

STUDENT HANDBOOK

2025-2026

**Normandale Community College is
an accredited institutional member
of the National Association of Schools of Music**

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1. Introduction

1.1 Statement of Equal Opportunity

Normandale Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Diversity enhances the campus environment for all students and employees. The College will continue to make every effort to provide a safe, respectful workplace, to promote diversity in staffing and programming, and to enhance understanding of diversity through education and cultural diversity programs.

1.2 Music Department Mission Statement

Department of Music

The Music Department operates with the philosophy that the study of music, as a discipline of the humanities, provides for the student the ideals and practices which shape our society. The components of our mission include:

Serving Students

- a. Student pursuing an Associate of Arts degree with a Music Emphasis and/or the Associate of Fine Arts degree receive a quality two-year curriculum including the courses: Theory, Ear Training, History, Applied Music, Class Voice, Class Piano, Class Guitar and large and small Performing Ensembles.
- b. Students receive Music courses as part of their general education curriculum or their life-long learning.
- c. Students experience diversity of thought, culture and ethnicity across the Music curriculum.
- d. Students receive academic and career advising.

Serving the Community

- a. The community receives continuing education and additional training for advancement.
- b. The community receives a center for enrichment and performance opportunities.

Furthering the Music Discipline

- a. Students are provided with faculty who actively participate in the professional music community.
- b. The community receives a center for enrichment and performance opportunities.

Division of Liberal Arts

Liberal education is at the core of Normandale Community College's mission to prepare students for life-long learning. Liberal education at Normandale provides a broad foundation of knowledge, skills and values. Students are empowered to participate actively and creatively in a rapidly changing world as thoughtful, responsible citizens and to develop a sense of place within our diverse local, national and international communities.

Students will:

- Think critically and creatively.
- Communicate effectively.
- Employ methods of scientific inquiry and analysis.
- Grow in technological literacy.
- Investigate ethical positions toward one's self, society, and natural environment.
- Actively engage in the creative and performing arts.
- Recognize and discuss multiple perspectives.
- Establish strategies for personal wellness.
- Learn to use the resources of the Normandale academic community, and aid its urban context for learning

Normandale Community College

As an urban community college serving primarily the southwest metropolitan region of the Twin Cities, Normandale prepares students for full participation in our diverse communities, creates pathways to other college programs and builds community connections.

We are committed to...

- Quality teaching, accessible programs and support services which respond to the changing needs of our students.
- Rigorous associate degree-level liberal arts and technical curricula, which meet or exceed transfer and workplace standards.
- Developmental education opportunities, which prepare students for full participation in the curriculum.
- Educational experiences which assist students to understand and celebrate their local, national, international and multicultural environments.
- Initiatives and alliances with community organizations, employers and other educational institutions.
- Continuing education and customized training opportunities, which foster life-long learning.

1.3 NASM Accreditation

Founded in 1924, the National Association of Schools of Music (NASM) is an organization of schools, conservatories, colleges, and universities with approximately 651 accredited institutional members. It establishes national standards for undergraduate and graduate degrees and other credentials for music and music-related disciplines and provides assistance to institutions and individuals engaged in artistic, scholarly, educational, and other music-related endeavors.

The Music Department was fully accredited in 2003. The Music Department was granted re-accreditation in 2017. The accreditation process requires a rigorous Self-Study, which is an in-depth examination of the Music Department, college, and community, and an on-site visitation by peer reviewers. The Self-Study examines ways in which the “Music Unit” meets the NASM Standards. These Standards are updated annually by a NASM committee and approved by NASM members at the NASM Annual Meeting. The Music Department participates in the Annual Meeting by sending the Music Executive to represent the Department’s interests.

Students benefit by accreditation in many ways. Since NASM accreditation ensures a program is meeting standards, students will engage in rigorous courses recognized at a national level. Students will be ensured access to equipment respective of the standards. Student are also ensured to study under faculty who are vetted by NASM standards as well. In preparation for transfer, the Music Department faculty recommend seeking other NASM-accredited baccalaureate institutions for continued study. While many factors must be considered in selecting a transfer institution, NASM accreditation will ensure study within the NASM standards beyond the Associate in Fine Arts degree.

NASM requires all accredited institutions to provide information on healthy musicianship to students, faculty, and staff. Information provided by NASM is included in this handbook. Refer to Appendix F for information on Neuromusculoskeletal Health. Refer to Appendix G for information on Vocal Health.

1.4 Student Code of Conduct

Normandale Community College Student Code of Conduct

The Normandale Community College Student Code of Conduct applies to all students. The Student Code of Conduct is published at:

www.normandale.edu/current-students/code-of-conduct.

Music Department Student Code of Conduct

Article I. General Conduct

- A. **Addressing Faculty.** Individual faculty will establish the expectation for addressing faculty by name and tertiary or post-graduate award.
- B. **Fragrances.** The Music Department is a fragrance-free zone. Fragrances in amounts that are noticeable are not allowed.
- C. **Reporting Problems.** The Music Department operates under the directive, “if you see something, say something.” Students should report any problem, inappropriate behavior, or misuse of Music Department facilities to faculty or Public Safety.
- D. **Music Making.** Music making occurs in spaces appropriate for musical activities. These include practice rooms, classrooms, ensemble rehearsal rooms, Smart Music sound rooms, and the auditorium. Practice is not allowed anywhere else.
- E. **Non-Practice Room After-Hours Facilities Use.** Non-practice room facilities use after 4:00 PM and on weekends must be made by a faculty member.
- F. **Office Hours.** Faculty hold office hours. The office hours are posted on the door card outside the office door. Students are expected to use office hours to address academic concerns.
- G. **Auditory and Musculoskeletal Health.** Please see our website for more information on this topic.

Article II. Ensemble Participation

- A. **Attendance and Practice.** Each ensemble director will establish a policy that outlines policy for attendance and practice requirements. Rehearsal attendance is required. Frequent absenteeism will result in dismissal from the ensemble. Frequent tardiness will be addressed in the same manner as continued absenteeism. After a rehearsal, the room must be returned to the established normal arrangement.
- B. **Phones.** Phone maintenance is not allowed during rehearsal.
- C. **Rehearsal.** Students are expected to exhibit respectful and professional conduct during, after, and prior to rehearsal. Ensemble members must be on time, seated, and ready to participate, to include proper pre-rehearsal instrument and music preparation and warm-up.

Article III. Public Concerts and Recitals

- A. **General.** All public performances are a reflection of the Music Department, Music faculty and the college administration.
- B. **Attendance.** Attendance is mandatory for concerts and recitals, to include pre-performance warm-ups and/or sound checks. Expectations for conduct during, after, and prior to a public performance are the same as Article II: Ensemble Participation. Students are expected to remain for the entire performance.
- C. **Attire.** Each director will establish a policy for attire.
- D. **Phones.** Phones must be in airplane mode so they do not interfere with recording or become a distraction.

Article IV. Classroom, Rehearsal Rooms, and the Auditorium

- A. **Facilities.** Each instructor will define facilities policy specific to course assignments regarding beverages, egress, and class discussion.
- B. **Food.** Food is not allowed in classrooms, rehearsal rooms, Music computer lab, and the auditorium.
- C. **Facilities.** Students are expected to return classrooms, rehearsal spaces, and the auditorium to the arrangement prior to use.

Article V. Applied Music

- A. **General.** Applied Music instructors will structure policy according to individualized instruction.
- B. **Permits.** The Applied Music Coordinator will issue permits for continued Applied Music study. Permits to pass to 2251 requires examination.
- C. **Notice of Absence.** Applied Music students must provide a 24-hour notice of absence. Rescheduling Applied Music meetings is at the discretion of the instructor. Failure to provide notice of absence may result in a failing grade.

Article VI. Performance Class

- A. **Participation.** Performance Class commentary is professional, respectful, and helpful.
- B. **Phones.** Phones must not be used during Performance Class. Students maintaining phones will be asked to leave.
- C. **Recitals.** Recitals are at regular class time. Recital attendance is mandatory.
- D. **Performers.** Performers must be ready to perform with instruments out before class.
- E. **Tuning.** All wind and string instruments must tune on stage prior to collaborative performance. Guitar students must check tuning prior performance.

- F. **Percussion.** Percussion instruments must be ready and tuned if necessary prior to performance.

Article VII. Student Rights

General. Students should refer to the College Code of Conduct for information regarding student rights and recourse.

2. Music Faculty

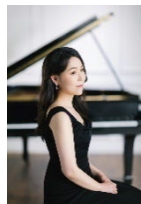
2.1 Faculty Bios



Robert W. Gronemann

Music Theory; Ear Training; Fundamentals of Music; Applied Piano; Performance Class; Rock History; NASM Executive

Robert Gronemann holds BM and MM degrees in Piano Performance from the University of Minnesota with secondary areas in Music Theory and Piano Pedagogy. His professional memberships include the Society of Music Theory, American Composer's Forum, National Music Teacher's Association, and Minnesota Music Teacher's Association. He is a composer, curriculum designer, lecturer, adjudicator, and performs with the Bloomington Symphony Orchestra. He has been a member of the Music faculty at Normandale since 2000.



Dr. Soojung Hong

Applied Piano; Class Piano; Class Piano for Non-Majors; Piano Ensemble; Piano Proficiency Exam

Soojung Hong holds a Bachelor of Arts in Piano Performance from Ewha Womans University, South Korea, as well as a Master of Music and Doctor of Musical Arts from the University of Minnesota. She serves as a piano instructor at Normandale Community College since 2022, North Central University, and MacPhail Center for Music.



