

SAN JACINTO COLLEGE
MONTE BLUE MUSIC BUILDING
MUSIC MAJOR HANDBOOK



Welcome to the SJC Central Music Department

We are excited to have you as a student and sincerely hope your experience as a music major will be a rewarding one. The music department at SJC Central has a stellar reputation throughout the state of Texas. You will become a part of this successful tradition with hard work and perseverance. Please familiarize yourself with the rules and requirements of our department and building.

Monte Blue Music Building Policies and Procedures

This is a NON-Smoking College. Students must adhere to college policies regarding areas where smoking is allowed. Campus police will be contacted for any violations.

NO food or drink are permitted in classrooms, practice rooms, Corbin Hall, the piano lab, or the computer lab. Food and drink must be confined to the student lounge. Please keep this area clean. Do not remove any furniture from the lounge. Students are requested to congregate socially in the lounge rather than in the lobby. Please remember classes are in session and you must keep noise level to a minimum. If a faculty or staff feels you are being disruptive, you will be asked to leave.

The posting of notices, fliers, or posters is prohibited anywhere in the building unless approved by the front desk. All approved postings must be confined to bulletin boards or instructor doors.

All rooms should remain locked unless they are in use by an instructor. Students and faculty are asked to assist in ensuring and reporting any unlocked rooms.

Students may not move any furniture, equipment, or instruments from their current location unless authorized by an instructor. Students and faculty are asked to return any moved items to their original location promptly after use.

Students may **NOT** make copies in the faculty workroom.

The Campus Carry law went into effect for Texas community colleges in 2017. This allows licensed to carry holders to generally carry concealed handguns at San Jacinto College and other public community colleges in Texas. The law and the San Jacinto College policy can be found online at Campus Carry (www.sanjac.edu/campus-carry).

Monte Blue Music Building Hours Fall/Spring Semesters

Monday	6:30am-6pm
Tuesday	6:30am-7:00pm
Wednesday, Thursday, Friday	6:30am-5:00pm
Saturday & Sunday	CLOSED

COVID ADDENDUM

- “Please respect your peers. There will be students and employees who will choose to wear face coverings and others who will not. Either choice will be treated with mutual respect and understanding.”
- As mentioned in previous updates, all students and employees must disclose instances of COVID-19 infection as described in [Procedure III.3008.B.a](#) on the [Reporting Form](#). In addition, if an employee or student comes in close contact with or is living with a COVID-19 positive individual, the employee or student must disclose this information through the [Reporting Form](#) under the authority of [Procedure III.3008.B.b](#).
 - **A member of the SHERM Office will contact the student regarding next steps.**
- The Strategic Leadership Team strongly recommends that all students, employees, and visitors wear a face covering while on campus, regardless of vaccination status. Our history tells us that wearing face coverings has been our best defense in helping to limit the spread of COVID-19 in our facilities, and we all play a part in helping to keep our communities safe.
- Classroom Cleaning Supplies:
 - All your classrooms should have cleaning supplies. It is your choice if you wish to use them to clean your personal workspace before/after class.
- **HAVE A PLAN:** Stay in communication with your instructors. Reach out to Dept. Chair if you need additional assistance.

New Modalities:

- **Online Anytime:** Class meets virtually with no required meeting times. Course work is completed by deadlines put forth by instructors (asynchronous instruction). This modality was previously called “online.”
- **Online on a Schedule:** Classes meet at designated days/times online (synchronous instruction). You should not be asked to meet at a time other than the official class meeting time.
- **Hybrid:** Classes meet in designated small groups on campus for no more than 50% of the weekly class time. **Students should have clear instructions and/or assignments for class days when they are not on campus. This work may be completed synchronously or asynchronously.**

Music Library at Lee Davis Library C21 & Student Center (C14)

The Central Campus Lee Davis Library contains textbooks, books on music and music history, music scores, Grove music dictionaries, CD’s, and vinyl recordings for faculty and student use. Items on reserve are accessed from the main desk on the first floor. The majority of the music books are on the second floor. Please ask for assistance if you have any questions regarding resources. The Student Center houses the campus bookstore, Starbucks, and several student lounges.

