

# Handbook for Full-time and Part-time Music Faculty

Department of Music  
College of Fine Arts and Communication  
Towson University

(Revised August 2018)

Welcome to the Department of Music at Towson University. This handbook will be helpful to you in the semesters ahead. This document will be updated periodically; therefore, please refer to the Department of Music website for the most recent edition (<http://www.towson.edu/music>). General University academic resources and policies can be found at <https://www.towson.edu/provost/academicresources/>.

If you have questions, please contact us. We will be glad to help. Send corrections or updates to the Department Chairperson or the Assistant to the Chairperson/Academic Program Coordinator.

## Department of Music Administration

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## Division Leaders (Executive Committee Members)

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History & Culture, Cristina Magaldi  
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## Graduate Coordinators

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### **Emergencies and Text Alert System**

Campus Police

410-704-4444

Students, faculty and staff are strongly encouraged to register for the University's state-of-the-art emergency notification system. It is the safest way to ensure that you receive critical university notifications on safety issues, school closings and weather alerts. For instructions on how to register for an account go to <https://www.towson.edu/publicsafety/notification/> or if you have questions, contact the University Police at 410-704-2134.

### **Official Bulletin Board**

Official Department Announcements

Center for the Arts, 3<sup>rd</sup> floor, left hand side of hallway leading to Music faculty offices and studios

### **Bulletin Boards – Other Departmental Information**

It is important that you check the bulletin boards in the Music Department for information that may not be available elsewhere. The locations are as follows:

Alumni News	next to CA 3080
Band/Orchestra	next to CA 3071
Early Music/World Music	next to CA 3075
Percussion	next to CA 3073
Kappa Kappa Psi	next to CA 3071
Recitals/Concerts	Official Announcements Board
Music Education/NAfME	2 <sup>nd</sup> floor, across from CA 2077
Voice/Choral Information	next to CA 3069

There are also bulletin boards directly outside the Department of Music Office (CA 3095), on the fourth floor, and outside faculty offices/studios

### **Absence from Assignment**

Faculty are required by contract to attend and teach the assigned classes. In the event that absence is required for reasons other than illness or family emergencies, faculty must fill out an Absence from Assignment form (available at <https://www.towson.edu/cofac/departments/music/facultystaff/resources/>) and discuss the matter with the Chairperson at the earliest possible time but no later than two weeks prior to the absence. Absences of 1 to 3 days must be approved by the Chairperson. Absences of 4 to 5 days or more must receive the Chairperson's and Dean's approval prior to the start of the term. A plan for course, applied lesson, or rehearsal coverage must be specified in the request. Classes may not simply be cancelled. The department will make every effort to accommodate reasonable requests. In case of illness or emergency, please contact the department's administrative assistant (410-704-2840) before the assigned class.

### **Academic Honesty**

Students shall not submit as their own work any work which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, or such special assistance as may be specified or approved by the appropriate faculty member is allowed. When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of faculty or other appropriate authority. Instructors should make a clear statement of their policy regarding academic honesty in their syllabus. For further information, go to the Student Academic Integrity Policy located at the following website: <http://inside.towson.edu/generalcampus/tupolicies> and click the "Academic Affairs" link to view the complete policy text.

### Accompanists

Students with keyboard skills often provide accompanying services to other students in studio contexts, at juries, and for recitals. While some accompanists may be assigned (based on assistantships or instructional obligations), most students should expect to obtain and pay for their own accompanists. Accompanists from outside the university may be used. Faculty may need to assist students in finding an accompanist.

### Adding Students to Your Class

During the first week of classes, students have the option to change their schedule. The official "Change of Schedule" period is posted on the University's website each term as well as the deadlines to withdraw from classes after the official "Change of Schedule" period. If students drop a class during the official "Change of Schedule" period (the first week of classes), no grade is recorded. If students withdraw from a class AFTER that period, a grade of 'W' is recorded on their transcript.

If you teach a class that is not "student specific" (meaning it is open to any student and does not require department consent), students can add the class online as long as there are seats available. Often during the summer registration period and the January registration period for new transfer students, the registrar requests department chairs to increase enrollment in /core curriculum courses by 3 to 5 seats. If you think you can increase the enrollment limit in a core curriculum course, please contact the Chairperson of the Department or the Assistant to the Chairperson/Academic Program Coordinator so that seats can be added to the applicable course.

Because the process to add specific students to a core requirement course that is closed is labor intensive, please do not request that students be added as an overload at the start of the term.

See *Student Specific Permissions (department consent)* for information about classes reserved for music majors

### Applied Vocal and Instrumental Lessons

Faculty are contracted to teach a minimum of 13 lessons each term, and are required to furnish instruction in practice habits that promote healthy hearing and prevention of overuse injuries. Should a student become injured, he or she should be urged to consult a medical professional. Please see entries under *Dowell Health Center* and the *Speech, Language and Hearing Center*. Faculty must avoid even the appearance of diagnosing or treating a medical condition. Failure to do so could create liability issues for themselves and for the institution.

Department consent (student specific permission) is required for students to enroll for all private lessons and degree recitals. Students should refer any questions concerning enrolling for lessons to the Assistant to the Chairperson/Academic Program Coordinator. If continuing students do not enroll for lessons by the deadline (posted on the Official Announcements board, posted on the department website, announced in mandatory group advising meetings and printed on the Applied Lesson Request form) each term, they will not receive the reduced lesson fee. No lessons will be added after the university's published "Change of Schedule" period. Students taking lessons in a secondary performance area will pay the higher lesson fee. Music majors and minors in the performance track are given priority for applied lessons. Other students may take lessons for elective credit if they pass a screening (documentation is required for the screenings and must be forwarded to the Assistant to the Chairperson/Academic Program Coordinator for record-keeping purposes) and if space is available in the applied instructor's teaching load.

If you teach applied lessons, check your rosters carefully. Be sure your students are actually signed up for lessons BEFORE you begin the term and that they are enrolled in the correct number of units (1 unit = 25 minute lesson; 2 units = 50 minute lesson). If there are discrepancies, they will need to contact the Assistant to the Chairperson/Academic Program Coordinator immediately. This must be completed by the last day of the official change of schedule period (see below) at the latest. After that date, no lessons will be added and units cannot be changed. The department's administrative assistant will compute your lesson salary based on the final roster. It is your responsibility to make sure students are enrolled. If you teach a student who is not enrolled for your section, you will not be paid for lessons taught.