Dr. Marc Jaros

Concert Choir; Vocal Ensemble; Music History; World Music; Class Voice

Marc Jaros holds a BA degree from St. John's University, a MM in Musicology from the University of Wisconsin, and a PhD from the University of Minnesota. Dr. Jaros's professional memberships include the American Choral Director's Association and the National Association for Music Education. Dr. Jaros has been a member of the Music faculty at Normandale since 1996.



Dr. Kristi Kruse

Applied Piano, Class Piano; Intro to Music Theory, Music Theory, Ear Training; Individualized Music Instruction

Kristi Kruse holds a DMA and MM in piano performance from the University of Minnesota and a BM in piano performance from the University of Wisconsin-Eau Claire. She teaches at Normandale Community College and St. Joseph's School of Music. She is an active composer and arranger, partly inspired by jazz study with Laura Caviani.



Aaron Moe

Jazz Ensemble; Jazz Combo; Jazz Improvisation; Jazz History; Rock History

Aaron Moe holds a MM from Northern Illinois University in Jazz Pedagogy/Performance and a BM in Music Education from the University of Wisconsin-Stevens Point. He has been on the faculty at Normandale Community College since 2005. He has also served as Director of Jazz Performance Studies at the University of Missouri – Columbia and as an associate band director at the nation's first Grammy Signature School, Valley High School, in West Des Moines, IA.



Jeffrey Olsen

Jazz History; Intro to Music Tech; Music Computer Lab Assistant

Jeffrey Olsen holds a BA in Music Performance from the University of St. Thomas, a K-12 Licensure in Music (instrumental and general) from the University of St. Thomas, and a MA in Teaching with an emphasis in Learning Technologies also at the University of St. Thomas. Jeffrey Olsen has taught brass instruments and performed in both classical and jazz ensembles for the past 17 years. Besides working as an adjunct at Normandale, I also have been working part time in the position of CLA2 for the Music Department. I have taught private instruction on brass instruments for the past 22 years. During my spare time I perform in various classical and jazz ensembles throughout the Minneapolis/St. Paul area.



Jeffrey Patry

Staff Accompanist

Jeffrey Patry is currently the staff accompanist, a position he has held for ten years. Jeffrey also serves as the director of Sacred Music and Principal Organist of Sacred Heart in Robbinsdale, MN as well as being the accompanist for the Cantabile Choir of Angelica Cantanti Youth Choirs. Mr. Patry holds a BM in organ performance from St. Olaf College where he studied with Dr. John Ferguson and Mr. Douglas Cleveland. Additionally, he is a member of the Twin Cities Chapter of the American Guild of Organists and is also the chair of the Professional Development Committee and Director of Placement. He also serves as Secretary for the Association of Liturgical Ministers and is the Treasurer for the Twin Cities Chapter of Chorister's Guild. Mr. Patry is frequently an accompanist for events in the Twin Cities and surrounding communities.

2.2 Applied Music Faculty

Logan Barat, Voice
Carol Gilkey, Flute, Piccolo
Robert W. Gronemann, Piano
Dragan Stojkovic, Violin, Viola
Dr. Soojung Hong, Piano
Dr. Marc Jaros, Voice
Marilee Klemp, Oboe
Mark Kausch, Double Bass
Will Kemperman, Percussion
Dr. Kristi Kruse, Piano
Caroline Lemen, Horn
Dr. Ona Pinsonneault, Clarinet
Barret Schultz, Guitar
Brian Van Stavern, Trombone, Low Brass
Nicholas White, Horn
Nina Westbrook, Cello

2.3 Faculty Contact Information

John Clemons

Office: F127
Phone:
Email: john.clemons@normandale.edu

Robert W. Gronemann

Office: F1290
Phone: 952-358-8698
Email: Robert.Gronemann@normandale.edu

Dr. Soojung Hong

Office: F1273
Phone: 952-358-8879
Email: soojung.hong@normandale.edu

Dr. Marc Jaros

Office: F1278
Phone: 952-358-8440
Email: Marc.Jaros@normandale.edu

Logan Barat

Office F1273
Phone: 952-358-8114
logan.barat@normandale.edu

Dr. Kristi Kruse

Office: C2081
Phone: 952-358-9048
Email: Kristi.Kruse@normandale.edu

Aaron Moe

Office: F1280
Phone: 952-358-8796
Email: Aaron.Moe@normandale.edu

Jeffrey Olsen

Office: F1295A
Phone: 952-358-8710
Email: Jeffrey.Olsen@normandale.edu

Barrett Schultz

Office F1273
barret.schultz@normandale.edu

3. New Students and Transfer Students

3.1 Important Contact Information

See Section 2: Faculty for a complete list of Music faculty contact information.

Campus Mainline

Phone: 952-358-8200

Office of Admissions

Phone: 952-358-8201

Email: admissions@normandale.edu

Web: www.normandale.edu/admissions

Academic Advising & Counseling

Phone: 952-358-8261

Email: advising@normandale.edu

Web: www.normandale.edu/advising

Financial Aid

Phone: 952-358-8250

Web: www.normandale.edu/financialaid

Dr. Marc Jaros***Music Department Chair***

Phone: 952-358-8796

Email: marc.jaros@normandale.edu

Web: www.normandale.edu/music

KeAnna Levy***Transfer Liaison***

Phone: 952-358-9323

Email: keanna.levy@normandale.edu

Mental Health Services

Phone: 952-358-8261

Web: www.normandale.edu/mentalhealth

Course Catalog

Web: www.normandale.edu/catalog

Assistant to the Dean of Students

Phone: 952-358-8926

Email: dos@normandale.edu

Kristen Cooper***Counselor***

Phone: 952-358-8807

Email: kristen.cooper@normandale.edu

Payments & Billing Office

Phone:

Web: www.normandale.edu/payments

Office for Students with Disabilities

Phone: 952-358-8625

Email: osd@normandale.edu

Web: www.normandale.edu/osd

Public Safety

Phone: 952-358-8280

Web: www.normandale.edu/public-safety

Other Normandale Resources

Course Schedule

<https://eservices.minnstate.edu/registration/search/advanced.html?campusid=156>

Admissions

<https://www.normandale.edu/admissions/index.html>

Advising, Counseling, and Career Center

<https://www.normandale.edu/current-students/advising-counseling-and-career-center/index.html>

E Services

<https://www.normandale.edu/current-students/student-services/registration/using-eservices.html>

Office for Students with Disabilities

<https://www.normandale.edu/current-students/tutoring-and-support/students-with-disabilities/index.html>

Online Orientation

<https://services.normandale.edu/reserve/?choice=orientation>

PSEO Program

<https://www.normandale.edu/admissions/apply/pseo-students/index.html>

Transcripts

<https://www.normandale.edu/current-students/student-services/registration/transcripts/index.html>

Graduation and Commencement

<https://www.normandale.edu/current-students/student-services/graduation-and-commencement/index.html>

Library

<https://www.normandale.edu/current-students/academic-resources/library/index.html>

3.2 New Students

Admissions Process

The admissions process for the incoming music major is the same for all students. Incoming students will need to complete the online application found on the Admissions website. Incoming students should check the deadlines for application. Lack of planning for admission may affect the availability of courses such as Music Theory and Ear Training. The Music Department recommends early application to ensure enrollment in these courses. After completing the application successfully, new students will complete the online orientation and schedule placement testing.

Advising and Registration

The on-site Advising and Registration process for Normandale Community College lasts two to three hours, and is critical for all incoming students. *It is important that you select the appropriate Advising and Registration session.*

- **General sessions are designed for students with no previous college experience.**
- **Transfer** sessions are designed for students who have previously attended some other post-secondary institution.
- **EAP (English for Academic Purposes)** sessions are designed for students whose Course Readiness Assessment results indicate English for Academic Purposes courses.
- **PSEO** sessions are designed for high school students accepted to the Post-Secondary Enrollment Options Program.

At this session, students will register for courses. The Music Department strongly recommends that students considering music as a major declare this intention during the Advising and Registration session when interacting with an advisor. Music majors that place above reading and math 0900 **MUST** have the following courses:

1. **MUSC 1131: Music Theory 1**
2. **MUSC 1181: Ear Training 1**
3. **Concert Choir (MUSC 1131), Concert Band (MUSC 1116), or Orchestra (MUSC 1118)** (*see Section 7: Ensembles*)
4. **MUSC 1157: Class Piano I** (*for non-piano majors*)

At the time of advising and registration, incoming Music Majors must contact the Music Department to schedule an audition for **MUSC 1151: Applied Music** and **MUSC 1152: Performance Class**. Please see section 3.4.

Degree Audit Reporting System (DARS)

The Degree Audit Reporting System (DARS) produces a report designed to help students identify and understand current academic requirements for degree or program completion. This program will monitor students' progress by:

- Identifying all requirements needed to complete a specific program
- Indicating how the courses the student has already completed apply to the requirements

- Specifying what is still needed to complete the degree or program and the courses from which students may select to satisfy each requirement.

Pre-Music Designation on the DARS Report

When a Music Major registers for courses for the first time, declaring a Music major intention will load the DARS with the requirements to complete the Associate of Fine Arts in Music degree. This is an essential step in the advising and registration session. New students will be given a “Pre-Music Major” designation on the DARS. The Pre-Music designation will be flipped to Music Major after the Jury Exam for the second semester of MUSC 1151: Applied Music is successfully completed (*See Section 6: Applied Music for more information*).

