



AUBURN

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MUSIC

# MUSIC STUDENT HANDBOOK

A Guide to Navigating the Department of Music at Auburn University (updated August 2021)

## **AUBURN UNIVERSITY DEPARTMENT OF MUSIC MISSION STATEMENT**

Purpose/Mission The purpose of the Music Department at Auburn University is to (1) Provide an exceptional education and musical experience for music majors and non-music majors alike; (2) Assist in the development and attainment of positive opportunities for students; (3) Bring world-class performances to Auburn University campus performance venues, including the Gogue Performing Arts Center; and (4) Offer cultural enrichment on local and global stages.

## **AUBURN UNVIERSITY MUSIC DEPARTMENT VISION**

The Auburn University Department of Music will provide a globally recognized and innovative education. The Department will address all aspects of traditional and contemporary music within a nurturing and inclusive environment that reflects our liberal arts tradition. The Department is committed to offering state of the art facilities for developing future generations that contribute to, value, appreciate, and advocate for the musical arts through artistic excellence, research, service, and outreach.

### **All FORMS AND DOCUMENTS DISCUSSED IN THIS PACKET MAY BE FOUND HERE:**

<https://cla.auburn.edu/music/students/>. THE LINK IS LOCATED AT THE BOTTOM OF THE DEPARTMENT OF MUSIC HOMEPAGE UNDER "CURRENT STUDENTS."

### **Convo (MUSI 1000) Performance Attendance**

All music majors are required to register for *MUSI 1000: Performance Attendance* each semester they are enrolled in applied lessons. Participation in this course provides students with educational and musical experiences that can be gained from attending performances by students, faculty, guest artists, departmental and outside ensembles, and other presentations. Attendance is MANDATORY and will be taken at every meeting. If you must be absent for any reason, you must provide documentation for the absence. All documentation will be reviewed by the graduate assistants and Dr. Good. See course syllabus for details.

In addition to attending all 15 convocation classes, you are also required to attend three concerts outside of convocation. One (1) of these concerts should be University-sponsored performances at the GPAC (any AU ensemble that performs at the GPAC) and two (2) should be performances/ recitals that take place at Goodwin Music Building (such as a student recital).

### **Performance guidelines for Convocation are as follows:**

1. Requirements will be determined by applied teachers. Every performance must be accompanied by a brief (one-minute or less) oral description of the piece and/or composer to be presented on stage before the performance.
2. Students must complete a "**Student Performance Request Form**" in order to schedule their performance. This form is available here: **Current Student Forms**. The form will not be accepted unless it is fully completed.
3. Students will be scheduled to perform on a "first come, first served" basis.

### **Area Guidelines: Juries and Recitals**

The Department utilizes an online adjudication system that allows for a streamlined, more effective process for providing student evaluation and faculty feedback. Area guidelines about Juries and Recitals can be found here:

**[Current Student Guidelines](#)**.

### **Collaborative Piano**

A comprehensive list of Guidelines for Accompanying can be found here: **Collaborative Pianist Guidelines**

## **Curriculum Guides and Academic Maps**

College of Liberal Arts Degrees:

- **Bachelor of Arts in Music**
- **Bachelor of Music (Performance): Instrumental**
- **Bachelor of Music (Performance): Piano**
- **Bachelor of Music (Performance): Voice**

College of Education Degrees:

- **Bachelor of Music Education: Instrumental and Vocal**

Dual Degrees:

- **BM Instrumental and BME**
- **BM Piano and BME**
- **BM Voice and BME**

## **SCHOLARSHIPS**

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The Department of Music offers Music Scholarships on a yearly basis. These are renewable. Music Scholarships are awarded on the basis of performance skill. Set auditions dates are provided on the music website.

### **Scholarship Information**

## **FACILITIES AND EQUIPMENT**

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### **Building Access and Goodwin Practice Rooms**

Masks are required indoors. Please use the sanitizing wipes before and after entering a room. Goodwin Hall is open for individual practice from 7:45am to 4:45pm Monday-Friday. In addition, all music majors will have swipe access to Goodwin Practice Rooms and Goodwin Music Building (from the recital hall entrance) from the hours of 6:00am-10:00pm 7 days a week. Due to Covid-19 limitations, only music majors and students actively participating in an ensemble will have swipe access to the Wenger practice rooms. No sign-in is required to use these rooms. There is no time limit for the practice rooms and no individual reservation of any room.