Jan Corbin Recital Hall C5.151

The front desk supervises use of Corbin Recital Hall. Any use of the hall requires a reservation and is subject to availability. No students are to be in the hall without an instructor present. Any questions regarding this policy should be directed to the Department Chair.

Practice Rooms C5.123a-123l

****Practice rooms are only available for students currently registered in MUAP or MUEN courses. Practice rooms are only available during building hours and availability may change at any time.**

Practicing should be limited to the practice rooms. NO practicing is allowed in hallways, corridors, lounge, recital hall, ensemble rooms, or classrooms. The Percussion Room (C5.110) is for students currently studying with Professor Mizma or Professor Hubley.

Students are responsible for the care of each practice room and the equipment / instruments found within. Vandalism will be reported to the police and offending students will be expelled from SJC per the student handbook.

Practice rooms are on a first-come, first-served basis. The following rules are enforced at all times:

1. Students may occupy practice rooms **ONLY** when the building is open and may be asked to leave at any time by faculty/staff.
2. Smoking, food, or drinks are prohibited at all times. Bottled water is allowed but is **NOT** to be placed on any instrument.
3. Personal items and instruments should **NEVER** be left unattended. If you discover any items left unattended, please notify a faculty member, the front desk, or Department Chair.
4. Practice rooms are frequently monitored by faculty, staff, and campus police. If you are occupying a practice room, the lights must remain on and the window unobscured. Practice rooms are for practicing—not for studying, socializing, or other activities.
5. Do not remove or move any furniture, stands, or instruments from one room to another.
6. Practice rooms are only to be used by currently enrolled SJCC music students. Please report any other use to faculty, front desk, and/or Department Chair.

Computer Lab C5.152 / Class Piano Lab C5.154

The computer lab and Class Piano labs are for students currently enrolled specific music courses. The area is not a student lounge. No food or drink is allowed at any time. It is not an open lab. Any other use should be reported to the front desk, a faculty member, or the Department Chair.

Music Theory Tutors C5.152

****Music Theory Tutors will be available for students in any music class. Please see your theory, ear training, or fundamentals instructor for more information.** Music theory tutors will work with students during posted hours in C5.152. Students are responsible for the care of the equipment found within. Vandalism will be reported to the police and offending students will be expelled from SJC per the student handbook. Current tutoring hours are posted at the entrance to C5.152.

Lockers

Lockers are available for currently enrolled music students. Please see Professor Graham Tobin (C5.120, Graham.Tobin@sjcd.edu) to reserve a locker. All lockers must be emptied at the end of the spring semester unless otherwise instructed by faculty, staff, or Department Chair. No food items are to be stored in lockers.

Academic Requirements

It is the responsibility of the student to ensure all degree requirements are fulfilled and to apply for graduation. Degree plans are available to assist student success.

Some courses are only offered in the fall or in the spring semesters. Many courses have sequential or co-requisite requirements. Failure to enroll in classes at the appropriate time may delay your graduation. Please seek advising each semester with Professor Joseph Schenck (joseph.schenck@sjcd.edu) or the Department Chair, Professor Lynne Brandt (C5.101, lynne.brandt@sjcd.edu), to ensure you have a semester degree plan.

Email

****You should receive a reply to your email within 48 business hours (M-F 8am-5pm). If you have not received a response from your instructor, please contact Department Chair at lynne.brandt@sjcd.edu.** All email communication should be sent with the following information:

- First & last name
- G number
- Class you are registered in: Ex: MUSI 1181.101 Class Piano 1

Be sure to keep written communication professional. Unless you are instructed otherwise, it is expected you address all college faculty and staff by their formal title & last name. Ex: Professor Brandt, Dr. Callaghan.