3.3 Transfer Students

Credits will only transfer from accredited institutions. Contact your institution to determine if the coursework is accredited. Non-accredited coursework in music must be evaluated by the Music Department faculty for consideration for placement into academic courses.

Transfer Admissions

Incoming transfer students should seek out the Music Department faculty immediately (*faculty contact information can be found in Section 2: Faculty*). All students must complete the college application for admission, but transfer students will also do the following:

- Submit Official Transcripts and ACT/SAT scores. This may result in placement testing waivers.
- Transfer students who have completed 12 or more credits at their previous institution and who have earned a 2.0 or higher cumulative GPA have the option of attending an on-campus Advising and Registration session or a Live Webinar Advising session.

3.4 The Music Major and Incoming Music Major Preparation

Normandale Music Department music majors come from a diverse array of backgrounds. Most incoming music majors performed with large ensembles in high school such as choir, band, jazz band, and orchestra. Some Music Majors, such as pianists and guitarists, do not follow that path through high school. Others are very interested in technology and production and have little music reading or performing experience. A well-prepared music major has had private study specific to the instrument or voice that will be presented at the Normandale Community College audition for Applied Music (*See Section 6: Applied Music*). At minimum, a music major is committed to rigorous training in music performance and academics.

The Music Department recognizes Music Majors as students that are intending to complete the Associate of Fine Arts in Music degree and/or transferring to a receiving institution for a baccalaureate degree or industry-related technical training in sound engineering or recording.

Preparation is key when completing the rigorous performance-based and academic coursework a collegiate musical program requires. The piano is a critical component of undergraduate collegiate study. Most of the Music Theory and Ear Training curriculum is presented from the perspective of the piano.

The Music Department supports student success in many ways. There are several evaluations taken of incoming students to determine success potential:

- Audition for Applied Music
- Music Theory Pre-Test
- Auditions for Large Ensembles

If remedial work is recommended, the faculty will suggest a path to readiness for the music major. Opportunities for music major readiness training are at Normandale. Students may choose from the following courses to prepare for the Core Music Curriculum. The table illustrates how the preparatory courses line up with the core courses.

Core Course	Preparatory Course	Notes
MUSC 1151 Applied Music	MUSC 1100: Individualized Music Instruction	For Piano, Voice, Guitar, Winds, Brass, Strings, and Percussion
MUSC 1131: Music Theory 1	MUSC 1120: Fundamentals of Music	Music reading, analysis, and composition
MUSC 2241: Music History 1	MUSC 1122: Intro to Music	History of Western Music
MUSC 1157: Class Piano 1	MUSC 1127: Class Piano for Non-Majors	Piano from the very beginning

At minimum, the Music Department recommends that incoming students study private voice or an instrument, learn to read in treble and bass clefs, understand principles of rhythm, and know the major scales and key signatures prior to the first year of collegiate study.

Music Theory and Ear Training Placement Testing

Students with prior Music Theory and Ear Training coursework must take placement tests to determine which courses are appropriate.

MUSC 1131: Music Theory 1

1. Pitch reading in all clefs (treble, bass, soprano, mezzo soprano, alto, tenor, baritone)
2. Principles of rhythm; including time signature classification, subdivision, and irregular division
3. Principles of standard notation of music
4. Scales: Major, minor forms, modes, chromatic, pentatonic, octatonic, and blues; scale degrees and tonal hierarchy
5. Intervals: Major, minor, augmented, diminished, simple, compound, inversions
6. Triads: Major, minor, augmented, diminished, inversions, Roman numerals, figured bass, pop symbols, figured bass, harmonic analysis
7. Instruments, Transpositions, and the Overtone Series
8. Cadences

MUSC 1132: Music Theory 2

1. Non-harmonic tones and analysis
2. Melodic organization: Phrase diagrams and structure, sequence, cadence, climax tone
3. Texture types and textural reduction
4. Species counterpoint for species 1-3
5. Harmonic function and progression; four-part harmony; part writing with triads, the dominant seventh chord, secondary dominants and leading tone seventh chords
6. Modulation to closely related keys
7. Binary and ternary forms
8. Harmonic analysis

MUSC 2231: Music Theory 3

1. Non-dominant diatonic seventh chords – progression, voice-leading, and analysis
2. American Popular Music analysis
3. Tuning, harmonics, and combination tones
4. Renaissance polyphony analytical techniques
5. 18th Century polyphony analytical techniques for 2, 3, and 4 parts
6. Chromatic Harmony: Borrowed Chords, Neapolitan 6th, and Augmented 6th chords; voice-leading and analysis
7. Harmonic analysis

MUSC 2232: Music Theory 4

1. Classical Forms: Theme and Variations, Sonata, and Rondo
2. Extended Harmony: 9th, 11th, 13th chords; voice leading and analysis
3. Chromatic Harmony: Chromatic mediants, altered dominants, enharmonic constructions
4. Modulations: Enharmonic modulation to distant keys
5. Impressionistic Techniques
6. Serialism and serial techniques to include dodecaphonic (12-tone)

4. Associate of Fine Arts in Music

Normandale Community College offers a two-year AFA in Music. The degree is accredited by the National Association of Schools of Music. The degree serves as the first two-years of a baccalaureate degree in the areas of Music Education, Performance, and Music Therapy. It also serves as a vehicle for continuing education.

NOTE: Students pursuing the AFA in Music will not complete the Minnesota State Transfer curriculum. The Transfer Curriculum does not apply to baccalaureate pathways in Music.

4.1 Degree Requirements

Core Courses	38 credits
<input type="checkbox"/> MUSC 1131 – Music Theory 1	3 credits
<input type="checkbox"/> MUSC 1132 – Music Theory 2	3 credits

- | | |
|--|-----------------|
| □ MUSC 2231 – Music Theory 3 | 3 credits |
| □ MUSC 2232– Music Theory 4 | 3 credits |
| □ MUSC 1181– Ear Training 1 | 2 credits |
| □ MUSC 1182– Ear Training 2 | 2 credits |
| □ MUSC 2281 – Ear Training 3 | 2 credits |
| □ MUSC 2282– Ear Training 4 | 2 credits |
| □ MUSC 1151– Applied Music I | 4 credits |
| <i>Complete MUSC 1151 in 2 different semesters</i> | |
| □ MUSC 2251– Applied Music II | 4 credits |
| <i>Complete MUSC 2251 in 2 different semesters</i> | |
| □ MUSC 1152– Performance Class | 0 credits |
| <i>Complete MUSC 1152 in 4 different semesters</i> | |
| □ MUSC 1159 – Piano Proficiency Exam | 0 credits |
| □ MUSC 2245– Music History 1 | 3 credits |
| □ MUSC 2246– Music History 2 | 3 credits |
| □ Complete an Ensemble in 4 different semesters: | |
| <i>MUSC 1113 – Concert Choir</i> | <i>1 credit</i> |
| <i>MUSC 1116 – Concert Band</i> | <i>1 credit</i> |
| <i>MUSC 1118 – Orchestra</i> | <i>1 credit</i> |

Additional Required Courses**30 credits**

- ☐ ENGC 1101– Freshman Composition 4 credits
- ☐ Complete one of the following courses:
 - COMM 1100 – Intro to Human Communication 3 credits*
 - COMM 1101 – Fundamentals of Public Speaking 3 credits*
 - COMM 1111 – Interpersonal Communication 3 credits*
 - COMM 1121 – Small Group Communication 3 credits*
- ☐ Complete a minimum of 23 credits from at least three of the following MnTC Goals:
 - Goal 3 – Natural Sciences
 - Goal 5 – History & Social and Behavioral Sciences
 - Goal 7 – Human Diversity
 - Goal 9 – Ethical and Civic Responsibility
 - Goal 10 – People and the Environment

Other Degree Requirements (IS THIS FOR TRANSFER-IN STUDENTS)

- ☐ Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- ☐ Earn a minimum of 20 college level credits at Normandale.
- ☐ Complete a minimum of two semesters (4 credits) of Applied Music at Normandale.

4.2 Two-Year Plan for AFA

Course Number	Course Title	Credits
MUSC 1131	Music Theory 1	3
MUSC 1181	Ear Training 1	2
MUSC 1113, 1116, 1118	Concert Choir, Concert Band, or Orchestra	1
MUSC 1151	Applied Music	2
MUSC 1152	Performance Class	0
MUSC 1157	Class Piano 1*	

Total MUSC Credits 8

Course Number	Course Title	Credits
MUSC 1132	Music Theory 2	3
MUSC 1182	Ear Training 2	2
MUSC 1113, 1116, 1118	Concert Choir, Concert Band, or Orchestra	1
MUSC 1151	Applied Music	2
MUSC 1152	Performance Class	0
MUSC 1158	Class Piano 2*	
MUSC 1159	Piano Proficiency Exam	0

Total MUSC Credits 8

Course Number	Course Title	Credits
MUSC 2231	Music Theory 3	3
MUSC 2281	Ear Training 3	2
MUSC 1113, 1116, 1118	Concert Choir, Concert Band, or Orchestra	1
MUSC 2251	Applied Music	2
MUSC 1152	Performance Class	0
MUSC 2245	Music History 1	3

Total MUSC Credits 11

Course Number	Course Title	Credits
MUSC 1132	Music Theory 2	3
MUSC 1182	Ear Training 2	2
MUSC 1113, 1116, 1118	Concert Choir, Concert Band, or Orchestra	1
MUSC 1151	Applied Music	2
MUSC 1152	Performance Class	0
MUSC 1158	Class Piano 2*	
MUSC 1159	Piano Proficiency Exam	0

Total MUSC Credits 8

4.3 Suggested Courses for Bachelor Programs

Students intending to pursue a Bachelor's degree in Music may begin to fulfill the required courses at Normandale. Many of these courses may count toward the existing goals needed to fulfill General Education requirements at Normandale.

