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# Music Department Student Handbook 2020 - 2021

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**DOUGLAS** COLLEGE

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# Introduction

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This small handbook does not claim to contain all the knowledge that every music student might possibly need to succeed at Douglas College. Rather it holds information that is important for most, if not all, music students and which may not be readily available elsewhere. Other valuable sources of information are:

## Douglas College Website

Go to [www.douglascollege.ca](http://www.douglascollege.ca) or follow the links below.

The Douglas College [Program and Course Catalogue](#) has detailed information on the Music Programs and Music Courses as well as College-wide information on deadlines, procedures and policies.

The [Music Department website](#) has information on music instructors, music department activities and an online version of this handbook.

Douglas College has a wealth of support services for students. Be sure to see what's available at [Student Services](#).

[Curriculum Guidelines](#) for all Douglas College courses.

## Online Notice Boards

Make sure you regularly check online at [Music Events](#) and [Arts Events](#) for important information, events, and announcements in the music department. The notice boards in the Performing Arts field base (Room N3200) and hallways will not be used during the COVID-19 pandemic.

## Course Outlines

Each instructor will distribute an outline for each course at the beginning of the semester. These outlines include important information on materials required for the course, methods of evaluation and the instructor's policies on attendance and participation.

## People

If you don't know, ask someone! Your instructors, the Coordinators, Division Heads, and the Administrative Associate will all be happy to help you or direct you to someone who can.

## Facebook

"Join" the [Douglas College Music Department Facebook group](#) to connect with students, faculty and staff of the Music Department.

"Like" our [Arts Events Facebook page](#) to receive updates on all the Arts Events happening around campus at

# Contacts

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## General

<b>Mailing Address</b>	<b>PO Box 2503, New Westminster, BC V3L 5B2</b>
<b>Main Switchboard</b>	604 527 5400
<b>Security</b>	604 527 5405
<b>Registrar's Office</b>	604 527 5478
<b>Student Services</b>	604 527 5486
<b>Learning Centre</b>	604 527 5539

## Administration

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<b>Name</b>	<b>Office</b>	<b>Phone</b>	<b>Email</b>
<b>Manuela Costantino</b> Dean Faculty of Language, Literature, and Performing Arts (LLPA)	S2600C	604 527 5861	costantinom@douglascollege.ca
<b>Janette Tilley</b> Associate Dean LLPA	S2600D	236 428 4755	tilleyj@douglascollege.ca
<b>Zarine Mistry</b> Administrative Officer LLPA	S2613	604 527 5097	mistryz@douglascollege.ca
<b>Jim Palmer</b> Coordinator Music Department	N3201	604 527 5469	palmerj@douglascollege.ca
<b>Igor Efimov</b> Coordinator Music Technology Diploma Program	N3243	236 428 4799	efimovi@douglascollege.ca

## Faculty

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Name	Office	Phone	Email
Barrettara, Naomi	N3247	604 777 6688	barrettaran@douglascollege.ca
Barrington, Barrie	N3223	604 527 5560	barringtonb@douglascollege.ca
Caldwell, Robert	N3241	604 527 5694	caldwellr@douglascollege.ca
Efimov, Igor	N3243	604 527 5272	efimovi@douglascollege.ca
Fairbairn, Hazel	N3223	604 527 5967	fairbairnh@douglascollege.ca
Fulton, Adam	---	→	fultona1@douglascollege.ca
Hannan, Eric	N3225	604 527 5273	hannane@douglascollege.ca
Harty Scott, Heather	N3231	604 527 5270	hartyscotth@douglascollege.ca
Mai, Vince	---	→	maiv@douglascollege.ca
Ollen, Joy	N3233	604 527 5275	ollenj@douglascollege.ca
Putz, Ian	N3229	604 527 5215	putzi@douglascollege.ca
Sarfehjooy, Kayvon	N3229	604 527 5215	sarfehjooyk@douglascollege.ca
Smith, Douglas	N3235	604 527 5651	smithdo@douglascollege.ca
Sochor, Michael	---	→	msochor@douglascollege.ca
van Deursen, John	N3253	604 527 5274	vandeursenj@douglascollege.ca
Witvoet, Marguerite	N3200J	604 527 5991	witvoetm@douglascollege.ca

## Staff

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Name	Office	Phone	Email
Erin Byers Administrative Associate	N3200A	604 527 5465	byerse@douglascollege.ca performingarts@douglascollege.ca
Krista Graham Arts Events Officer	N3200E	604 527 5495	grahamkl@douglascollege.ca artsevents@douglascollege.ca
James Stedham MTD Technician	N3200D	604 527 5276	stedhamgosnellj@douglascollege.ca

## Contract Private Lesson Instructors

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These instructors do not have offices on campus and not all instructors have students each semester. Teaching studios will be assigned at the beginning of the school year.

