

MARYWOOD UNIVERSITY
Insalaco College of Arts and Sciences

*Department of Music, Theatre,
and Dance*

Student Handbook

The information in this handbook is designed to familiarize you with university and department policies specific to the MTD degree programs. Please save this handbook, as it will provide guidance throughout your studies at Marywood. Bring this handbook to all academic advising sessions.

Updated spring 2023

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INTRODUCTION

As performing arts majors and minors, you are encouraged to explore the opportunities offered to you in our classrooms, studios, rehearsals, and performances. Whatever your level of experience is when you arrive at Marywood, we challenge you to discover your strengths, expand your skills, and develop your talents as performing artists. Whether you aspire to be an actor, educator, dancer, solo performer, arts administrator, therapist, or technical director, you are a valued member of our department and we are delighted you chose Marywood University for your education.

Mission of Marywood University

A Catholic university sponsored by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary, Marywood University roots itself in the principles of justice and a belief that education empowers people. Enacting its ideals, Marywood offers students a welcoming and supportive community that encourages men and women of all backgrounds to shape their lives as leaders in service to others. Proud of its liberal arts tradition and host of professional disciplines, Marywood challenges students to broaden their understanding of global issues and to make decisions based on spiritual, ethical, and religious values. Marywood calls upon students to seek their full potential and invites all to engage in a lifelong process of learning. Witnessing the efficacy of teaching and scholarship, Marywood University educates students to live responsibility in a diverse and interdependent world.

University Core Values

Catholic Identity

- spiritual, ethical, intellectual values in the context of a faith community

Respect for Each Person

- the value of each human being; for diversity in the context of vibrant community

Empowerment

- education to enable access and to empower the underserved

Service

- learning and scholarship in service of the global community

Commitment to Excellence

- education has the capacity to forward the kingdom of God

Mission of the Department of Music, Theatre, and Dance

In keeping with the University's mission and commitment to academic excellence, students learn professional and leadership skills necessary for various careers in the performing arts. The mission of the Department of Music, Theatre, and Dance is to foster spiritual, ethical, and religious values while simultaneously providing educational, performing arts experiences as we prepare our students to become leaders in a diverse and interdependent world.

Degree and Program Offerings

Undergraduate degrees

Bachelor of Music

Music education PK-12

Music therapy

Music performance

Bachelor of Arts

Music (Musical theatre)

Theatre

Theatre education 7-12

Collaborative degrees

Bachelor of Arts

Arts administration

(with primary concentration in music or theatre)

Teacher certification

Music education PK-12; Theatre education 7-12

Minor (18 credits)

Marywood University students may choose to pursue a particular area of interest outside of the designated undergraduate degree program: the minor area of study. Students complete 18 credits of specific course work providing an overview of that discipline:

Minor in Music

Minor in Theatre

Minor in Dance

Minor in Jazz Studies

**CONTACT INFORMATION:
MTD DEPARTMENT AND UNIVERSITY OFFICES**

Students are required to provide updated contact information (email, local phone number, local address) to the MTD department office at the beginning of each academic year. Marywood students receive a university email account and are expected to check it regularly for any MTD department and University-wide electronic messages.

Department website: <http://www.marywood.edu/mtd>
MTD Main Office: 570-348-6268

Students are expected to check University email regularly for important department-wide announcements and University-related event postings (e.g., student meetings, rehearsals, performances, job opportunities, etc.). Music education, music therapy, and theatre programs also have designated boards for posting announcements specific to students enrolled in those degree areas.

MUE/2nd floor, outside computer lab

MTH/1st floor, across from music therapy labs

THEA/Terrace floor general call board

NOTE: Campus alert system:

“e2Campus” -- Be sure to sign up for free “e2campus” alert system, a state-of-the-art notification system that sends notifications instantly and simultaneously to you for weather cancellations, school delays, or campus emergencies.

Useful Contact Information	Location	Phone/Ext
Office of Student Success	Learning Commons 210	570-340-6043
Student Disabilities Services	Learning Commons 217	x2335
Tutoring Services & Writing Center	Learning Commons 266	x2279
Career Development Center	Learning Commons 342	570-348-6247
Campus Ministry	Swartz Center	570-961-4723
Collegiate Volunteers (Service)	Swartz Center	x2419
Cashier's Office/Student Accounts	Liberal Arts Center 87	570-348-6212
Information Tech/Help Desk	LRC 120	570-340-6070
Counseling & Student Development	McGowan 1017	570-348-6245
Housing & Residence Life	NAZ 205	570-348-6236
Registrar's Office	LAC 92	570-348-6280
Student Life	NAZ 202	570-348-6246
University Health Services (Nurse) Open Mon-Fri 8:30-4:30	Loughran/Terrace F1	570-348-6249
Campus Safety	Maintenance/1 st Fl	570-348-6242

GENERAL INFORMATION

I. Entrance Audition

BM music education, music therapy, performance; BA arts admin/music

Audition required. Prospective students must audition to gain formal acceptance into MTD department degree program.

BA music (musical theatre)

Audition required. Prospective students must audition in singing, acting, and dance. Also, students meet with theatre program director for a short interview.

BA theatre, theatre education, and arts admin/theatre

Prospective students meet with theatre program director for a short interview.

Transfer students

Audition required. Prospective students may schedule an audition, but will not be formally admitted to a music degree program until the transfer application process is completed and notification of formal acceptance to the University is received.

Minor in music, theatre, dance, or jazz studies

Students choosing to minor in music, theatre, dance, or jazz studies must contact MTD department co-chairs for signature approval and then file all required documentation with academic advisor and Registrar's Office.

Course requirements for the various minors can be found on pp. 32-33.

II. Placement Tests/Place-Out Option

A. Placement Tests

At the initial audition, BM and BA degree students take placement tests in music theory and sight-reading.

B. Place-Out Option

A student demonstrating outstanding skill/musicianship in a particular competency area *may* be eligible to place out of a music course (e.g., written theory, aural skills). The place-out exam, administered by course instructor, is comparable to the semester final exam. Place-out exams should be completed within the first two weeks of each semester. A score of "outstanding" earns the place-out. The course exam grade, however, is not computed into overall GPA. Upon receiving department notice of successful place-out, the student must obtain an official course place-out form from the instructor and submit the form to the Registrar's Office prior to the published ADD/DROP registration period.

III. Pre-Requisites and Requirements

A. Music Theory Sequence

All BM music majors must earn a grade of C or better in required theory courses (written theory, aural skills, class piano). BM music majors and BA musical theatre majors must complete the required music theory course sequence for their respective degree programs.

B. Piano Proficiency Exam

All BM music degree students take a piano proficiency exam. BM music majors take class piano (fall/spring year 1) and keyboard harmony (fall/spring year 2). BA music (musical theatre) majors take one semester of class piano.

NOTE: Students who may be deficient in functional piano playing skills are strongly encouraged to continue with applied piano study after completing the required piano classes.

C. Applied Lessons

Applied lesson instructor assignments are made by the MTD department co-chair for that specific area (vocal/keyboard or instrumental). Upon receiving teacher's contact information, the student is responsible for contacting that instructor prior to the first week of each semester to schedule lesson time.