Jazz Studies

MUSC 1123 – Jazz History (*Goal 6, 7*)

MUSC 1145 – Jazz Ensemble

MUSC 11 46 – Jazz Combo

MUSC 1170 – Jazz Improvisation

Music Education

HLTH 1106 – Drug Use & Abuse

Music Management

ACCT 2251 – Financial Accounting

ACCT 2252 – Managerial Accounting

ECON 2201 – Principals of Microeconomics (*Goal 5, 9*)

ECON 2202 – Principals of Macroeconomics (*Goal 5, 8*)

Music Therapy

PSYC 1110 – Introduction to Psychology (*Goal 5*)

Most Bachelor of Arts Degrees

Foreign Language (*Goal 8*)

4.4 Orientation, Counseling, and Advising

All students will follow the path of orientation, counseling, and advising as set by the Admissions Department. While continued support by Music Department faculty, faculty counselors, and advisors is available, students are expected to self-advocate in following the pathway to graduation. There are two tools that will help in navigation:

- 1) The Degree Audit Reporting System (DARS) Report. The DARS Report will track academic progress. Students should meet with an advisor once per semester, preferably prior to registration, to check the DARS Report.
- 2) The Pre-Music and Music Major Designations. Upon entrance, new AFA in Music candidates should inform any counselor or advisor of academic plans regarding the Music Department offerings. New students will be given a Pre-Music designation on the DARS report. Upon completion of two semesters of Applied Music I, Performance Class, and successful completion of an audition for Applied Music II, the DARS report designation will change to Music Major.

4.5 Scholarship Opportunities

The Music Department offers three scholarships. All scholarships require application and auditions. Audition information is found on the applications. Examples of applications are found in Appendix A.

- **Aaron Hilden Memorial Jazz Scholarship:** This scholarship is specifically for students that will play in the Jazz Ensemble. This scholarship is available to incoming students. Improvisation is required for the audition.
- **Music Department Scholarships:** These scholarships are generally in an amount that covers the tuition for an ensemble. These scholarships are available to incoming students. An audition is required.
- **Pinsonneault Scholarship:** Pinsonneault Scholarships are awarded to students that excel in Applied Music study. These scholarships are only available to candidates for the Associate of Fine Arts in Music degree. Awardees are expected to audition for Student Honors Recitals and perform a Sophomore Recital. A writing component is included in the application. An audition and interview are required
- **Burkleo of the Minneapolis Foundation Scholarship Fund:** This fund supplies scholarships for ensemble tuition or other need-based situations.

4.6 Transfer Students

Students with previous collegiate Music coursework entering the AFA program or joining the Music Department's sequential offerings (including Applied Music) will require placement testing to ensure readiness. Placement testing is conducted during the final exam week of the semester prior to the semester of entry, during the first week of class of the semester of entry, or by appointment. Courses requiring placement testing are listed in the following table. Course catalogue descriptions and Common Course Outlines are found in Appendices B and C.

Course Number	Course Title	Contact for Placement information
MUSC 1131	Music Theory 1	robert.gronemann@normandale.edu
MUSC 1181	Ear Training 1	
MUSC 1132	Music Theory 2	
MUSC 1182	Ear Training 2	
MUSC 2231	Music Theory 3	
MUSC 2281	Ear Training 3	
MUSC 2232	Music Theory 4	
MUSC 2282	Ear Training 4	
MUSC 2245	Music History 1	marc.jaros@normandale.edu
MUSC 2246	Music History 2	
MUSC 1159	Piano Proficiency Exam	soojung.hong@normandale.edu

4.7 Appeals and Academic Petitions

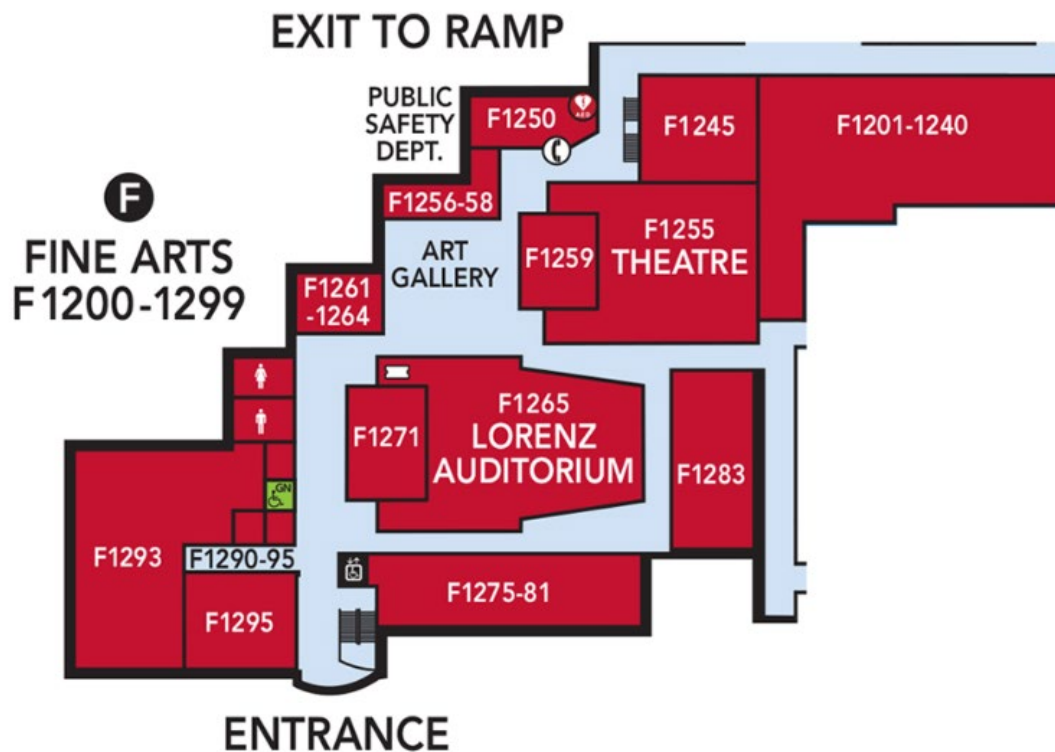
Appeals and Academic Petitions are tools for students that may alleviate circumstances that cannot be resolved by normal college procedure. Appeals and Petitions must have support of the Music Department Chair and the Dean of Humanities. Students must supply documentation, complete required forms, and/or supply written justification for an Appeal or Petition. Information about Appeals and Petitions can be found at:

<http://www.normandale.edu/admissions/advising-and-services/academic-advising/appeals-and-academic-concerns>

5. Facilities

The music department is housed in the Fine Arts building, which was built in 1973 and remodeled in 2007. Four main classrooms, a performance hall, a rehearsal hall, a recording studio, twelve practice rooms, and seven offices for music faculty.

5.1 Facilities Map & Room Descriptions



Room	Description	Purpose
F1265	Auditorium <ul style="list-style-type: none"> • Sound Baffles • 9 ft Steinway D • Boston Studio Piano • Backstage Access 	Performance Hall for Ensembles Choral Rehearsal Instrumental Ensemble Rehearsal Applied Music & Performance Classroom
F1271	Classroom <ul style="list-style-type: none"> • 24 Tiered Seats • Boston Studio Piano • Teaching Station • 10 Piano EKG Lab • Staff-Lined Chalkboards (120 ft) 	Music Theory Ear Training Class Piano Class Piano for Non-Majors

F1275	Classroom <ul style="list-style-type: none"> • Steinway D • Steinway B • Harpsichord • Sound Abatement • Teaching Station, • Audio Playback 	Applied Music Instrumental Ensemble Piano Ensemble Class Voice
F1279	Faculty Office	Faculty Offices and Staff Accompanist
F1276-80	Wenger Practice Rooms <ul style="list-style-type: none"> • 2 Vocal Rooms • 1 Practice Grand Piano • 8 Upright Pianos • 1 Room with 2 Upright Pianos 	Practice Rooms Applied Piano Applied Voice Applied Guitar
F1278	Faculty Office	Dr. Marc Jaros (<i>Music Department Chair; Concert Choir; Vocal Ensemble; Music History I-II; Intro to World Music</i>)
F1279	Faculty Office	James Kurschner (<i>Concert Band; Instrumental Ensemble; Applied Music; Applied Music Coordinator; Intro to Music; Jazz History</i>)
F1280	Faculty Office	Aaron Moe (<i>Jazz Ensemble; Jazz Combo; Jazz Improvisation; Jazz History; Rock History</i>)
F1281	Classroom	Ensemble Rehearsal Applied Music Percussion Practice Music Tutoring Audio Source Library Musical Equipment Storage
F1283	Classroom	Large Ensemble Rehearsal Applied Music Jazz Improvisation I-II Class Guitar I-II
F1259	Classroom <ul style="list-style-type: none"> • 45 Tiered Seats • Clavinova • Audio Playback • Video Projection 	Music History I-II Intro to Music Intro to World Music Fundamentals of Music Jazz History Rock and Roll History
F1290	Faculty Office <ul style="list-style-type: none"> • Music Department Records • NASM Self-Study 	Robert Gronemann (<i>Music Theory; Ear Training; NASM Executive</i>)
F1295	Computer Lab <ul style="list-style-type: none"> • 12 Apple iMac computers • 3 Smart Music Practice Studios • Printed Music Collection 	Ear Training Practice Music Theory Assignments Fundamentals of Music Assignments Intro to Music Tech I-II Printed Collection Use & Storage
F1295A	Faculty Office	Jeffrey Olsen (<i>Music Lab Assistant</i>)
F1295E	Recording Studio	Applied Music

5.2 Practice & Rehearsal Spaces

The Music Department has nine practice rooms equipped with upright pianos and one practice room with a grand piano. The practice rooms equipped with upright pianos remain unlocked and available for music-related purposes for the duration of the building hours. All students enrolled in music courses have access to practice rooms equipped with upright pianos. The grand piano practice room is for students registered for Applied Music-Piano or Piano Ensemble only.