Progress toward a degree in music will, under normal circumstances, require the student to take at least one unit of lessons every term in his/her primary performance area until the terminal degree recital is successfully completed. Students who let their lessons lapse one regular term or more are subject to re-auditioning in order to continue as a music major or a music minor in the performance track. Students who do not pass the re-audition may, at the discretion of the Department of Music, be excluded from their degree program or required to take additional lessons before being fully reinstated.

Students should contact the applied lesson instructor as soon as possible to schedule their lesson time. This is usually done at the first master class of the term.

#### **Audio/Visual**

See *Library* and *Resource Center*

#### **Benefits**

Part-time faculty are eligible for insurance and retirement benefits at their own expense through Towson University. Detailed information may be obtained from the Office of Human Resources at 410-704-2162.

#### **Blackboard**

Blackboard is Towson University's online learning platform. Supporting documentation and training can be found at <https://www.towson.edu/technology/training/blackboard/>.

#### **Business Cards**

Full-time music faculty may have Towson University business cards printed at the expense of the Department of Music. These cards may be reprinted when they have all been given out but no sooner than every two years. The business cards may also be reprinted because of a change of text (phone number, office number, etc.).

#### **Career Center**

Open to students and alumni, the Career Center's services include a career mentor database, a year-by-year career action plan, career assessments and one-on-one counseling, drop-in express hours, a resource library, on-campus interviews, job fairs, Hire@TU job and internship postings, resume reviews and mock interviews, the GENL 121 Life and Career Planning course, and resources to navigate the graduate school application process. For additional information, contact the Career Center directly at 410-704-2233 (located at 7800 York Road, Suite 206) or view the website [www.towson.edu/careercenter](http://www.towson.edu/careercenter).

#### **Change in Course Requirements**

Course requirements for degree programs are printed in the Undergraduate Catalog under which the student entered. Any appeals for exceptions to the printed requirements must be made, in writing by formal letter, to the Chairperson of the department. Students must include their 7-digit Towson ID number, home address, telephone number, and email address and provide the reason(s) for the requested exception. The request for an exception should also be signed by the student's assigned music department advisor.

#### **Class Attendance**

Music students are expected to attend all classes, including master classes. Class conflicts must be worked out with the instructor.

The university regulations on class attendance are in the University Catalog. Students who miss the first two class sessions or the first session of a class that meets once a week may be dropped from the roster.

A clear statement of your class attendance policy must be in the syllabus, especially if attendance is required for the course grade. It is the university's policy to excuse absences for the following reasons: (a) illness or injury when the student is unable to attend class; (b) religious observance where the nature of the observance prevents the student from attending class; (c) participation in University activities at the request of University authorities (this would include off-campus events approved by the COFAC Dean or Music Chairperson); (d) compelling, verifiable circumstances beyond the student's control.

Absences that do not fall into any of the categories above are unexcused. Faculty may set a limit on the number of unexcused absences.

Students who are absent from class are responsible for any missed work, assignments, or assessments (e.g. quizzes, tests, papers, etc.). Faculty are required to allow students with documented excused absences the opportunity to make up work or assignments when feasible. When the nature of the assignment makes this impossible, the faculty member should attempt to make a reasonable adjustment of the assignment.

### **Class Expectations**

Students are expected to attend all classes and contribute to a conducive learning environment through appropriate behavior. Those students disrupting the class may be asked to leave the room and re-entry may be forbidden (see *Towson University Faculty Handbook*, chapters 7 and 10), <https://www.towson.edu/provost/academicresources/handbook.html>). Students are requested to turn off noise making devices such as cell phones, beepers, and electronic games. Faculty members have the right to detail class expectations in the course syllabus.

### **Class Records**

University policy states that records of each class you teach must be retained for one year. If a part-time faculty member is not contracted for the next regular term (fall or spring), he or she must leave their grade documentation with the Chairperson of the department.

### **Class Rosters and Class Schedules**

Once your contract has been logged in with the Provost's Office (and the Office of Human Resources if you are new), you will have online access through PeopleSoft to your class rosters, which will include student contact information for enrolled students. Keep in mind that students are registering throughout the summer and through the first week of classes so it is best to print your roster after the university's official "Change of Schedule" period

### **Classroom Technology**

Please visit <https://www.towson.edu/technology/facultystaff/instruction/classroom/> to see technology located in each classroom on campus. Most classrooms used by the department are equipped with an audio/visual projection system located at the classroom's podium. For instructions on how to use the system, please visit <https://www.towson.edu/technology/facultystaff/instruction/classroom/documents/solvingresourcesolvingtasks.pdf>. This guide includes instructions on how to turn the system on/off, connect a laptop, and access files. If any maintenance or support is needed, please see instructions located on <https://www.towson.edu/technology/facultystaff/instruction/classroom/support.html>.

### **COFAC Civility Code (revision approved by COFAC College Council on November 8, 2011)**

#### **Introduction**

"All College of Fine Arts and Communication Studies students, staff, and faculty are committed to collegial and academic citizenship demonstrating high standards of humane, ethical, professional, and civil behavior in all interactions.

"We must take responsibility for the relationship between our personal conduct and the quality of campus life. What we do and say always has an effect on others, whether we see it or not. Civility means more than respecting campus facilities and grounds. Civility means consistently treating people with consideration and respect. It means being courteous, polite, and fair. It means recognizing diversity and honoring differing points of view. When our behavior is guided by concern for others in our community, we are being civil. Practicing civility requires thoughtful behavior and checking our assumptions and perceptions of others' race, ethnicity, gender, gender expression, sexual orientation, abilities, culture, belief systems and economic status."

### ***Civility Code***

"COFAC places a priority on learning. We value the inherent worth and dignity of every person, thereby fostering a community of mutual respect. Students have the right to a learning environment free of disruptive behaviors and offensive comments. Faculty have the right to define appropriate behavioral expectations in the classroom and expect students to abide by them. Faculty have the responsibility to manage and address classroom disruption. Staff have the right and responsibility to define appropriate behaviors necessary to conduct any university activity free of disruption or obstruction.

"We believe that in order to achieve these ideals, all COFAC students, staff, and faculty are expected to exhibit and practice civil behaviors that exemplify: (1) respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations; (2) taking responsibility for one's choices, actions and comments; (3) delivering correspondence – whether verbal, nonverbal, written or electronic – with respectful language using professional writing standards and etiquette; and (4) accepting consequences of one's choices and actions.

"The use of offensive, threatening or abusive language, writing, or behavior will not be tolerated and can lead to academic dismissal. Further information about civility can be found in Appendix F of the university catalog.