**No lessons will be added after officially published ADD/DROP period. Refer questions regarding applied lessons or applied music fee to department co-chair.*

Credits for applied lessons are as follows:

credits*	weekly lesson	Program Requirements
4	2-hr lesson/wk	Music performance majors
2	1-hr lesson/wk	Music education; Music therapy majors
1	½-hr lesson/wk	Musical theatre majors; Students taking 18-credit music minor

**Course numbers are listed as 100-, 200-, 300-, 400-level, and each level corresponds to the student's year of study on that specific instrument. Students should check with academic advisor each semester (or MTD co-chair) to obtain the correct course number and course section for registration.*

D. Practice Requirements

Music degree students are expected to evidence progress on the applied major instrument according to performance standards set by the degree program and applied studio teacher. Expected practice time is defined as a minimum of one hour per day per credit. Applied teachers may also have additional requirements (refer to applied studio teacher's syllabus).

E. Performance Juries

All MTD students take a required performance exam (called “jury”) at the end of each fall and spring semester. Students schedule the jury under advisement of the applied studio teacher. Unexcused absences from performance jury will result in grade “F” for the jury and will affect final grade for the applied major. Excused absences from jury must be made up by the first week of the following semester.

BM music degree students and BA music (musical theatre) degree students *must* pass the applied performance jury each semester. Sign-up sheets are posted on applied faculty doors at least one week in advance of jury day, or applied teachers will email students to arrange jury times. Students are expected to demonstrate mastery of repertoire learned during each academic year, and the jury repertoire should reflect progress from fall to spring semester. During the jury, faculty provides immediate feedback to the student via oral and written comments. Written evaluations are returned to the applied teacher and kept in the student’s file located in MTD office.

The performance jury is crucial in determining a student’s level of progress and achievement for the degree program. Applied studio teachers may use jury results for a portion of the semester grade. Scholarship renewal status is also determined at this time.

BA theatre degree students *must* check with program director regarding specific jury evaluation process.

F. Performance Requirements

BM music majors and BA music (musical theatre) majors *must* perform in at least one general recital each year. Any exception to policy will be at the discretion of the applied studio instructor. Performance majors *must* perform in a general recital each semester.

BA music (musical theatre) majors are required to audition for all musical theatre productions, and should accept responsibility (performance or technical role) in each theatre production mounted on main-stage and in Black Box Theatre. Students should participate in all master classes presented by guest artists.

BA theatre majors are required to participate (performance or technical role) in each theatre production mounted on main stage and in Black Box Theatre.

IV. Attendance Policies

A. Courses

Students are expected to attend courses regularly and are held responsible for any work missed because of absence. Each instructor establishes attendance requirements for that specific course. Attendance policies can be found in the individual course syllabus. Excessive absences are reported to the University Office of Retention and Advising.

B. Applied Lessons

Students are expected to attend weekly one-on-one applied lessons. In case of absence, the student is responsible for notifying the teacher as far in advance as possible. Missed lessons because of student absence will be made up at the discretion of the instructor. Teachers who miss regularly scheduled lessons are obligated to make up them up.

C. Ensembles

Students enrolled in department ensembles are expected to attend rehearsals regularly and participate in performances as designated by the directors' course syllabi. Ensemble performances are the culminating experience for a semester's work and are graded as such. Unexcused absences from rehearsal or performance may result in lowered grades or dismissal from the ensemble with a failing grade.

D. Students' Department Meeting

Students are required to attend the Students' Department Meeting with co-chairs scheduled at least twice each academic semester.

E. Concert/Production Attendance Requirement

Attending concerts and arts productions is an integral part of your education at Marywood. The Concert/Production Attendance Requirement applies to students in the following degree programs: Music Education, Music Therapy, Music Performance, Music (Musical Theatre), and Arts Administration (Music). Each semester, students in these programs must attend at least 6 performances at the college level or above. At least 3 of these performances must be professional. Repertoire must be classical, jazz, theatre, musical theatre, or dance.

For on-campus events, students verify their attendance by initialing an attendance sheet provided by a faculty designate.

For off-campus events, students verify their attendance with a program and, if applicable, a ticket stub. Students are required to give the Department Assistant a list of concerts attended, along with verification of off-campus events.

If students do not meet the requirements in a given semester, they must make up the missing performances in a future semester. All Concert/Production Attendance Requirements must be met in order for students to graduate.

V. Academic Grades/Status

A. Grade Requirements

Students are expected to pass all required courses in the major with an earned grade of C (2.00) or better. Pennsylvania state requires all education majors to have an earned GPA of 3.0 or better for teacher candidacy screening, and expects maintenance of 3.0 throughout the remaining program of study.

B. Tutoring

Any student having difficulty in an academic subject can request a peer tutor through the Office of Student Success-Tutoring Services and Writing Center (Learning Commons, Room 266). There is no charge for this tutoring service.

C. Repeated Courses

Any student earning a C- or lower in a required music course must retake the course the next time it is offered. It is not an option to test out, do extra credit work, or retake the final exam because of a poor/fail grade. A student may only retake a failed course twice during enrollment at Marywood. The lower grade remains on the transcript, but is not computed into overall GPA.

Student will receive credit for one and only one grade of C-, D+, or D in a required ensemble. This exception applied only to ensembles and does not apply if the student receives an F.

D. Academic Probation

A student earning below minimum GPA required by the University for good academic standing is placed on academic probation for the subsequent semester. In accordance with PA state regulations for all teacher education programs, education majors earning two (2) “Unsatisfactory” grades in required field observation experience are not allowed to remain in an education degree major.

E. Incompletes

Students experiencing a serious situation (e.g., illness, death in family) during an academic semester may apply for an “Incomplete” in a course(s). *Outside employment or heavy work schedule are not acceptable reasons for incompletes.* It is the student’s responsibility to file an “Incomplete” with instructor prior to the semester’s end. University policy requires all work be completed by the published deadline (30 days into the next semester) or the “Incomplete” converts to an “F.”

F. Leave of Absence

According to University policy, matriculating students who will not be registered for Marywood credit during a given academic semester should apply for a leave of absence. Following a leave of absence, a student must either re-enroll or request an extension. Music majors may be asked to re-audition. Leaves are not given for more than two years.

G. Dismissal from University

A student earning a GPA of 2.00 or less for two consecutive semesters will receive official written notice of formal dismissal from the University.

VI. Academic Honesty

The University community functions best when its members treat one another with honesty, fairness, and trust. The entire community, students and faculty alike, recognizes the necessity and accepts the responsibility for academic honesty. Deception for individual gain is an offense against the entire community. Cheating and plagiarism are behaviors destructive to the learning process; ethical standards are expected of all students.

A. Cheating is defined as (but not limited to): (a) having unauthorized material during an exam; (b) copying from another student/permitting copying by another student in a testing situation; (c) completing assignments for other students (e.g., exam, paper, lab or computer report); (d) submitting out-of-class work for in-class work without faculty knowledge; (e) changing grades; (f) unauthorized retention of exams; (g) unauthorized submission of the same paper in two different classes; (h) inventing data, unless a class exercise, or falsifying an account of data collection; (i) unauthorized tampering with electronic record; (j) violating privacy rights on computer software.