Students may reserve practice room times weekly. Weekly practice room reservation schedules are posted at 2:00 PM each Friday. In the event that Friday is a non-class date, the schedule will be posted prior to the non-class date(s). Students may reserve practice room time for the maximum of two consecutive hours. Students should occupy the practice rooms for the entire reservation duration. Students not upholding practice room reservations at the beginning of the reservation interval do not have precedence and may not claim rights to that reservation.

Faculty and the Staff Accompanist reserve the right to alter practice room schedules for instructional purposes, rehearsal purposes, or to ensure equitable distribution of available practice time for students.

Practice Rooms as Teaching Studios

Two practice rooms double as Voice and Guitar studios. Faculty have priority to these practice rooms during the scheduled lesson times. The piano and bench are the only items available for student use. All other items are faculty or college property. Items missing will be reported as stolen to the Department of Public Safety.

Classrooms as Practice and Rehearsal Spaces

F1265, F1271, 1275, F1281, F1283, and F1295D are classrooms that may be used as practice space for all students during times of high traffic. The following table indicates how these spaces are prioritized for use. All classroom use requires Music Department faculty approval.

Room	Purpose	Priority
F1265	Auditorium	1) Classes and assemblies 2) Small ensemble rehearsal 3) Sophomore Recital rehearsal 4) Individual practice
F1271	Music Theory and Ear Training Classroom	1) Academic classes 2) Ear Training practice 3) Music Theory Practice 4) Class Piano practice 5) Individual practice
F1275	Small Ensemble and Applied Piano Studio	1) Academic classes 2) Small ensemble rehearsal 3) Piano Major practice 4) Other individual practice

F1283	Band Rehearsal	1) Academic classes 2) Percussion practice 3) Special keyboard practice 4) Individual practice
F1295D	Recording and Applied Voice Studio	1) Academic classes; recording 2) Small ensemble rehearsal 3) Smart Music recording 4) Finale work 5) Individual practice

Piano and Percussion Majors

Piano majors shall coordinate schedules for equitable reservation of the grand piano practice room and classroom. Percussion Majors will use F1283 (Band Rehearsal Room) or F1281 (Break-out Rehearsal Room) for practice and likewise create an equitable schedule for practice.

Use by Students Not Enrolled in Music Courses

Practice room pianos are not available for students not enrolled in music courses at Normandale without Music Department faculty permission. A piano is located in the student center for non-music enrolled students.

Winter Break, Summer Break, and Holidays

Practice room policies for these times are the same as during Fall and Spring semesters. Practice rooms are available during the duration of the college's open hours. Practice room reservation schedules are not posted for these times.

Practice Room Safety

Students are responsible for their personal property. The Music Department is not responsible for lost or stolen student property. The practice rooms do not have a surveillance system. Students should turn on all hallways lights if the lights are off. Several of the practice rooms are equipped with dead bolts for safety. Report all suspicious activity to Music Department faculty or the Department of Public Safety immediately.

During fire drills, students and faculty will exit through the Fine Arts building entrance. During Severe Weather drills, students will go to F1283 (Band Rehearsal Room). During Shelter-in-Place drills, student should go to the nearest classroom, exit, or fight back. Please note the location of the nearest classroom when selecting a practice room.

5.3 Music Department Keyboard Instrument Policy

General Policy

Governance of the keyboard instrument stock is regulated by the Music Department faculty. The Music Department keyboard instruments are intended for academic purposes and Music Department performances.

The Music Department has one piano for for general plenary use in the F1265: Lorenz Auditorium. All other keyboard instrument use must be approved by Music Department faculty. No keyboard instrument shall be moved without the supervision of a member of the Music Department faculty.

Students are expected to utilize the facilities, to include keyboard and non-keyboard facilities, within the Music Department, for academic musical activities. Academic musical activities are defined as practice, rehearsal, and academic study related to courses listed in the Normandale Community College Catalogue under the course designation MUSC. Non-musical activities observed by students must be reported to faculty. Students observed engaging in non-musical activities in any space within the Music Department will be instructed to relocate. Continued misuse of Music Department facilities will be reported to the Music Department Chair, Dean of Humanities, or Director of Public Safety. Misuses, to include negligence or vandalism, will be immediately reported to the Director of Public Safety and the Dean of Students.

Practice Rooms

The Music Department has nine practice rooms equipped with upright pianos and one practice room with a grand piano. The practice rooms equipped with upright pianos remain unlocked and available for music-related purposes for the duration of the building hours. All students enrolled in music courses have access to practice rooms equipped with upright pianos. The grand piano practice room is for students registered for Applied Music-Piano or Piano Ensemble only.

Students may reserve practice room times weekly. Weekly practice room reservation schedules are posted at 2:00 PM each Friday. If Friday is a non-class date, the schedule will be posted prior to the non-class date(s). Students should occupy the practice rooms for the entire reservation duration. Students not upholding practice room reservations at the beginning of the reservation interval do not have precedence and may not claim rights to that reservation.

Piano Majors

Piano majors shall coordinate schedules for equitable reservation of the grand piano practice room and classroom. Piano majors may bring disputes to the piano faculty or the Music Department Chair. The piano faculty or Music Department Chair reserve the right to settle disputes and create a permanent schedule.

Food and Beverages

Food and beverages, except water containers, are prohibited from the practice rooms. Students with food and inappropriate beverages will be asked to comply or leave.

Classrooms

The following schedule lists the Music Department classrooms, the keyboard instruments within them, and the academic purpose each instrument serves.

Room	Instruments	Academic Purpose
F1265	Steinway Concert Grand	Performance Class, Recitals, Concerts, Rehearsal, Faculty Use
	Boston Upright	Choral Rehearsal, College Functions, Community Use
F1271	Piano EKG Lab	Music Theory, Ear Training, Class Piano
	Boston Studio Upright	Music Theory, Ear Training, Class Piano
F1275	Steinway B	Applied Music, Class Voice, Rehearsal, Sectional, Practice
	Steinway Concert Grand	Applied Music, Faculty Use
	Harpsichord	Concerts, Music Theory
F1295	Boston Upright	Break-out Rehearsal, Rehearsal, Tutoring, Online instruction
F1283	Rhodes Electric Piano	Concerts, Jazz Combo, Jazz Ensemble, Rehearsal
	Celeste	Rehearsal, Concerts
	Yamaha Clavinova	Rehearsal for Jazz Combo and Ensemble, and Concert Band

Students must have faculty permission to use any of the keyboard instruments listed in the above table. While all faculty may grant permission for use of keyboard instruments, the list of faculty in the table below includes those that hold keys to the instruments and rooms. Students must obtain faculty permission by contacting the appropriate faculty member personally or by email.

Room	Instruments	Faculty Oversight
F1265	Steinway Concert Grand	Gronemann, Moe, Kurschner, Jaros
	Boston Studio Upright	Gronemann, Moe, Kurschner, Jaros
F1271	Piano EKG Lab	Gronemann, Moe, Kurschner, Jaros
	Boston Studio Upright	Gronemann, Moe, Kurschner, Jaros
F1275	Steinway B	Gronemann, Moe, Kurschner, Jaros
	Steinway Concert Grand	Gronemann, Moe, Kurschner, Jaros
	Harpsichord	Gronemann, Moe, Kurschner, Jaros
F1295	Boston Upright	All
F1283	Rhodes Electric Piano	Moe
	Celeste	Kurschner
	Yamaha Clavinova	Kurschner, Moe
F1295e	Clavinova	Olsen

The table below illustrates how students shall use the classroom facilities.

