

**School of  
Theatre & Music**



# MUSIC STUDENT HANDBOOK 2023-2024 (AY24)

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## 1. LAND ACKNOWLEDGEMENT

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The UIC School of Theatre and Music sits on the traditional homeland of the original peoples of the area: the Potawatomi, Odawa, and Ojibwe Nations (known as the Three Fires Confederacy) as well as the Menominee and Ho-Chunk who—along with many Indigenous peoples—were among its first inhabitants. The School of Theatre and Music honors the many Native Americans past, present, and future who call this land home.

## 2. ANTIRACISM COMMITMENT AND ACTION PLAN

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### Our Commitment

The UIC School of Theatre and Music (STM) condemns racism in all its forms. We commit to challenging and dismantling systemic racial bias. We take action to create and sustain an academic and artistic community that contributes to a just and equitable world.

### Action Plan

We commit to the following actions:

- Maintain an STM Antiracism Advisory Committee (AAC) led by an Associate Director to support work in access, equity, diversity, inclusion, and belonging.
- Recruit and support a student population that reflects the diverse makeup of the city of Chicago.
- Recruit, hire, and support a diverse faculty and staff that reflects the student population of UIC and the city of Chicago.
- Sustain curricular programming that reflects the breadth of diversity of the world's artistic communities.
- Provide professional development for faculty, staff, and administration that builds an inclusive community.
- Provide ongoing inclusivity resources and training for faculty, staff, administration, and students.
- Ensure equitable access to academic and mental health support.
- Maintain processes for addressing incidents of bias.
- Require space on departmental and school faculty agendas for reporting progress on antiracist initiatives and for soliciting participation.
- Revise faculty evaluations to structurally encourage and reward individual antiracist work.
- Evaluate equity, diversity, inclusion, and antiracism policies in reviews of leadership and in self-study reports.
- Invite all members of the STM community to participate in AAC meetings to hold our antiracism work accountable.

### 3. INTRODUCTION

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This student handbook is designed to help you thrive and ensure your success at UIC. Here you'll find contact info for important personnel and campus organizations, resource information regarding health and wellness, and explanations of policies and procedures, including our Standards of Professionalism. STM functions best when communication is open and everyone is aware of their opportunities and responsibilities.

PLEASE READ ALL OF THE INFORMATION CAREFULLY AND COMPLETELY.

The Department of Music at the University of Illinois at Chicago is one of two departments that make up the School of Theatre & Music (STM) in the College of Architecture, Design, and the Arts (CADA).

### 4. KEY PERSONNEL

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Brent Talbot, Acting Director

[btalbot@uic.edu](mailto:btalbot@uic.edu)

312-996-8686

Director of STM (on sabbatical fall '24)

Christine Dunford

[cdunfo1@uic.edu](mailto:cdunfo1@uic.edu)

Ruth Rosenberg, Acting Head of Music

[rrose76@uic.edu](mailto:rrose76@uic.edu)

Amy Sinclair, Assistant Director

Work Study, finance, human resources

[asincl3@uic.edu](mailto:asincl3@uic.edu)

Ben Kenis, Admissions

[bkenis2@uic.edu](mailto:bkenis2@uic.edu)

312-355-1735

Lisa Tang, Academic Advisor

[ltang9@uic.edu](mailto:ltang9@uic.edu)

Alayna Bell, Ensembles Coordinator

[abell08@uic.edu](mailto:abell08@uic.edu)

Guillermo Duarte, Communications

[gduart3@uic.edu](mailto:gduart3@uic.edu)

Jim Frazier, Tech Coordinator

[frazierj@uic.edu](mailto:frazierj@uic.edu)

Paola Reyes, Main Office, Admin. Asst.

[preyes9@uic.edu](mailto:preyes9@uic.edu)

312-996-2977

A full list of faculty members is available [online](#).

## 5. EMERGENCY NUMBERS & CAMPUS SAFETY

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### UIC Police

Emergency Number: 312.355.5555 (5-5555 from a campus phone)

Non-Emergencies: 312.996.2830

Police/Student Patrol Escort Request: 312.996.2830

Any student can request an escort to their destination through Student Patrol

Night Ride: 312.996.6800

The UIC **Night Ride** provides travel within UIC boundaries safely after the operational hours of our bus circuit, and in doing so, it is of incalculable value to those students that find themselves with the need to return home in the hours when the city of Chicago has more profound edges to it than it does by the light of day. This service acts as an on-demand option for students and staff to use after hours. The Night Ride can pick you up at any campus facility and allow you to move about the campus or return to your own residence provided it falls within the boundaries of the service. The dispatching center for Night Ride opens at 11:00PM and can be reached at (312) 996-6800. All riders will need a valid [UIC i-card](#) to board.

The service operates between 11:00 p.m. and 7:00 a.m. 7 days a week. Service area: Union Street on the east; Western Avenue on the west; Van Buren on the north; and 16th on the south.

### StarTel

Brown poles with blue lights on top, found campus wide. Use these for any emergency.

### Emergency Texts

[Subscribe to receive campus text alerts](#). An immediate message is sent in case of a serious crime in progress, a weather emergency, or other urgent campus situation.

Keeping yourself safe on campus is very important. Things to remember:

- Be aware of your surroundings.
- Don't leave any bags unattended, especially if they contain valuables.
- When walking home at night or day, do not be distracted with headphones in your ears, or talk on the phone.
- Try to avoid walking home alone in the dark. Any student can request an escort to their destination through Student Patrol; see the number above.

### ICE/Immigration

If you are on campus and federal law enforcement agents, such as the United States Immigration and Customs Enforcement (ICE), ask to speak with you, or present you with paperwork or a warrant, campus legal experts suggest that you contact UIC Police immediately: 312.355.5555.

Generally, you are not required to respond to questions or provide information, and if you are obligated in any way, the UIC Police will be able to help you make that determination. UIC Police officers do not inquire about immigration status, and do not detain or make arrests based solely on immigration status unless compelled by law to do so.