<b>Name</b>	<b>Instrument</b>	<b>Name</b>	<b>Instrument</b>
Beaty, Mark	Double Bass & Electric Bass	Mangas, Roger	Viola
Cavadas, Angela	Violin	Verdejo, Adrian	Classical Guitar
Chernoff, Marea	Oboe & Recorder	Ramsbottom, Gene	Clarinet
Dansereau, Sophie	Bassoon	Round, Sue	Cello
Fedoruk, Brenda	Flute	Shier, Robin	Trumpet
Hesketh, Camille	Voice	Stiles, Allen	Piano
Jeffrey, Wayne	Horn	Martone, Dave	Contemporary Guitar
MacDonald, Colin	Saxophone	Wilkins, Miranda Wong	Piano

## Responsibilities of Regular Faculty

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### Academic Division Heads

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<b>Music Composition</b>	Douglas Smith
<b>Music History</b>	Naomi Barrettara
<b>Music Theory, Sight Singing &amp; Aural Skills</b>	Joy Ollen

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### Performance Division Heads

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<b>Brass, Woodwinds &amp; Instrumental Ensembles</b>	John van Deursen
<b>Choral Ensembles &amp; Voice</b>	Eric Hannan
<b>Keyboard</b>	Barrie Barrington
<b>Percussion</b>	Robert Caldwell

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### Recitals & Other Responsibilities

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<b>Tuesday Student Recitals &amp; Thursday Showcase Concerts</b>	Eric Hannan
<b>The Arts at One Concert Series</b>	Jim Palmer
<b>Music Lockers</b>	John van Deursen
<b>Master Class Participation &amp; Arts at One Attendance Records</b>	Barrie Barrington
<b>Music Awards</b>	Heather Harty Scott
<b>Community Music School Programming (Music Tech only)</b>	Igor Efimov

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# Student Responsibilities

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It is the student's responsibility to be aware of policies, procedures and deadlines that are in effect at Douglas College. This information appears in the [list of policies](#), in this handbook and in instructors' course outlines.

It is also the student's responsibility to attend classes regularly, to keep his/her work up to date, and to complete assignments as required. Final grades are based largely on complete assignments, tests and class participation.

Students who completed less than 70% of the total evaluation of the course, or who missed more than 30% of the classes where the instructor's course outline specified attendance as a course requirement will receive a UN grade (unofficial withdrawal).

## Student Behaviour

Douglas College is dedicated to the pursuit of knowledge. As a co-operative community, it relies on the maturity and integrity of all its members to allow freedom for effective teaching and learning.

Douglas College students are expected to behave as adults and to demonstrate appropriate conduct in all classes and rehearsals and on campus.

Arrive punctually with all required books and materials. If you do arrive late, enter the classroom quietly. Contribute to the learning environment by listening attentively, volunteering answers when appropriate and participating in discussions.

Students who disrupt the learning environment and/or impede the instructional process can be asked to leave the class. Behaviours that create an atmosphere of hostility, intimidation, ridicule, or disrespect for others are inappropriate and will not be tolerated.

Students are expected to keep sound levels to a minimum while in shared spaces, particularly the corridors in the N3200 area. Keep practice room doors closed while playing or singing, and speak quietly in the halls so as not to disrupt others.

Help to keep the facilities pleasant for all by cleaning up after yourself. Eating and drinking are only allowed in designated areas. Smoking and vaping are both prohibited on campus.

**During the COVID-19 pandemic, students will be off campus unless required to be in-person for coursework.**

Additionally, students may access campus if their online class is immediately before an in-person class.

**Students must not congregate in hallways.** Computer labs and unlocked classrooms are available for student use in these circumstances. *Students may also book a practice room for this specific purpose, but this must be done at the beginning of the term.* A sign on each room indicates its COVID capacity.

## **Textbooks**

Students must purchase all required textbooks for each course, as listed on the instructor's course outline.

In music courses, students may not use used textbooks in which exercises and assignments have already been done.

In all music courses, students may not use photocopied textbooks, or photocopied portions of textbooks, in the classroom.



# Student Status in Music Programs

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Students are expected to take a full program. Part-time studies are available by special permission and subject to course admission requirements and seat availability.

## I. Music Diploma Program and Foundation for Music Therapy Studies

### A. Requirements for Full Time Status

Full-time students must take a minimum of 11 credits, including both applied and academic options each term.

The academic music courses are:

- Music Theory
- Music History

Note: For students in the **Foundation for Music Therapy Studies** program, required academic non-music courses (e.g. PSYC, ENGL) may count toward full-time status in the Music Department.

The applied courses include:

- Ensembles
- Studio Instruction
- Improvisation
- Composition
- Aural Skills
- Class Piano and Keyboard Harmony
- Class Brass and Class Percussion

**Advising:** All Music Diploma students will be assigned a faculty advisor at the beginning of their studies. At the beginning of each Fall and Winter semester, students will meet with their advisor to confirm their proposed course of study.

**Ensemble co-requisites:** Students taking studio instruction courses (ie: individual lessons) must take a concurrent ensemble (appropriate to their instrument where possible). Students enrolled in Performance lessons must enroll in one of: Concert Band, Chorus or Chorale. Concert Band, Chorus and Chorale are open by audition only.

A student's successful audition for Performance lessons will also serve as a successful audition for Concert Band or Chorus (students must audition separately for Chorale).

Ensemble substitutions are possible at the discretion of the Music Department.

Students intending to transfer as Bachelor of Music students must take Performance concentration lessons, and must pass an audition to be eligible for these lessons.

Private lessons (Studio Instruction - General) are available to those intending to transfer as a BA student, as well as to Foundation for Music Therapy Studies (FMTS) and Music Technology (MTD) program students.

**Class Piano:** Class Piano is recommended for all students whose concentration is not piano. Students who intend to transfer to a university should be aware that Class Piano is required of non-pianists in most university undergraduate programs.

At the beginning of their studies at Douglas College, students should check the program requirements of any university to which they are considering transferring at the end of their studies.

Students whose concentration is voice or an instrument other than keyboard, and whose keyboard skills are less than Grade 7 RCM should take class piano.

Non-keyboard students who intend to transfer to a university must also take Class Piano.