Room	Instruments	Student Availability
F1265	Steinway Concert Grand	This instrument is available for student use one hour prior to Performance Class and during Performance Class. Students preparing a Sophomore Recital may schedule two one-hour rehearsals with the appropriate faculty. Scheduling rehearsals must be four weeks prior to the recital date. Scheduling the rehearsal time should be done with the Performance Class instructor.
	Boston Upright	Faculty may grant student access to the Boston Upright as needed.
F1271	Piano EKG Lab	Students may practice Class Piano coursework if the classroom prior to 4:00 PM when the classroom locks electronically.
	Boston Studio Upright	The Boston Studio Upright is not available for student practice.
F1275	Steinway B	Faculty may grant student access to the Steinway B as needed for practice and rehearsal. Weekend access must be approved by a faculty member and the Director of Public Safety.
	Steinway Concert Grand	The Steinway Concert Grand is not available for student practice.
	Harpsichord	The harpsichord is not available for student practice, with the exception of preparation for a concert.
F1295	Boston Upright	The Boston upright is not available for practice.
F1283	Rhodes Electric Piano	The Rhodes Electric Piano is available for rehearsal; practice must be approved by Aaron Moe.
	Celeste	The Celeste is available for rehearsal only.
	Yamaha Clavinova	The Clavinova may be used for practice during high volume practice room use.

Keyboard and Facilities Maintenance

Problems with practice room pianos should be listed on the Practice Piano Maintenance Report found on the bulletin board in the practice room corridor. The Music Department RPT (Registered Piano Technician) will review the report during scheduled maintenance. Students should report major problems to include but not limited to water damage, vandalism, theft, and infestations to Music Department faculty immediately.

Use by Students Not Enrolled in Music Courses

Practice room pianos are not available for students not enrolled in music courses at Normandale without Music Department faculty permission. A piano is located in the student center for non-music students.

Normandale Music Department Sponsored Events and Normandale Guests

Use of pianos, including grand pianos, within the Music Department for Normandale Music Department sponsored events must be approved by the Music Department Chair. Grand pianos may not be moved from the rooms they occupy.

Normandale Community College guests may use the upright rehearsal piano on stage in the Lorenz Fine Arts Auditorium or the practice rooms. Grand Pianos are not available for guest use. Guests may furnish rental instruments of any type. The Music Department does not rent pianos or musical instruments of any type.

Normandale guests and outside organizations may be assessed a fee for use of the college facilities, to include keyboard instruments. Upon completion of a contract, any guest or outside organization has priority over any facilities component as defined by the contract. The Music Department Chair must approve any contract proposal or proposed amendment to a contract. Final contractual language must be approved by the Vice President of Academic Affairs.

Normandale guests and outside organizations must use the Music Department RPT (Registered Piano Technician) for any tuning, regulation, or alteration of a piano. All tuning arrangements must be included within contractual agreements. Guests and outside organizations shall not move pianos from practice rooms, classrooms, or storage units without Music Department faculty supervision. Normandale guests and outside organizations must provide 4-6 weeks prior to an event or rehearsal to arrange for tuning.

Piano Lab Use Policy

The keyboards in the piano lab are for Class Piano, Music Theory, and Ear Training. The keyboards are integrated into an EKG system. Under no circumstances may any cable be disconnected. Students must return the keyboard lab stations to the original position: headphones on the easel, lid pulled down, bench pushed in. For safety reasons and wheelchair egress specified by the ADA, the benches **MUST** be completely pushed in when finished with a station. Students may use the lab for group study.

5.4 Music Department Instruments

A complete inventory of low brass, low woodwind, and percussion instruments is owned and maintained at Normandale. Quality instruments for anyone needing one of those instruments to play in the Concert Band are provided at no cost to students at the discretion of the band director. An upright bass is available for bass students. Percussion equipment is available for percussionists.

5.5 Student Lockers

Lockers are provided at no charge to any students playing in the concert band or applied music, as well as guitar storage and additional large and small instrument storage. Students must have a lock at the time of requesting a locker. Lockers not cleared at the end of the semester will have the locks removed and the contents cleared.

5.6 Music Computer Lab

A state-of-the-art computer lab, equipped with 15 iMac computers and 61-note keyboard controllers is maintained for daily student use. The most recent editions of music software are annually installed and maintained in the lab, including the Microsoft office suit, Acrobat, Finale, Audacity, Garage Band, and Band-in-a Box.

Music Lab Policy These policies will apply to Normandale students, faculty, staff, and community groups with permitted access to these facilities. Non-compliance with any of the policies may result in actions that could include limited use or exclusion of access to the Music Lab.

1. The Music Lab is for the benefit of students, faculty, and staff that are registered for a music course or courses.
2. Lab hours for each semester will be posted on the music lab door. Faculty may open the Music Lab early or grant late access if appropriate.
3. Non-music students and others may have access with prior consent of the Music Faculty or Lab Assistant.
4. No food or beverages other than water are allowed in the lab.
5. The music lab is a place for study and other educational work. General conversation will be done at a respectable level. Any disruptive conversation or behavior, to include playing of instruments or computer audio in the main lab, will not be tolerated.
6. Personal items should not remain unattended due to risk of theft.
7. Lab users shall return equipment to the original state of the lab.
8. Headphones should be used at all times. Student's provide headphones for lab use.
9. Any performance-based study requiring software must be executed in the three mini suites in the back of the lab or the recording studio, when available.
10. A printer is located in the music lab for Music Department-related jobs only. Printing should be limited to music related courses only. Other course print jobs should be completed with any other printer on campus.

5.7 Library Collection, Printed Music, and Ensemble Score Library

Normandale owns over 5,000 books, scores, and musical recordings as part of the general collection. Music students may access books and scores from the circulating collection of the main library on campus. regarding hours at other times is available on the library's website (see web resources above). Reference materials (such as the New Grove Dictionary of Music and Musicians) are available to us within the library.

Printed music and recordings are housed in the Fine Arts building and are available for on-campus use by students. Printed music representing standard literature is housed in the Fine Arts building in F1295 and are available for students use. The Music Department subscribes to the Music Index, an online search engine for music periodicals and journals. Also available is the Naxos Classical and Jazz streaming audio service. The printed score collection is also housed within the Music Department.

The Normandale Ensemble Score Library features thousands of titles of standard ensemble literature for

Concert Band, Concert Choir, Jazz Ensemble, and small ensembles. These scores are not available for check out as they are associated with specific ensemble coursework.

6. Applied Music and Performance Class

Applied Music (MUSC 1151, 2 credits) is individualized study specific to the student's principal instrument/voice. The two semesters of MUSC 1151 and two semesters of 2251 required for the AFA in Music correspond to the first two years of study for a bachelor's degree in music. Students enrolling in Applied Music (MUSC 1151 and 2251) are expected to have had prior private study with their principal instrument/voice. To assure that the student is ready for these courses, a brief entrance audition is required at the beginning of the first semester of study. All students enrolled in MUSC 1151 are responsible for taking a one-hour lesson each week for the 15 weeks of the semester with their Applied Music instructor. At the end of each semester the student will perform a jury exam on their principal instrument/voice that demonstrates their progress.

Students repeat Applied Music for 4 semesters for a total of 8 credits. Continued audit study in Applied Music will be granted at the discretion of the instructor. Students with audit status must also register for Performance Class (MUSC 1152).

6.1 Audition Requirements

Vocal Auditions

- A. Two contrasting vocal selections
- B. Sight-reading
- C. Pitch matching
- D. Diction assessment

Guitar Auditions

- A. Two contrasting selections of the classical guitar literature; one should be memorized.
- B. Sight-reading
- C. Major scales

Piano Auditions

- A. Two contrasting selections of intermediate to advanced standard literature; one should be memorized.
- B. Sight-reading
- C. Major scales

Instrumental (winds, strings, and mallet percussion)

- A. Two contrasting selections of standard literature, or etudes, exercises, or solo pieces
- B. Sight-reading
- C. Chromatic scale

6.2 Registering for Applied Music

Registering for Applied Music requires a permit. The Applied Music Coordinator or appropriate faculty will issue permits upon successful completion of an audition or jury exam. **Performance Class (MUSC 1152-0 credits)** is required for all students enrolled in Applied Music (MUSC 1151 and 2251). At other institutions, Performance Class may be called "studio class" and may or may not be an additional course requiring separate registration. Registration for Performance Class requires a permit and signature from the Performance Class instructor. In Performance Class, students will learn to function as Applied Music students to include performance, production of Student Recitals, and Jury Exam preparation. Individual

performance is required for this course twice per semester. The course is offered for zero credit. Students receive a P/NC grade. There is no tuition fee for this course.

6.3 Grading & Jury Exams

The body of the course work as assigned by the individual instructor will make up 50% of the grade. The Jury Exam will make up the remaining percentage of the grade. Individual instructors will set expectations for practice and studio policies.

Advancing in Applied Music

Satisfactory progress and completion of the Jury Exam requirements specific to vocal or instrumental students will warrant continued permitting for Applied Music. At the time of the Jury Exam the Music Student Portfolio will be reviewed. Faculty reserve the right to address specific performance and academic concerns to students directly. A quorum of faculty must be heard for permit authorization to continuance to MUSC 2251: Applied Music 2.

Jury Exam Requirements and Expectations

Jury Exam days are held during the final exam week for each semester. The date of the exam will be posted on the Jury Exam bulletin board in the Music Department and on the Performance Class Syllabus. The Jury Exam schedule will feature appointment slots. Applied Music students will choose an appointment time during Performance Class in advance of the Jury Exam. A list of Jury Exam appointments will be posted in the Music Department three weeks prior to the Jury Exams.

A Jury/Repertory Progress Form must be completed prior to the exam. This includes full titles of pieces, opus numbers, key signatures, and if applicable, movements, as well as both the first and last name of the composer. The completed form must be submitted for the exam. Failure to complete this assignment will result in the lowering of the Applied Music grade by a full letter. This document is located in Appendix E and will be made available through the Performance Class D2L page content.