B. Plagiarism is defined as offering as one's own work the words, ideas, existing imagery, or arguments of another person without appropriate attribution by quotation, reference, or footnote. This includes information from any source, including Internet. Additional violations include the provision of material to another person with knowledge of improper use, possessing another student's work without permission, selling/buying material for class assignments, changing another student's assignment, forging signature on official academic documents, and altering any official student record, including grades.

GRADUATION REQUIREMENTS

I. All MTD Degree Programs

MTD majors must give a public performance –the capstone experience – in partial fulfillment of degree requirements for the specific major area of study.

Capstone experience	Degree Program
Senior Recital	BM music degrees * music education * music therapy * music performance
Senior Production	BA theatre degrees * theatre * theatre education * music (musical theatre)
Internship (3-credit internship, 45 hrs per credit, completed in an area arts agency)	BA arts admin/primary concentration: music BA arts admin/primary concentration: theatre

Reserving Recital/Production Venues

Recital/production venues, dates, and times must be arranged through the MTD office and the Production Manager. Students must file all reservation requests early so venue is secured for the desired date. Late requests cannot be guaranteed. Required degree recitals or productions must be given on campus or in an off-campus venue approved by the MTD co-chair. Campus venues include: Main Stage; Marian Chapel; SL Room 104; and Black Box Theatre.

II. Music Degree Recitals

A. Recital Parameters

Performance majors: solo recital one-hour length in both junior and senior years

Music education and music therapy majors: shared recital, ½-hour length per performer

Other students: may be permitted to give a recital of ½-hour length upon recommendation of the applied faculty instructor and MTD co-chair.

B. Concert Attire

Appropriate, professional concert attire is required for all participants in a jury, recital, or stage production (i.e., solo performers, ensemble members, page turner, ushers, stage crew). Students must adhere to concert attire guidelines for all University-related performances on- and off-campus. No exceptions to policy.

Note: University performing ensembles have specific concert attire policies for members. Students should check with the ensemble director or applied instructor.

C. Recital Jury (required for all music majors)

A preliminary, juried review of recital repertoire (recital jury) is held at least four (4) weeks prior to recital date. The formal jury committee, comprised of the applied teacher and two other music faculty members, determines a student's readiness for the recital. The entire recital program must be performed at this time, including ensemble pieces. Where memorization is appropriate to the instrument, all recital works should be performed from memory. The student is responsible for securing faculty jurors at least two weeks before jury. The jury committee *may* delay the student recital if the performance at jury is determined inadequate. In such cases, the student must repeat the jury at a later date determined by the applied instructor. The student must pass the jury to be cleared for the degree recital.

D. Piano Accompanists for Recitals

The MTD department will contribute \$100 toward the cost of an accompanist for music education and music therapy recitals, and \$150 for music performance recitals. The student is expected to pay that same amount to the accompanist, so he/she receives a total of \$200 (education/therapy recital) or \$300 (performance recital). This amount covers one rehearsal before the jury, the jury itself, the dress rehearsal, and the recital. If the student wishes to hire the accompanist for more rehearsals, that is between the student and the accompanist. MTD will only contribute these funds for a piano accompanist, not another type of musical collaborator.

E. Recital Program Protocol

The printed program must be in the approved MTD recital template (obtained from MTD main office). The student submits the draft recital copy to the applied teacher for approval before final printing.

III. Theatre Degree Senior Projects (Productions)

Senior Projects are supervised in the context of the course THEA 451 Capstone Project. See theatre program director for specific capstone guidelines. General information is provided below:

A. Theatre and Theatre Education

Theatre and theatre education majors produce and direct a play, or write a play of their own, to be performed in the Black Box Theatre. Students are expected to meet with the program director for specific guidance and capstone approval.

B. Music (Musical Theatre)

Music (Musical theatre) majors perform a solo or ensemble musical theatre show. It may be a published work or a work of the student's own creation. Students are expected to meet with the program director for specific guidance and capstone approval.

C. Arts Administration/Primary Concentration in Theatre

Arts administration/theatre majors develop a hypothetical or actual theatre project (e.g., proposal for summer theatre program, creation of children's theatre company, a division of existing theatre company, etc.) and formally present the proposal in a public forum. The student must demonstrate proficiency in aspects of marketing, budgeting, facility planning, fundraising, and public speaking.

D. Capstone Program/Playbill Protocol

The printed playbill must be in the approved MTD program template (see theatre program director for instructions). The student submits a draft playbill to the program director for approval before printing.

IV. Additional Information Specific to Degree

A. Student teaching: Music Education PK-12, Theatre Education 7-12

Students complete all coursework in the degree program sequence prior to receiving clearance for student teaching. If possible, education majors should not plan the senior recital or theatre capstone during the student teaching semester. Upon completion of academic course work and student teaching, candidates may graduate but must successfully pass Pennsylvania state teacher exams to obtain teacher certification.

B. Internship: Music Therapy

Upon successful completion of coursework and the required 6-month internship, candidates are eligible to take the National Board Certification Exam. The credential awarded is Music Therapist-Board Certified (MT-BC).

ACADEMIC ADVISING/COUNSELING

All University students are assigned an academic advisor in the first year of study. The advisor assists with planning procedures for the student's major program of study throughout the student's enrollment at Marywood.

I. Advisement Process

A. Undergraduate Catalog as Contract

Students follow the MU catalog from the year in which they were admitted to the University, and should be familiar with all requirements and the sequence of courses for the degree program.

B. Academic Advisor

Each semester, students are responsible for scheduling a meeting with academic advisors to obtain approval for and signature/release for online registration. Only the advisor of record can sign the registration form or execute an online release. While the student is responsible for meeting all degree requirements, Marywood is committed to helping students become active in this decision-making process.

C. Accommodations for Students with Documented Disabilities

Marywood University is committed to ensuring an inclusive learning environment that is accessible to all students consistent with the mission of the university and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008.

If you anticipate or experience a barrier due to a chronic health condition or a learning, hearing, neurological, mental health, vision, physical, or another kind of disability (including a temporary injury or pregnancy) please contact The Office of Student Disability Services (SDS). Please be advised that academic accommodations can be requested at any point during the semester, but accommodations are not retroactive. Additionally, accommodations must be renewed each semester for students already established with the office.

For questions or to schedule a meeting to determine eligibility for reasonable accommodations, please contact the Director of Student Disability Services by calling 570.348.6211 x2335, or by visiting the office in the Learning Commons Room 217.

II. Additional Advisement: Music PK-12/Theatre 7-12

A. Field Office Contact

Education majors must meet with the Director of Field Experience and attend all scheduled meetings related to field placements, clearances, teacher candidacy screening, and Block semester requirements. The student is responsible for filing all paperwork on time. Failure to adhere to the University education department deadlines and requirements may result in cancellation of field placements for observation or for student teaching.