## 6. STUDENT WELLNESS AT UIC

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The School of Theatre & Music is committed to the health and wellness of our students, faculty, and staff.

### Behavioral/Emotional Health

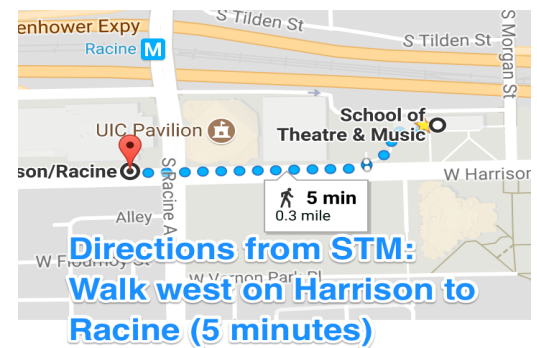
The [Counseling Center](#) is committed to helping students develop improved coping skills in order to address emotional, interpersonal, and academic concerns. The Counseling Center is supported by the Health Service Fee as assessed to all students enrolled at the university, and therefore enrolled students are eligible for these behavioral health services **without additional cost**.

All health-related matters are strictly confidential, and do not appear on academic records. It is not at all unusual for students to discover a need for counseling with a professional, and we encourage it. If you—or anyone you know—appear to be in crisis or heading that direction, please do not hesitate to ask for help.

UIC Counseling Center  
1200 W Harrison, Suite 2010

Call 312.996.3490 for an appointment.

- Open 8:30-5:00 M-F
- After-Hours Crisis Hotline (6-10:30pm, Sunday-Friday)  
312.996.5535



### Inclusion & Belonging

As a federally designated Minority Serving Institution, UIC strives to promote an organizational culture and structure grounded on the principles of access, equity and inclusion. UIC welcomes students, staff and faculty from a variety of racial, ethnic, and class backgrounds, gender identities, sexual orientations, and abilities to cultivate a diverse learning community where human differences are embraced and neither difference nor disadvantage stands in the way of intellectual and professional achievement.



Inclusion and belonging are critical to our work as musicians, and STM has several initiatives that ensure students can live and work fully in themselves and achieve their fullest potential. These include:

*Convocation:* The weekly Convocation series includes workshops that develop cultural and human sensitivity, by addressing microaggressions, assisting conflict resolution, and more.

*Office of Diversity, Equity, & Engagement:* This University office has many terrific initiatives and resources, including Advancing Racial Equity (ARE), Black and African Descent Resources (a collection of the numerous resources found across campus), and seven *Centers for Cultural Understanding and Social Change*, which host events and activities to support and bring students together:

- *African-American Cultural Center*
- *Arab American Cultural Center*
- *Asian American Resource & Cultural Ctr*
- *Disability Cultural Center*
- *Gender and Sexuality Center*
- *Latino Cultural Center*
- *Women's Leadership and Resource Center*

*UIC's Gender and Sexuality Center* maintains a campus records resource guide to help students seeking to change or update a preferred name, legal name, or gender marker with the University.

More resources for students seeking community or assistance beyond the classroom (housing, health, legal issues) can be found [here](#).

*Undocumented Students:* For students who are undocumented or from mixed immigration status families, we have a range of resources and services to help, [here](#).

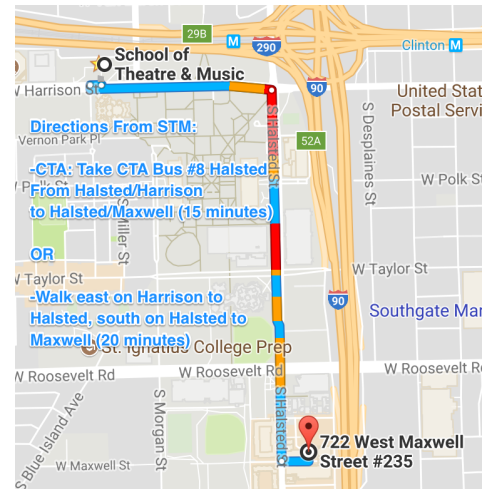
## Physical Health

UIC Department of Family Medicine serves the students of UIC. All students at UIC pay a student services fee, and this fee pays for access to preventive and acute healthcare services provided by the [Department of Family Medicine](#) at their two clinics on Maxwell Street at no additional charge.

The Family Medicine Center: University Village  
722 West Maxwell Street, Suite 235

Call 312.996.2901 for an appointment.

- Same-day appointments, evening, and Saturday appointments are available.
- Be sure to bring your UIC student ID card to your appointment.
- Services provided
- Care of acute illnesses and injuries
- Testing for sexually transmitted diseases
- Contraception
- Annual wellness visit
- Nurse visits to review immunizations (The cost of immunizations will be billed to student's health insurance)
- Medications covered
- Medications for minor illnesses and injuries at no cost
- Birth control pills at discounted cost
- Medications must be obtained at a UIC pharmacy. UIC pharmacies are conveniently located near the Family Medicine clinics



## Medical Insurance

All UIC students are automatically enrolled with CampusCare. Students who have comparable medical insurance (covered by parents or spouse's insurance) can opt out with a Waiver Form. Act fast: the form is due in early September. No repeat action is needed in subsequent semesters. Go to their [website](#) to get submit an opt-out waiver form.

## Religious Observances

For guidance on respecting religious observance while maintaining academic standards and requirements, faculty members are encouraged to reference the Religious Accommodation section of the Office for Access and Equity website at <https://oae.uic.edu/religious/>.

## 7. FACILITIES

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The Department of Music is located on the lower level of the Education, Theatre & Music, and Social Work Building (ETMSW) at 1040 West Harrison.

### ETMSW Building Hours and Card Access

ETMSW is open from 7:00 a.m. to 8:00 p.m. during the week and closed on weekends. Students can obtain 24-hour access to the building with their I-card, which can be arranged in the main office.