Vocal Jury Memorized Exam Expectations

- A. Two contrasting selections in two languages must be presented. One will be chosen and one will be selected by the jury faculty.
- B. A test in diction may be assessed.

Guitar Jury Exam Expectations

- A. Contrasting repertoire will be memorized and performed.
- B. Scales will be requested.

Piano Jury Exam Expectations

- A. Repertoire. Perform two contrasting works that have not been performed at a Student Honors Recital from memory in a musically and technically convincing manner.
- B. Keyboard Skills. Prepare keyboard skills according to the information in Appendix E. This information can also be found on D2L.

Instrumental Jury Exam Expectations

- A. Major and minor Scales. Scales are practiced and prepared for the jury. Students will indicate on the jury assessment form what scales they are prepared to perform. These will have been practiced and prepared with their respective teachers. (3 minutes)

- B. Etudes/Exercises. Students will demonstrate their semester's work by preparing two *contrasting* etudes and/or exercises that have been worked with their teacher. (5 minutes)
- C. Repertoire. Prepared repertoire will be presented. This may be excerpts, or sections of pieces worked on during the semester. If a piano accompanist is needed, it is expected that the student has made prior arrangements with Jeff Patry to perform at their jury. (5 minutes)
- D. Sight-Reading. The faculty committee will choose appropriate sight-reading material. (3 minutes)

Vocal Jury Exams and the Staff Accompanist

Vocal Jury Exams will be scheduled as a cluster during the Jury Exam day to make efficient use of the Staff Accompanist. Applied Music students must submit accompaniments prior to the exam. The Staff Accompanist will not accept accompaniments at the time of the exam or during the week prior to the exam. The faculty will not hear unaccompanied vocal juries with the exception of acapella music.

Jury Exam Attire

Professional dress and conduct are required for a Jury Exam. A Jury Exam is like an audition and the faculty committee takes many qualitative elements into consideration when determining the Jury Exam grade. Students should begin a conversation about professional attire with the individual Applied Music instructor as each may have a different approach. Jeans, short pants, tees, and court shoes are not acceptable for auditions or juries.

Inclement Weather and Missed Jury Exams

In the instance that the campus is closed due to inclement weather or faculty illness, an alternative day will be announced for Jury Exams via email. Missed Jury Exams otherwise may not be rescheduled, except for by faculty recommendation.

6.4 Student Recitals

The Music Department holds two public student recitals per semester. Recital performance is not required for Applied Music study but is strongly encouraged. The benefits of recital performance include, but are not limited to the following:

- A. Music students should be interested in performing, as collegiate music programs are founded on solo and ensemble performance.
- B. Recital performers receive faculty recital evaluations. These are valuable documents that represent student progress through the AFA program. The recital evaluations may be useful to institutions of transfer when considering the transfer of credits. As portfolio artifacts, these documents may assist future employers in the decision making process when performance is included as an experience line-item on a resume.
- C. Recital performers receive a recording of the performance. Some receiving institutions require audio or video recordings prior to the transfer audition.

Recital Requirements

Student recital requirements must be followed. The Music Department faculty reserve the right to withhold a recital berth based on execution of the requirements. The following are the specific requirements for obtaining a student recital berth:

- A. Students performing on Student Recitals must be enrolled in both Applied Music and Performance Class.
- B. The staff accompanist must have the accompaniment parts four weeks prior to the recital.

- C. A Student Recital Application form must be complete and submitted by the deadline listed on the Performance Class syllabus.
- D. The selection(s) must be at least 3:30" and not more than ten minutes.
- E. Applicants may be required to perform a brief audition to a faculty committee. Faculty will program applicants who are adequately prepared for public performance. Faculty will provide feedback to all applicants.
- F. Applicants may be required to perform a dress rehearsal in the Performance Class period one week prior to the Student Recital.
- G. Applicants must wear appropriate attire for the student recital. This means professional dress and footwear.

Student recitals are supported by faculty but produced entirely by students. Student Recitals must have a stage manager, emcee, and a crew of at least one additional student.

Stage Manager

The Stage Manager will perform the following functions:

- A. The Stage Manager will place programs on music stands near the lower entrances of the F1265 auditorium.
- B. The Stage Manager will ensure that the stage is "swept," or free of any items that are not to be used for the performance.

Emcee

The emcee will welcome the audience, introduce the first performer, and close the program. Additional emcee details will be covered in Performance Class. The stage manager and crew will determine the order of the program based on logistics or repertoire following the dress rehearsal. Faculty determine the order of the program in consultation with the Applied Music faculty.

6.5 Sophomore Recitals

Sophomore Recital candidates must:

- A. Register for Sophomore Recital (MUSC 2252). This requires support of the Applied Music instructor and a permit.
- B. Submit a Sophomore Recital Repertoire Plan form to the Applied Music Coordinator at the time of requesting the permit. The repertoire plan must include approximately thirty minutes of music and stage department (exits and entrances to the stage.) The repertoire plan may include ensemble music, but the majority of the music should feature solo literature.
- C. Submit accompaniment parts to the staff accompanist during the first week of the semester or after registration is complete and the repertoire plan is approved.

6.6 Applied Music Off-Campus

The Music Department has numerous Applied Music faculty that teach off-campus in private studios. Students studying off-campus are expected to provide their own transportation to off-campus faculty studios.

6.7 Student Portfolio

All students pursuing Applied Music will create a portfolio of achievements that documents would support a career in music or continued private study in music. Two templates for the Music Student Portfolio are supplied by the Music Department: an AFA Student Portfolio (Music Major and minor) and a Non-Music Major Portfolio. The AFA Portfolio will assist transfer to baccalaureate institution. Supporting documents should include a repertoire list, resume, Piano Proficiency Exam Certificate, and letter of recommendation from a Music Department faculty member. The Non-Major Portfolio includes a repertoire list and any additional documents related to performance. The Non-Music Major Portfolio will assist future instructors with the instructional history accumulated at Normandale.

6.8 Change of Major Instrument

Students intending to change the major instrument of study must re-audition for Applied Music. The faculty committee will place the audition as freshman, sophomore, or unprepared. In the instance that an audition places at freshman level, the previous Applied Music and Performance Class work will count toward the AFA.

7. Ensembles at Normandale

AFA students must complete 4 credits worth of Ensemble work over the course of four semesters. Further participation in an Ensemble is allowed but will not count toward degree completion.

7.1 Concert Choir

The Normandale Community College Concert Choir is a mixed-voice chorus which rehearses 12:00 p.m. – 1:40 p.m. Monday and Wednesday in the Fine Arts Auditorium. The instructor will hear each member individually during the first week of classes. Music scores are checked out to students, who are then responsible for care of the music folders. The group sings music from a variety of choral traditions, including sacred and secular masterworks.

Normandale Concert Choir is a one-credit course (MUSC 1113-10) which may be repeated to a maximum of 4 credits. Further registration is encouraged but will not count towards a degree at Normandale.

Full concerts are given on campus each semester and the Normandale Concert Choir appears at selected events on and off campus. The Normandale Concert Choir has performed for the MN Music Educators Association, has twice appeared in Orchestra Hall with the Minnesota Orchestra, and performed at the American Choral Director's Association Regional Convention. The Choir has also performed with the Mankato Symphony, the Bloomington Symphony Orchestra, and at Carnegie Hall. The Choir often makes a tour to Chicago.

Rehearsals include the opportunity for students to improve vocal quality, extend the singing range, and build skills in reading notes and rhythm. Interested students may contact Marc Jaros in F1278, call 952-358-8440, or email marc.jaros@normandale.edu.

Frequently Asked Questions About Concert Choir

Are there auditions for Concert Choir?

The Concert Choir is open to any student that has had previous experience in high school or community choirs.

Are there attendance requirements?

Yes, the Concert Choir rehearses from 12:00 p.m. - 1:40 p.m. Mondays and Wednesdays in the Fine Arts Auditorium. Two to four concerts are typically scheduled each semester.

What kind of repertoire does the Concert Choir perform?

The Concert Choir performs sacred and secular music from all periods and genres, including multi-cultural works.

What is the dress for performances?

Singers will wear tuxedos or black dresses to every concert. Normandale will provide the dress or the tuxedo. Men and women will be fitted at school, in most cases. If a tuxedo is not available, men may have to be fitted at Knights Formal Wear, a store that specializes in formal attire.

7.2 Concert Band

The Normandale Community College Concert Band is made up primarily of students and community members from Minneapolis, St Paul, and the southwest metropolitan area. Rehearsals are Tuesdays and Thursdays from 9:00 a.m. – 10:40 a.m. in F1283. Besides having a tradition of musical excellence, the band provides an opportunity for those persons participating to realize the benefits of fellowship and individual achievement. The principle objective of the band program is to provide the highest caliber music education, in all of its aspects, to any person who wishes to participate.

The Normandale Concert Band performs concerts on campus. All programs are open to the general public.

In addition to many performing activities at home, the Normandale Concert Band has performed for the Minnesota Music Educators Association, the MENC North Central Division, the College Band Directors National Association convention, and has toured Western Europe.

Students interested in joining the Normandale Concert Band should contact John Clemons at john.clemons@normandale.edu.

Frequently Asked Questions About Concert Band

Are there auditions for the Concert Band?

The Concert Band is open to any students who have had previous experience in high school, college, or community college bands. No formal audition is required for membership, however it is assumed that you read music and have adequate technical skills on your instrument.