### **Committees**

The committee charges are posted on the department's website.

### **Competitions**

See *Scholarships, Awards and Competitions*.

### **Computer Accounts**

The University provides email accounts at no charge to faculty members. Faculty are required to have a Towson University email account and must follow all policies. If you have another email account, your TU account can be set to forward your mail automatically. Please inform the department's administrative assistant of your email account so that you can receive announcements, faculty meeting minutes, and other periodic emails.

Free internet access is available for in-state and out-of-state faculty. Contact the Office of Technology Services (OTS) at 410-704-1515 for more details or visit the following website: <https://www.towson.edu/technology/>.

### **Contract**

Requests to hire part-time faculty to teach courses are made through the Chairperson's office. First time part-time faculty members are required to file an I-9 (Immigration) form, Faculty Action Notice, a withholding form, and furnish an official academic transcript verifying their highest academic degree. A paycheck will not be issued without these on file. The department also needs a current CV and three letters of reference for our files. Please forward this documentation to the department's administrative assistant.

Contracts for all part-time, offload, and per student assignments are processed electronically using the Faculty Automated Contract System (FACS). The department administrator will prepare and administer these contract(s) using the University's secure online portal.

Part-time faculty may be rehired semester after semester as long as the department needs them and they perform to the department's satisfaction. All faculty members are evaluated based on student evaluations and peer review.

### **Convocations**

Student attendance is mandatory at Department of Music Convocations. The purpose of the convocation is to gather the Department together during the first weeks of the term in a single forum for vital announcements and participation in musical events. Convocation is normally scheduled each term on the first or second Tuesday at 11:00 am. Dates for each term's convocation will be contained in your contract packet.

### **Counseling Center**

The Counseling Center provides a variety of professional services for students who are experiencing personal difficulty or who are seeking help toward a greater level of personal effectiveness or satisfaction. It is staffed by psychologists, professional mental health and substance abuse counselors, consulting psychiatrists, and psychologists working under supervision. All services at the Counseling Center are confidential. The center is located in Glen Esk, the phone number is 410-704-2512 and you can obtain more information at [www.towson.edu/counseling](http://www.towson.edu/counseling).

### **Crowd Manager Training**

According to the state fire marshal's office, any public event with over 50 in attendance requires a crowd manager. For ticketed events, the COFAC Events Office provides staffing. For all other events, such as student degree recitals, the department is responsible for crowd management. If you are an instrumental, voice, or composition faculty member who has students giving recitals or an ensemble director whose group has a free performance, then you are the designated crowd manager for your student's or group's event. As the designated crowd manager, you are responsible for checking all exits and walkways to ensure they are unobstructed, monitoring the number of people in the venue, making an announcement providing the location of all exits, and maintaining order if a fire emergency were to happen. All of this information and more is included in the online crowd manager training program. Anyone who is responsible for an event needs to take the course and become certified.

The online course/test can be found at <http://firemarshal.state.md.us/>. Please ENABLE pop-ups on your web browser before taking the test. The course is relatively short and the test is 6 questions, multiple choice. Once you have completed the test, click on "Print Certificate." Another window will open asking for your name, email address, county and company. Fill in this information and click OK. Your certificate will appear. Please print it and give a copy to the department's Computer/Audio Manager. A print out of scores received on the test does not count as proper documentation.

### **Daytime Student Recitals**

The daytime student recital series provides an opportunity for music students to perform their repertoire for an audience and helps to develop performance skills. Daytime student recitals are generally scheduled on various weekdays in the Recital Hall at noon during the fall and spring terms. These recitals are open to the TU campus community and visitors from the general public. If you would like your students to perform on a daytime recital, the request procedure, forms and schedule can be found at the following site: <https://www.towson.edu/cofac/departments/music/resources/recitals/> and then click the applicable links (Daytime Student Recital Information or Daytime Student Recital Request Form).

### **Declaration of Major or Minor**

It is a student's responsibility to officially declare his or her major and/or minor. The music major is screened, and admission to the music major and the music minor performance track is granted only by the department, contingent upon a performance audition. Students can declare the major or minor by completing and submitting the Online Change of Major/Minor form (available on their online Student Center Page). Students who are not declared as music majors or music minors (performance track) will be charged the non-subsidized fee for applied lessons.



### Department Consent Courses

See *Student Specific Permissions*.

### Dining Facilities

There are 18 dining locations and a variety of meal plans (including vegetarian and kosher cuisine) as well as a-la-carte dining. For more information visit the following website:

<https://www.towson.edu/studentlife/housing/dining.html> or contact Auxiliary Services at 410-704-2302.

### Disability Support Services

Disability Support Services (DSS) supports the mission of Towson University by providing services that afford students with disabilities an equal opportunity to participate in all aspects of the educational environment. DSS collaborates with students, faculty and staff to create a welcoming campus that meets the needs of students with disabilities, fosters student independence and recognizes students on the basis of their abilities rather than their disabilities.

The university offers many services to students with disabilities. Eligibility for these services is determined individually by the DSS office based on documented need. Students are encouraged to register with DSS as soon as possible after admission to the University to ensure timely provision of services.

For more information contact DSS at 410-704-2638 or visit the website ([www.towson.edu/dss](http://www.towson.edu/dss)). The office is located in the Administration Building, room 232. Please also review the DSS "Faculty Guide for Teaching and Accommodating Students with Disabilities (2015)" located at <https://www.towson.edu/dss/dss-faculty-guide-2015.pdf>.

### Drop and Add Process

See *Changing a Schedule*.

### Ensemble Auditions

Information concerning times and requirements for ensemble auditions are posted on the department's website. All music majors are required to participate in ensembles and **MUST** be officially enrolled for an ensemble in order to participate. Undergraduate students are limited to enrolling in three ensembles per term.

### Expectations for Full-Time and Part-Time Faculty

A faculty member is committed to collegiality and academic citizenship, demonstrating high standards of human, ethical, and professional behavior. A faculty member supports the mission, strategic plan, and programs of the department, college, and university.

### Faculty Mentors

As part of their duties, Division Leaders assume the role of mentor for new faculty and, when appropriate, graduate assistants. The division leaders are encouraged to meet often with new faculty and graduate assistants during their first semester with the Department. In the event a division leader cannot fulfill these duties, he/she should assign a faculty member from their area to mentor the new members or speak with the Chairperson.