**Elective Requirements:** The Diploma in Performing Arts (Music) includes 12 elective credits and 9 of these may be music or non-music courses. At a minimum, 3 credits of English (ENGL) must be taken. Students intending to transfer to a university will take 6 credits of ENGL, including ENGL 1130. It is possible to take non-music courses including English during the summer term, or at the same time as the music courses (Fall / Winter terms).

Students in the Foundation for Music Therapy Studies program, please consult with your advisor regarding electives.

Revised August 2020

## **B. Conditional First-year Status**

Students who are ineligible to enroll in one or more required Music Diploma courses, may be conditionally accepted into the program and advised to upgrade appropriately (e.g., take Basic Musicianship theory, ENGU or ELLA, etc.). These students will have conditional program status and will have one year to demonstrate eligibility for full admission. Students who do not qualify after one year will not normally be able to continue in the program.

## **C. Requirements for Part-Time Status in the Music Diploma and Foundation for Music Therapy Studies**

Students wishing to take a part-time program will be allowed to do so only by special permission of the Music Department. Requests for permission to take a part-time program must be submitted to the Music Department Coordinator in writing with a clear and complete rationale for each request and a plan for completing the program.

Requests based on health grounds or disabilities should be verified and facilitated by Accessibility Services.

Requests based on failure in pre-requisite courses must include a remedial plan (auditing a lower level course, for example).

Requests based on work conflicts will not normally be considered.

All requests for fall semester must be submitted complete by August 20, at the latest. Students who want a part-time program for Winter semester should contact the Coordinator as early as possible before the

beginning of the semester. The department will review all part-time requests at the earliest possible date and issue decisions.

Registration for part-time students is during the late registration period and is subject to seat availability in the courses requested.

## **II. Basic Musicianship Certificate Program**

### **A. Requirements for Full Time Status**

Full-time students must take a minimum of 11 credits, including all required core music courses for which they are eligible.

The core music courses are:

- Concentration Lessons
- Ensemble
- Music Theory
- Aural Skills
- Listening in Context

Students whose concentration is voice or an instrument other than keyboard, and whose keyboard skills are less than Grade 7 RCM:

- Class Piano

The music faculty will check each music student's program on the first day of the Fall semester to ensure that all core music courses are being taken.

### **B. Requirements for Part-Time Status in the Basic Musicianship program**

The Basic Musicianship program accepts up to five part-time students each year.

Registration for part-time students is during the late registration period and is subject to seat availability in the courses requested.

Part-time students are not permitted to take lesson courses unless at least half of the program's academic coursework has been previously completed.

## **III. Reviews of Student Program Status**

Music faculty will review the status of all program students at a special meeting after mid-term week. Any student who is not participating satisfactorily in the program will be required to meet with the Coordinator. Any student who is not participating satisfactorily in a specific course may be asked to meet with that instructor.

Students with one or more grades below C- at the end of a semester will be contacted by the Coordinator and advised on their options for the following semester.

#### IV. Recommendations for Students with a Grade of P or F

A final grade of C- is required in a pre-requisite course in order to proceed to the next level. If a student receives a grade of P or F in a core music course, the following recommendations apply:

- a. A student may request to audit the next level of a course (for which s/he does not have the pre-requisite), subject to seat availability.
- b. If a student obtains a P or F in a course with a pre-requisite, and has received a grade of C or lower in the pre-requisite course, it is recommended that the student retake the pre-requisite course in order to upgrade, subject to seat availability. (For example, if a student fails MUSC 1210, this student would take MUSC 1110 in the next fall semester before retaking MUSC 1210 in the next winter semester.)
- c. If a student obtains a P or F in a course with a pre-requisite, has received a grade of C+ or higher in the pre-requisite course, and does not have 11 required music credits available to him/her in the subsequent semester, it is recommended that the student register in elective courses (music or other) up to a minimum of 11 credits in order to reach full-time music program status for that semester.
- d. If a student obtains P or F in a course without a pre-requisite, and does not have 11 required music credits available to him/her in the subsequent semester, it is recommended that the student register in elective courses (music or other) up to a minimum of 11 credits, in order to reach full-time music program status for that semester.

**According to College policy, a student may register for the same course as a credit or audit student a maximum of two times.** Students may appeal this maximum by completing a “Request to Repeat a Course” form, available at the Registrar’s Office.

Revised August 2020

#### V. Course and Program Withdrawal

**Students who wish to withdraw from a core music course must speak to the instructor and to their advisor before doing so.** See section II. A, above for a list of core courses. The student should be aware of all the implications of dropping a course and what alternatives there might be. Withdrawal from a core music course may jeopardize the student’s status in other music courses, particularly studio instruction courses.

**Students who wish to withdraw from the program must speak to their advisor and the Coordinator before doing so.**

# Learning and Working Environment

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## Douglas College Policy

Douglas College is committed to providing a peaceful, respectful learning and working environment that is free of violence, inappropriate conduct, sexual harassment, bullying, personal discrimination and stalking. See [“Let’s Do Respect.”](#)

## Student/Teacher Relations in the Music Department

Students are encouraged to communicate with instructors about anything that might affect their work in a course.

In cases where a student experiences course-related difficulties with a music instructor, inside or outside the classroom, the student should proceed as follows:

1. Attempt to solve the problem directly with the instructor.
2. If this attempt is unsuccessful, OR if there is concern that direct discussion with the instructor is inappropriate,
  - a) speak to the appropriate Music Department Division Head, and/or
  - b) speak to the Music Department Coordinator.