### School of Theatre & Music Main Office

The STM Main Office is located in room L260 of ETMSW. Office hours are 9:00 a.m.-5:00 p.m. Monday - Friday. The Main Office telephone is 312-996-2977.

### Practice Rooms

Practice Rooms are assigned to music degree students and minors. These rooms are provided as part of your education. It is each student's responsibility to adhere to the Practice Room Bill of Rights posted on each door. Failure to adhere to guidelines will result in loss of room privileges. Practice room keys for specific rooms may be obtained from the lock box on the door. Contact Alayna Bell at [abell08@uic.edu](mailto:abell08@uic.edu) or visit her in room L033.

Priority for practice rooms is given to music degree students, minors, and members of performance ensembles. Personal items should not be left in the practice rooms.

### Lockers

You may request a locker using the [Locker Request Form](#). Lockers are available for degree students and students enrolled in our ensembles based on availability. Locker availability is limited and in high demand. Priority will be given to locker requests received by the first Friday of the Fall Semester. Locker assignments will be emailed to students as soon as they are available. Locker requests submitted after the first week of the semester will be assigned on a first come, first serve basis until all lockers have been filled. Lockers should be cleaned out by the end of the school year. A new request must be submitted to use a locker over the summer.

### Music Media Lab

The Music Media Mac Lab (L211) is open 9 AM until 5 PM and available for students with swipe card access until 10 PM. Students in classes that meet in the lab will have access automatically. Please see Amy Sinclair to request swipe access if you are not in one of those classes.

Any unauthorized use of the space may result in immediate removal or prohibited access in the future. It is important to treat the lab with respect. Do not eat or drink in the lab and keep your voice to a library level. If you have any questions, please ask the lab monitor posted in the back of the room.

## Room Sign-out

Students are encouraged to reserve STM spaces for small rehearsals or study sessions using the space request form linked [here](#). Scan the QR code outside each room to see availability. The main office is your first stop for information on room availability, department approvals needed, and booking.

## Music Library

Music resources are housed at UIC's Daley Library, 801 S Morgan. You can search [the collection online](#) from campus or off-campus. You may need to log on using [a Virtual-private Network](#).

## UIC Virtual-private Network (VPN)

The [Virtual-private Network](#) service allows you to securely access resources at UIC over a non-UIC Internet connection. You will need to be logged on using UIC's VPN in order to access some resources. The VPN is available for laptops and smartphones.

## 8. INSTRUMENT AND TECHNOLOGY LOANS

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### Instruments

Instruments are available for loan to students participating in UIC music ensembles. Students participating in ensembles should speak with their ensemble director regarding the need for an instrument. Once a request is made by the ensemble director, a student will be emailed an instrument rental agreement to review, sign, and submit. This rental agreement will outline the expectations for proper use of the instrument including instructions on general care of the instrument, dealing with damage or loss to the instrument, and procedures for returning the instrument at the end of the semester. Failure to return or provide compensation for any loss or damaged item(s) in a timely manner may result in a hold on your university account until the item(s) are returned or compensation is provided. After signing the rental agreement, students should receive an email confirming the receipt of the agreement and they may pick up the instrument from L033 - Ensembles Office during the open hours posted on the door. Contact the Ensembles Program Coordinator Alayna Bell ([abell08@uic.edu](mailto:abell08@uic.edu)) regarding questions about rental instruments.

### AV and Other Technology Returns

Music Tech gear can also be checked out from the AV room (L471) located near the loading dock in the basement of ETMSW. You can arrange to pick up or return gear by emailing Jim Frazier ([frazierj@uic.edu](mailto:frazierj@uic.edu))

## 9. DEGREE REQUIREMENTS

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The most current course programs for each of the four music degrees are found in the online version of the UIC catalog:

[Bachelor of Arts in Music](#)

[Bachelor of Arts in Music Business](#)

[Bachelor of Music in Jazz Studies](#)

[Bachelor of Music in Performance](#)

## 10. CHANGING DEGREE PROGRAM OR APPLIED LESSON TEACHER

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Any student wishing to switch to another music degree program or applied lesson teacher must first contact the Head of Music, who will coordinate the process through CADA and assign relevant (applied lesson) teaching associates, coordinators, and advisors.

## 11. MUSIC MINOR REQUIREMENTS

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For complete details, refer to the online [UIC Course Catalog](#).

Course		Hours
MUS 101, 102	Theory I-II	6
MUS 103, 104	Ear Training, I-II	2
MUS 170, 171	Keyboard Skills I-II	4
MUS 230, 231	Music History I-II	6
	Subtotal	18
	Three hours of music electives at the 100 level, excluding 100, 107 and 156	3
	Total Hours - For Music Minor	21

## 12. CORE MUSIC COURSES

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All music degrees at UIC require the completion of core music courses: Theory/Ear Training, Keyboard Skills, Music History, and Upper-level Electives

### Music Theory and Ear Training

All degree students are required to complete the sequence of Theory and Ear Training (MUS 101, 102, 201, 202; 103, 104, 203, 204). A prerequisite of each course is to be enrolled in the concurrent course (e.g., a student must be registered for Theory II at the same time as Ear Training II).

The courses occur on a one-year cycle:

Fall	Spring
Theory/Ear Training I (101, 103)	Theory/Ear Training II (102,104)
Theory/Ear Training III (201, 203)	Theory/Ear Training IV (202,204)

Transfer students need to contact Dr. Park for a placement interview if they have not completed a second year of both music theory and ear training at another institution. However, if they've already completed one year of music theory and ear training elsewhere, transfer students can go ahead and register for MUS201/203.

### AP Music Theory

Credit for music theory and ear training is awarded based on scores on the AP Theory Test. See Lisa Tang, Music Academic Advisor.