In order to protect the pianos and keep the practice rooms tidy, students must adhere to the following guidelines when using these facilities:

1. No food or drink is allowed in the practice rooms.
2. Nothing should be set on the piano at any time.
3. Pianos should remain covered when not in use.
4. Exterior doors to the practice room area should never be propped open.
5. Lights should be turned off, and the air vents should always stay on.
6. No personal items (including instrument and/or music) should be left in practice rooms.

If your organization or club would like to plan or host any social events inside Goodwin Music Building, it must be scheduled and approved through your faculty advisor. No activities are to take place without approval from the Department of Music.

### **Printing**

Students are charged the current IT (Information Technology) fee for printing (\$0.10/page). The Department

of Music is not responsible for the upkeep and functioning of the printer upstairs above the breezeway; if there is an issue, students should call the number listed on the side of the printer for assistance.

### **Locker Rental**

Music majors have priority in locker selection. This service is organized by the Department of Music Graduate Teaching Assistants and requires that students sign and abide by a locker rental agreement. For more information, please contact Natalie Smith, nes0031@auburn.edu.

### **Teaching Lessons on Campus**

NO Music majors are allowed to teach lessons in Goodwin Music Building this fall.

### **RECITAL/TICKET POLICY**

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To purchase tickets, all students (including music majors) go to the [online ticketing page](#). You must log in to unlock your student ticket benefit. Tickets for performances at Goodwin Music Building are free. Music Department sponsored events at the GPAC are \$5.

### **CONFLICT RESOLUTION**

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If you find yourself in disagreement or at odds with one of your instructors, you should first attempt to resolve that issue by scheduling a meeting with and speaking in a professional manner directly to the faculty member with whom you have an issue.

If you are unable to resolve your disagreement or issue to your satisfaction after speaking with the faculty member directly, or if you do not feel comfortable discussing the issue with the faculty member directly, you should schedule a meeting with the Department Chair through the music office.

If you are unable to resolve the disagreement or issue to your satisfaction after first communicating with the faculty member and/or the Department Chair, you should contact the office of Dr. Charles Israel, Associate Dean for Academic Affairs for the College of Liberal Arts, located in Tichenor Hall.

Students are encouraged not to raise their concerns about or disagreements with a faculty member to another faculty member. Rather, students are encouraged to resolve their conflicts by following the conflict resolution process outlined herein or, in the case of an academic grievance, through the process outlined in the Student Academic Grievance Policy.

Moreover, faculty members, other than the Department Chair, should not involve themselves in the investigation and resolution of student complaints, nor should faculty members, other than the Department Chair, investigate complaints about other faculty members. If a student complains to a faculty member about another faculty member, that faculty member should refer the complaints to the Department Chair or other appropriate Administrator.

### **CLA DEPARTMENT OF MUSIC: CODE OF ETHICS**

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**Adopted by Faculty June 17, 2021**

This Code of Ethics has been written, in part, to engender conversation and dialogue on the ethical issues facing university administrators, faculty and staff, especially individuals new to our profession. We adhere to this Code of Ethics, the Auburn University Student Policy, and the Auburn University regarding prohibited behavior.

Each of us has a mutual responsibility to hold our professional and institutional colleagues accountable. We raise our voices when the ethical standards of our profession are not being

upheld. We do not rationalize unethical behavior because of friendship or loyalty. We strive to act with moral courage, treat others courteously, and consider the thoughts and feelings of others before taking action or speaking. We have a responsibility to promote ethical conduct within our profession. When ethical conflicts arise between Department members, we use direct communication to resolve problems among the involved parties; when the conflict cannot be resolved, we follow established Department and University policies and procedures for dealing with concerns.

**1. We actively promote and disseminate our Code of Ethics, commit to the highest level of integrity, and pursue opportunities to adopt emerging ethical practices.** We strive to seek out and participate in growth opportunities to increase our awareness and knowledge of ethical best practices and emerging ethical issues.