For general information on college policies and procedures, please see [www.douglascollege.ca/about-douglas/governance/policies](http://www.douglascollege.ca/about-douglas/governance/policies)

## **Music Department Guidelines Concerning Physical Contact in Performance Courses**

The nature of teaching instrumental and vocal techniques may require the instructor to physically guide students in the private studio or classroom in order to be effective. This physical contact is to be done in a manner that is understood to be appropriate by both the faculty member and the student.

In order to ensure that this requirement is understood by everyone involved, instructors will inform students about the extent and nature of physical contact that may be required in a performance instruction course at the first lesson, class, or rehearsal of the semester. The instructor will also ask students if they have any concerns about the types of physical contact that may be required.

Students should advise the teacher of any concerns they may have, either at the first lesson, class, or rehearsal, when the requirement is explained, or at any time during the course. Students have the option of asking another person of their choice to be present during their private lessons.

It is the responsibility of the instructor to ensure that, as far as is practical, students' concerns are considered and that action is taken to eliminate those concerns during teaching.

Students who feel that their concerns are not being addressed should follow the steps outlined under Student/Teacher Relations above.

Approved May 28, 2014

## **Security**

Unfortunately there have been many thefts in the Performing Arts area. Do not leave valuables unattended in any area of the College. Do not leave instruments unattended in Practice Rooms. If at any time you suspect someone not affiliated with Douglas College is in the Performing Arts spaces, notify a member of the music faculty or Security at the information booth on the concourse or by phone at 604 527 5405.

In the evenings, Security guards are available to escort you to the New Westminster Skytrain station between 7 and 11pm every half hour. Please arrive in the concourse several minutes in advance to meet up with the guard and others who are walking down to the station.

# Music Scholarships and Awards of Distinction

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For detailed descriptions of Douglas College's music scholarships and awards of distinction, please visit [LLPA Awards](#) and [Music Scholarships](#).

## Policies and Procedures

1. In order to be considered for a Music Scholarship or Award of Distinction, a student must be enrolled in a minimum of 11 credits, including both applied and academic options.
2. In order to receive a Music Award of Distinction, a student must maintain a GPA of 2.00 or higher. Recipients of the Laura Chestnut Music Theory/History Scholarship must have a minimum GPA of 3.5. For Music Entrance Scholarships and Awards of Distinction, the previous academic records of candidates will be considered.
3. Unless otherwise designated, a Music Scholarship or Award of Distinction must be used for further music studies at Douglas College beginning in September of the calendar year in which the award is received.
4. A recipient of a Music Scholarship or Award of Distinction is expected to perform in a Student Showcase Concert in the following academic year. Winners of the Laura Chestnut Music Theory/History Scholarship may be exempt from this requirement.
5. Music Scholarships and Awards of Distinction are awarded primarily on the basis of achievement and potential. Where the specified criteria for a scholarship or award are met equally by two or more candidates, consideration may be given secondarily to the contribution to the musical life of the Department.
6. For each scholarship or award of distinction awarded, an alternate recipient will be designated. Should neither the designated nor alternate recipient continue his/her full time music studies in the subsequent academic year, the money will revert to the fund.
7. Where no suitable candidate is found, a scholarship or award of distinction may not be awarded in that year.
8. Winners of Music Scholarships and Awards of Distinction are selected by music faculty. Decisions are final.
9. Winners of scholarships and awards of distinction are to pay their fees in full as required by the College registration process. Once the late registration date has passed and it has been determined that recipients or alternates have met the requirements as described above, the Student Awards office will request that the award value be applied to the student's account.

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## Music Entrance Awards

- Douglas College Music Entrance Award of Distinction
- Performance-Based Tuition Scholarships
- Douglas International Music Entrance
- Good Noise Vancouver Gospel Choir Voice Entry Award of Distinction

Students transferring from the Douglas College Basic Musicianship Program to the Music Diploma Program or Foundation for Music Therapy Studies will automatically be considered for entrance scholarships. No application is required. Winners of Music Entrance Scholarships and Awards of Distinction must confirm their intention to attend Douglas College by June 15.

## Music Awards of Distinction

- Silverman Music Award of Distinction
- Lance Ryan Vocal Achievement Award of Distinction
- Laura Chestnut Music Theory/History Scholarship
- Henry Waack Music Awards of Distinction (2)
- Rotary Women's Association Music Award of Distinction
- Long & McQuade Music Student Recognition Awards
- Douglas College Music Award of Distinction
- Amanda Todd Legacy Music Therapy Award of Distinction

No application is required. The awards will be announced and distributed at the annual Music Student Awards Benefit Concert at the end of the academic year.

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## Other Scholarships, Awards and Bursaries

Music students are also eligible for other scholarships and bursaries. Application is required. Contact the Financial Aid Office for information. Note the following in particular:

- Arts Council of New Westminster Scholarship
- Laura C. Muir Performing Arts Award of Distinction
- The Society for the Preservation of Vaudeville Bursary in Honour of Jim Trimble

Revised August 2016



# Facilities and Equipment

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## Student Use of Performing Arts Facilities

Douglas College offers some of the finest performing arts facilities in the province. In order that all users can enjoy a pleasant and productive working environment, it is essential that there be mutual respect and co-operation. To that end, please observe the following guidelines.