Score of 3 = credit for MUS 107 (3 credits)

Score of 4-5 = credit for MUS 101 and MUS 103 (first semester ear training sequence, 4 credits)

### Keyboard Skills

Four semesters of core keyboard skills (MUS 170, 171, 270, 271) are required for BM Performance and BA Music Business students. Students in the BA Music, BM Jazz Studies, and BA Music Business degree take only 170 and 171. Students for whom piano is their primary applied instrument should contact Ivana Bukvich for information about their placement in keyboard skills.

[Placement Tests](#) are conducted at the beginning of each semester, usually the Friday before classes begin. You may request to be heard for placement in a more advanced piano class. Examples of the type of materials you need to prepare is [available](#) in advance for your use in preparation.

These courses run on a one-year cycle:

Fall	Spring
Keyboard Skills I, MUS 170	Keyboard Skills II, MUS 270
Keyboard Skills III, MUS 270	Keyboard Skills IV, MUS 271

### Music History

Music History (MUS 230, 231, 232) is required for all music degree students. This topic is covered in three separate courses. These courses go in historical sequence, so it is suggested that they be taken in order and one at a time. These three courses run on a three-year cycle, and students must fulfill all mandatory prerequisites before they can register for them.

### Upper-level Electives

Counterpoint*	MUS 300
Analytic Techniques*	MUS 301
Composition I or II+*	MUS 302-303
Conducting I	MUS 304
Conducting II#	MUS 305
Orchestration I	MUS 306

Orchestration II	MUS 307
* = offered more regularly than others + = do not need to be taken in order. For example, you may take 302 before 301 or without 301 # = not regularly offered.	

## 13. CONVOCATION AND MASTER CLASS (MUS 110-111)

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All music degree students must register for two, non-credit course called Convocation (MUS 110) and Master Class (MUS 111) for four semesters at some point during their path to degree completion. The two courses meet as a single required class meeting Fridays, 2:00-3:50p.m. Grading: satisfactory/unsatisfactory, for each course.

At various times during weekly meetings across the semester, you will hear various musics performed by professional musicians, explore fundamental questions regarding how to be a musician in and of the 21st century, receive coaching from UIC faculty and visiting artists; and perform in at least one performance class or as often as you are encouraged by your applied lesson teacher.

## 14. PERFORMANCE CLASSES

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Each student enrolled in applied lessons is required to attend all performance classes. Three or four performance classes will take place every semester. These dates will be determined and communicated at the beginning of each semester and will be shared with the student by their applied instructor. Attendance is monitored by the instructors of Convocation/Masterclass, [Michael Stryker](#) and [James McNally](#).

Performance Classes in 2023-2024 will take place on the following Fridays at 2 PM in Rooms L060 and L285:

Oct. 13, Nov. 10, Dec. 1, Feb 23, Mar 29, Apr 26

### Registration Requirements

Each student currently registered for 60-minute lessons is required to perform **in one** Performance Class during the semester in which they are registered for Applied Lessons.

Each student currently registered for 30-minute lessons may opt to perform in a Performance Class, with the guidance and recommendation of their applied instructor.

Opportunity to perform is contingent upon the availability of time in the requested Performance Class, the order in which the request was received, and the frequency with which the student has performed on Performance Classes during that semester.

### Procedures

Each performer will be assigned to an 8-minute timeslot. A student may be asked to stop their performance midway if the time limit is exceeded.

Each performer should be prepared to introduce all performers within their ensemble and their chosen repertoire.

Each performer should dress in a professional manner consistent with their performance context (discuss this with your applied instructor).

### Repertoire

Each student and applied instructor should work together to determine the appropriate repertoire for their performance. Performers may choose to perform only a portion of a composition, etude, excerpt, etc. Instructor decisions are final.

### Collaborative Pianists & Jazz Trio Accompaniment

Students whose repertoire requires a collaborative pianist must consult the [Collaborative Pianist Policy](#) regarding the booking and scheduling of a collaborative pianist. Students must provide music and schedule rehearsals with a collaborative pianist no less than four weeks prior to the Performance Class in which they plan to perform. Performers are **not** required to include accompaniment.

Jazz performances may include a professional jazz trio accompaniment, at the discretion of the director of jazz studies.

### Penalties for Failure to Adhere to Policies

Failing to adhere to these guidelines may result in an inability to perform and a failing grade in applied lessons.



## 15. APPLIED LESSONS

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Applied lessons (MUS 180-183, 280, and 282) are required for all degree students. Students pursuing the Bachelor of Arts degree must complete four terms of applied lessons; students pursuing the Bachelor of Music degree must complete eight terms. To be eligible for lessons, a student must complete a successful audition for, and be registered as, a music degree student. Students are expected to make satisfactory progress in lessons. Student responsibilities in applied lessons are as follow:

- Complete 14 lessons during each term, preferably on a weekly basis. *Students and/or faculty members must inform the Head of Music immediately if falling behind on this weekly schedule.*
- Each student must observe the policies and guidelines as outlined within this document and their course syllabus.
- Reserve time on a daily basis to schedule regular practice sessions and to prepare thoroughly for each lesson.
- Attend every lesson, unless an extreme emergency arises (i.e. illness, death in the family, etc.). If canceled with less than 24-hours' notice, the lesson will not be rescheduled. Each incomplete lesson will negatively impact the student's final grade.
- Each student must observe all applied assessments guidelines appropriate for their degree program (see below).
- Complete all coursework as assigned by the applied instructor. "Incomplete" grades are discouraged; however, if assigned, a grade must be submitted within the first two weeks of the beginning of the next term. A student will not be permitted to continue lessons if a final grade is not submitted for the previous term of applied lessons.

### Lessons at Off-Campus Sites

Many of our teaching associates and students, in addition to working as a professional musician and on their music studies, respectively, hold multiple part-time jobs while living in the UIC area. Therefore, if convenient for both the instructor and the student, lessons may be held occasionally off campus, for example at an instructor's home or at a rented studio space used by the instructor.