B. Teacher Candidacy Screening Process

The teacher candidate screening process is the gateway experience for formal entry into upper division Education “Block” courses for all majors. Students should refer to specific procedures from the University Education Department and found online via Brightspace. Each semester, the Education Department and the Director of Field Experience provide students with information related to teacher candidacy screening and field placements via mandatory meetings and written email communications. Students are responsible for adhering to all policies.

III. Co-Curricular Transcripts

Students should keep a file of professional involvement throughout their time at Marywood. Specific information on performance or production programs, solo and group/ensemble work both on and off-campus, and any service rendered to the University or local community should be documented. Membership in clubs and elected offices should also be included. This information is helpful to include when preparing personal résumés for future job applications.

UNDERGRADUATE CURRICULAR GUIDES

Use the curriculum guides on the following pages to track courses within a specific degree program or for the 18-credit minor. Students are expected to meet regularly with their assigned academic advisor to review their individual academic transcript online via the MarywoodYOU Portal System. This ensures correct selection of all courses within the degree program. Each semester, the student meets with assigned academic advisor *prior to registration* to obtain approval-to-register for course selections, correct any errors in levels/sections, and be released for online registration.

Liberal Arts Core Curriculum Template

General Requirements for All Students

Use this worksheet to track courses in the liberal arts core curriculum. Remember that some majors may also require *specific* core courses.

I. First Year Experience -- 3 credits

___ Composition and Rhetoric: ENGL 160 (3 credits)
 (must achieve a minimum letter grade of "C")

II. The Human Condition in its Ultimate Relationships -- 12 credits

___ Religious Studies 112 (6 credits)
 ___ Religious Studies (above 100 level) (6 credits)
 ___ Philosophy 113 (6 credits)
 ___ Philosophy (above 100 level) (6 credits)

III. The Human Condition in the Context of the Physical Universe -- 6 credits*

___ Mathematics (3 credits)
 Education majors take MATH 120 Math in the Liberal Arts
 Music therapy majors take MATH 155 Statistics

___ Mathematics* (3 credits)
 Education majors take additional 3 credits of math required for PA teacher certification.
Prerequisites for MATH 130 and MATH 155: Minimum 530 on MATH SAT, MATH 095, or passing the math placement exam for algebra.

___ Science (3 credits)

IV. The Human Condition in Relation to Self and the Social Structure -- 3 credits

___ Social Science (3 credits)
 Education majors take PSYC 211 General Psychology

V. The Human Condition in its Cultural Context -- 12-15 credits

World Literature (6 credits)
 ___ English 180
 ___ English 300 level or above

Modern Language (3-6 credits)
 ___ Foreign Language
 ___ Foreign Language*

Students must contact the Foreign Language Department chair for specific course level requirements before registering for any foreign language course.

VI. The Human Condition in its Historical Context -- 6 credits

___ History (6 credits)
 ___ History (global requirement)

TOTAL 42-45 CREDITS

A. Bachelor of Music (BM) Degree Programs

Music Education PK-12

Music Therapy

Music Performance

Curricular Guides for MTD degrees/programs

Bachelor of Music (Music Education PK-12) – Required Courses

Formal application to Teacher Education Program is made in Year 2 via the Teacher Candidacy Screening Process (see Education Field Office). PDE requires minimum 3.00 GPA for acceptance to education program.

YEAR 1			YEAR 2		
MUSC 111A,B	Written Theory I, II	4	MUSC 211A,B	Written Theory III, IV	2
MUSC 112A,B	Aural Skills I, II	2	MUSC 212A,B	Aural Skills III, IV	2
MUSC 120A,B or MUSC 220A,B	Vocal Methods (instr) or Vocal Pedagogy (vc)	2	MUSC 227A,B	Keyboard Harmony	2
MUSC 118	Perc Methods (spr)	2	MUSC 318A	Italian Vocal Lit (vc)	1
MUSC 127A,B	Class Piano	4	MUSC 218A,B	Conducting I, II	2
			MUSC 215A MUSC 215B MUSC 315D,E	Violin Methods Cello/Bass Methods High/Low Brass Meth	2 2 2
MUSC 1xx	Applied Major	4	MUSC 2xx	Applied Major	4
MUSC varies	Ensemble	1	MUSC varies	Ensemble	1
R ST 112	Modern Belief	3	PHIL 113	Intro to Philosophy	3
PSYC 211	General Psych	3	PSYC 251	Developmental Psych	3
ENGL 160	Comp & Rhetoric	3	ENGL 180	Intro to World Lit	3
MATH varies	as per Math dept	3	MATH varies	Math	3
EDUC 102	Digital Tech (spring)	3	LANG varies	Foreign Language	3 (6)
SPED 100	Charact Stu w/Disab	3	EDUC 000	Field Experience	0
EDUC 000	Freshmen Field Exp	0	Science varies	Science	3

YEAR 3			YEAR 4		
MUSC 309	Form & Analysis	3	EDUC 005D*	Practicum IV Sec/K-12	1
MUSC 303A,B	Woodwinds I, II	2	SPED 367*	Behavior Mgmt	3
MUSC 315C	Instrumental Lab	0	EDUC 311*	Educational Psych	3
MUSC 311B	Music in Elem Sch	2	EDUC 411A*	Effect Instruct Sec/K12	3
MUSC 312	Music in Sec Sch	2	EDUC 414*	Social Foundations	3
MUSC 322,323	History of Music I, II	6	EDUC 461*	Materials, Meth ESL	3
MUSC 3xx	Applied Major	4	-----Block	Courses -----	
MUSC varies	Ensemble	1			
MUSC 318B,C	Ger & Fr Voc Lits	2			
MUSC 412	Orchestration	2	MUSC 4xx	Applied Major	4
MUSC 419	Conducting III	1	MUSC varies	Ensemble	1
MUSC 421	Intro to World Music	1	MUSC 482	Senior Recital	0
EDUC 000	Field Experience	0			
ENGL	upper level	3	EDUC 442M	Student Teaching	6
HIST varies	Global and one other	6	EDUC 441	Seminar	3
PHIL	upper level	3	SPED 420	Universal Design UDL	3
R ST	upper level	3			

All music majors register for applied major until degree recital requirements are met. Upper-level "Block" courses are taken in Year 4, the pre-student teaching semester. Students are expected to meet with their academic advisor each semester prior to course registration and adhere to Liberal Arts Core requirements.