1. Spaces must be left in the original, tidy condition for the next users. Chairs, music stands and all equipment must be returned to the proper location. Whiteboards must be erased.
2. Eating, drinking, smoking and/or consuming drugs or alcohol are not permitted.
3. Users of designated, specialized spaces—recording studios, percussion room, rehearsal rooms, large instrument storage room, music technology lab—must have permission from the appropriate music faculty member and the Performing Arts Office. (Music Technology Diploma students should consult with their Program Coordinator about access to studio spaces.)
4. Keys for specialized spaces are non-transferable and must be returned before a student's grades will be released by the Registrar's Office.
5. There must be no tampering with equipment. Any problems with equipment should be reported immediately to the Music Office or a member of the music faculty. Do not leave instruments unattended in Practice Rooms.
6. No equipment is to be moved without permission of music faculty. All equipment must be returned to its original location after use.
7. No equipment is to be removed from the College premises.
8. Failure to adhere to these rules will result in the loss of room booking privileges.

## Recording Studios

The Music Department features two fully equipped digital multi-track recording studios, complete with large live rooms. Both rooms feature tie lines to other recording spaces within the Performing Arts area, allowing for a great deal of flexibility in scheduling sessions. Both rooms also feature the latest versions of Logic and ProTools software, allowing for choice of recording platforms. In addition to the two studios, there are various portable recording options available for off-campus projects.

These facilities are available for use by Douglas College students who are enrolled in the Music Technology Diploma Program or Audio Engineering courses offered through the Community Music School.

## Practice Rooms

During the COVID-19 pandemic students **must** book practice rooms with Erin Byers (performingarts@douglascollege.ca). Practice rooms are not available if they are not booked. Practice rooms must be booked for recurring use and before September 21st. After September 21st, students may only use the practice rooms they have already booked. Finalized practice schedules will be posted outside of each room in the third week.

**COVID-19 cleaning requirements and instructions are posted on each room. If you do not follow the cleaning protocols, you will not be allowed to use the room.**

During the week, practice rooms are unlocked by security personnel at 7am and locked again at 10pm. Students are expected to leave the building by closing time (10pm on weekdays, 7pm on Saturdays, and 6pm on Sundays).

Students wishing to practice on weekends or holidays must get authorization specifying the room, the day of the week and the time. Authorization is issued by the Performing Arts Office. Security has instructions to admit only students with authorization and current student cards.

All weekly bookings end as of April 20. Students wishing to use practice facilities during the summer should make arrangements with the Administrative Associate.

## Lockers

Standard Douglas College lockers (smaller, two lockers stacked, dark brown, seen throughout campus) are available through the Douglas Student Union (DSU) for a fee of \$10.00 per semester. In order to obtain one of these lockers, present your student card along with an authorization slip signed by music faculty to the DSU Office. More information can be found on the Douglas College Student Union website ([www.thedsu.ca/services/locker-rental](http://www.thedsu.ca/services/locker-rental)).

## Instrument Storage Lockers

For larger instruments such as guitars, saxophones, and other band or string instruments, there are a number of special instrument lockers for music students (light brown and are found only in the hall directly opposite to the practice rooms that run eastwards from room N3221/Studio A). Price varies from \$20 to \$40 depending on size. Larger lockers will often be shared with other music students.

These lockers are signed out for September to April 30th each year on a first-come, first-served basis. Unclaimed contents are removed and placed in the lost and found (Security Desk in the concourse) after that date. Students must remain registered in the Music Program in order to retain their locker.

Due to the pandemic, payment for lockers will be delayed until the end of the semester but occupancy may begin and sign-up will be online starting on Tuesday September 8, 2020. Please watch for an email link to the locker sign-up sent directly to your email address. If you have not received an email by the end of the day Tuesday, please contact John van Deursen [vandeursenj@douglascollege.ca](mailto:vandeursenj@douglascollege.ca).

## Instruments for Loan

The Music Department has many instruments available for music students to sign out. Loans can be arranged for students who wish to double on a related instrument, or who played a rental instrument before coming to Douglas College and no longer have access to one.

See John van Deursen to sign out a wind or brass instrument, and Jim Palmer to sign out a guitar. Students are responsible for loss or damage. DO NOT leave instruments unattended in the practice rooms. Instruments should be returned at the end of April each year.

**Instruments must be returned before a student's grades will be released by the Registrar's Office.**

# Studio Instruction Courses (Private Lessons)

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## General Policies

1. The duration of each lesson is as follows:
  - MUSC 1150, 1152, 1155, 1250, 1252, 1255, 2350, 2352, 2450, 2452 - 50 minutes
  - MUSC 1153, 1156, 1253, 1256, 2353, 2453 - 25 minutes
2. It is very important that the lessons occur on a regular basis (once a week) to ensure maximum benefit from the instruction.
3. In order that the student and the teacher enjoy and profit from the lessons, it is essential that both parties be punctual and prepared for each lesson. If there are any difficulties in administering or receiving lessons please notify the Music Coordinator immediately.
4. All lessons must be given at the College, except where the instructor has arranged for online lessons due to the COVID-19 pandemic.

## Cancelled and Missed Lessons

1. If either student or instructor is unable to attend the lesson owing to illness or extenuating circumstances, the other party should be notified as soon as possible and arrangements should be made to reschedule the lesson at a mutually convenient time.

Lessons missed or cancelled by the student without a valid excuse or adequate notice will not be made up. The Course Outline will define what is considered to be “adequate notice.”
2. Occasionally, curricular activities (field trips, etc.) will conflict with lessons. It is the student’s responsibility to notify the instructor of any such conflict as soon as such an activity is announced so that an alternate lesson time can be arranged.
3. Students whose instructors cancel two or more consecutive lessons should notify the appropriate Performance Division Head or the Coordinator.
4. During inclement weather, the campus may be officially closed and lessons cancelled. Please monitor the College website, which will always clearly announce campus closures. Lessons should be rescheduled between the instructor and the student.
5. A one-day gap is set between the last day of classes and the first day of the exam period to allow time for students to prepare for exams that may occur early in the exam period. Students may accept offers to reschedule lessons on this day but may not be compelled to do so.