- Honest behavior is key to establishing trust among those with whom we work. We do not make false or deceptive claims or engage in rendering statements that are misleading or incomplete.
- We actively promote connected relationships among all people and foster community.
- We create environments that promote connectivity.
- We promote authenticity, mutual empathy, and engagement within human interactions.
- We take responsibility for our actions, honor commitments made within the guidelines of established policies and procedures, and hold ourselves and others accountable for our ethical practices.
- We avoid actual or apparent conflicts of interest, especially in our personal and/or professional relationships. In all we do, we take responsibility for our actions and inactions and take relevant and prompt steps to correct any mistake, omission or distortion. We commit to addressing interpersonal conflicts in a timely manner.
- We support and empower freedom of choice for individuals and groups.
- We strive for quality and excellence in the work that we do.
- We promote positive change in individuals and in society through education.
- We foster an environment where people feel empowered to make decisions.
- We support and maintain a mutually supportive atmosphere within our department and in our interactions with other related professionals.
- We refrain from making defamatory or untrue negative public statements or judgments about colleagues or our students, either verbally or in writing.
- We interact with colleagues, students, staff, and stakeholders in ways that promote positive outcomes.

**1. We uphold the values of fairness and equity.** We welcome and encourage diverse perspectives and respect the dignity of all individuals. We appreciate human differences and do not discriminate on the basis of age, culture, ethnicity, gender, ability, gender expression, color, class, religion, sexual orientation or economic status. We recognize diversity, promote human dignity, endorse equity and fairness, treat others with respect, and embrace a cross-cultural approach in support of the worth, dignity, potential, and uniqueness of people within our professional and cultural contexts.

- We operate within the framework of laws and policies.

- We respect the rights of individuals and groups to express opinions.
  - We examine the influence of power on the experience of diversity to reduce marginalization and foster community.
2. **We strive for accuracy and transparency.** We are obligated to provide our colleagues and students with information that is truthful, accurate, objective, clear, and as complete as possible. Our information should comply with the rules and regulations of the University, professional organizations and accrediting agencies.
- We seek and convey the truth in our words and actions.
  - We act with integrity and honesty in all endeavors and interactions.
  - We relay information accurately.
  - We meet all accreditation and professional standards regarding published materials and websites in fulfillment of our responsibility to provide accurate public information.
3. **We respect confidentiality and protect the privacy of information.** We take active steps to respect and protect the legitimate privacy interests of all individuals and maintain appropriate confidentiality of institutional information and student records. We never use information acquired in the course of our work for personal advantage or for the disadvantage of others.
- We maintain confidentiality of interactions, student records, and information related to legal and private matters.
  - We communicate relevant facts and information while respecting privacy and confidentiality.
  - We respect the privacy and personal integrity of students, not disclosing confidential information except to the extent that a particular legal or academic system requires disclosure.
  - We maintain appropriate boundaries related to student / faculty interactions (i.e. the confidentiality of student-to-student, student-to-faculty, and faculty-to-faculty issues).
4. **We support the mission of our institution and our department.** University administrators, faculty, and staff act as stewards and defenders or enforcers of institutional goals, policies and practices. Many of the ethical dilemmas we face occur when there is a perceived or real conflict between the students, faculty, staff, and public we serve and the reasonable interests of our institution. In all situations we demonstrate professional judgment and respond in ways that meet the highest standards of our profession.
- We faithfully support the Department, College, and University and participate in and contribute to its activities and mission.
  - We will pursue personal interactions and demeanor that reflect positively on the department and institution as a whole.
  - We respect the rights, opinions, and efforts of others with respect to Departmental policies and procedures.
  - We conduct ourselves in a manner that reflects positively on the Department through teaching, research, creative activity, and service.