*Please note when engaged in off-campus music lesson instruction as part of a UIC course, UIC faculty members, staff, and students remain subject to all applicable university policies and procedures.*

## 16. APPLIED JURIES

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Each student enrolled in Applied Lessons is required to perform an Applied Jury at the end of each semester in which they are registered for Applied Lessons, unless they are performing a degree-required recital in the same semester. Juries are held at the end of the semester. The schedule for juries will be determined at the beginning of each term and communicated to students by their applied instructors.

### Procedures

Each student must register for their jury via the digital registration form distributed in the latter half of the semester. This information will be used to determine the date and time of your jury and to populate the comment form that will be used by all jurors.

Each jury will take place during a 15-minute block of time.

Each performer should dress in a professional manner consistent with their performance context (discuss this with your applied instructor).

### Repertoire

Jury repertoire is to be determined by the instructor.

### Grading & Assessment

Each area will use a common rubric to facilitate the tracking of each student's progress from their first semester to their last and to provide the music department with opportunities for institutional assessment.

The Head of Music will share jury results with each student within one week following the completion of the jury.

### Collaborative Pianists & Jazz Trio Accompaniment

Students whose repertoire requires a collaborative pianist must consult the [Collaborative Pianist Policy](#) regarding the booking and scheduling of a collaborative pianist. Students must provide music and schedule rehearsals with a collaborative pianist no less than four weeks prior to the Applied Jury. Performers are required to include accompaniment if their repertoire includes piano.

Jazz performances may include a professional jazz trio accompaniment, at the discretion of the director of jazz studies.

### Penalties for Failure to Adhere to Policies

Failing to adhere to these guidelines may prevent a student from performing a jury and will therefore result in failure of the course.

## 17. DEGREE RECITALS

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Recitals are capstone projects for students pursuing the Bachelor of Music degrees. The two types of degree recitals include the half recital and the full recital. Each of these recitals has corresponding musical requirements and course registrations. Please follow all of the following directions so that your recital preparation will produce the highest possible quality performance.

### Half Degree Recital

The half recital may be completed after having enrolled in 100-level lessons for at least four semesters, or the equivalent for transfer students. All students must be registered at UIC during the semester of their recital.

A half recital program will include a minimum of 25 minutes of music. Students performing a half recital are encouraged to perform a joint recital by sharing a full hour time slot with another student performing a half recital, when possible. When performing a joint recital, each student must individually satisfy the 25-minute minimum time requirement.

Western classical performance and jazz studies majors may include chamber ensembles or jazz combos within the 25-minute program, at the discretion of the Chamber Ensembles Coordinator or Director of Jazz Studies and the primary applied instructor.

### Full Degree Recital

The full recital requires enrollment in advanced lessons: MUS 280, for instrumentalists, and MUS 282, for vocalists. Students may only register for advanced lessons upon the successful completion of the half recital. Students must study for a minimum of one semester between the semesters in which they complete the half recital and the full recital, though exceptions may be requested at the discretion of the Head of Music. All students must be registered at UIC during the semester of their recital.

A full recital program will include a minimum of 55 minutes of music plus a 10-minute intermission. Western classical performance and jazz studies majors may include chamber ensembles or jazz combos within the 55-minute program, at the discretion of the Chamber Ensemble Coordinator or Director of Jazz Studies and the primary applied instructor.

### Permissions, Assessment & Verification

The recitalist organizes a three-member Recital Evaluation Committee (REC) which will oversee the recital hearing and the subsequent recital. The Committee must comprise the student's studio teacher and two members of the voting music faculty. At least two members of the REC must be applied faculty members. The composition of the REC must be approved by Head of Music.

### Recital Hearing

The Recital Hearing must take place a minimum of one calendar month prior to the scheduled recital date. Recital Hearings taking place closer to the recital will result in the failure of the recital unless the student has requested and received permission to complete this hearing closer to the recital date from the Head of Music.

The student must schedule the Recital Hearing using the [STM Space Request Form](#) and should be scheduled for a 45-minute time slot. In the case of joint recitals, each student may request a separate recital hearing. Chamber Music and Jazz Combo repertoire may be performed at the hearing but is not required. (This decision is left to the discretion of the primary applied instructor and the chamber ensemble coach and/or jazz combo director.)

The REC must sign and submit the recital hearing form as a PDF document to the Head of Music no later than 24 hours following the hearing. If the student fails the recital hearing, the REC may allow a rehearing of the recital hearing **no later than 14 days prior to the recital date**. If a student is not ready for a rehearing by this time, then the recital must be rescheduled for the following semester. A failure to successfully complete the recital hearing may delay your recital and your graduation.

### Evaluation & Verification of Recital Completion

The REC will also attend and evaluate the live degree recital and assess a grade of Pass or Fail. Upon successful completion of the degree recital, the REC will sign a program and submit this as a PDF document to the Head of Music. The Head of Music will then report this result to the CADA Advising Office, which will then update the student's degree audit recording system to reflect the result of the recital.

A student earning a Fail must meet with the Head of Music to discuss implications, which may include forfeiting candidacy for the BM degree. A student may not reschedule a failed recital.

### Scheduling

Students will be assigned a date and time for their performance based on their responses to the [Degree Recital Registration Form](#). All recitals must be completed no later than the Friday before final exams.

### Programming, Programs, and Publicity

The studio instructor will decide the recital repertoire in consultation with the student. The studio instructor has the final word in determining the repertoire and will communicate this to the other members of the REC.

Printed program content is the responsibility of the student. This includes supplying correct titles and spellings for pieces and movements; using opus numbers, catalog numbers, and/or composition dates, as appropriate; composer names with dates; and optional program notes. Vocalists must supply original texts for any language, and accurate translations for works not in English; all authors, poets, lyricists, translators, etc., must be included in the written program. Students must present all text to the studio instructor for approval.