### Failure to Remain in Good Standing (Academic Warning, Suspension, Probation, and Dismissal)

In the event the Chairperson of the Department receives written notification of a student's failure to remain in good standing in either academic or performance course work or in a jury, he or she may issue a written academic warning to the student. Faculty may inform students of their recommendation to the chairperson for an academic warning;



however, the written statement must come from the department chairperson or designated appointee. This written notice may detail the quality point average required or the jury proficiency required or other academic or performance requirements to be completed by the next regular academic term (fall or spring). Failure to meet the requirements in the written notice may result in academic suspension. Further details on academic warning, suspension, probation and dismissal can be found in the *Undergraduate Catalog*.

### **Fees**

Applied lessons and most labs carry student fees. The department realizes the burden this places on our students so we carefully use the department funds to support instruction. Fee money (does NOT include fees related to lessons) is dispensed by the Chairperson upon the advice of faculty which most often includes members of the department's Executive Committee.

### **Final Examinations**

Faculty may give final examinations ONLY in the scheduled period during exam week (Final Exam schedule is available on your online Faculty Center page). If you cannot be in class when the exam is scheduled, it is your responsibility to provide a substitute instructor with prior approval of the chairperson. Faculty should also fill out a Faculty Absence Form (see *Absence from Assignment* above).

### **Funding, Proposals, and Grants**

Full-time and part-time faculty may apply for travel grants and other university grants by application to the university in September and January, or from the departmental travel funds directly to the Department. See the department's administrative assistant for forms. Further information is available on the university website at <https://www.towson.edu/cofac/departments/music/facultystaff/resources/>.

All requests for funding through Marketing, the Towson University Foundation, the Graduate Office, the Alumni Office, the COFAC Dean or any other university office or agency must first be approved by the Chairperson, per university policy.

The Chairperson solicits spending requests (from departmental funds) from full time faculty and the Executive Committee. These requests are approved based on budget allocations and priority needs.

### **Grades, Student Performance, and Grade Rosters**

Grades must not be posted publically under any circumstances. Graded work must not be left where other students can see it, including faculty mailboxes.

Per federal law, Faculty may not discuss a student's grades or class or lesson performance with the student's family or other interested non-faculty members without the student's written permission. Faculty may refer persons requesting information on a student's grade or performance to the department's chairperson.

Final grades must be submitted online. You can access your grade rosters through PeopleSoft (go to the following: Main Menu>Curriculum Management>Grading>Grade Roster). Grades must be recorded within 48 hours of the completion of the final exam. Final grades cannot be mailed.

### **Grade or Jury Appeals**

Students should first seek to resolve the grade or jury decision with their instructors. If a resolution is not found, the student may appeal in writing to the Chairperson of the Music Department. This written appeal must contain the details of the appealed grade or jury and the requested resolution and be made no later than the mid-semester (end of the first 7 weeks) of the next regular academic semester (fall or spring). The written appeal must also contain the student's signature and all contact information (address, telephone number(s), and email address).

If a resolution is not found at the Music Department level, students may then appeal to the Associate Dean of the College of Fine Arts and Communication (COFAC). Further information on grievance policies and procedures is contained in the *Towson University Faculty Handbook*, chapter 5 (see the following website for detailed information: <https://www.towson.edu/provost/academicresources/handbook.html>).

### **Grades**

The University uses the Plus/Minus Grading System (4.00 scale, term system) and it applies to all undergraduate students. There is no grade of A+, C- or D-..

A grade below 'C' is not a passing grade for any course required for the music major. For more information on grades and grading policy, see the *Undergraduate Catalog*.

For the graduate student grading policies, see the *Graduate Catalog*.

### **Health Services**

The Dowell Health Center provides health and wellness services for registered Towson University students. The Health Center is open Monday-Friday throughout the year with the exception of university holidays. Clinic hours are 8:30 am-5 pm. Most types of appointments may be scheduled online by the student through the center's secure web portal ([https://tigerhealth.towson.edu/login\\_directory.aspx](https://tigerhealth.towson.edu/login_directory.aspx)). After hours, students should call 410-704-2466 to access the Nurse Advice Line.

For more information call 410-704-2466 or go to <https://www.towson.edu/healthcenter/>.

### **Hiring of Part-Time Faculty**

Division leaders and division full-time faculty must consult with the department's chairperson during the search process for part-time faculty. The final decision on the hire of part-time faculty rests with the chairperson and the Dean of COFAC.

### **Honors College**

The Honors College is a unique community for academically talented and high-achieving undergraduate students. For admissions information, honors course information, and scholarship availability refer to the *Undergraduate Catalog*, visit [www.towson.edu/honors](http://www.towson.edu/honors) or contact the Honors College by email at [honors@towson.edu](mailto:honors@towson.edu) or at 410-704-4677. The College is located in Stephens Hall 302.

### **Human Resources**

Please visit <https://www.towson.edu/hr/> to review Towson University's policies on employment.

### **ID Card**

The One Card is your free ID that does not need to be renewed annually. Faculty may use the card for the Cook Library, Office of Technology Services (OTS), athletic facilities, and other services on campus. The One Card is also used as a swipe card to gain access to the music administrative office, the Center for the Arts, and other designated areas in the music wing. It may also be used as a debit card for food purchases at the Union by completing an application and making an initial deposit at the Auxiliary Services Business Office (University Union, First Floor Lobby, 410-704-2284).

### **Inclement Weather Cancellations and Emergency Closing Policy**

Announcements about schedule changes or cancellations will be broadcast over the following major radio and TV stations: WBAL (AM/1090); WYPR (FM/88.1); WMZQ (FM/98.7); WLIF (FM/101.9); WTOP (FM/103.5); WBAL-TV (11); WJZ-TV (13); WMAR-TV (2); WRC-TV (4). Information will also be available by calling 410-704-NEWS or 410-704-2000 and by text alerts.

### **Instructional Materials**

Place your orders for instructional materials as soon as possible (or coordinate with your division leader to determine if materials have already been ordered). Book orders are placed by logging in to <http://towsonustore.com/Home> and then selecting the Faculty link at the top and to the far right hand side of the page.

If you need a desk copy, please contact the publisher of your textbook. Many publishers have on-line forms through which you can request desk copies.

For copyright information and bulk course packets, contact the Copyright Resource Center in the University Store (410-704-3530). Information and forms are available at the following website:  
<https://www.towson.edu/copyright.html>.

### **Instrument Rental**

The Department of Music maintains a limited inventory of band, orchestra, and other instruments for use in music education courses and for the performing ensembles. All students must sign a legally binding Instrument Loan Contract to receive an instrument.