Record Keeping & Professionality

It is highly recommended you keep a current file with the following documents:

- Degree plan
- Current progress towards degree plan (Print out from My GPS)
- Electronic copy of SJC catalog for year you first enrolled
- Grades each semester
- Jury evaluations each semester
- Recital & Lab attendance records

Your professional career begins now. As such, please remember the music industry thrives on a “who-you-know” system. Take care to ensure your interactions with faculty, staff, administrators, and fellow students are always courteous and professional. If you have not done so, set up an email account which is simple and straightforward (i.e. john.doe@gmail...). No one wants to read an email from an address highlighting the events of your social life. At some time in your career you will need a letter of recommendation and/or reference. The music industry is smaller than you think and very connected. Faculty and staff will not jeopardize their own professional reputation, SJC, or this department by recommending you if they do not feel you will uphold the standards they themselves model.

As a college student, you are now considered an adult and your academic records are protected by federal law (FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). It is important to remember instructors and administrators cannot, by law, talk with your parents about your academic progress without signed consent. It is not appropriate for your parents to call instructors, advisors, administrators with questions—this is now your responsibility!

If you have any concerns, it is important you first reach out to your instructor. You can always contact the Department Chair confidentially with any problems, questions, or concerns.

Listening

As a music major, you should take and seek every opportunity to immerse yourself in music. Listen, explore, and push yourself with the music you listen to. Attend live performances frequently. Support your fellow students by attending their performances. Support the arts community at large by attending performances. You have chosen music as your profession, you should be listening at every given opportunity. **Attendance at live art music performances comprises 10% of your private lesson grade**

Grades and Attendance

You should receive a syllabus for each and every course you are enrolled in while in college (i.e. music theory, chemistry, private lessons, ensembles, online classes, etc.). Syllabi are also required by SJC to be posted on Blackboard. This syllabus has vital information which you, the student, are responsible for knowing and following. This syllabus should be considered your contract with the professor over their policies regarding things such as attendance, grading, due dates, make-up and late policies. If you ever have a question you should first “*check the syllabus.*” If you do not receive a syllabus by the first week of the semester or if you have any questions or concerns you should first contact the instructor. You may also contact the Department Chair at any time.

Students majoring in music must receive a minimum grade of “C” in any music course. *Please be advised, some transfer institutions will not accept a grade of “C” for courses within the major (MUSI, MUAP, MUEN). Students are encouraged to retake any course for which they did not receive a “C” or better.

Students are expected to attend all classes, rehearsals, and lessons. Please adhere to the specific attendance policies of your individual instructor as noted in their course syllabus. **Attendance in all courses will be taken each time the class meets using Quickly. You should be able to access your attendance records at any time in your Blackboard courses.**

If you miss class due to an SJC approved activity, you are responsible for contacting all your instructors *in advance* and making arrangements for any work missed.

Piano Requirements

All non-keyboard music majors will be required to pass a piano proficiency / piano barrier exam at their transfer institution to fulfill the requirements of a bachelor’s degree. The Associates degree requires MUSI 1181 (Class Piano I). Registration in the subsequent Class Piano sequence (Class Piano II, III, & IV) is **HIGHLY RECOMMENDED** to obtain the necessary skills to pass this test upon transfer. Students with sufficient piano background may substitute a one-credit-hour / half-hour private lesson to fulfill this degree requirement after Department Chair approval. Failure to complete required piano skills can potentially delay your graduation at your transfer institution.

Music Theory & Sight Singing / Ear Training Requirements

All incoming freshman students (and all transfer students) must take a music theory placement exam. Students lacking sufficient background in music theory are **STRONGLY ENCOURAGED** to take MUSI 1303 (Music Fundamentals) before beginning the music theory/ ear training sequence. MUSI 1311 (Music Theory I), MUSI 1116 (Ear Training / Sight Singing I), and MUSI 1181 (Class Piano I) are co-requisite courses (courses which are to be taken together at the same time). If you are advised to take MUSI 1303 (Music Fundamentals) first, Theory I and ET/SS I are also offered in the spring semesters. Please see Professor Joseph Schenck and/or the Department Chair for advising to keep on track towards your two-year degree plan.

Scholarship Requirements

Students are encouraged to apply and audition for SJCC music department scholarships. Scholarships are different from financial aid. Please contact a full-time faculty member or Department Chair for more information.