Bachelor of Music (Music Therapy) – Required Courses

YEAR 1			YEAR 2		
MUSC 111A,B	Written Theory I, II	4	MUSC 211A,B	Written Theory III, IV	2
MUSC 112A,B	Aural Skills I, II	2	MUSC 212A,B	Aural Skills III, IV	2
MUSC 120A,B or MUSC 220A,B	Vocal Methods (instr) or Vocal Pedagogy (vc)	2	MUSC 227A,B	Keyboard Harmony	2
MUSC 118C	Perc Tech Therapists	2	MUSC 318A	Italian Vocal Lit	1
MUSC 127A,B	Class Piano	4	MUSC 218A,B	Conducting I, II	2
MUSC 163G,D	Guitar I; BegGuitar II	2	M TH 271	Pre-Intern Clinical Exp (40 hrs)	0
MUSC 1xx	Applied Major	4	M TH 271S	Pre-Intern Seminar	1
MUSC varies	Ensemble	1	MUSC 2xx	Applied Major	4
M TH 170A,B	Intro to Mus Therapy	4	MUSC varies	Ensemble	1
M TH 171	Clinical Exp (20 hrs)	0			
BIOL 130	Anatomy/Phys-Lab	4	HIST 105	Ethnicity & Diversity	3
ENGL 160	Comp & Rhetoric	3	PSYC 211	General Psych	3
ENGL 180	Intro to World Lit	3	MATH 216	Statistics for Behavioral Sciences	3
SPED 152	Orientation to Exceptionalities	2	varies	Liberal Arts Core	

YEAR 3			YEAR 4		
MUSC 322,323	History of Music I,II	6	PSYC 431	Abnormal Psych	3
MUSC 309	Form & Analysis	3	varies	Liberal Arts Core	
M TH 371A,B	Pre-Intern Clinical Exp (50 hrs)	0	M TH 471A,B	Pre-Intern Clinical Exp (50 hrs)	0
M TH 371S	Pre-Intern Seminar	1	M TH 471S	Pre-Intern Seminar	1
M TH 372,373	Psych Foundation I,II	4	M TH 474	Music in Therapy	3
M TH 377	Improvisation	2	M TH 475	Influence of Music on Behavior	3
MUSC 3xx	Applied Major	4	MUSC 4xx	Applied Major	4
MUSC varies	Ensemble	1	MUSC varies	Ensemble	1
MUSC 318B,C	Ger & Fr Voc Lits	2			
SOC 211	Intro to Sociology	3	MUSC 482	Senior Recital	0
PSYC 251	Developmental Psych	3	M TH 480	Internship (1040 hrs)	0

All music majors register for applied major until degree recital requirements are met. Students are expected to meet with their program director regularly to ensure completion of clinical hours and pre-requisites for the 6-month internship experience.

Degree—Equivalency in Music Therapy Certificate Program

The Equivalency program is regarded as entry level, and students earn undergraduate credit for courses. The degree-equivalency is for students who already hold the bachelor's degree in music and seek board certification as a music therapist. The program requires a minimum of three semesters, plus a minimum of 1200 internship hours. The equivalency program consists of all core music therapy and clinical training requirements, plus courses in related fields (e.g., abnormal psychology). Upon successful completion of the academic and internship components, the candidate is eligible to take the National Board Certification Exam for Music Therapists.

Bachelor of Music (Music Performance) – Required Courses

In addition to a solo recital in Year 4, students must also present a solo recital in Year 3.

YEAR 1			YEAR 2		
MUSC 111A,B	Written Theory I, II	4	MUSC 211A,B	Written Theory III, IV	2
MUSC 112A,B	Aural Skills I, II	2	MUSC 212A,B	Aural Skills III, IV	2
MUSC 120B or MUSC 220A,B	Vocal Methods (instr) or Vocal Pedagogy (vc)	2	MUSC 227A,B	Keyboard Harmony	2
MUSC 127A,B	Class Piano	4	MUSC 318A	Italian Vocal Lit	1
MUSC 1xx	Applied Major	8	MUSC 115A,B	Conducting I, II	2
MUSC varies	Ensemble	1	MUSC 2xx	Applied Major	8
DANC varies	Dance Elective	3	MUSC varies	Ensemble	1
ENGL 160	Comp & Rhetoric	3	THEA 241	Fundam of Acting	3
ENGL 180	Intro to World Lit	3	R ST 112	Modern Belief	3
varies	Liberal Arts Core		HIST varies	History (global)	3
			varies	Liberal Arts Core	

YEAR 3			YEAR 4		
MUSC 318B,C	Ger & Fr Vocal Lits	2	MUSC 411	Counterpoint	3
MUSC 322,323	History of Music I, II	6	MUSC 415	Composition	3
MUSC 3xx	Applied Major	8	MUSC 4xx	Applied Major	8
MUSC varies	Ensemble	1	MUSC varies	Ensemble	1
MUSC 309	Form & Analysis	3	MUSC 421	Intro to World Music	3
MUSC 412	Orchestration (instr)	2	MUSC 422	Art Song Lit	1
MUSC 419	Conducting III	1	MUSC 4xx	Pedagogy/Lit	2-4
MUSC 423A	Opera Scenes Wksp	2			
varies	Liberal Arts Core		varies	Liberal Arts Core	
MUSC 382	Junior Recital	0	MUSC 482*	Senior Recital	0

All music majors register for applied major until degree recital requirements are met.

Instrumental majors take orchestration. Vocal majors take vocal lit, art song lit, and opera scenes workshop.

Students are expected to meet with their academic advisor each semester prior to course registration and adhere to Liberal Arts Core requirements.

B. Bachelor of Arts (BA) Degree Programs

Music (Musical Theatre)

Theatre

Theatre Education 7-12

Bachelor of Arts in Music (Musical Theatre) – Required Courses

Year 1 – Semester 1			Year 1 - Semester 2		
THEA 113	Intro to Theatre	3	THEA 130B	Theatre Lab	1
MUSC 111A	Written Theory I	2	MUSC 111B	Written Theory II	2
MUSC 112A	Aural Skills I	1	MUSC 112B	Aural Skills II	1
MUSC 124A	Applied Voice	1	MUSC 124B	Applied Voice	1
MUSC 102A	Concert Choir	.5	MUSC 102B	Concert Choir	.5
THEA 114	Stagecraft	3			
varies	Liberal Arts Core	6	varies	Liberal Arts Core	6
varies	Foreign Language	3	varies	Foreign Language	3

Year 2 – Semester 3			Year 2 – Semester 4		
THEA 230A	Theatre Lab	1	THEA 244A, B	Audition Workshop	1
THEA 241	Fundam of Acting	3	THEA 342A	Script Analysis	3
MUSC 218A	Conducting I	1	THEA 347 or THEA 404	Stage Directing or Theatre as a Business	3
MUSC 220A	Vocal Pedagogy I	1	MUSC 220B	Vocal Pedagogy II	1
MUSC 224A	Applied Voice	1	MUSC 224B	Applied Voice	1
MUSC 202A	Concert Choir	.5	MUSC 202B	Concert Choir	.5
DANC 140	Fundam of Dance	3	DANC 141	Body Awareness	3
varies	Liberal Arts Core	6	varies	Liberal Arts Core	6

Year 3 – Semester 5			Year 3 – Semester 6		
THEA 330A	Theatre Lab	1	THEA 330B	Theatre Lab	1
THEA 242 or THEA 341	Advanced Acting or Theatre History	3	THEA 244C, D	Audition Workshop	1
MUSC 127A	Class Piano	2	THEA 347 or THEA 404	Stage Directing or Theatre as a Business	3
			THEA 247A or THEA 247B	Stage Management or Scenic Design	3
			THEA 247C or THEA 247D	Lighting/Sound Design or Costuming/Makeup	3
MUSC 322	History of Music I	3	MUSC 323	History of Music II	3
MUSC 324A	Applied Voice	1	MUSC 319	Musical Theatre Rep	3
varies	Liberal Arts Core	6	MUSC 324B	Applied Voice	1
			varies	Liberal Arts Core	3

Year 4 – Semester 7			Year 4 – Semester 8		
THEA 4430A	Theatre Lab	1	THEA 451	Capstone	3
THEA 242 or THEA 341	Advanced Acting or Theatre History	3	DANC 145C	Jazz/Modern Dance	3
DANC 142	Fundam of Improv/ Choreography	3	MUSC varies	Elective	2
DANC 145B	Tap/Musical Theatre	3	varies	Liberal Arts Core	6
MUSC 424A	Applied Voice	1			
varies	Liberal Arts Core	6			

Students are expected to meet with their academic advisor each semester prior to course registration and adhere to Liberal Arts Core requirements.