Generally, faculty who teach music education methods courses are in charge of the instrument inventory for the course. Contact the department's Administrative Assistant for information regarding instruments needed for performing ensembles. Instruments are not on loan during the summer except by approval from the Department of Music Chairperson.

Students who fail to return instruments by the end of finals or when requested, will receive first, a written reminder; second, notice of the suspension of university services (grades and transcripts withheld etc.) and finally, notice that the police have been contacted regarding the student's failure to return state property. Students will be billed for lost, stolen and unreasonably damaged instruments and accessories.

### **Instrument Storage**

Instrument storage lockers are located on the third floor of the music wing (in the hallway adjacent to the lecture classrooms). Students should select a locker that fits their instrument, fill out the online *Locker Assignment Request*. Once a student has been assigned a locker, it is his/hers until the end of the term. If students have questions, they should contact Dr. Cicconi at [ccicconi@towson.edu](mailto:ccicconi@towson.edu).

### **Insurance**

The Department of Music, the College of Fine Arts and Communication, and Towson University does not insure equipment or instruments. The Department of Music, the College of Fine Arts and Communication and Towson University will not assume responsibility for loss or damage to personal equipment or instruments. Students, faculty and staff should insure their own possessions for loss or damage. All are encouraged to record serial numbers of all items in case of theft and ensure the safety of their items.

### International Students

The International Student and Scholar Office (ISSO) provides services and programs for more than 900 international students and international scholars from about 100 nations. They offer assistance in visa applications and immigration related matters, cross-cultural orientation, and emergency situations involving international students. For full details on ISSO's programs and services, call 410-704-2421 or visit the website at [www.towson.edu/isso](http://www.towson.edu/isso).

### Juries

All students taking applied lessons must perform an end-of-semester jury. Instructors may waive the jury when a student has performed a junior or senior recital within thirty (30) calendar days of the jury date. In the event of a missed jury because of a proven illness or a verifiable family emergency, the grade of Incomplete ("I") should be given. Incompletes must be made up by the end of the next regular term (fall or spring).

Sign-up sheets are posted approximately two (2) weeks before the final exam period. Students sign up for a date and time and obtain a repertoire sheet from the music office (CA 3095) or as instructed by their private teacher. The repertoire sheet must be completed and handed in to the jury panel.

For jury appeals, see *Grade or Jury Appeals* above. Notice of failure to perform at appropriate standards at a jury will follow policies as indicated in the section *Failure to Remain in Good Standing*. For further jury regulations for your instrument, voice or your division, contact your division leader.

Faculty must supply the original jury evaluation form and repertoire form for each student to the Assistant to the Chair at the end of the jury. These documents are maintained in the each student's departmental file.

### Keyboard Proficiency

Music majors must reach the level of keyboard proficiency established for their specific degree and concentration.

For Music Education majors admitted prior to fall 2017, a keyboard proficiency exam is scheduled on the Friday of the first week of the fall term and in the spring term on a designated date during the final examination period. (Students are only eligible to take this exam once per term.)

Music Education majors entering in fall 2017 will take Piano Class I (MUSA 190) and Functional Piano and Guitar (MUED 194 and for vocal-general students they also take MUED 294) to satisfy the piano proficiency requirement. Students who have prior keyboard experience may be able to place into MUED 194 and should schedule a keyboard screening. Music Education majors should also review the undergraduate MUED website for additional information.

For students who entered prior to fall 2017 and who are in the Bachelor of Music Degree, they satisfy the keyboard proficiency requirement by passing Piano Class I, II and III. Keyboard performance majors, however, are exempt from Piano Class I, II and III but must satisfy the keyboard proficiency requirement by passing Keyboard Harmony and Sight Reading I (MUSC 313) and Keyboard Harmony and Sight Reading II (MUSC 314).

For students entering in fall 2017 and who are in the Bachelor of Music Degree, keyboard proficiency requirements are satisfied by enrolling in Piano Class I (MUSA 190) and Functional Accompanying (MUSA 194). Jazz Commercial Performance and Jazz Commercial Composition majors are only required to take Piano Class I (MUSA 190).

The Bachelor of Science in Music degree (liberal arts degree) requires students to enroll in Piano Class I.

### Leave Report

See *Absence from Assignment* above.

### Library

The Albert S. Cook Library (410-704-2461) houses most of the University's musical materials. To use the Cook Library (in addition to other University of Maryland System libraries), faculty must have a university identification card. Materials borrowed must be returned by the end of the term. You are liable for any fines assessed by the library.

### Mailboxes

Faculty mailboxes are located in the department's administrative suite (Center for the Arts, room 3095). Please be sure to check your mailbox frequently.

### Master Classes

The majority of master classes are held on Tuesdays or Thursdays at 11:00 am. Activities in master class range from topics concerning the instrument, prevention of performance injuries, pedagogy, to performances by students, faculty and guest artist. If contracted to do so, faculty are required to give a minimum of 13 master classes.

### Music Faculty Recitals: (Solo, Group, Collaborative, Faculty Ensemble)

The Department of Music affirms the performance of faculty scholarship/creative activity for the pedagogical benefit of our students and the Towson Community within the performance venues of the College of Fine Arts and Communication at Towson University. It is further recognized that supporting multiple faculty recitals within a single semester or calendar year is not always possible due to staffing limitations, number of required events that students must attend, and the larger calendar/planning considerations of COFAC and the University.

We realize that our facilities are a large benefit to our students, faculty, guest artists and special events. Where faculty recitals are concerned, the Department is providing a performance hall, a tuned piano and, in most cases, marketing (through the Arts and Culture Brochure and other social media platforms). However, the Department does not provide financial support for *elective* faculty recitals. Fees for accompanist, music rental or other expenses remain the responsibility of the faculty member (or faculty members) facilitating the performance. Considerations will be made for special events in which faculty are asked to perform on a concert. In such instances, financial support (funding permitting) would be limited to adjunct faculty and/or outside invited guest performers/collaborators. Full-time faculty are not compensated for recitals or ancillary costs for their performances on-campus. Exceptions include those with contracts to perform with the New Music Ensemble.