## Instructor Assignment

At the beginning of music studies at Douglas College, the Music Coordinator (in consultation with division heads) will assign students to their lesson instructor. Under normal circumstances, it is expected that a student will continue to take lessons from the assigned instructor for the duration of his/her performance studies at the College.

## Eligibility for Studio Instruction courses

For students requesting private lessons, priority is given to full-time Music Program students (registered in 9 credits or more, not including the studio instruction course).

## Grading

**Performance Lessons** MUSC 1150, 1250, 2350, 2450, as well as MUSC 1255 (2nd term, Basic Musicianship piano lessons) will be evaluated as follows:

1. Seventy percent (70%) of the total mark will be allotted by the instructor on the basis of weekly achievement in the various aspects of the course. Factors to be considered include progress, punctuality and attendance, musicianship and completion of the minimum requirements. Recital and pod class participation will be counted as part of the course mark.
2. Thirty percent (30%) of the total mark will be based on a jury examination at the end of each semester. The student will be expected to demonstrate mastery of all aspects of the requirements.
3. Up to 10% of the total mark will be deducted for unfulfilled participation in College recitals and pod classes. (See section on Pod Classes, Concerts and Recitals.)

**General Lessons** MUSC 1152, 1252, 2352, 2452, 1153, 1253, 2353, 2453 will be evaluated as follows:

1. 100% of the total mark will be allotted by the instructor on the basis of weekly achievement in the various aspects of the course. Factors to be considered include progress, punctuality and attendance, musicianship and completion of the minimum requirements. Pod class participation will be counted as part of the course mark.
2. There are no jury exams for General lessons.
3. Up to 10% of the total mark will be deducted for unfulfilled participation in required Music Department events. (See section on Pod Classes, Concerts and Recitals.)

**Basic Musicianship Lessons** MUSC 1155, 1156, and 1256 will be evaluated as follows:

1. 100% of the total mark will be allotted by the instructor on the basis of weekly achievement in the various aspects of the course. Factors to be considered include progress, punctuality and attendance, musicianship and completion of the minimum requirements.
2. Up to 10% of the total mark will be deducted for unfulfilled participation in recitals and concerts. (See section on Pod Classes, Concerts and Recitals.)
3. There are no jury exams for Basic lessons (except MUSC 1255; please see above).

## Lesson Fees

Note that Performance and General Lesson courses incur Studio Instruction fees in addition to the standard per credit rate charged for Music courses. To determine the extra cost for the lessons that you intend to enroll into, please see "Studio Instruction and Studio fees" on the College website (Programs & Courses > Fees and Related Information > Tuition fees charts > Student activity, lab, Co-op and other fees).

## Withdrawals

Students withdrawing from the program must notify the office not fewer than 3 days prior to the next lesson.

## Jury Examinations

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1. Jury exams are required for Performance lessons only, and students taking these lessons must take a jury exam at the end of each semester. All juries will be held during the final examination period. Basic and General lesson students are not required to take a jury exam, but may request to do so to gain experience.
2. Basic Musicianship students may also elect to do a jury as an audition for the Music Diploma Program. For further information, see the section on Moving from Basic into Music Diploma.
3. Jury exam requirements may include pieces, studies, technical requirements, quick study and sight-reading. Specific requirements are set for each instrument and voice. Please consult your private lesson instructor for detailed information well before the exam date.
4. The two jurors will include one regular member of the music performance faculty and the instructor.
5. A schedule of jury examinations will be posted prior to the final examination period. It is the student's responsibility to consult the schedule and inform the Division Head of any conflicts immediately.
6. Students must be in attendance and ready 10 minutes before the scheduled time. Those students required to do Quick Studies must be present 30 minutes before the scheduled time.
7. Students are to bring the following to concentration jury exams:
  - a. Two jury forms with the appropriate sections filled out.
  - b. One extra copy of each of the pieces and studies being performed on the exam for the use of the examiners. Photocopies are acceptable for this purpose.
8. The mark for the jury exam is the average of the marks submitted by the jurors. This mark constitutes 30% of the final grade for the course.
9. After the scheduled jury dates each term, jurors will give completed jury forms to the Music Coordinator, who will scan them for records retention purposes. The forms will then be returned to the appropriate division heads. Completed jury forms will be returned to the student for their reference.
10. Students are encouraged to read the jurors' comments and discuss them with their instructor.

**During the COVID-19 pandemic, faculty and students may arrange for juries to be submitted according to another format if they cannot be performed in person.**

Revised August 2020

# Pod Classes, Concerts and Recitals

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## Participation

All students taking studio instruction courses are required to attend all concerts in the Thursday Arts at One concert series each semester, all student recitals, and all of their designated pod classes. **During the COVID-19 pandemic, concerts will be streamed online** and attendance will be taken. (Basic Musicianship students are not required to take pod classes, but may elect to register for them through the Community Music School).

Students taking Performance Lessons are also required to perform in at least one student recital each semester on their concentration instrument. Students taking General and Basic Musicianship lessons may also choose to perform.

In addition, any student is welcome to attend any recital or presentation.

## Grading

Up to 10% of a student's private lesson grade may be deducted for unsatisfactory participation in recitals and pod classes. The following explains the grading calculation:

5% is deducted for failure to perform (Performance lesson students only).

1% is deducted for each absence from The Arts at One Series. Students who miss for reasons of illness should inform Barrie Barrington.