Are there attendance requirements?

Rehearsals are Tuesdays and Thursdays from 9:00 a.m. – 10:40 a.m. in F1283. Attendance is expected. Two concerts are scheduled each semester. Band members will perform in all concerts as a component of the course grade.

Are there additional sectional rehearsals?

There are no scheduled sectional rehearsals for the Concert Band. Periodically, sectionals will be held during the regularly scheduled morning rehearsals.

What kind of repertoire and literature does the concert band perform?

The Concert Band performs original works for band, orchestral transcriptions, marches, Broadway music, and a wide variety of traditional and contemporary music.

Does the college provide instruments for participation in the Concert Band?

Normandale Community College provides large instruments (low brass, low woodwind) and percussion instruments for use in the Concert Band. There is no charge for using school-owned instruments.

What do I need for the performances?

Black formal wear is required for all concerts. Men wear black tuxedos (or suits) with white shirts,

black bow ties, and black dress shoes. Women wear black dresses, or black dress slacks with black blouses, and black dress shoes.

7.3 Orchestra

Upon successful audition with the Bloomington Symphony Orchestra, students who play string instruments may obtain college credit for performing with the orchestra. Students are assigned a mentor or orchestra representative who keeps track of attendance and progress. This option is only available for string players. For audition information call Marc Jaros at (952) 358-8440. (Wind players are encouraged to contact John Clemons at john.clemons@normandale.edu for concert band information).

7.4 Jazz Ensemble

The Jazz Ensemble is an auditioned group which rehearses and performs a wide variety of instrumental jazz music. Students who play saxophone, trumpet, trombone, bass, piano, guitar, or drums may audition. For audition information, contact Aaron Moe at (952) 358-8796.

7.5 Vocal Ensemble

Vocal Ensemble is an auditioned group of 12-16 singers. The group performs *a cappella* and accompanied repertoire from Renaissance and modern periods including vocal jazz. Topics covered include historical performance practice, tuning, vocal blend and diction. For audition information, contact Marc Jaros at (952) 358-8440.

7.6 Guitar Ensemble

Guitar Ensemble students form duets, trios, and quartets. The groups rehearse and perform music from all periods. The repertoire includes arrangements of vocal and string chamber ensembles, as well as music composed originally for the guitar ensemble. For audition information, contact Barrett Schultz at barrett.schultz@normandale.edu

7.7 Instrumental Ensemble

Students enrolled in Instrumental Ensemble perform chamber music as duos, trios, quartets, quintets, and other ensemble combinations of wind, percussion, and string instruments. For audition information, contact Aaron Moe at (952) 358-8796.

7.8 Piano Ensemble

Students enrolled in Piano Ensemble rehearse and perform four-hand piano repertoire. Students receive weekly coaching in the areas of rehearsal techniques, stylistic interpretation, and ensemble performance. Each duo prepares two contrasting four-hand selections for the ensemble concert. For audition information, contact Dr. Soojung Hong at soojung.hong@normandale.edu.

7.9 Jazz Combo

Performance of jazz combo music: trios, quartets, and other ensemble combinations of wind and rhythm section instruments. For more information, contact Aaron Moe at (952) 358-8796.

Appendix A. Music Scholarships

Aaron Hilden Memorial Jazz Scholarship

This \$500 scholarship is awarded annually in memory of Aaron Hilden, jazz educator and musician, to a qualifying student who participates in a jazz performance ensemble for one full year during their course of study, regardless of major, at Normandale Community College.

In order to be considered, student must include the following:

- ☐ Application form
- ☐ Audition

Music Department Scholarship

This scholarship is awarded annually to an outstanding student musician, regardless of major, who participates in a performing ensemble each semester at Normandale Community College.

In order to be considered, student must include the following:

- ☐ Application form
- ☐ Audition

Pinsonneault Music Scholarship

This \$2000 scholarship is awarded annually to a high-achieving, full-time student enrolled in the AFA in Music degree program at Normandale Community College.

In order to be considered, student must include the following:

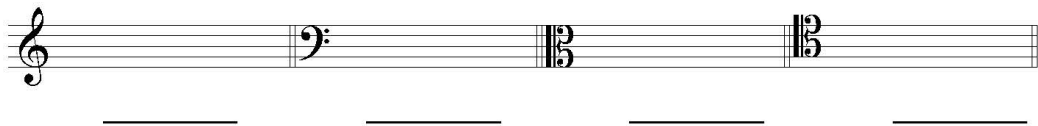
- Application form
- High school or college transcripts
 - *Minimum 3.0 college GPA or minimum 3.2 High School GPA*
- Letter of recommendation
 - *Normandale Music instructor or high school Music teacher*
- Audition

Appendix A. Music Theory Pre-Test

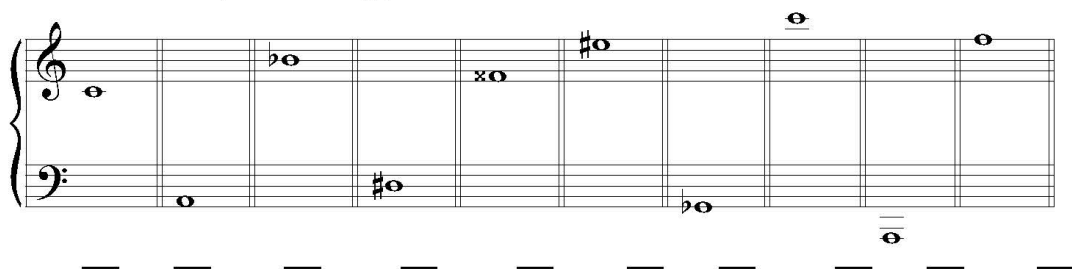
Music Theory Pre Test

Name: _____

1. Clefs. Identify the following clefs.



2. Pitches. Identify the following pitches.



3. Time signatures. Time signatures are provided. Refer to the time signatures to complete the grid.



A. Circle the meter type:

B. Write a number:

C. Write a note:

1. Simple Compound Irregular Beats per measure: _____ Note value that is the beat: _____

2. Simple Compound Irregular Beats per measure: _____ Note value that is the beat: _____

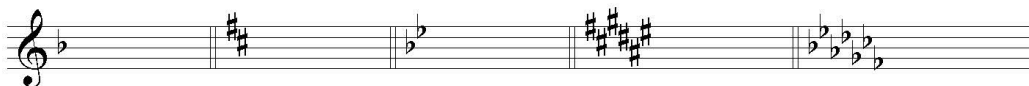
3. Simple Compound Irregular Beats per measure: _____ Note value that is the beat: _____

4. Simple Compound Irregular Beats per measure: _____ Note value that is the beat: _____

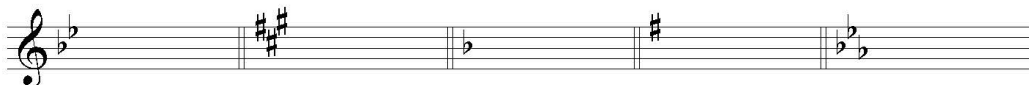
4. Bar lines. Add barlines to the following example.



5a. Major Key Signatures. Identify the following major key signatures.



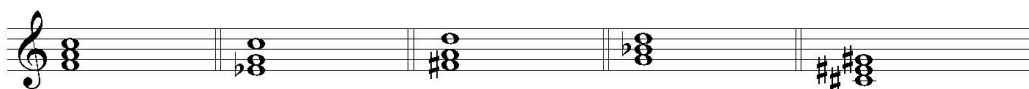
5b. Minor Key Signatures. Identify the following minor key signatures.



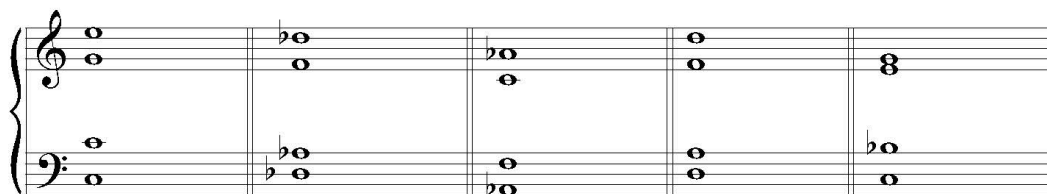
6. Intervals. Identify the following intervals.



7a. Chords. Identify the following chords.



7b. Chords. Identify the following chords with a Roman numeral appropriate to the key.



C: _____

A^b: _____

f: _____

d: _____

F: _____

Appendix B. Repertory Progress Form

Normandale Community College Music Department Applied Music Jury Assessment and Repertory Progress Form

Instructions: Fill in the information below. List the large and small ensembles of participation for the semester corresponding to this jury exam.

JURY DATE: _____ Instrument/Voice: _____

Name: _____ ID: _____

Email: _____ Phone: _____

Instructor: _____ Number of Semesters of Applied Music:
1 2 3 4 Other: _____

Ensembles: _____

Repertory Progress

Instructions: List all repertoire assignments and exercises assigned during the semester. With the check-boxes, indicate which repertoire was performed at a jury or recital, memorized, studied.

Composer	Title of Composition	Recital	Jury	Memorized	Studied
1. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Repertory

Instructions: List all other work including scales, chords, arpeggios, exercises, diction courses, or other applications to Applied Music study such as Master Classes, competitions, auditions, and concerts attended.
