoire classes are optional.

School of Music Convocation

The School of Music meets every Thursday at 4:00 p.m. in Westbrook Auditorium for Convocation. Each week's program is posted around Presser Hall and online. Attendance at Convocation is strongly encouraged and often required.

Recital attendance requirement

School of Music students are required to register for MUS 014x, Colloquia in Music, in their first fall semester and MUS 015x, Experiencing Live Music, starting the second semester of their first year and subsequently through their last semester of study. MUS 014x and 015x are pass/fail courses. In order to pass, a student must attend six 14X sessions and twelve 15X recitals in a given semester. A student may not earn recital credit for participation in other ensembles. **Please note: 014x/015x requirements must be fully met in order to be accepted to Upper-Division study.**

As it is a requirement for music majors to participate in one ensemble per semester, students will not receive credit for any performances that they are in for that ensemble. Should a student choose to participate in additional ensembles, they will receive 1 credit towards 14x/15x, per additional ensemble. This will only apply for the following: Wind Ensemble, Symphony Orchestra, Collegiate/University Choir, Jazz Band, Jazz Combo, and Opera.

14X (6 required) and 15X (12 required) per semester. (Fall only 14X...)

Study abroad

Illinois Wesleyan is affiliated with a number of study abroad programs, several of which are of special interest to Music Majors. Music programs are available through The Institute for the International Education of Students (IES), Arcadia University, Butler, AustraLearn, and others. Students can find music programs in London, Paris, Amsterdam, Italy, Austria, Australia, Ireland, Scotland, Wales and in Latin America. Information is available from the Study Abroad Office or on their [website](#).

Career planning

The Hart Career Center, located in the Minor Myers Jr. Welcome Center, maintains an up-to-date file of available teaching positions and other entry-level job opportunities. Students should establish a relationship with the Hart Career Center to begin a credentials file in that office early in their academic career in order to have the necessary recommendations and materials for job applications. Other services include resume preparation and assistance with application procedures.

ENSEMBLE PARTICIPATION

All B.M. and B.M.E. students are required to enroll in one major ensemble for credit each semester. Exemptions from this requirement include part-time students (enrolled for fewer than 3 course units) and Music Education students during the semester they are student teaching. B.A. degree candidates are required to enroll for a total of 4 semesters (1 unit) of ensemble, but are encouraged to participate every semester, as part of a complete musical education. If a student receives financial aid through the School of Music, they must participate in ensembles each semester. Participation in a required major ensemble during each semester in residence shall coincide with and support the principal instrument on which a student auditioned for the School of Music.

To satisfy the ensemble participation requirement, a student auditions and is placed in one major ensemble each semester to be selected from Collegiate Choir, University Choir, Illinois Wesleyan Symphony Orchestra, or Wind Ensemble. If the student is needed in a second ensemble, the ensemble director must discuss their needs with the student's applied teacher and advisor. Piano majors may meet the ensemble requirement by enrolling in Chamber Music-Accompanying (Music 031-1). Students are also encouraged to audition for and participate in other university ensembles, such as Titan Band*, Jazz Ensemble, Jazz Combo, chamber ensembles, and student-led groups. These ensembles do not meet major ensemble requirements.

A student may enroll in more than one ensemble for credit; a grade will be recorded on their transcript and will be tabulated as part of their GPA. Students must be registered (either credit or no credit) to play in an ensemble. Students are urged to continue a commitment to a given ensemble through the full academic year, as directors rely on consistent participation for concert planning. Auditions may be held between semesters.

*Titan Band is an ensemble for wind and percussion players, which performs at university athletic events. Eligible students may audition to receive work-study pay for playing in Titan Band. Titan Band is required for a minimum two full academic years for all wind and percussion instrumental Music Education majors.

NOTE: Titan Band does not fulfill the major ensemble requirement for music majors. Exemptions from playing in the Titan Band will be determined by Ed Risinger, Director of the Titan Band, and the Director of the School of Music.

RECITAL PERFORMANCE REQUIREMENTS

All students pursuing the Bachelor of Music degree in Performance must present both a Junior Recital (a half-hour of repertoire in an hour-long event to be shared with another student) and a Senior recital (a full hour of repertoire to be given individually) of appropriate level of difficulty and performance standard. Please see your applied teacher and/or area head regarding specific requirements for your recital. Required degree recitals need to feature the primary instrument the student auditioned on upon entrance into the School of Music.

Bachelor of Music Education and Bachelor of Arts students are encouraged to perform non-required Junior and Senior Recitals with the approval of their applied teacher. Please note that students will be responsible for any accompanist's fee.

All solo recitalists must complete a hearing at least one month prior to their scheduled recital date.