Program information is submitted according to the deadlines below. An official program template must be used. Students are NOT permitted to print and design their own programs. Programs are available for pickup 48 hours prior to the recital.

Students are responsible for generating their own audience. Students publicize their events to peers, teachers, family, friends, and the university community at large. This is done by creating posters, flyers,

and digital media in consultation with and approval by the Music Programs Manager for Marketing and Communications. All public posting, whether paper or electronic, including social media, must include the identifiers "University of Illinois at Chicago," "School of Theatre & Music," and "Department of Music."

### Deadlines

Most deadlines are determined by the date of your recital. Failure to meet deadlines or to fulfill any procedure listed above will halt any further progress toward your recital. All forms are due to the Applied Assessments Coordinator, unless otherwise stated.

Submission of Recital Registration Form	Friday, 26 January 2024
Selection & Acceptance of all REC Members	Friday, 9 February 2024
Submission of Recital Hearing Form	1 Calendar Month Prior to Recital
Submission of Recital Program Template	3 Weeks Prior to Recital
Submission of Signed Recital Program	Immediately upon Completion

### Jazz-Specific Guidelines

The repertoire presented must be connected in a substantial way to the various musical traditions related to the history of jazz, dating to the origins of the music in the early 20th century up to the present day. With assistance from your applied instructor, you will choose a program of music.

The proposed program must be approved in writing by both your applied instructor and the Director of the UIC Jazz Studies Program a minimum of six weeks prior to the scheduling of the Recital Hearing. You will also need to submit the names of your recital panel. This three-member panel includes your teacher, a member of the jazz faculty, and a third faculty person, from either the faculty at large or another member of the jazz faculty.

Your applied instructor and at least one other member of your faculty panel must be physically present at this hearing. In the event a member of your panel cannot attend, the hearing will need to be recorded (audio and video) for review. The applied instructor and the rest of your panel must sign the recital hearing approval form before you can move forward and perform on your scheduled recital date.

## Collaborative Pianists

University of Illinois Chicago music students have the opportunity to work with collaborative pianists from our faculty in Performance Classes, Applied Juries, Degree Recitals, and the Aria/Concerto Competition. Students are responsible for communicating directly with their assigned collaborative pianist: vocalists are assigned to Prof. [Ivana Bukvich](#) and instrumentalists are assigned to Prof. [Monika Miodragovic](#). Students should contact their assigned collaborative pianist to make rehearsal arrangements and to deliver scores no less than six weeks prior to their degree recital performance. If you have questions about this process, please reach out to Dr. [Brent Talbot](#) for guidance.

## Professional Communications

All students must contact their assigned collaborative pianist no less than 4 weeks in advance of the first performance to confirm availability, schedule rehearsals, deliver all necessary scores, and make all other necessary arrangements. If you add any repertoire throughout the semester, you must deliver these scores to your assigned pianist no less than 4 weeks in advance of the first performance. All communications must be professional, organized, and timely. Students must copy their applied instructor on all communications with their collaborative pianist.

## External Collaborators

If the collaborative pianist assigned to your area is unavailable to perform with you, please contact the other collaborative pianist listed above. If neither is available, please contact the [Head of Music](#) to make arrangements to hire an artist from outside the University of Illinois Chicago. To ensure timely compensation for external collaborators, students must confirm their need no later than February 29, 2024; failure to communicate by this date may result in an inability to work with a pianist and associated grading penalties on applied juries and/or degree recitals.

## Facilities Reservations

Students are responsible for reserving rehearsal spaces via the [STM Space Request Form](#). Be sure to indicate that you are planning to rehearse with a pianist so that you can be assigned a space with a piano.

## 18. STM MUSIC ENSEMBLES

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Bachelor of Music degree students are required to participate in an ensemble every semester in which they are enrolled. BA Music and Music Business degree students are required to participate in four semesters of ensembles. Students whose primary applied area is digital music or keyboard should discuss their ensemble placements with Lisa Tang, especially any background in another type of music making as it may relate to their interest in a particular UIC ensemble.

All ensembles are open to all students on campus and require placement auditions at the start of each academic year. Information, including audition materials, can be found at [go.uic.edu/ensembleauditions](https://go.uic.edu/ensembleauditions)

## Instrumental Ensembles

### Wind Ensemble (MUS 151)

50-60 members

Audition required for entrance and chair placement

Rehearses four hours a week

Placement auditions in the Fall

Three to four concerts per semester

Performs at a variety of concert venues on campus and across Chicago

Conducted by Serena Weren

### Symphonic Band (MUS 151)

50-60 members

Standard literature and new works

Rehearses three hours per week

No audition required to join

Two to three concerts per semester

Performs at a variety of concert venues

Conducted by Nicholas Carlson

### Pep Band (MUS 156)

The UIC Pep Band (MUS 156) performs for all men's and women's home basketball games.

30-50 members

Rehearses two hours a week prior to the start of the season

Members get paid based on years of participation, number of game performances, and leadership roles.

Performs at outside events

Conducted by Nicholas Carlson

### University Orchestras (MUS 157)

The UIC Orchestra is the primary performing ensemble for all string degree students.

70-90 students

Rehearses four hours per week

Two to three concerts per semester

Placement auditions in the fall and spring

Conducted by Tim Fawkes

### Jazz Ensembles (MUS 159)

The UIC Jazz Ensembles are the primary large ensembles for Jazz Studies degree students.

20-25 students

Rehearses four hours per week, plus weekly sectionals

Placement auditions in the Fall

Three to four concerts per semester plus run-out recruitment concerts.

Conducted by Andy Baker (Jazz Ensemble) and Andy Baker (Jazz Workshop).

## Vocal Ensembles

UIC offers a wide range of vocal ensembles for students' participation. All choirs are open to all students on campus but require an audition for acceptance into a group.

### Chamber Choir (MUS 154)

20-24 members, open to all student but membership is more selective than University Choir.