1. Students must complete the required application paperwork and audition by the designated deadline each semester/academic year they wish to be considered for an award.
2. Students must be enrolled in a minimum of 9 hours and complete a minimum of 6 hours each semester an award is given.
3. Students must register for all classes designated in their scholarship award letter.
4. Students must be enrolled in the ensemble(s) designated by their private lesson teacher each semester to be eligible for a scholarship. If a student chooses to change ensembles, the original scholarship will be revoked and the student will need to audition again for the new ensemble to receive a scholarship.
5. Students must maintain a cumulative SJC GPA of at least a 2.0.
6. Students must attain at least a C grade in ALL MUSIC CLASSES.
7. Students must not have dropped a music course or received a grade of a "D" or an "F" for a music course for the previous long semester.
8. You must attend all rehearsals and performances of the ensembles in which you are enrolled. Work schedules, lack of transportation, or routine medical appointments are not valid grounds for absences.
9. Students may only receive scholarship funds for no more than 6 semesters without written approval of the scholarship committee.
10. You must display conduct befitting a college-level student. For guidelines, please refer to the Student Handbook online.
11. Current scholarship award will be revoked and you will be required to repay your scholarship if:
 - a. Any music course is dropped.
 - b. Student has documented disciplinary incident(s) with the college, faculty, staff, and/or department.
 - c. Minimum enrollment at the college is not maintained.
 - d. Student does not register for all classes designated in their scholarship award.
12. Renewal of scholarship may be denied if:
 - a. Student fails a music course.
 - b. Student has documented disciplinary incident(s) with the college, faculty, staff and/or the department.

Ensemble Performance

Students are encouraged to perform as often as possible. Please adhere to the performance, attendance, and grading policies of each ensemble director. Participation in multiple ensembles is encouraged. However, it is imperative students are aware of the financial aid and accumulated credit hour implications associated with all enrolled courses. Please seek advising from your ensemble director, Professor Joseph Schenck, and/or the Department Chair if you have any questions about ensembles and your specific degree, scholarship, or financial aid situation.

Many SJCC Music Department concerts are recorded and live streamed. Please see the front desk and/or ask your ensemble director for more information. Any personal videotaping of concerts is expressly forbidden as it is in violation of copyright laws.

Photography during a performance is distracting to the performers and the audience and will NOT be allowed during any performance. Please take all photos before/after the performance.

Private Lessons

Private lessons are a college-level course and required each semester per the degree plan. Private lesson CRNs are not visible on the SJC Course finder. To register for private lessons, please fill out a form here: ([private lessons](#)). The completed form will go to the department chair for approval. Pending approval, a CRN will then be created and sent to you for registration.

Please note: your requested teacher may not be available and/or approved by the Department Chair. Pending approval, you will be issued a CRN to register for your private lessons.

Just as with any course, you should expect your private lesson teacher to give you a syllabus and first-day handout to explain their attendance, grading, and studio policies. You should expect to find your course syllabus and instructor contact information on Blackboard. Your weekly lesson grades should be entered regularly on Blackboard. All two-credit hour / hour-long private lessons should have the following grading policies:

- A. Concert Attendance: 10%
- B. Instrumental lab Attendance/Performance: 20%

If your private lesson teacher has not contacted you by the second day of classes, please see Department Chair, Professor Brandt, for help in contacting your instructor. **Lessons will begin the first week of the semester and should include 15 weeks of instruction.** Specific attendance policies should be clearly defined in your course syllabus (including policies for missed lessons and make-up lessons).

Students are encouraged to keep an open and professional dialogue with their instructors over their expectations, practice regimens, and progress. Please contact the Department Chair if you have any concerns regarding your private lessons.

Secondary Applied Lessons

Lessons on secondary instruments can be beneficial to the student. However, it is imperative students are aware of the financial aid and accumulated credit hour implications associated with all enrolled courses. Please seek advising from your private lesson teacher, Professor Joseph Schenck, and/or the Department Chair if you have any questions about private lessons and your specific degree, scholarship, or financial aid situation.