All music majors are required to participate in studio class and departmental recitals for their area, as stipulated by their applied teacher. Other performance opportunities include convocations, general recitals, masterclasses, and repertory classes.

Process for Booking a Recital

1. Students should **download the Preliminary Recital Form** or obtain a copy from the School of Music Office.
2. They should submit it to the Administrative Specialist and book time and location with her. Please note that **THIS IS ONLY A PRELIMINARY FORM TO RESERVE YOUR ROOM.**
3. Once the initial request has been approved, students will be given a second form, i.e., Recital Request Form, which needs to be submitted at least 4 weeks prior to their recital.
4. Accompanists' fee for non-required recitals is due 1 week before the recital.

Students performing required recitals will have priority in choosing recital dates. Dates after Spring Break will be reserved for required recitals until the required recital sign-up period is complete.

Westbrook Auditorium is the standard venue for recitals, but other spaces on campus can be used provided the recital does not conflict with another School of Music event. Special arrangements must be made with the Administrative Specialist for venues other than Westbrook.

Recital Times for All Venues

All School of Music events are scheduled to take place during the times below. Simultaneous events are not permitted, regardless of venue.

Thursdays at 8:00 pm

Fridays at 7:30 pm

Saturdays at 1:00, 3:00, 5:00 and 7:30 pm

Sundays at 1:00, 3:00 and 5:00pm

Alternative times will require students to file a petition through their applied teacher.

The last possible recital date is as follows:

Fall semester — the weekend before the last week of classes.

Spring semester — the weekend before finals week.

NO RECITAL will take place during finals week.

Student recitals are not scheduled during May Term unless they are related to May Term coursework or otherwise approved.

Required Junior Recitals can be shared by two juniors. Students unable to find a partner should contact their applied teacher for help. The program should last 50-70 minutes; the entire event (including set-up and tear down) is not to exceed 80 minutes, and no intermission should take place. If a Junior Recital will be unshared and longer than the customary 25 to 35 minutes, it may receive approval from the applied instructor.

Senior students planning on giving a required recital may sign up for the same during the first week of the performance semester; juniors may sign up during the second week.

Non-Required Recitals sign-ups will begin the third week of classes.

Recital Programs

The School of Music will furnish a program accessible by QR code for all official recitals and concerts, provided program information is submitted at least two weeks prior to the recital date and conforms to a standard layout (templates available [here](#)). The program, notes and translations should be submitted through email to musoffic@iwu.edu in a Microsoft Word document. See information in the Recital Packet for details. Students may print hard copies of their programs but are responsible for their cost and production.

Recording of Recital Performances

All faculty and guest artist recitals are recorded by the School of Music. Any student that wants to have their recital recorded must complete this section on the Stage Crew Request Form (in the Recital Packet) and make arrangements with the Recording Crew. Fee information for the recording in CD format is available from the Music Office. All BM required recitals are recorded at no fee.

Please note that additional licensing may be required to produce multiple CD's; see Copyright for Music Students, available [here](#).

Honor Recitals

A senior student, with approval of the major applied teacher, may request designation of their senior recital as an Honor Recital. Departments will recommend only well-prepared students whose level of performance and repertoire meets the highest standards.

It is expected that the student's audition will be presented in a professional manner and show a high level of musicianship. The audition itself will be the sole determining factor in the judgment of the faculty.

Procedure for Honor Recitals

Honor Recital auditions are scheduled in early November and on the Thursday before Spring Break during the regular School of Music Convocation time. Audition dates are posted in conjunction with the Convocation Schedule. Students may audition either semester of their senior year, except B.M.E. students, who may not audition during their student-teaching semester. Auditions are closed.

Students interested in auditioning must submit their entire proposed Senior Recital program to their department head at least 2 weeks before the final audition. Exact timings for each distinct portion of the program must be specified (e.g. each movement, song, or any other major division(s) applicable to the listed repertoire). A departmental screening will be held no later than one week prior to the Honor Recital auditions. Excerpts to be performed will be chosen by the department faculty and will be given to the student one day before the scheduled screening. Students will not be recommended for Honor Recital auditions if more than one dissenting vote is cast by the departmental faculty.

Those students recommended will perform a 20-minute audition for the entire School of Music faculty. The audition will consist of excerpts from the Senior Recital program, chosen by the faculty. Students will be informed of the excerpts to be performed one day before the audition.

Faculty voting is by secret ballot. Participants must receive affirmative votes from at least two-thirds of the faculty present in order to be granted Honors designation. Results will be tallied and announced immediately after the audition.