Bachelor of Arts (Theatre) – Required Courses

Year 1 – Semester 1			Year 1 – Semester 2		
THEA 113	Intro to Theatre	3	THEA 130B	Theatre Lab	1
THEA 114	Stagecraft	3	THEA 247A or THEA 247B	Stage Management or Lighting/Sound Design	3
THEA 130A	Theatre Lab	1	THEA 342A	Script Analysis	3
varies	Liberal Arts Core	6	varies	Liberal Arts Core	6
varies	Foreign Language	3	varies	Foreign Language	3

Year 2 – Semester 3			Year 2 – Semester 4		
THEA 230A	Theatre Lab	1	THEA 230B	Theatre Lab	1
THEA 241	Fundam of Acting	3	THEA 247A or THEA 247B THEA 247C or THEA 247D	Stage Management or Scenic Design	3
THEA 247B or THEA 247D	Scenic Design or Costuming/Makeup	3	THEA 347 or THEA 348	Stage Directing or Advanced Directing	3
THEA 341	Theatre History	3	THEA 404 or varies	Theatre as Business or Elective	3
varies	Liberal Arts Core	9	varies	Liberal Arts Core	6

Year 3 – Semester 5			Year 3 – Semester 6		
THEA 330A	Theatre Lab	1	THEA 330B	Theatre Lab	1
THEA 341	Theatre History	3	THEA 347 THEA 348	Stage Directing or Advanced Directing	3
THEA 247B or THEA 247D	Scenic Design or Costuming/Makeup	3	THEA 404 or varies	Theatre as Business or Elective	3
THEA 242	Advanced Acting	3			
varies	Liberal Arts Core	9	varies	Liberal Arts Core	9

Year 4 – Semester 7			Year 4 – Semester 8		
THEA 430A	Theatre Lab	1	THEA 430B	Theatre Lab	1
THEA 451 or varies	Theatre Capstone or Elective	3	THEA 451 or varies	Theatre Capstone or Elective	3
varies	Elective or Minor	3	varies	Elective or Minor	3
varies	Elective or Minor	3	varies	Elective or Minor	3
varies	Elective or Minor	3	varies	Elective or Minor	3
varies	Elective or Minor	3	varies	Elective or Minor	3

Students are expected to meet with their program director each semester prior to course registration and adhere to Liberal Arts Core requirements.

Bachelor of Arts (Theatre Education 7-12) - Required Courses

Basic requirements for all students in Theatre Education program:

THEA 113	Intro to Theatre	3
THEA 114	Stagecraft	3
THEA 241	Fundamentals of Acting	3
THEA 242	Advanced Acting	3
THEA 247A	Stage Management	3
THEA 247B	Scenic Design	3
THEA 247C	Lighting/Sound Design	3
THEA 247D	Costuming/Makeup Design	3
THEA 341	Theatre History	3
THEA 342A	Script Analysis	3
THEA 347	Stage Directing	3
THEA 348	Advanced Stage Directing	3
THEA 451	Capstone Project	3

Course requirements include basic requirements above plus:

THEA 130A or B	Theatre Lab	1
THEA 230A or B	Theatre Lab	1
THEA 330A or B	Theatre Lab	1
THEA 430A or B	Theatre Lab	1
COMM 112	Communication Theory	3
ENGL 412A or ENGL 412B	Teaching Writing or Teaching Literature	3

Also, Choose 6 credits from the following non-print courses:

COMM 231	Audio Production	3
COMM 233	Video Production I	3
COMM 234	Video Production II	3
COMM 237	New Comm Technologies	3
COMM varies	Non-print media elective	3

PROFESSIONAL EDUCATION COURSE SEQUENCE includes:

EDUC 000	Field Experience (ongoing)	0
SPED 100	Characteristic of Stu w/ Disab	3
EDUC 102	Digital Tech/Comm	3
PSYC 251	Developmental Psychology	3
EDUC 005D*	Practicum IV	1
SPED 367*	Behavior Management	3
EDUC 311*	Educational Psychology	3
EDUC 411A*	Effective Instruction Sec/K12	3
EDUC 414*	Social Foundations	3
EDUC 461*	Materials, Meth ESL	3
SPED 420	Universal Design UDL	3
EDUC 441	Seminar	3
EDUC 442	Student Teaching	6

**Pre-student teaching courses. Students are expected to meet with their academic advisor each semester prior to course registration and adhere to Liberal Arts Core requirements.*

Bachelor of Arts (Arts Administration) – Required Courses

BUSINESS REQUIREMENTS (all students)

BUS 111	Principles of Marketing	3
BUS 123	Management/Career Options	3
BUS 131	Accounting I	3
BUS 132	Accounting II	3
BUS 200	Advanced Computer Tools	3
BUS 252	Business Law	3
BUS varies	Electives	6

CONCENTRATIONS IN (a):

Music Primary

Music Secondary

MUSC 111A	Written Theory I	2	MUSC 111A	Written Theory I	2
MUSC 112A	Aural Skills I	1	MUSC 112A	Aural Skills	1
MUSC 218A	Conducting I	1	MUSC 218A	Conducting I	1
MUSC 120A	Vocal Methods or	1	MUSC 120A	Vocal Methods or	1
MUSC 220A	Vocal Pedagogy	1	MUSC 220A	Vocal Pedagogy	1
MUSC 322,323	History of Music I, II	6	MUSC 322,323	History of Music I, II	6
MUSC varies	Applied Music	4	MUSC varies	Applied Music	2
MUSC varies	Ensemble	3	MUSC varies	Ensemble	2
MUSC 203	Arts Management	3			
MUSC 303	Practicum	2			
MUSC 403	Internship	3			

CONCENTRATIONS IN (b):

Theatre Primary

Theatre Secondary

THEA 113	Intro to Theatre	3	THEA 113	Intro to Theatre	3
THEA 114	Stagecraft	3	THEA 247A	Stage Management	3
THEA 130B	Theatre Lab	1	THEA 341	Theatre History	3
THEA 230B	Theatre Lab	1	THEA 347	Stage Directing	3
THEA 330B	Theatre Lab	1	THEA 404	Theatre as a Business	3
THEA 341	Theatre History	3			
THEA 342A	Script Analysis	3			
THEA 343	Theatre Management	3			
THEA 404	Theatre as a Business	3			
THEA 430B	Theatre Lab	1			
THEA 450	Internship	3			
THEA 451	Capstone Project	3			

PLUS: (Primary theatre concentrations choose two of the following five courses:

THEA 241	Fundamen of Acting	3
THEA 247B	Scenic Design	3
THEA 247C	Lighting/Sound Design	3
THEA 247D	Costuming/Make-Up	3
THEA 347	Stage Directing	3

Students are expected to meet with their academic advisor each semester prior to course registration and adhere to Liberal Arts Core requirements.