Rehearses 2.5 hours per week

Performs two to three concerts per semester

All styles, from Baroque to Jazz

Audition required

Advanced vocal level, usually following successful participation in University Choir or Treble Choir

Conducted by Liza Calisesi Maidens

### University Choir (MUS 153)

50-70 members

Rehearses three hours per week

Performs two to three concerts per semester

Wide variety of music

Beginning to advanced level

Conducted by Andrew Lewis

### Treble Choir (MUS 155)

24-40 members

Rehearses three hours per week

Performs two to three concerts per semester

Vocal screening required

Intermediate vocal level

Conducted by Liza Calisesi Maidens

### Vocal Jazz Ensemble (MUS 150)

12 members

Rehearses three hours per week

Performs two to three concerts a semester

Vocal Jazz Ensemble is the focus on the study and performance of standard vocal jazz repertoire.

Conducted by Alyssa Allgood



## 19. CHAMBER ENSEMBLES (MUS 152/160)

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The department offers a variety of chamber ensembles, including duos, trios, quartets, quintets, sextets, and jazz combos in various configurations. These are offered under the course rubrics of MUS 152 and MUS 160 and are coached by members of the faculty.

Membership in and registration for these ensembles is prioritized for Bachelor of Music students so they can meet their degree requirements. When space allows, other students may participate according to this prioritization: 1) members of large ensembles, 2) other music degree students, 3) other qualified students at the university.

### Trios, Quartets, Quintets, and Sextets

These groups rehearse twice a week and performs two concerts a semester. The group performs a variety of standard literature as well as new music. The group often gets contracted out for events on and off campus. Chamber Music Ensembles are led by [Adam Cordle](#).

### Mariachi Fuego

Mariachi Fuego is UIC's mariachi ensemble. The 12-15 members rehearse once a week and perform at concerts and events on and off campus. Mariachi Fuego is led by [Michael Espinosa](#).

### Percussion Ensemble

This ensemble rehearses once a week and performs two concerts a semester. The group performs a variety of literature covering all families of percussion. The group is open to students in any UIC degree program and is led by [Jordan Kamps](#).

### Jazz Combos

Each semester the department offers two to three combos. These ensembles expose students to an in-depth exploration of the small-group performing practice in jazz, with emphasis on improvisation, interplay, and thorough examination of historical and contemporary styles within the jazz idiom. UIC jazz faculty, all of whom are active artists with extensive performing credentials, coach jazz combos.

## 20. ADVISING & REGISTRATION

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All students meet first with the CADA Academic Advisor, Lisa Tang, and then with their assigned music faculty advisor every semester before registering for courses.<sup>[1]</sup> Meeting with these advisors is the only way to get permission to register for music courses. Students should take these steps in this order:

1. Consult the degree requirements, course catalogue and semester timetable, and complete a draft of your advising form. The blank form is available as [a fill-in Word document here](#).
2. Make an appointment and meet with [Lisa Tang](#). Lisa will check your draft, advise you about courses, and let you know how you are doing on your progress towards completing your degree.
3. Meet with your Faculty Advisor who will double check the form, make any needed modifications, or explore possible class alternatives. Your faculty advisor will need to sign the form *and email it to Lisa Tang* who will place it in your advising folder.

### Adding or Dropping a Course

Undergraduate students may web-drop courses using [XE Registration system \(available via my.UIC.edu\)](#) through the end of the second week of classes for fall and spring semesters. After that, a late registration form, available from the Main Office, must be completed.

### Repeating a Course

Each required course failed must be repeated until the minimum grade requirement as listed in the catalogue has been earned.

- a. Although permission to repeat a course is not required if the initial grade is D or F, you must (1) complete [an online notification petition](#) and (2) meet with the professor or the Head of Music to discuss what they consider to be the cause of their poor performance and to develop preventative strategies for the second time in the course.
- b. A subsequent, second repetition (third encounter) requires written permission from the Dean of CADA after approval of a written request made to and approved by Head of Music. Please see [Lisa Tang](#) about preparing the written request.

## 21. ACADEMIC DISHONESTY

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As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community –students, staff, faculty, administrators –share the responsibility of insuring that these standards are upheld so that such an environment exists.

[What is academic dishonesty and how you can avoid it \(see p.12\)?](#)

## 22. SEXUAL HARASSMENT

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Sexual harassment is a form of sex discrimination and is strictly prohibited at the University of Illinois at Chicago. In education, sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors made to a student by an executive member, administrative staff, or faculty member; or any conduct of a sexual nature that substantially interferes with the student's educational performance or creates an intimidating, hostile, or offensive working environment.

A hostile environment may be created through unwelcome, severe or pervasive acts:

- Sexual advances
- Fondling
- Shoulder massages
- Pinching
- Grabbing
- Lewd hand gestures
- Leering
- Suggestive comments
- Off-color jokes
- Comments on physical attributes
- Discussions of sexual exploits
- Lewd voicemail messages
- Displays of sexually suggestive pictures, photos, cartoons, screen savers
- Lewd e-mails or texts
- Sexually suggestive posts on social media
- Facebook pictures with sexual overtones

If you believe that you or someone else has been subjected to sexual harassment, please contact Title IX coordinator Donn Kamm at 312-996-8670 or by email at [TitleIX@uic.edu](mailto:TitleIX@uic.edu).

## 23. STM ANTIRACISM ADVISORY COMMITTEE

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The STM Antiracism Advisory Committee is charged by the Executive Committee with the following responsibilities:

1. Providing education, training, and workshops for STM-wide antiracism initiatives.
2. Reporting on the work of the staff, students, faculty, and leadership.
3. Determining priorities for school-level initiatives.
4. Managing the budget for STM-wide antiracism initiatives.
5. Reviewing and recommending revisions to current policies and practices for recruiting and supporting BIPOC faculty, staff, and students.