Concerto/Aria Guidelines

Each year, the Illinois Wesleyan Symphony Orchestra showcases the School of Music's finest soloists in the annual Concerto Aria concert, known as the Henry Charles Memorial Concert. Auditions are open to sophomore, junior, and senior instrumentalists, and to junior and senior vocalists regardless of class level. Winners from previous years are ineligible to participate.

Students must audition on the work they intend to perform with the Orchestra. Each student must perform the selection in its entirety. All participants must provide an accompanist, and auditions must be from memory. Ensembles of no more than 3 performers will be allowed to audition. Winning in an ensemble will count as a student's single time as a Concerto/Aria winner.

Audition dates and details will be posted on the School of Music bulletin boards, monitors, and in the Presser Post. A sign-up sheet will be posted across from the Music Office. The conductor and the IWSO staff provide oversight of the Concerto-Aria auditions and concert.

Participation forms should be submitted to the IWSO conductor by the first Wednesday of October. Soloists will be chosen according to the following guidelines:

Preliminaries

Each department must conduct preliminary auditions, held by the last week of October. Preliminary auditions are adjudicated by a panel of at least three IWU faculty members. It is the responsibility of the department head to secure an appropriate panel of faculty judges. In some cases, at the discretion of the faculty members in the department, additional judges from outside of the University may be included on the panel. Each judge will rate each student on a scale of 1 to 5, with 5 being highest. Those students whose point average is 4.0 or higher will be advanced to the finals. No consensus of the judges is required. Preliminaries may be open to an audience at the discretion of the faculty in each department.

Finals

The final audition will be heard the second week of November by a panel of judges assembled by the conductor of IWSO, with a preference for conductors. At the end of auditions, each judge will rank all auditionees in number order, number 1 being their top choice. After compiling the scores of all the judges, the students with the lowest point totals will be selected to perform in the concert. No consensus of the judges is required. Up to 3 students will be selected to perform with a total of 30 minutes on the program. During the final auditions, the balcony will be open to students, faculty, and guests. There is to be no applause or other noise. Stage crew monitors will ensure that there are no disruptions.

OPPORTUNITIES WITHIN THE SOM

Student Music Organizations

The School of Music sponsors many organizations for its students, some of which are by invitation only. For further information, contact the pertinent student president or the faculty sponsor. For a full list of Registered Student Organizations, see their [website](#)

Professional Music Organizations

American Choral Directors Association, Student Chapter National professional organization for choral directors.

Faculty Advisor: Dr. Cody Parrott

Illinois Collegiate Music Education Association

Professional organization for music majors with special interests in music teaching.

Faculty Advisor: Prof. Scott Whitman

National Association for Teachers of Singing, Student Chapter (SNATS)

Faculty Advisor: Dr. Ingrid Kammin

Professional Music Fraternities

Delta Omicron, Sigma Chapter

National professional music fraternity for women and men.

Faculty Advisor—**TBD**

Phi Mu Alpha Sinfonia, Alpha Lambda Chapter

National professional music fraternity for men.

Faculty Advisor: Logan Campbell

Pi Kappa Lambda, Gamma Upsilon Chapter

National Music Honorary Society for men and women.

Faculty Advisor -**TBD**

Sigma Alpha Iota, Sigma Alpha Chapter

National professional music fraternity for women.

Faculty Advisor: Dr. Adriana Ponce

Music Awards and Scholarships

A number of outstanding music students are recognized each year with awards and honors given by the Music faculty. While most of these awards become part of the student's financial aid package, three of them are special awards announced at the end of the academic year: the Presser Scholar Award, the Hope Ellen Pape President's Club Award in the Fine Arts, and the Katherine Riedelbauch Baker Music Award.

SCHOOL OF MUSIC FACILITIES

Use of Building Facilities

Food and beverages are prohibited in all classrooms, practice rooms, and Westbrook Auditorium. Bottled water is the exception in all spaces.

School of Music scheduling will be done through the [25Live website](#). To gain approval to use 25Live, you must submit the appropriate form and, upon approval, use your university ID as your login and create a password.

- Classroom: The Registrar's Office schedules classes and will approve or deny your request. Be aware that academic scheduling is prioritized, and if you attempt to schedule over an academic course the request will automatically be denied.
- Practice rooms: Scheduled through 25Live in 30 minute segments. Please sign out the practice room through 25Live for security purposes each time you want to practice.
- Westbrook: Please see the Administrative Specialist.

Lockers, Keys, and Information

Pit Lockers

- Students may check out a pit locker from the Music Office. These lockers are located in the basement of Presser Hall and near the Lab Theater. Students must provide their own lock.
- Non-music majors studying music may obtain lockers after music students' needs are met.
- Unlocked pit lockers are cleaned out each summer and their items taken to Lost & Found.