1% is deducted for each absence from a required pod class.

1% is added for each additional performance and/or accompaniment above the minimum. This addition will only offset marks that have been deducted.

1% is deducted for Performance Lesson piano concentrators who fail to meet the accompaniment requirement.

**No student can gain or lose more than 10% of his/her final grade for this requirement.**

## Pod Classes

Pod classes provide students with opportunities to perform and receive coaching from their instructor, another faculty member or a guest performer, in front of their peers. Students can benefit from watching the instruction given to others and increase their familiarity with repertoire. Some pod classes will also address topics relevant to all performers, others will address topics relevant to individual instruments and voice.

All students registered in pod classes are entitled to a total of six hours of pod instruction, usually four, 1.5-hour pods. Pods are scheduled at the discretion of individual studio pod instructors, during the Tuesday and Thursday concert block times. Pods will only be scheduled on Thursdays if there is no scheduled Arts at One performance. Students will consult their own studio pod instructors for specific dates and times, and for the attendance and participation requirements that apply to them.

**During the COVID-19 pandemic, please check with your instructor to find out if your pod classes are online or in-person.**

## Student Recitals

Student recitals for the Fall 2020 semester will take place online (dates below). We will follow the same procedure as we used for juries this past April. That is, participating students will record their performances to be streamed online during the recital session (the online app is yet to be determined). The obvious disadvantage to this format is that students won't have a live audience to perform to. However, students will have the opportunity to record their performances many times and choose the best ones to present.

Instructors are responsible for signing up their students for performance on recitals. If your lesson instructor is not a regular faculty member, please remind them that if you are to perform on a recital you must be signed up for a recital date. The initial sign-up information must include the soloist's name AND performance duration, and be submitted by email to Eric Hannan (hannane@douglascollege.ca). I will keep an online list of students who are signed up for each recital, and will cut off entries when each recital is full. This list will be viewable online for all music students and instructors.

Again, performance duration MUST be included or the submission will be returned.

Students taking Performance Lessons are required to perform on a student recital, unless your instructor excuses you from the requirement. Basic and General lesson students are not required to perform on student recitals, but are encouraged to.

## Student Showcase Concerts

Showcase concerts have been postponed for the time being.

## Program Information

We will produce PDF programs for everyone to follow (emailed to audience members, or provided in the chat column of the meeting application). Submission deadlines for program information will be the same as always: info for Tuesday recitals is due the preceding Thursday, submitted by email to Eric Hannan (hannane@douglascollege.ca). Late submissions might not make it into the printed program.

1. Composer: full name
2. Composer's dates
3. Title of piece: if it is a movement of a larger work, put the larger work title first, then the number and title of the movement. i.e., "Sonata in G, op. 63, 2 – Andante"; if an aria from an opera or oratorio, put the song title first, then larger work. i.e., "Lascia ch'io pianga, from Rinaldo"
4. Duration in minutes: accurate to the half-minute if you can
5. Soloist(s): name, instrument or voice type
6. Accompanist(s): name, instrument

Submissions of incomplete program information will be returned to sender.



Please give special attention to dates and foreign terms including accents and capitalizations where appropriate. Do not assume that the person formatting the program can do the proofreading for you, or that they know the proper spellings and dates for composers and titles. If you are unsure of a composer's dates or spelling, check the *New Grove Dictionary of Music and Musicians* online, *The Encyclopedia of Music in Canada* online or search a reputable website.

If your submitted recital form is incomplete or illegible, it will be returned to you or your instructor, and your information may not get onto the printed program.

### **Stage Presence**

Performers' appearance and deportment should be appropriate for a public performance in a concert hall. Instructors will provide guidance in this area.

## Audience Etiquette

Being a member of an audience is a shared experience. While the performers and stagehands have their jobs to do, so do you as an audience member. In order to ensure a positive experience for everyone, when attending a music performance, masterclass, workshop or presentation, students are expected to show courtesy to all performers—whether they are other students, faculty or visiting artists.

- If you arrive late to an in-person performance (not applicable for Fall 2020), wait for a break in the program before finding a seat.
- **When attending online, ensure you mute your microphone.**
- Silence any noise makers, such as phones, pagers or watch alarms.
- Refrain from eating or drinking during a performance.
- Keep your feet on the floor and off the seats in front of you.
- Enjoy your experience by listening to and watching the performance or presentation actively.
- Remain as quiet as possible throughout performances, as many are recorded.
- If you need to leave the room or theatre for any reason during a performance, please wait until a break in the program before leaving your seat, in order to minimize any disturbance.
- Flash photography is prohibited during a performance.
- Use of any recording devices or apparatus that interferes with other audience members during a performance is prohibited.
- No food or beverages are permitted in the Muir Theatre.

## Performance Recordings

Students who wish to obtain an audio recording of their performance should speak to their private lesson instructor or to their ensemble director.

Revised August 2020

## Composition at Douglas College

The Douglas College Music Department has a variety of opportunities for the study of **Music Composition**, both as a classroom introductory course, and in the form of private lessons.

The composition class:

**MUSC 1113 – Introduction to Composition I**

**MUSC 1213 – Introduction to Composition II**

covers all the basic materials, practices and principles needed by the beginning student. Practical information and application of harmony, melody, form, texture will be covered from a practical vantage point. MUSC 1113/1213 is open to Music students in any of the three diploma programs, or to any student with the instructor's permission.