C. Opportunities for Non-MTD Majors

Students from across all University departments and disciplines have the opportunity to continue studies in music, theatre, and/or dance as part of electives within their individual degree program:

1. Minor Specializations

a) MINOR IN MUSIC (18 credits)

MUSC 111A	Written Theory	2
MUSC 112A	Aural Skills	1
MUSC 218A	Conducting I	1
MUSC 120B or MUSC 220A or MUSC 220B	Vocal Methods (instr) or Vocal Pedagogy (voice)	1
MUSC 127A or MUSC 127B MUSC 227A or MUSC 227B	Class Piano or Keyboard Harmony	2 1
MUSC 322 or MUSC 323	History of Music I or II	3
MUSC varies	Applied Music	4
MUSC varies	Ensemble (at least 2 semesters of music ensemble)	1
varies	Electives	3-4

b) MINOR IN THEATRE (18 credits)

THEA 113	Intro to Theatre	3
At least one of the following:		
THEA 241	Fundam of Acting	3
THEA 341	Theatre History	3
THEA 342A	Script Analysis	3
THEA 347	Stage Directing	3
At least one of the following:		
THEA 114	Stagecraft	3
THEA 247A	Stage Management	3
THEA 247B	Scenic Design	3
THEA 247C	Lighting/Sound Design	3
THEA 247D	Costuming/Makeup	3

All students must take THEA 113; plus additional THEA electives to reach 18 credits.

c) MINOR IN DANCE (18 credits)

DANC 140	Fundamentals of Dance/Movement	3
DANC 141	Body Awareness	3
DANC 142	Fundamentals of Improv/Choreog	3
DANC 143A	Ballet	3
DANC 145B	Tap/Musical Theatre	3
DANC 145C	Jazz/Modern Dance	3

**Some majors (e.g., psychology, early childhood, special ed) require course substitution of Body Awareness with Kinesiology, which has a prerequisite of two science courses applied to liberal arts requirements.*

b) MINOR IN JAZZ STUDIES (18 credits)

MUSC 201	Jazz & Contemporary Theory	3
MUSC 283	Jazz Improvisation	3
MUSC 383	Jazz History & Discography	3
MUSC 483	Jazz Composition/Arranging	3
MUSC varies	Applied Lessons	4
MUSC 108A, B – 408A, B	Jazz Ensemble	2

**Pre-requisite: one full year of written music theory, aural skills, and piano studies should be completed before starting the jazz minor sequence. It is possible for a student to take place-out exams to demonstrate the fundamental skills in these areas.*

2. Undeclared Major (with interest in music)

A student undecided about a major field of study or who has not met all requirements of the intended degree program at the time of admission is categorized as Undeclared.

Undeclared status is not a major, and students cannot receive a degree in this category. Students are encouraged to declare a major early in the university experience. *First year students should declare a major by the completion of 32 credits or the end of their first year. Transfer students should declare a major by the completion of 16 Marywood credits. Transfer students seeking a music education degree must have a minimum 3.0 GPA according to PA state teacher certification regulations.*

MISCELLANEOUS INFORMATION

I. Performing Ensembles

The Department of Music, Theatre, and Dance offers a variety of performing ensembles:

A. Music

Concert Choir; Chamber Singers; Wind Ensemble/Wind Symphony; Orchestra; Jazz Ensemble; Guitar Ensemble; String Ensemble; Contemporary Music Ensemble; Percussion Ensemble (Also, several other chamber ensembles).

B. Theatre

Faculty-led and student-directed theatrical productions involve all theatre degree students, as well as theatre minors and non-majors.

C. Ensemble Credit Requirements

Students whose principal instrument is a wind, percussion, or orchestral string instrument are required to take four semesters of Concert Choir, as well as 7 semesters (Music Education majors) or 8 semesters (Music Performance and Music Therapy majors) of Wind Symphony/Wind Ensemble (wind players and percussionists) or Orchestra (string players). Vocal, keyboard, and guitar majors are required to take 7 semesters (Music Education majors) or 8 semesters (Music Performance and Music Therapy majors) of Concert Choir. Musical theatre majors are required to take 4 semesters of Concert Choir. Arts Administration majors are required to take 6 semesters of Wind Symphony/Wind Ensemble, Orchestra, and/or Concert Choir if music is their primary concentration, and 4 semesters if music is their secondary concentration.

BM degree students also have a secondary ensemble requirement: Percussion Ensemble for percussionists, Flute Ensemble for flutists, Orchestra or Jazz Band for other wind players, String Ensemble for orchestral string players, and Guitar Ensemble for guitarists. All instrumental music therapy majors may choose to use Guitar Ensemble as their secondary ensemble.

II. Storage Spaces

A. Personal items/equipment

Student personal items should not be stored in practice rooms, offices, or classrooms. The University building space is a shared, public space; every effort should be made to maintain order and cleanliness. All equipment (including music scores) should be returned to the appropriate storage space immediately after use.

D. Instrument Lockers

Individual instrument lockers for music students are located along the SL-PAC first floor hallway corridor. Lockers are assigned within the first two weeks of the fall semester, and are made on a first come/first served basis. All locker requests should be made at the main MTD office.

III. Practice Spaces

A. Practice Rooms

Only registered Marywood students, faculty, or staff may use practice rooms. Music majors have first priority for practice rooms. It is important that all students take responsibility for the cleanliness and security of the practice spaces. Practice rooms should be left in good order for the next occupant (close windows, turn off lights, remove any trash, etc.). No food is allowed in the practice rooms, and drinks should be in a closed or bottled container.

B. Large-Ensemble Rehearsal Spaces

Several large rooms in the SL building function as both academic classrooms and rehearsal spaces for various MTD programs. It is important that all spaces be left clean and ready for the next event or class. Upon leaving any SL classroom rehearsal space, students need to return all chairs and desks into rows, log out of computer, close windows, and turn off the lights.

IV. Computer Labs

Only registered Marywood students, faculty, or staff may use University computers. Failure to comply with the University's Computer Use policy will result in loss of access to lab facilities.

A. Computer Lab, Room 102, 1st floor

16 MAC computers

Mac computer teacher's podium; amplifier master; Smart Board; Epson laser ceiling projector with remote controller; Ricoh MP305 copier/scanner.

B. Computer Lab, Room 225, 2nd floor

4 MAC and 4 Dell computers. Internet access and printing available via Ricoh copier/scanner on 1st floor.

V. MTD Student Ambassadors

As a member of the MTD performing arts community, students are encouraged to participate in departmental service activities throughout the fall and spring semesters. Activities include: ushering, audition day Ambassadors, and Open House/Orientation student representative. Students are expected to demonstrate a positive attitude and exemplary behavior as ambassadors of the Department.