### **Process for booking a faculty recitals and faculty ensemble recitals:**

To book a recital in the Department of Music please follow these steps:

- 1) Faculty are encouraged to consider their desire for a faculty recital, title of concert and repertoire *in the academic year preceding* the planned event. For full-time faculty, this can coincide with discussions of workload and the formulation of the AR II.
- 2) Divisions are encouraged to have group discussions about all events happening in a division including the number of faculty recitals that are proposed in an academic year.
- 3) Make your division leader aware of your desire to do a faculty recital including your preferred date(s) and time(s). Whenever possible, the name of the concert and suggested repertoire should be communicated to your Division Leader as well. Each division can determine how formal this proposal needs to be. Faculty are asked to no longer book recitals autonomously but in coordination with your division.
- 4) Because the last 6 weeks of the semester are the most intensive in terms of student recitals, ensembles, and other student-related pedagogical performances, faculty are asked to book dates before the 9<sup>th</sup> week of the semester, usually before the last week of October (Fall) and the last week of March (Spring.)

- 5) Check on the availability of the proposed date with the Assistant to the Chairperson/Academic Program Coordinator or the Department's designated calendar coordinator and reserve the date in the department calendar. *Note that reserving a date on the Department calendar does not guarantee that the recital will be able to be booked. It is simply a place-holder for the event.*
- 6) Complete the COFAC events form before the deadline. (Usually mid-September for Spring events and mid-February for Fall events.) Please plan ahead as much as possible and do not wait until the deadline for these forms to book the faculty recital. The Department is attempting to plan a full year of *all* programming rather than semester-to-semester.
- 7) Be prepared to answer questions from the Department Chairperson or Assistant Chairperson about details of the event so that it may be include in the master plan for the year.
- 8) Faculty may not make financial commitments of Department resources for any proposed recitals without prior authorization of the Chairperson. (i.e. paying additional people to perform on recital, royalties for works performed etc.
- 9) Collaborative recitals between other Departments or Units on campus must be discussed with the Chairperson and/or Assistant Chairperson before taking it to your Division Leader as this affects Marketing and costs of events.
- 10) Please note the department chair has the final approval of all recitals, events and concerts and may request a change of date after weighing the phrasing of other events in any given semester.

#### **The Faculty Artist Recital Series:**

The above listed process will allow the Department to more effectively represent the work of the faculty and allow for a pedagogical focus of faculty recitals to emerge in the planning stages. This will ultimately give our Department more focus in terms of events, number of events, and available resources to effectively deliver these concerts to our students and the community that we serve. Those recitals that are approved for booking will be marketed as *The Faculty Artist Recital Series*.

#### **Music Student Organizations**

There are several music student organizations at Towson University: American Choral Directors Association (ACDA), the National Association for Music Education (NAfME), Tau Beta Sigma and Kappa Kappa Psi, national honorary fraternity for college band members. Consult the respective bulletin boards for more information.

#### **Offices and Teaching Spaces**

Office and teaching spaces are assigned by the department chairperson and the Assistant to the Chairperson.

#### **Outlook**

All Towson University Faculty and Staff are given an e-mail address that can be used with Outlook. To access Outlook, either install Office 365 for free through the university with your TU e-mail (<https://www.towson.edu/technology/training/resources/office365.html>), or access the Outlook WebApp through "MyTU" (<https://inside.towson.edu/mytu/myTU.cfm>) on Towson University's webpage.

In order to e-mail a class section through Outlook, create a specially formatted e-mail address based on information in PeopleSoft. This will allow faculty to send messages to every student enrolled in a class. Instructions can be found at <https://www.towson.edu/technology/training/resources/documents/office2016/outmisc1-outlook-emailing-your-class.pdf>.

### **Parking**

For information on parking permits, refer to <https://www.towson.edu/parking/>. Visitor parking codes for guest performers or speakers are available from the department's administrative assistant.

### **PeopleSoft (Online Services)**

PeopleSoft (Online Services) is Towson University's enterprise information system that hosts all student data. This is where students register for classes and grades are posted. PeopleSoft can be accessed by going to "MyTU" on Towson's website, [www.towson.edu](http://www.towson.edu).

### **Performances**

Our policy is to run only one ticketed performance at a time in music spaces. This is to avoid simultaneous ensemble or faculty performances in the Harold J. Kaplan Concert Hall or the Recital Hall. Multiple student recitals, however, may be scheduled at the same time under certain circumstances. Student recitals scheduled at the same time or contiguous to a ticketed event needs written approval from the department's chairperson. Exceptions to this policy will also need written approval from the Chairperson.

### **Photocopies**

Students are expected to purchase their own music materials for study and performance. Students must establish ownership of at least one non-photocopied score/set of parts before the work may be performed for an applied music jury or in a public recital. Students performing from photocopies of out-of-print, copyrighted material must receive the publisher's permission.

Requests for copies of classroom materials may be made by filling out a Work Request Form (available in the music administrative office) and submitting it to the department's administrative assistant.

### **Practice Rooms**

The practice rooms are located on the fourth floor of the Center for the Arts and require a key for access (a deposit is required to obtain a key). These rooms are for official university business—not for private instruction. Students should inquire at the music office to obtain a practice room key.

### **Progress in the Music Major**

Because Music is a screened major, students are expected to show regular progress completing required courses in the areas of theory, musicianship, music history, methods, lessons and ensembles.

- No more than three MUSC, MUED, or MUSA courses may be repeated.
- No more than one of these courses can be repeated a second time after an approved petition to the Department Chairperson.

Additionally, the Department of Music considers any prior registration in a MUSC or MUED course when issuing seat permits. Priority to register for a required course will be given to those who have NOT yet attempted that course. If a student has remained registered for a MUSC or MUED course after the end of the university's official change of schedule period and is attempting a third registration, a special permit/seat assignment will be issued on a space available basis ONLY after all other students have requested a seat.

### **Recital and Concert Department**

Students and faculty are required to turn off all noise making devices (pagers, cell phones, radios, etc.) while attending recitals. Audience members displaying disruptive behavior will be asked to leave the performance.



### **Recitals, Performances, and Scheduling Policies**

Undergraduate students performing a junior or senior degree recital must obtain department consent from the Assistant to the Chairperson/Academic Program Coordinator before they can register for the degree recital. Authorization forms are in the Music Office (CA 3095) and on the department's website, and require the signature of the student's applied lesson instructor. Information regarding deadlines and procedures are posted on the Official Announcements bulletin board and the department's website. It is the student's responsibility to enroll by the posted deadlines for the degree recital after he/she obtains authorization from the Assistant to the Chairperson/Academic Program Coordinator.

During the registration period, recital reservation forms will be available in the Music Office. Students should pick up the form as soon as they are made available and follow all instructions completely. Again it is the student's responsibility to schedule his/her recital and to adhere to all procedures and deadlines.