- We exhibit responsible and ethical behavior when using print, digital and social media associated with the Department, College, and University.
  - We demonstrate loyalty and commitment to the institution that employs us and exercise good stewardship of institutional resources.
  - We will not discredit other institutions by disparaging the character, nature, quality, value, or scope of our courses of instruction or services; or by imputing to them dishonorable conduct, or by adversely reflecting on them in any other material respect.
5. **We actively seek support when concerned about an ethical issue.** Gross ethical violations are relatively easy to recognize and report. Most ethical issues, however, are not so clear cut. There is frequently a “gray area” between the letter and spirit of an institutional practice or policy.
- Whenever appropriate, we seek guidance from a trusted peer, mentor or experienced colleagues in a manner that fully respects privacy concerns.
  - Faculty and students follow recommended grievance procedures as defined in their appropriate handbooks.
  - We will not actively involve students in faculty grievance procedures.
  - We will keep all grievance proceedings confidential.
  - We utilize the University ombudsperson as a resource for concerns about ethical issues.
6. **We behave professionally and ethically.**
- We strive for excellence in teaching, pedagogy, musicianship, a familiarity with a variety of repertoire, and performance skills.
  - We present ourselves honestly, in a dignified and professional manner.
  - Meetings and personal conversations will not be recorded without consent of all parties present.
  - We strive for continued professional growth.
  - We abide by the compliance of copyright law and guard against encouraging or allowing infringement thereof.
7. **We are committed to ethical Department Member/Student relationships.** We establish and maintain relationships with students that foster excellence and learning in a dignified and professional environment, and which do not involve discrimination, sexuality, innuendo, or favoritism. Our recruitment policies and procedures shall demonstrate concern for the needs of students, the institution, and the national effort in the education and training of music professionals.
- We avoid all types of discriminatory practices and abide by the guidelines and statutes of Title IX of the Education Amendments of 1972.
  - We maintain appropriate boundaries in psychological, emotional, and personal contact with students, including insinuations that could be construed as sexual advances, even when a student may encourage or request such interaction.
  - We clearly communicate and comply with our studio policies and expectations in a timely and concrete manner.
  - We establish, maintain and terminate the relationship between teacher and student in a respectful, professional manner.
  - When it is determined that guest clinicians will benefit student instruction and/or when students choose to study with other teachers during camps, clinics, masterclasses, or workshops, we will work collegially with other professionals to

benefit student progress.

- We offer our best instruction and career advice to every student under our supervision, and treat each student in a respectful and impartial manner while taking into account individual differences in ability, learning styles and motivation.
- We refrain from making exaggerated claims or misleading statements concerning a student's prospects for a professional career in music.
- We do not guarantee performances, professional positions or favorable contacts unless we can fulfill those promises.
- We utilize procedures and techniques to develop a student body with the highest possible qualifications.
- We clearly state the nature of student commitments, the schedules for our implementation, and the conditions under which such commitments may be released by any or all Department parties.
- We ensure that this Code of Ethics is included in the Department Student Handbook.
- We do not knowingly influence or encourage any student to leave another educational institution in which the student is enrolled, registered, or has submitted a tuition or matriculation deposit, especially by encouraging an individual to change schools with an offer of financial aid.
- We eliminate barriers that impede student learning and development or discriminate against full participation by all students.
- We assess students in a valid, open, and fair manner and one that is consistent with learning objectives.
- We render honest and unbiased adjudication at auditions, recitals, and competitions; if we are unable to do so, then we recuse ourselves.
- When it is determined that involving medical professionals in a student's instruction is beneficial, we will work collegially with these professionals.
- We create environments that are educational and supportive of the growth and development of the whole person.

## **STUDENT FEEDBACK**

In order to promote better feedback and communication and to allow for the reporting of anything you feel is inappropriate, a Qualtrics form may be found here:

[https://auburn.qualtrics.com/jfe/form/SV\\_1SKkhJryd6byNJH](https://auburn.qualtrics.com/jfe/form/SV_1SKkhJryd6byNJH)

There are also signs around the Music Department with a QR code that you can scan in order to submit anonymous comments, concerns, and suggestions.

## **ADVISING**

All undergraduate students will be assigned an advisor based upon their chosen degree track. They must meet with that advisor in order to continue registration in subsequent semesters, as well as to secure guidance regarding programs of study, core requirements, college requirements, and complete graduation check--out.

