

Student Recital Policies (2020/2021)

MUSC 316 (Recital)

MUSC 416 (Senior Recital)

Guidelines for a Successful Recital:

Please read this packet carefully. **You will need to complete the following documents by the second week of classes to be enrolled:**

- **Student Recital Request Form**
- **Supervision Course Agreement Form**

Plan Ahead

To guarantee your first choice for a recital date, start planning before the semester you are scheduled to do your recital. DO NOT wait till the last minute. The sooner you set your date the better your chances are of having your recital when you want it. **All recital paperwork must be submitted by the second week of classes.**

Things to Remember: Go over this packet with your instructor/advisor to plan your recital timeline. Make sure you connect with your accompanist and recital panel to coordinate dates.

Treat Your Recital Like a Class...Because it is

Enrolling in the Recital Class is different than your other classes because you don't enroll yourself via the portal. Instead, the office will enroll you once a completed **Supervision Course Agreement form** (found in this packet) is submitted. Make sure you complete the form, indicating the recital class that corresponds to your applied music course during the semester you plan to have your recital. Recitals cannot be scheduled without this form.

- Students planning a recital will check MUSC 316 (Jr. Recital) or MUSC 416 (Senior Recital) to receive credit.
- Music Education majors will check MUSC 316.

Work with your Studio Instructor or Advisor

When outlining your program, you should work with your studio instructor or advisor to make sure all requirements are met. Things to remember:

- Both the instrumental and vocal studios have pre-hearings before the recital. Work with your studio instructor/advisor to determine when your pre-hearing is to take place and make the arrangements accordingly.
 - **Note:** pre-hearings are not a part of the recital class and are not scheduled with the SOTA Production Manager.
- Recitals should be limited to solo or accompanied material
- Recitals can include chamber works, concerto or opera scene in which the student giving the recital has a prominent role
- Piano recitals should consist of memorized solo piano works

Faculty Panel

Two additional faculty members, other than your studio instructor/advisor, must attend your recital. Faculty should be asked the semester your recital is scheduled. The panel of three will evaluate your recital and complete an evaluation to go into your student file. In order to receive a grade, your studio instructor/advisor must also attend and complete an evaluation form.

Recital Length

- MUSC 316 recitals should be no less than 30 minutes long. Students taking MUSC 316 can combine their recitals with studio instructor/advisor permission. In combined recitals, each student is required to fulfill their 30-minutes worth of music for an hour-long performance.
- MUSC 416 recitals are 60 minutes. A five-minute intermission may be appropriate.

How to Schedule Your Recital

Meet with your studio instructor/advisor before filling out any recital paperwork and go over requirements and dates. Before your recital can be scheduled the **Recital Request** and **Supervision Course Agreement** forms need to be completed.

- Schedule your recital through Carmen Gomez in PAC 135A. Bring Carmen your Recital Request form and she will give you two date options. Have your instructor and jurors sign the form to indicate they are available on those dates. Return the form to Carmen and she will book whichever date is still available. Then bring the signed form to the MUTA office.
- Be aware of the School of the Arts performance calendar. Students may not schedule a recital against any major performing ensemble or faculty event within the School of the Arts, or another student recital.
- When a recital date is placed on the calendar, it will be considered final and may be altered only under extenuating circumstances and with the permission of the studio instructor/advisor and Carmen. Trading of dates is allowed but only with permission. Both students who are trading dates need to receive authorization to make the switch.

Available Recital Dates for MUSC 316 & 416 for 2019-2020

- **All MUSC 316 & MUSC 416** recitals are scheduled on **Thursdays** starting at **5:00 p.m.**
- **Make sure you connect with your accompanist before scheduling. Remember, the recital is a class which meets on Thursdays.**
- Recitals will not be scheduled during finals week, when classes are not in session, or on a holiday.

Dropping or Canceling Your Recital?

Please be aware that last-minute cancelations, postponements, and rescheduling of recitals deprive other students of legitimate opportunities to perform. This also places undue stress upon recital hall availability. Please speak with your instructor/advisor before completing the paperwork and scheduling to avoid unnecessary drops or cancelations.