All ½ hour student degree recitals (BM – MUSA 399; BS MUED – MUSA 498 (prior to 2017); BS in Music – MUSA 497; Music Minors – MUSA 399) must be paired with another student giving a ½ hour degree recital. This policy does not preclude students from different disciplines teaming up for a recital. There is no strict provision on the 30 minute time limit. Students are responsible to indicate on their recital reservation form who they will partner with (each student should hand in a form). Communication with applicable applied lesson instructors is critical.

Students who want to perform a recital that is not required for their degree program must obtain permission from the applicable applied area and the Department Chairperson before they can request a date (formal typed petition letter required with the applicable faculty signatures – no informal emails will be accepted). Students must also enroll for the recital (it will be considered elective credit only) and it must appear on the students' course schedule before the venue can be scheduled.

All faculty are encouraged to perform concerts and recitals. Concerts are scheduled on a term by term basis, and ad hoc listings are discouraged. Scheduling of concerts/recitals and rehearsals are handled by the Assistant to the Chairperson/Academic Program Coordinator. In any case, listings are not to be arranged with our university publicists before they have been approved by the department's chairperson and scheduled with the Assistant to the Chairperson.

### **Recital Programs (templates) and Program Materials**

Student recital templates are on the department's website. When the student's recital date is approved, the applied teacher and the student receive a confirmation letter from the Assistant to the Chairperson. It is the student's responsibility to meet the deadlines as outlined in the letter. Failure to turn in the final camera ready program to the administrative assistant two weeks before the recital date could result in cancellation of the student's recital.

For your own concerts, recitals, studio recitals or student ensembles, templates are located under <https://www.towson.edu/cofac/departments/music/resources/recitals/> (see specific links for required program materials, recital templates for the Harold J. Kaplan Concert Hall, the Recital Hall and Stephens Hall). These programs must also be turned in, camera-ready, two weeks prior to the recital. Your program should be proofed by before it is turned in to the department's administrative assistant.

### **Recording Release Agreement**

Ensemble directors should have their students sign a Recording Release Agreement at the beginning of each term. The form is available under the Recording Release Agreement link found at [https://www.towson.edu/cofac/departments/music/facultystaff/documents/music\\_recording\\_release.doc](https://www.towson.edu/cofac/departments/music/facultystaff/documents/music_recording_release.doc).

### **Recording Studio**

The Recording Studio of the Towson University Department of Music (RSTUDM) is designed and built to support the creative work of the students and faculty of the Towson University Department of Music. The RSTUDM is designed to function as a professional audio recording and production facility, specialized for the recording and production of music. As a professional recording facility, the RSTUDM is well suited to handle a variety of recording projects involving diverse ensembles. The facility additionally includes tools for audio editing, mixing, and mastering. For more information, visit <http://www.rstudm.org> or you can contact the Computer/Audio Manager directly if you have questions about the facility.

### **Refresher Coursework**

DVMT 101, MATH 102, REED 102 and ENGL 102-Stretch are designed to improve students' skills so they can be successful and independent learners at Towson University. The courses that begin with DV carry credit toward full-time status, but will not count toward graduation. The other courses are college-level courses that will earn three units toward the 120 required for graduation. All refresher courses must be successfully completed within the first two semesters of a student's enrollment at Towson. Score results on placement testing will determine whether a student must enroll in one of the above courses.

### **Repeating a Course**

When courses are repeated (those that are not listed as available for credit when repeating), students will receive credit for the course only once. Only the higher of the two grades will be calculated in the GPA. Students may not make a third attempt of a course except with prior approval. For a third attempt, students must complete a Petition for a Third Attempt form and submit it to the Registrar's Office, Academic Standards Committee, Enrollment Services Center, room 236. The form is available online through a link on the Student Center page. Courses in which low or failing grades were earned at Towson must be repeated at Towson in order for the record to be adjusted and the QPA to be recalculated. Grades of "W" are administrative and are not considered a part of the repeated course procedure. See the *Undergraduate Catalog* for further information. Also see *Progress in the Music Major* above.

### **Resource Room**

The Resource Rom (Center for the Arts 3088) is a repository of materials for use by students and faculty. Often faculty will recommend students use materials placed on reserve in the room. Hours vary each term. Hours and room usage policies will be posted outside the resource room.

Also see *Library* for other materials on reserve.

### **Room and Performance Venue Reservation Requests**

The Assistant to the Chairperson/Academic Program Coordinator handles all room and concert venue requests (for ensemble rehearsals, sectionals, recital rehearsals). Requests should be made several days in advance of your requested date and sent via email to the Assistant to the Chairperson/Academic Program Coordinator. A request for a room or one of the performance venues does not guarantee that space will be available. Your request should contain information regarding the date(s), time(s), purpose, and any special requirements.

### **Speech, Language and Hearing Center**

Diagnostic and therapeutic services of the Speech, Language and Hearing Center are available to all members of the Towson faculty, staff and student body. Appointments may be made by phoning 410-704-3095. The center is located in Van Bokkelen Hall 001.

### **Scholarships, Awards and Competitions**

Music Department scholarships are available for incoming music majors who enter in the Fall term only. These fixed amount scholarships are offered to applicants who qualify based upon the talent demonstrated during their audition

coupled with an assessment of the applicants' academic profile. Those students wishing to be considered for departmental scholarships must audition by the published deadline. There is no separate application process. Only those applicants who have filed a University application and a Music Department application will be considered for departmental scholarships.

For incoming freshmen the scholarships are automatically renewed for four years and for incoming transfer students they are automatically renewed for two years as long as the students maintain full time status (12 credits or more) as a music major and meet the required cumulative GPA as stated in the scholarship offer letter. Recipients of departmental scholarships may be requested to perform in ensembles other than those required for their degree programs and to participate in special departmental activities as designated by the Chairperson of the Department.

Students who register for and participate in Marching Band will receive a Marching Band scholarship. This will be credited to the student's account after Marching Band season. For more information regarding the Marching Band (and Pep Band), see the Music Department website (<https://www.towson.edu/cofac/departments/music/ensembles/>) or contact the Marching Band Director at 410-704-5449.

There are many other scholarships available at Towson University. More information can be found through the TU Scholarship Seeker (<http://inside.towson.edu/scholarshipSeeker?TU-Scholarships.html>). Information about other Music Department Awards and Competitions can be found at <https://www.towson.edu/cofac/departments/music/scholarships.html>.

### **Stage Managers**

The department provides a stage manager for every faculty event. Once you are given the name, email and phone number of your stage manager, it is your responsibility to contact that individual to discuss stage setup, lighting cues, piano requirements, etc. All faculty and ensemble performances are recorded; however, if you have special technical needs, fill out the form located at <https://www.towson.edu/cofac/departments/music/resources/recitals/stagemanager.html> and see the link titled Technical Services Request Form.