All meetings are fully open to all students, faculty, and staff. Minutes from meetings [are posted on Box for the STM Community to freely access.](#)

### Process for Voicing Concerns

If you have an experience within the department that does not reflect our goals of respect and inclusion, if you need support around a conflict you are having with someone in the department, or if you'd like help gaining clarity around a challenging situation, please reference the steps below. We recognize that different

situations call for different types of support and this is reflected in the [procedures for voicing concerns document](#). Find other valuable resources at our school's "[Equity Hub](#)."

## 24. AWARDS, SCHOLARSHIPS, AND FELLOWSHIPS

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### Presser Foundation Undergraduate Scholar Award for Music

The Presser Undergraduate Scholar Award is bestowed to an outstanding music major nominated by the music faculty and approved by the Head of Music Studies solely based on the merit and achievement. The Award is stipend of approximately \$4,000 payable at the beginning of the student's senior year. The exact amount of the award varies from year to year based on the availability of funds and the number of awards that the Committee approves. This award is an honor award and the student, in his/her senior year, is to be known as a Presser Scholar.

### Music Merit Awards

The School of Theatre & Music offers Music Merit Awards (MMA) to exceptional students. These come with obligations as outlined in the student's award letter. MMA are either renewable or for a single academic year or semester at the discretion of the Head and Music Faculty.

Priority for MMA will go to music degree students. Any undergraduate student attending UIC may audition for an MMA as part of the ensemble placement auditions that are held each semester. Contact [Ben Kenis](#) for information about an existing award.

### Other Scholarships and Awards

Each year the Department of Music awards various scholarships to outstanding students through the generosity of retired faculty, alums, and lovers of music. These special scholarships require an audition and have an expectation of maintaining good academic standing.

Information about dates of scholarship auditions will be posted at the beginning of the Spring semester. Please be advised that no make-up auditions will be accepted for students interested in scholarships.

The amounts of these scholarships vary year to year based on availability of funds, as does the number of students receiving the award.

The following scholarships are available for students in music:

Chicago Bar Association Scholarship in Instrumental Music

Chicago Bar Association Scholarship in Jazz Studies

Chicago Bar Association Scholarship in Piano

Chicago Bar Association Scholarship in Vocal Music

Clifford Lipman Memorial Award

Joy and Bob Harnack Award for Instrumental Music

Joy and Bob Harnack Award for Vocal Music

Louie Frank Scholarship for Piano

Music Performing Arts Award

## [25. CONTACTS/CHANGE OF ADDRESS](#)

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All emails from STM will go to students' university email address (uic.edu). In order for the department to send out award letters and other important correspondence by mail, students are responsible for changing their address with the department when they move. Please notify both the Main Office and the information in the Student Self-Service online, which can be accessed through [my.uic.edu](#).

## [26. PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS](#)

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The Department of Music at UIC has affiliations with many organizations in the city. Check the hallway digital display for announcements about discounted tickets and ways to get involved.

## [27. STUDENT EMPLOYMENT](#)

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Student Employment through the School is available to students qualifying for Federal Work Study. Consult your Financial Aid Statement (FAFSA) to see if you have qualified and accepted your award for work study.

### Contact Information

All inquiries regarding School employment, pay schedules, and hours should be directed to the Business Manager. If a student is employed through the school for specific work with an ensemble, questions regarding hours should be directed to the ensemble director.

### Positions Available

#### Academic Year

Positions for student work vary by School needs. Student work might include Music Media lab monitor, front-of-house operations for concerts, set up for concerts and master classes, help at audition dates, library assistance for ensembles, and assistance with festival or other performance-related operations.

Specific positions and other information may be posted on the [UIC Student Employment Job Board](#).

#### Summer

Summer Camp: UIC students are encouraged to apply to work as camp counselors for UIC Summer Band Camp. Geared towards Chicago area high school students, the camp runs for one week in July. Camp activities for participants include participation in concert band, master classes, and coaching session by faculty.

## 28. IMPORTANT UIC LIBRARY RESOURCES

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### Naxos Audio Database

Naxos is a database of classical recordings from the Naxos record label. This database is the best resource for quality recording of all kinds of music. UIC also subscribes to the Naxos Jazz Library. A current UIC Net ID is required to access the [Naxos library](#). It is under [Books and Media>Streaming Media](#) from the front page.

### On-line Collections (e.g., JSTOR and the Jazz Music Library)

[JSTOR](#) is an online collection of articles from many academic journals. It currently contains articles from 86 music journals dating back to the early 1900s. This database serves as a resource for music research in all fields.

The [Jazz Music Library](#) is also available through the UIC Library's collections portal.

[Oxford/Grove Music Online](#) (with campus or VPN connection) is a gateway offering users the ability to access and cross-search multiple music reference resources in one location. The reference has been the leading online resource for music research since its inception in 2001. It is a comprehensive compendium of music scholarship offering the full texts of The New Grove Dictionary of Music and Musicians, The New Grove Dictionary of Opera, and The New Grove Dictionary of Jazz, as well as numerous subsequent updates and emendations. To access from off-campus, go to the [UIC library's website](#) and enter, "Oxford Music Online" in the search field under "databases."

## 29. INTERLIBRARY LOAN AND I-SHARE

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[I-Share](#) will quickly deliver physical items from Illinois academic libraries. [Interlibrary Loan \(ILLiad\)](#) will allow you to request scanned articles and items not available in I-Share. Materials may be obtained through interlibrary loan by [making a request](#).

## 30. IMPORTANT LINKS

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[Academic Calendar](#)

[Schedule of Classes through the My UIC](#)

[Student Affairs](#)

[STM Student Resource Page](#) where a copy of this handbook may be found.

[Up-to-date list of music courses](#)

(This) Music Handbook: <https://theatreandmusic.uic.edu/resources/music-student-handbook/>

Ensemble Auditions: <https://theatreandmusic.uic.edu/admissions/ensemble-auditions/>

Piano Placement Exam information: <https://go.uic.edu/UICPianoExams>