### **Music Student Advisors:**

CLA (BA, BM) – Jonathan Hallford      hallfjb@auburn.edu

COE (BME) – Jennifer Monkman              jjm0054@auburn.edu

\*You may also schedule an appointment with your advisor through AdviseAssist

**Career Services** – College of Liberal Arts

**Career Service Specialists:**      Marianne McCarley      [mccarley@auburn.edu](mailto:mccarley@auburn.edu)

**DIVERSITY, EQUITY AND INCLUSION**

*Auburn University does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs and activities.*

*The AU Music Department is committed to providing a supportive and inclusive environment for its students, staff, faculty, administration, alumni, and supporters. Together, we will:*

- *Treat all individuals; undergraduate and graduate, full and part-time staff, instructors, professors, majors and non-majors, administrators, and visitors, with dignity, respect, and fairness.*
- *Ensure each individual is given an equal opportunity and that our department is representative of all sections of society without discrimination or empty tokenism.*
- *Oppose all forms of unfair and unlawful discrimination on the grounds of age, disability, gender, sexual orientation, marriage, health, race, ethnic origin, nationality, national origin, religion, or any other class of human beings.*
- *Recognize, value, and respect the individuality and contributions of all members.*
- *Encourage anyone who feels they have been subject to discrimination to exercise their rights to the fullest extent. This includes raising their concerns to the Chair of the Music Department, or other campus resources, so that appropriate corrective measures can take place.*
- *Discuss our successes, failures, and solutions critically and candidly so that we learn from our actions and continue to strengthen the Auburn University Family.*

If you are unable to resolve an issue to your satisfaction after first communicating with the Department Chair, you should contact the Affirmative Action/Title IX office on campus. Kelley Taylor, Director, AA/EEO & Title IX Coordinator, [taylokg@auburn.edu](mailto:taylokg@auburn.edu), is the person designated to handle inquiries regarding the non-discrimination policies and is located in 317 Foy Hall.

**COVID-19 STATEMENT**

We remain committed to providing you with the latest updates as you continue to prepare for the start of the academic year. On July 28, 2021, the Office of the Provost sent out an email about the fall semester and then another on August 2 informing the Auburn community of the requirement for face coverings in indoor spaces starting August 3, 2021. For the latest information about Auburn's Fall planning and Covid, please go to the [COVID Resource Center website](#).

**STUDENT PROFESSIONAL AND SERVICE ORGANIZATIONS****ACDA**

American Choral Directors Association  
Dr. William Powell, Faculty Sponsor  
[powelwc@auburn.edu](mailto:powelwc@auburn.edu)

**CBDNA**

College Band Directors National Association  
Dr. Rick Good, Faculty Sponsor  
[goodric@auburn.edu](mailto:goodric@auburn.edu)

**NAFME**

National Association for Music Education  
Dr. Jane Kuehne, Faculty Sponsor  
[kuehnm@auburn.edu](mailto:kuehnm@auburn.edu)

**Sigma Alpha Iota**

International Music Fraternity for Women  
Dr. Virginia Broffitt Kunzer, Advisor  
[vlk0004@auburn.edu](mailto:vlk0004@auburn.edu)

**Kappa Kappa Psi**

National Honorary Service Fraternity for College Bands  
Dr. Corey Spurlin, Faculty Advisor  
[acs0011@auburn.edu](mailto:acs0011@auburn.edu)

**Tau Beta Sigma**

National Honorary Service Sorority for College Bands  
Dr. Nikki Gross, Faculty Advisor

**Phi Mu Alpha Sinfonia**

International Music Fraternity for Men  
Dr. William Powell, Faculty Sponsor  
[powelwc@auburn.edu](mailto:powelwc@auburn.edu)

[Cng0021@auburn.edu](mailto:Cng0021@auburn.edu)

**DEPARTMENT OUTREACH PROGRAMS**

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**United Sounds of Auburn**

Contact: Elizabeth Gibbs  
[hayneep@auburn.edu](mailto:hayneep@auburn.edu)

**AU Music Project**

Dr. Guy Harrison – Strings  
[Gfh0002@auburn.edu](mailto:Gfh0002@auburn.edu)

Elizabeth Gibbs – Woodinds/Brass  
[hayneep@auburn.edu](mailto:hayneep@auburn.edu)