- **What is the Difference?**

- **Dropping:** Dropping your recital is the same as dropping another class – except you can't do it by yourself. In order to successfully drop, you must complete an Add/Drop form (found on your Portal) and submit it to the MUTA office before the census date (4th week of class).
- **Canceling:** You are enrolled, were scheduled a recital time, it is after census so you can't drop, and now you can't fulfill the recital requirements. What do you do? Cancel your recital. Do not consider this an out – you must have a very good reason for canceling and it must be approved by your studio instructor/advisor.

****If you do drop or cancel, you are responsible for informing the SOTA Production Manager directly. ****

- **Things to Remember:**

- If you drop the class before the census date, you will need to re-submit your recital paperwork to enroll for the next semester.
- If you drop after the census date or cancel your recital, you will receive an incomplete and will need to make up the grade within a year by re-enrolling in the class and fulfilling the requirements. Failure to do so will automatically revert an incomplete to an "F" in the class.

Accompanists

Every student has the same opportunity to have an accompanist for their rehearsals and recital, however it is the student's responsibility to make the arrangements. Consult with your studio instructor/advisor on how to find an accompanist. Remember that piano majors within the department are a good resource. It is the student's responsibility to compensate their accompanist if such arrangements have been made.

The Printed Program

Each student is to have a printed program available at his or her recital. Programs are printed at the student's expense. Please see the program template for specific information required. Programs may be full sheets, half sheets, or booklets. Program notes, song translations and the like are a good idea but not required unless specifically noted by instructor/advisor. If you need program inspiration, ask the Department of Music and Theatre if you can look at past programs. Please do not ask office staff to complete or format your program for you. The Department of Music and Theatre will need seven (7) copies of your program before your recital. Any programs left behind in the recital hall will be discarded.

Reference Recordings

Audio recordings of your recital will be made by the Department of Music and Theatre free of charge. The student is responsible for all other arrangements/costs for video or special recordings.

Rehearsal and Recital Space and Stage Crew

Rehearsals and dress rehearsals may not be held in the recital hall unless permission is given. Special

rehearsal space will need to be arranged through the Department of Music and Theatre. A house manager will be provided by the School of the Arts but not ushers. If you would like programs handed out, ask a friend or family member. You could also put them in a basket or leave a stack of programs on the back table for audience pick-up.

Publicity

Publicity for your recital is your responsibility and at the student's expense. Posters are not required but are a good way of advertising and inviting the public to attend. If you choose to have a poster, you must have them stamped at the BMU Information Desk before you post them on PAC public boards or anywhere on campus outside of the PAC. You do not need it stamped to post on the recital board outside the Music Library or on any of the Department of Music and Theatre boards. To post on the Music boards, please submit your poster to the office.

Some other avenues for publicity include:

- University Announcements- www.csuchico.edu/pa/announcements.html
- KCHO: Information may be sent through campus mail at Zip 500
- ORION: Campus mail Zip 50
- News and Review: 894-2300
- Enterprise Record: 891-1234

Receptions

Receptions are not required, are at the student's expense, and should be limited to senior recitals. If you would like one, please check with Carmen Gomez for available space two weeks before your recital. Please understand that food is not allowed in performance venues unless permission is granted.

Below is an example of the standard information to be included in your printed program. However, programs are not limited to this style format, only the information. Programs may be full sheet or booklet style (if you need inspiration ask to see programs from past recitals). Work with your studio instructor/advisor if other information is necessary i.e. translations, composer history, etc. Please remember to give 7 copies of your program to the Music Dept. **before** your recital. If you have questions, please speak with your instructor/advisor.

California State University, Chico
Department of Music
Presents

Melanie Kate Dreifort
Mezzo-soprano

from the studio of Dr. Ying Yeh
assisted by
Jamee Haddorff, piano

Thursday, March 13, 2008
4:00 p.m.
Rowland-Taylor Recital Hall
Chico State Performing Arts Center 134

This recital is presented in partial fulfillment of the requirements for the degree of
BACHELOR OF ARTS IN MUSIC: VOCAL PERFORMANCE.