Labs

****All labs will be meeting in person this semester. Attendance will be taken beginning the first Friday of the semester. This is 20% of your MUAP grade.** Music Majors are required to attend and perform in performance labs. Attendance is a component of your private lesson grade (20%). Lab attendance is taken in the departmental Blackboard site. To access this, sign into Blackboard, at the top click the tab “San Jac Life,” look for “San Jacinto College Central Music Department” as a “class.” This Blackboard site contains much useful information—check out all of the areas. New students may take a few weeks to be populated into this site. You may also be required to attend weekly studio classes. Please contact your lab coordinator and/or private lesson teacher with any questions.

- Composition Lab / Orpheus Fridays 8am-9:30am: Professor Joseph Schenck
- Instrumental Lab Fridays 10:30am-11:30am: Professor Graham Tobin
- Vocal Lab Fridays 12:30pm-1:30pm Dr. Patrick Callaghan

Lab Policies

1. All music majors are required to perform in lab each semester.
2. Your lab administrator (Dr. Callaghan-vocal lab; Professor Tobin-instrumental lab) will discuss how labs are scheduled and specific lab performance policies.

Students are required to attend lab each week regardless if they are performing. Please adhere to all concert etiquette policies for performers and audience members.

Jury Exams

Jury Exam are your final exam in MUAP (private lesson) courses. Please refer to your private lesson syllabus for specific grading information. Jury examinations are required each semester for any student enrolled in a two-credit-hour / one-hour lesson. Students enrolled in a one-credit hour / half-hour lesson *may* be required to play a jury (see your course syllabus). Jury exams will typically be Friday, during the 15th week of the semester **OR** during final exam week, the 16th week of the semester. Signup sheets for jury exam times will be available at the front desk no later than the 15th week of the semester.

- Students should be ready and waiting to perform 15 minutes prior to their assigned time.
- Students are expected to wear appropriate attire (business professional).
- Specific repertoire and performance requirements are set by each division & private lesson teacher.
- Students will be given a letter grade and written critique from each jury panel member. These grades are compiled and applied to the semester grade per the grading formula in the course syllabus.

Recital and Master Class Attendance Policy

Concerts, recitals, and masterclasses will be scheduled throughout the semester. A departmental performance calendar will be available within the first weeks of each semester. You are required to attend a minimum of 8 art music (not popular or folk music) performances each semester (on campus or approved off-campus performances). Your private lesson instructor can determine if a concert you performed on will “count” towards this attendance requirement. Please register your attendance by signing in at each on campus performance. To register your attendance at an off-campus performance, please bring a program to your private lesson teacher, assigned faculty member, or the Department Chair. You may monitor your attendance records through the gradebook in the departmental Blackboard site.

Recitals

Students wishing to hold a solo recital must adhere to department policies. Solo recitals may be undertaken if the student demonstrates sufficient musical, artistic, and technical development worthy of a successful recital presentation. These qualities would be demonstrated through successful participation in area labs, juries, and division recitals. A solo recital would normally be presented during the student’s fourth (or final) semester of consecutive applied lesson study. In most cases, a half or shared recital would be sufficient and advisable. Only under exceptional circumstances would a student be permitted to perform an entire solo recital on their own.

Students should consult with their applied lesson teacher well in advance of the recital to plan all the necessary details. Repertoire for the recital should typically be chosen from (or built in sets around) assigned semester repertoire from the student’s previous semesters of applied study.

Students should understand that producing a solo recital requires the good will and support of many individuals, including college faculty, staff, and students, as well as the use of limited college resources. The student who wishes to perform a solo recital should therefore make every effort to follow the proscribed timeline, ensure all the necessary details, and most significantly, treat everyone involved with the utmost degree of kindness, courtesy, and respect. Any failure to follow

these guidelines, or any degree of disrespectful treatment of the various people involved, may result in a cancellation of the recital. A specific timeline regarding student recitals is available from the Department Chair.