### **Statement of Compliance**

All policies in this document may not contradict or conflict with those of the University of Maryland System Board of Regents, American Association of University Professors, Towson University, the College of Fine Arts and Communication, and the Department of Music. The Towson University Faculty handbook is located at the following site: <http://www.towson.edu/provost/resources/toc.asp>.

### **Student Evaluations**

The administration period for online student evaluations runs for the final two weeks of classes in the 14-week sessions (fall and spring) and the final six calendar days in other sessions and ends the last day of classes. The Office of Assessment notifies students via email (at least three times) to complete the online course evaluations. Reports will be posted only if three or more students have completed the evaluations. After grades are submitted, faculty will receive an email message with a link to the site and a login to view the evaluations online. For questions about the online student evaluation process, contact the department chairperson or send an email to [assessment@towson.edu](mailto:assessment@towson.edu).

### **Student Groups with Off-Campus Activities**

Ensemble directors or faculty leaders of music student organizations must inform the department's chairperson of all off-campus student performances or activities. Final approval for the event will rest with the chairperson and COFAC Dean. Approval for funding must be presented to the department's Executive Committee.

Ensemble directors or faculty leaders must consider conflicts with other ensembles, missed academic courses for the students, and all transportation expenses and fees associated with the event. Off-campus performances must be

scheduled in advance of the term of the event, preferably before the start of the fall term. Ensemble directors or faculty leaders must furnish a list of students involved in the off-campus events to music faculty as promptly as possible.

### **Student Specific Permissions (Department Consent Courses)**

All private lessons, degree recitals, piano classes, and other selected music courses and ensembles require department consent before music majors and music minors can register each term. After students receive authorization, they can register online for lessons, degree recitals and department consent courses. Students and faculty can check the Official Announcements bulletin board and the department's website for details on obtaining authorization (student specific permissions) and enrolling by the deadlines. The Assistant to the Chairperson/Academic Program Coordinator issues all department authorizations. Students must follow the instructions carefully to ensure that they register in a timely fashion and by the posted deadlines. The enrollment deadline for department consent courses generally falls around the final exam period of the fall and spring terms.

### **Student Workers**

The Department of Music employs students as office workers, computer lab supervisors, and stage managers. The Department also employs work study students. Contact the department's administrative assistant for more information.

### **Syllabi**

By the first week of the term, please provide the department's administrative assistant with a copy of a syllabus for every course you teach, including private lessons. A copy should also be given to each of your students. You may also email the syllabus to your students or post it on BlackBoard. Every student must have easy access to your syllabus. If you require them to have a paper copy, you must give it to them. At a minimum the syllabus should include learning goals, a brief description of course content, a bibliography, assignments and requirements, grading procedures, faculty name, office location, office hours, and a statement that students may not repeat a course more than once without prior permission from the Academic Standards Committee. Any policies that the faculty member expects the University to assist in enforcing, such as attendance and cheating policies should also be included in the syllabus. Contact your division leader for examples of syllabi that might aid you in writing your own.

If you teach applied lessons, include the phrase "At least every two years, music lessons and master classes will address prevention of performance injuries and health for performers." Be sure to cover this in your lessons and master classes as applicable. This is part of our requirement for NASM, our accrediting body.

For "syllabus tips" see

[https://www.towson.edu/provost/academicresources/documents/syllabus\\_guidelines\\_best\\_practices\\_4-18-16upload.pdf](https://www.towson.edu/provost/academicresources/documents/syllabus_guidelines_best_practices_4-18-16upload.pdf).

### **Teacher Assignments for Applied Lessons**

If a student has a teacher preference, we try to accommodate the request. However, students are assigned based on faculty loads (full-time faculty loads should be full before assignments are made to part-time faculty). Generally the student continues with the same applied teacher in succeeding semesters. However, if an issue arises that cannot be resolved and a student wishes to change his/her applied teacher assignment, the student must first discuss this request with his/her current teacher. The request can then be discussed with the potential teacher and the applicable division leader. The change of teacher assignment is then finalized by completion of the Change of Major Teacher Request Form (available in the Music Department Office) and with the approval of the applicable division leader and the Chairperson of the Department.

### **Teaching Schedule/Office Hours**

Please give your teaching schedule that shows your teaching times (and room if known) and office hours to the department's administrative assistant. Schedule cards will be in your mailbox at the beginning of each term and a

supply is in the mailroom located in CA 3095. A schedule card should also be posted on the bulletin board outside your office/studio door during the first week of school.

### **Telephones**

The telephones provided by the Department of Music are for university business. Long distance calls by students or by the general public are prohibited unless approved by the Chairperson of the Department.

### **Ticket Policy for Music Majors**

The Department of Music encourages students to attend as many on-campus performances as possible during the academic year and, therefore, offers reduced prices for TU music majors and minors to most ticketed music events. In order to receive the reduced rate, students must purchase their tickets prior to the day of the concert. Reduced rates will not be honored if they purchase their tickets the evening of the event. Reduced rate tickets are not available for special events/presentations as determined by the Department of Music. However, music majors and minors may purchase tickets at reduced student rates.

The COFAC Box Office is located on the third floor of the Center for the Arts and is open Tuesday through Saturday from 12:00 pm to 4:00 pm and one hour before events begin. Additional information can be found at <http://www.towson.edu/artscalendar/boxoffice.asp>.

### **Tutoring and the Academic Achievement Center**

Tutoring is available in most academic subjects at no charge. Students are encouraged to register early for tutoring or testing accommodations. For more information about the Achievement Center's services, visit <http://www.towson.edu/aac> or call 410-704-2291 or at [achieve@towson.edu](mailto:achieve@towson.edu). The Center is located in Cook Library, room 524.

For tutoring in music, students must complete the online request form located at the following website: <http://www.towson.edu/aac/tutorRequestForm.asp>.

### **Undergraduate Overloads**

Normally, undergraduate students may enroll for no more than 19 units per term. These policies are detailed in the *Undergraduate Catalog*. Students should be aware that a load of over 15 units carries an additional fee.

### **Website**

Returning faculty should check the website periodically to make sure their information for the faculty page is current. New faculty should submit the information to the department as promptly as possible. Bios and email should be posted for all faculty and photos are also encouraged. The department's website has information for students and faculty (including applicable handbooks), concert schedules, recital information, etc. The department's computer and audio manager will be able to give you more information regarding submission of materials.