~ Program ~

- “Ah! Belinda”.....Henry Purcell (1659-1695)
from *Dido and Aeneas*
- “Cangiò d’aspetto”.....George Frideric Handel (1685-1759)
from *Admeto*
- Der Tod und das Mädchen.....Franz Schubert (1797-1828)
- O wüsst’ ich doch den Weg.....Johannes Brahms (1833-1897)
- Plaisir d’amour.....Giovanni Martini (1741-1816)
- “Connais-tu le pays”.....Ambroise Thomas (1811-1896)
from *Mignon*
- Selections from Seven Elizabethan Lyrics*Roger Quilter (1877-1953)
I. Weep You No More
IV. The Faithless Shepherdess
- “Lullaby”.....Gian Carlo Menotti (1911-2007)
from *The Consul*
- “Di tanti palpiti”.....Gioachino Rossini (1792-1868)
from *Tancredi*

Go Over the Recital Packet....

Work with your studio instructor/advisor BEFORE you schedule your recital. Go over the policies, dates, and details. Ask if you are not sure of something.

Plan Ahead....

Start planning before the semester you are scheduled to do your recital. The sooner you set your date the better your chances are of having your recital when you want it.

Work with Your Studio Instructor/Advisor...

Determine if and when you will need a pre-hearing for your recital. Prehearings are not a part of the Recital Class and are set-up between the student and instructor.

Complete the Recital Packet....

All of your paperwork, including the three signatures needed for your recital panel, must be complete before you can be enrolled in the class and your recital scheduled.

STUDENT RECITAL REQUEST FORM

- Submit to MUTA@csuchico.edu and your instructor. Subject Line: *Student Recital last name first name*
- All completed recital paperwork must be submitted by the second week of the semester the recital will be taking place.
- Students will receive notification when their recital has been scheduled via email.

Semester/year of Recital: _____ Date _____ Time _____
Location: _____

During Covid-19 protocol times, you may schedule your recital at any time that is appropriate for your faculty panel members to attend virtually. It is also your responsibility to locate an appropriate performance venue. Use of CSU, Chico venues may be possible, but would require approval by the Department of Environmental Health and Safety. Contact Dr. Scholz for information. You must notify the MUTA office as to the date, time, and location of your recital.

Name: _____ Student ID #: _____
Email: _____ Telephone: _____

Course: MUS 316 (Recital) MUS 416 (Senior Recital)

Is this course REQUIRED for your degree program? No Yes

Have you enrolled in this course before? No Yes

If YES, are you: Rescheduling Clearing an Incomplete Repeating for forgiveness recital

Style: Vocal Instrumental: Instrument(s) _____

You and your studio instructor are responsible for arranging for an accompanist for your recital, if needed.

Accompanist (if applicable): _____

Studio Instructor's Approval: _____ Date: _____
(Signature confirms that the planned recital follows the guidelines as set in the Student Recital Policy)

Faculty Panel Member: _____ Date: _____

Faculty Panel Member: _____ Date: _____

**MUSIC DEPARTMENT SUPERVISION COURSE
AGREEMENT FORM**

- Submit to MUTA@csuchico.edu and your instructor. Subject Line: *Student Recital last name first name*
- All completed recital paperwork must be submitted by the second week of the semester the recital will be taking place.
- Students will receive notification when their recital has been scheduled via email.

To be used for:

MUSC 316 -- Recital

MUSC 398-498 -- Special Topics

MUSC 399-499 -- Special Problems

MUSC 416 -- Senior Recital

MUSC 489-689 -- Directed Field Projects

MUSC 697 -- Independent Study

Name of Student: _____ Student ID #: _____

MUSC _____ _____ _____ _____
(Course No.) Units Semester Year

Title and Brief Description of Problem, Project or Study:

Final grade will be based on (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Written Report * | <input type="checkbox"/> Written Examination * | <input type="checkbox"/> Recording Project |
| <input type="checkbox"/> Oral Report | <input type="checkbox"/> Faculty Observation | <input type="checkbox"/> Recital Evaluation |
| <input type="checkbox"/> Extra-departmental Evaluation* | | |

* This material will be on file in: Department Office Faculty Files

Signature of Student

Signature of Instructor

Signature of Department Chair