- Students should be prepared to cover the costs associated with an accompanist.
- The recital will be graded at a recital preview, which should be attended by three faculty (including the private instructor).
- It is the student's responsibility to secure a stage manager and personnel to pass out programs.

Receptions

Students performing recitals may hold a post-concert reception with the permission of the applied instructor and the Department Chair. Students will provide the reception food and perform all set-up and clean up duties. The department will provide basic linens and serving items. Receptions must abide by all SJC policies.

Accompaniment

Accompanists for lab performances and jury exams will be provided to the students. Please see your lab instructor (Dr. Callaghan-voice, Professor Tobin-instrumental) for specific instructions regarding accompanists. Please remember to exercise extreme professionalism in all communication and interaction with your accompanists. When communicating with your accompanist via email, it is important to copy your private lesson instructor on any correspondence.

Performance Etiquette

1. Dress appropriately (Business professional).
2. Be prepared, be early, be warmed up.
3. Soloist enters first, followed by accompanist, and page turner (if needed). Exit stage in same order.
4. Your lab director (Dr. Callaghan-voice, Professor Tobin-instrumental) will instruct you on how to bow, stand, and introduce yourself and your music.

Concert Etiquette

1. Do not enter/leave during a musical selection. If you arrive late, wait until the end of the selection until you take your seat (usually when the audience applauds).
2. Do not applaud for individual pieces/movements in a multi-movement work. Applause is appropriate at the conclusion of the work.
3. Talking or whispering during a performance is to be avoided at all times.
4. Sleeping, studying, texting, or other activities are not appropriate.
5. Arrive on time and stay until the conclusion of the concert.
6. Cell phones and other electronic devices are not allowed and should be turned off when attending a performance.

Recommendation Letters

Recommendation letters for transfer, auditions, and scholarship applications take time to write. Please be aware faculty have many responsibilities. It is in your best interest to ask a faculty member for a recommendation well in advance of the due date. Be prepared with all information needed to write the recommendation as well as any additional information the faculty member requests. If your recommendation must be mailed, please provide the instructor with a stamped envelope.

Music Organizations

SJCC music department currently has several student organizations open for membership:

- Audio Engineering Organization (AEO): Professor Angela Beyer C16.119b
- Choir Council: Dr. Patrick Callaghan (C5.161)
- Orpheus: SJCC Society of Composers (Professor Joseph Schenck C5.158)
- Steel Band Club: Professor Michael Mizma (C5.112)
- Percussion: Professor Michael Mizma (C5.112)

Cell Phone and Electronic Device Policy

Students should have all cell phones, MP3 players, and other electronic devices turned off at all times when in classrooms, rehearsals, recital hall, computer lab, and library.

Mission Statement

The Department of Music seeks to foster passion for the study, performance, and recording of music as a dynamic art form, discipline and avenue of personal expression. We are committed to engaging students in the music major program of study, the audio engineering program, private lesson instruction and musical enrichment for the general student. We will respect and nurture our students' individual talents while guaranteeing them our professional support during their study at our institution. Our success is evidenced by students transferring to professional music schools or senior institutions, placement in professional positions within educational systems, churches, and the recording industry. An appreciation of the value of music is further evident by their continued participation and support of the arts.

Music Faculty

SJCC music faculty represent a rich and varied background of education, experience, and interests. Our instructors are professionals who remain active as performers, conductors, clinicians, adjudicators, and teachers of the local, state, and national arena. Faculty perform regularly in recitals, concerts, master classes, and clinics both at SJCC and in the greater musical community.

Monte Blue Music Building 281.476.1832

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Mike Mizma MIDI / Percussion / Steel Band C5.112 Ext. 1228 Michael.mizma@sjcd.edu	Joseph Schenck Theory / Composition / Orpheus C5.158 Ext. 1382 Joseph.schenck@sjcd.edu	Graham Tobin Wind Ensemble / Jazz C5.120 Ext. 1373 Graham.Tobin@sjcd.edu	Jordan Tucker Theory / Horn C5.114 Ext. 1241 Jordan.Tucker@sjcd.edu
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