

RECITAL PROCEDURES

Requirements

Students majoring in music are required to present a junior (half) and senior (full) recital. Composition majors are required to produce a half-recital of original music. Music education and musical theatre majors are not required by their degree programs to give recitals, but may elect to do so if approved by their major studio professor. Students performing a school sponsored recital must be enrolled for both applied credit and the appropriate junior (MUSC 3090) or senior (MUSC 4090) recital course with the studio professor. Junior recitals consist of twenty minutes of music and Senior recitals are forty minutes of music. Content of the recital is determined by agreement of the student and professor. Voice and piano students are required to memorize their recital music except when participating in a chamber work. Wind, string, and percussion students may also be required to memorize pieces at the discretion of the studio professor.

Scheduling

Senior recitals may be scheduled Monday through Friday evenings. Students requesting a time other than weekday evenings may petition the full-time music faculty and must have approval of the recital committee. Junior recitals are scheduled for Tuesday or Thursday at 11:00 am. Normally, all student recitals will be held in the Recital Hall. Special exceptions must have approval of the Associate Dean of VAPA.

Recital hearings must be arranged at least two weeks in advance of the scheduled recital date. All requests for recital dates must begin with Dr. Humes and then proceed to Deb Lindley in the VAPA Office to reserve the facility for the recital, hearing, and rehearsals.

Committees

For each student recital, the Music Division Head will appoint a faculty committee to evaluate and grade the recital and be present for the hearing. Undergraduate recital committees consist of three faculty members. In forming the committee, the studio professor and student will submit the names of five faculty members to be considered along with the recital and hearing date and time. It is the Division Head's responsibility to assign three faculty members who are available for the hearing and recital.

Hearings

Recital hearings must be arranged at least two weeks before the recital date. Exceptions to this requirement must be approved by the Head of the Division of Music. At the hearing, the student will provide a computer generated draft copy of the program to each committee member and a Recital Hearing Form (from the VAPA office). Upon completion of the hearing, the committee may approve, disapprove, or approve conditionally the presentation of the recital. The studio professor will then inform the student of the committee's decision and the hearing forms will be filed in the student's academic folder in the Division of Music office.

Scheduling a Recital

For recitals during the regularly scheduled Thursday recital hour, the first person the student should visit with is the Division of Music Recital Coordinator. Once a date has been determined, the student next needs to reserve the Recital Hall for rehearsals, the hearing, and recital.

Reserving the Recital Hall

All requests for use of VAPA facilities must be directed to VAPA Facilities Coordinator. The student is entitled to adequate, but not excessive, rehearsal time in the recital venue prior to the performance.

Recital Request Form

Once the recital has been scheduled and the venue reserved, the student and studio teacher should fill out the Division of Music Recital Request Form completely, obtain the signature of the Division Head, and file that form in the VAPA Office.

Recital Committee Form

The student and studio teacher must then complete the Recital Committee Request Form and present the completed form to the Division Head. The Division Head has the responsibility of confirming the faculty members that will constitute the recital committee.

Programs

The student should take extreme care in preparing a draft of the printed recital program. Accuracy of dates should be verified and the program proof-read for correct grammar and spelling. Following the recital hearing, the draft should be presented to Carolyn Bruce in the VAPA office (B105) who will produce the finished program in accordance with the standard ULM Division of Music format. The student and studio professor are responsible for proofreading the program before it is duplicated.

Evaluation

The VAPA Administrative Assistant will provide a Recital Grading Form to each committee member before the recital. This form is completed by the committee member and returned to the studio professor following the performance. The teacher then places the forms and a copy of the recital program in the student's academic folder in the VAPA Office. Checklist for recitals

Detailed Procedures for Student Recitals

_____1. The Major Professor and the Student select several “possible” dates for the **STUDENT HEARING** and **RECITAL**.

_____2. Major Professor and Student select (and secure tentative approval from) five (5) appropriate faculty members who would be willing to serve of the student’s **FACULTY COMMITTEE** if selected.

_____3. Major Professor and Student meet **TOGETHER** with the **VAPA Events Coordinator** to determine both the **HEARING** date and the pending **RECITAL** date and to initiate the **STUDENT RECITAL REQUEST**. (Professor & Student should be prepared with all student information needed as well as the list of possible committee members.)

Any requests for Recitals scheduled during the **RECITAL HOUR course time must obtain the approval of the faculty member in charge of the **Recital Hour** prior to meeting with the Events Coordinator. The **Recital Hour Faculty** member will be requested to sign the **Student Recital Request** form.*

_____4. **Events Coordinator** will submit the signed request to the **Music Department Head** who will make the committee selection and return the paperwork to the Events Coordinator.

_____5. The Event Coordinator will notify the Major Professor and the selected faculty of the approval for both the Hearing date and the pending Recital date; and of the selection of the Committee Members. **Any Committee Member who cannot attend either the Hearing or the Recital is responsible to secure an appropriate substitute and to notify the Professor and the Events Office.**

_____6. The Major Professor is responsible to secure the appropriate “Grading Forms”, for both the Hearing and the Recital from the VAPA office prior to each event.

_____7. The Major Professor is responsible to collect the signed grading forms from the Faculty Committee and to return the forms to the VAPA Office for filing.

_____8. The Major Professor should inform the Events Coordinator of the result of the **Hearing** who will post the paperwork to indicate the judgment of the committee. If the status is “Delayed“ the pending Recital date will be released from the calendar. If the status is “Granted” the Recital date will be secured and the Events Office will inform the committee.

_____9. If the Status of the Hearing grants a Recital, the Professor should make sure that the student submits their program to Miss Carolyn immediately (or very soon) after the hearing. The program is part of the permanent file and should be complete

with: order of the performance, composer identifications and bios, translations and/or interpretations and proper recognition of assisting musicians and recital personnel.

_____10. The Major Professor may secure the Recital Hall for Student rehearsals (depending on availability) through contact with the Events Office, **with the promise that the Major Professor will personally attend the student in the Hall at all times.**

_____11. All original paperwork related to a Student Recital becomes part of the student's permanent record. It is ultimately the responsibility of the Major Professor to check in the VAPA office to insure that all paperwork has made the trip to the student's file.