In addition, there are **private lessons** available in the form of 50- and 25-minute lessons:

1 hour lessons - **MUSC 1152, 1252, 2352, 2452 – Studio Instruction I, II, III and IV**

½ hour lessons - **MUSC 1153, 1253, 2353, 2453 – Studio Instruction I, II, III and IV**

In the private lessons the material is directed much more to the individual student's needs. In addition to the private lessons, there are a series of studio pods (workshop or masterclass type environment) where the students can try out ideas and receive feedback from fellow students, performers and faculty.

At the end of every semester there is a **Student Composition Concert** where new student works are performed.

Contact Doug Smith at [smithdo@douglascollege.ca](mailto:smithdo@douglascollege.ca)

## College Grading System

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Grade	Numerical Value	Achievement Level	Description
A+	4.33	95% and above	
A	4.00	90% to 94%	Outstanding Achievement
A-	3.67	85% to 89%	
B+	3.33	80% to 84%	
B	3.00	75% to 79%	Good Achievement
B-	2.67	70% to 74%	
C+	2.33	65% to 69%	
C	2.00	60% to 64%	Satisfactory Achievement
C-	1.67	55% to 59%	
P	1.00	50% to 54%	Marginal Achievement
F	0.00	49% and below	Unsatisfactory Achievement
UN	0.00	Student completed less than 70% of the total evaluation of the course, or missed more than 30% of the classes where the Instructor's Course Outline specifies that attendance is a course requirement.	

**N.B.: A final grade of C- is required in a pre-requisite course in order to proceed to the next level.**

# Community Music School

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Music students are welcome to supplement their college studies with non-credit music lessons or courses offered by the Douglas College Community Music School (CMS). Some possibilities which may be of special interest to current music students are:

## Audio Engineering & Music Production Classes

Classes are based on software programs Logic and ProTools.

## Ensembles

Students may participate in additional ensembles by registering through the CMS.

## MTD Prep Courses

These rudimentary courses are designed to help students prepare for the music technology and music theory entrance assessments for the Douglas College Music Technology Diploma program. No prior experience is required.

## Private Lessons

Students may arrange for additional lessons or extended lesson time with their private lesson instructor or they could take lessons on a different instrument or voice.

## Facebook

“Like” the Douglas College Community Music School Facebook page for upcoming classes and events, and to connect with students, faculty and staff of the Community Music School:

[www.facebook.com/DouglasCollegeCMS](http://www.facebook.com/DouglasCollegeCMS)

Pick up a brochure outside the Community Music School Office (Room N3200A), telephone 604-527-5465, drop by during the office hours posted on the door, or visit [www.douglascollege.ca/programs-courses/continuing-education/community-music-school](http://www.douglascollege.ca/programs-courses/continuing-education/community-music-school)

# Moving from Basic into Music Diploma or Foundation for Music Therapy Studies

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It is important that Basic Musicianship students intending to enter Douglas College's Music Diploma Program in the subsequent year consider policies and procedures well in advance. It is entirely the student's responsibility to make the necessary arrangements.

Enrolment in the Basic Musicianship Program does not constitute automatic acceptance into Music Diploma program. Rather, each student must do the following:

1. **Advise his/her private lesson instructor** in the fall semester (or beginning of winter semester) of the intention to audition in the spring, so that the instructor can program curriculum accordingly.
2. **Apply online** for the Music Diploma Program before May 1st.
  - Go to [www.douglascollege.ca/future-students/apply-douglas/apply](http://www.douglascollege.ca/future-students/apply-douglas/apply)
  - Under the "Apply" heading, click on "Canadian students taking credit courses."
  - Under "How to apply," click on "Apply Now."
  - Under "Apply for Admission," follow the prompts.
  - Submit an application as a Returning Student.
  - For Program of Study, choose "Music" from the drop-down menu.
  - Check that all information (emergency contact, address, etc.) is still current.
  - Click "Application Complete."
  - Pay the application fee.
3. **Request a jury exam at the end of the second semester.** Advise the examiners at the beginning of the jury that the jury exam for MUSC 1255 or 1256 is to constitute an audition for Music Diploma.  
*Students who do not pass the jury audition may re-audition at a later date.*
4. **Write the Theory Assessment.** The Theory Assessment will be given in a MUSC 1201 class sometime in March. The exact date will be announced to all Basic Musicianship students. Interested MUSC 1202 students are welcomed to attend. Students may also request to write the assessment on designated dates beginning in April, by contacting the Performing Arts Assistant.
5. **Take a Singing and Aural Skills Assessment.** In order to be eligible for Music Diploma-level Aural and Sight Singing Skills (MUSC 1115), students must pass an individual singing assessment given by the Aural Skills Division Head. The assessment may be taken on designated dates throughout the spring and summer. It is best to complete it in April or May. No specific preparation is required. Contact the Performing Arts Office to book an appointment.

Similarly, students intending to continue into any subsequent program at Douglas College must formally apply to that program, and complete the admission requirements as needed.

# 2020/2021 Events

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## The Arts at One Concert Series

Unless otherwise noted, the Arts at One Concert Series is funded by the Douglas College Music Department with support from the City of New Westminster. These concerts are held on Thursdays at 1:00 pm and will be live-streaming. They are free and open to the public.

Attendance is required of all students registered in private lessons.

Check out the [Arts at One page](#) for performers and dates!

## End of Semester Concerts

Check out our [upcoming events](#) here.

## Student Recitals

This schedule is subject to change. Check the [website](#) for updates and program information.

### Fall 2020

November 17	12:45–2:20 pm Online
November 24	12:45–2:20 pm Online
December 1	12:45–2:20 pm Online

### Winter 2021

TBD