Instrument Storage Lockers

- Students may check out a larger instrument locker through Ed Risinger in Room 164. His office hours and check-out procedures will be posted at the beginning of each semester. If Professor Risinger is not available, please see the Music Office.
- Please lock up personal belongings while in rehearsal.

Keys

- Requests for keys to rooms in Presser Hall can be made by the student with approval of a supervising faculty member.
- If the Music Office has the key in house, we will issue it with a contract.
- If the Music Office needs to order a key, the key must be picked up by the faculty member at Campus Safety in the Memorial Center.
- Keys are the property of the University, and are loaned with the understanding that they are to be returned to the School of Music at the end of each school year.
- \$35.00 per key will be charged to the student's university account for keys not returned to the Office within two days after Commencement. Other arrangements for turning in keys should be discussed with the Administrative Specialist.

Bulletin boards and monitors

There are three monitors in the building. The daily events schedule and important announcements will be on the monitors opposite the Music Office in the first-floor hallway and at the back entrance.

A monitor in the Pit is reserved for student announcements. Bulletin boards are located throughout the building, primarily in lobby areas and hallways. Please check these frequently for notices, messages, items of interest, upcoming programs, etc. If you need assistance in posting, please bring items to the Music Office.

Guidelines for the use of Westbrook Auditorium

Student rehearsal time in Westbrook Auditorium is limited to 3 hours for senior recitals, and 2 hours for Junior Recitals per student. The half-hour prior to recital times is reserved for the recitalist, and no other rehearsals may be scheduled during that time. Additional rehearsal times are scheduled as space permits. Students should reserve rehearsal space and time through the Music Office.

Westbrook Auditorium Use Protocol

All faculty and students using Westbrook must ensure that equipment used for classes, rehearsals, and concerts is put away. The stage must be left clear for the next individual or group using the hall.

When moving equipment onto the stage, always open the curtains entirely.

All lights should be turned off at the end of any rehearsal or performance.

Ten orchestra chairs and ten music stands, all marked, must be kept backstage and locked on their appropriate racks at all times. All music stands and orchestra chairs should be returned to their racks after rehearsals or performances.

Westbrook Piano Usage Protocol

Only the piano technician, piano faculty, Music Office, ensemble crew, or stage crew should move pianos.

- The Smith Steinway will be for daily use.
- The Smith Steinway is for recitals and convocations unless special permission is obtained from piano faculty for use of the Frevert Steinway .
- The Frevert Steinway is reserved for faculty concerts, guest artist concerts, and piano major recitals.

Receptions

The Smith Reception Room (Presser 109) may be reserved for receptions following student, faculty, chamber, guest, and alumni recitals. Reservations must be made through the Music Office at least two weeks prior to the event. Those who request use of the Smith Reception Room are responsible for placing all trash in proper receptacles, removing personal items immediately after their event, and returning the room to its original state. SAI sorority will provide, for a fee, a reception immediately following student recitals. Please contact SAI for more information.

Ames Library and Other Resources

An extensive collection of printed music, books, periodicals, sound recordings, and media is located on the third floor of the Ames Library. [Click for more information](#). The Terrine Gomez String Pedagogy Library located in Presser Room 312, contains a large selection of string solo and chamber music repertoire, videos and recordings, and books on string pedagogy, composers, and music-related topics. Please see Dr. Nelson for access to the library and check-out procedures. The School of Music library liaison is Abby Mann (amann@iwu.edu). Students are invited to consult with her on research-related projects.

I-Share

Library holdings are accessible through the online catalog link on The Ames Library homepage. As a member of CARLI (Consortium of Academic Research Libraries Illinois), the holdings of over 70 academic libraries in Illinois are also accessible through the online catalog. Materials not owned by Illinois Wesleyan are available from CARLI member libraries, through direct remote charge or inter-library loan.

PREPARATORY PROGRAM

The IWU Preparatory Department offers instruction in piano, woodwinds/brass, and strings for pre-college age students from preschool through 12th grade, as well as interested adults. Piano students are given instruction in keyboard skills, music theory, traditional piano technique, and repertoire through individual lessons. The String Program features individual instruction in violin, viola, cello, double bass, and guitar. Recitals are scheduled periodically and at the end of the fall and spring terms. The lesson schedule of the department coincides with the academic year.

APPENDIX : Faculty Directory

<https://www.iwu.edu/music/faculty/>

HEALTH AND SAFETY PROCEDURES

In the process of preparing well-rounded musicians, art advocates, and thinkers, the School of Music is committed to maintaining health and safety in practice, performance and students' academic and daily life. Mental Health is a priority for all and students are encouraged to seek support from faculty and specialists as needed. For practice- and performance-related safety, students are strongly encouraged to discuss any issue/concern with their applied teacher and ensemble director(s).