VI. Collegiate Club Organizations

A. National Association for Music Education (NAfME-Collegiate)

NAfME is the organization that serves as leader and spokesperson for music education in the US. NAfME student chapters provide opportunities for professional development for collegiate music education majors through on-campus workshops, and participation in state, regional, and national meetings. NAfME membership also includes Pennsylvania state affiliation (PMEA).

B. American Music Therapy Association (AMTA-Collegiate)

The Music Therapy Club is the collegiate arm of the American Music Therapy Association (Mid-Atlantic Region). It provides music therapy majors with professional development and leadership opportunities via on-campus workshops and participation in local-, regional-, and national-level activities.

C. The Marywood Players (Theatre)

The Players provide formidable support for the academic theatre program, as well as personal and professional enrichment of its members through such activities as fundraising for charity, sponsoring field trips to professional performances, sponsoring workshops, and conducting forums for sharing professional experiences and training techniques.

VII. MTD Department Health & Safety Information for Student Musicians

Introduction

The Department of Music, Theatre, and Dance, as required by the National Association of Schools of Music, is obligated to inform students and faculty of health and safety issues, hazards, and procedures inherent in practice, performance, teaching, and listening both in general and as applicable to their specific specializations. This includes but is not limited to information regarding hearing; vocal and musculoskeletal health; injury prevention; and the use, proper handling, and operation of potentially dangerous materials, equipment, and technology.

MTD Department has developed policies and operational procedures to guard against injury and illness in the study and practice of music, as well as to raise awareness among students, faculty, and staff of the connections between musicians' health, the suitability and safety of equipment and technology, and acoustic and other health-related conditions in the University's practice, rehearsal, and performance facilities.

Health and safety depend largely on personal decisions made by informed individuals. Marywood University has health and safety responsibilities, but fulfillment of these responsibilities cannot and will not ensure any individual's health and safety. Too many factors beyond the university's control are involved. Each individual is personally responsible for avoiding risk and preventing injuries to themselves before, during, and after study or employment in the Department of Music, Theatre, and Dance.

Performance injuries

Performing artists have the potential to suffer injuries that are directly related to the practice, rehearsal, or performance of music. Instrumentalists are at risk for physical problems related to playing their instruments. Repetitive motion injuries, carpal tunnel syndrome, tendinitis, bursitis, incorrect posture, non-ergonomic technique, excessive force, overuse, stress, and insufficient rest contribute to chronic injuries that can cause debilitating pain and the end of a performing career. Computer users encounter health issues related to back and neck strain problems, as well as hand-related injuries.

Advice for instrumentalists

The Department of MTD wishes to thank the Associated Board of the Royal Schools of Music and the Canadian Network for Health in the Arts for the following information:

1. **Evaluate your technique.** Reduce force, keep joints in the middle of their range of motion, use large muscle groups when possible, and avoid fixed, tense positions.
2. **Always warm up.** Just as an athlete warms up before a vigorous physical activity, a musician must warm up carefully before practice or performance.

3. **Take breaks to stretch and relax.** Take short breaks every few minutes and longer breaks each hour. Two or more shorter rehearsals each day are more productive than marathon single sessions.
4. **Pace yourself.** No pain, no gain is a potentially catastrophic philosophy for a musician. Know when enough is enough, and learn to say “no” to certain performances or lengths of performing that might result in injury.
5. **Check out your instrument.** Does your instrument place undue stress on your body? Is your instrument set up optimally for you to relieve pressure on hands, joints, etc.? Is there a strap, carrier, or stand available to relieve the stress?
6. **Evaluate other activities.** Pains and injuries affecting your music making could be caused by other activities in your daily life. Computer use is notorious for causing afflictions including carpal tunnel syndrome and tendinitis.
7. **Pay attention to your body.** Pain is the mechanism by which your body tells you that something is wrong. Listen to your body; if it hurts, stop what you are doing.
8. **Get medical attention.** Do not delay in seeing a doctor. A physician may prescribe a minor adjustment or, in worst-case scenarios, stipulate not performing for a period of time. As drastic as this may sound, a few months of rest is better than suffering a permanent, career-ending injury.

Advice for vocalists

The Department of MTD wishes to thank The Singer’s Resource, Texas Voice Center, Houston, and University of Michigan Vocal Health Center for the following information:

1. **Maintain good general health.** Get adequate rest to minimize fatigue. If you are ill, avoid “talking over your laryngitis.” See your physician. Rest your voice.
2. **Exercise regularly.**
3. **Eat a balanced diet,** including vegetables, fruit, and whole grains, and avoid caffeinated drinks (coffee, tea, and soft drinks) and alcohol. Avoid spicy, acidic, and dairy foods if you are sensitive to them.
4. **Maintain body hydration.** Drink water daily to stay hydrated.
5. **Avoid dry, artificial interior climate.** Using a humidifier at night might compensate for the dryness.
6. **Limit the use of your voice.** High-ceilinged restaurants, noisy parties, cars, and planes are especially damaging to the voice. If necessary, use amplification for vocal projection.
7. **Avoid throat clearing and voiced coughing.**
8. **Stop yelling and avoid hard vocal attacks on initial vowel words.**
9. **Adjust the speaking pitch level of your voice.** Use the pitch level in the same range where you say “Umm-hmm?”
10. **Speak in phrases rather than in paragraphs.** Breathe slightly before each phrase.
11. **Reduce demands on your voice.** Don’t do all the talking!
12. **Learn to breathe silently** to activate your breath support muscles and reduce neck tension.
13. **Take advantage of the two free elements of vocal fold healing: water and air.**

14. Vocal athletes must treat the musculoskeletal system as do other types of athletes; therefore, vocal warm-ups should always be used prior to singing. Vocal cool-downs are also essential to keep the singing voice healthy.

Advice for all musicians

Stay informed. Awareness is the key. Like many health-related issues, prevention is much easier and less expensive than cures. Take time to read available information concerning injuries associated with your art.

The following links may be useful:

www.artsmed.org Performing Arts Medicine Association (PAMA)

www.texasvoicecenter.com Texas Voice Center

www.med.umich.edu/oto/vocalhealthcenter/ University of Michigan

www.thesingersresource.com/vocal_health.htm The Singer's Resource

Antiseptically Clean

Once a sterile instrument has been handled or exposed to room air it is no longer considered to be sterile. It will, however, remain antiseptically clean until used. Most viruses cannot live on hard surfaces for a prolonged period of time. Some die simply with exposure to air. However, certain groups are quite hardy. Therefore, musicians must be concerned with instrument hygiene. Users of school-owned and rented musical equipment might be more susceptible to infections from instruments that are not cleaned and maintained properly.

If the cleaning process is thorough, however, musical instruments will be antiseptically clean. Just as with the utensils, soap and water can clean off anything harmful. Antibacterial soaps will kill certain germs but all soaps will carry away the germs that stick to dirt and oils while they clean.

Instrument Hygiene

The sharing of instruments is routine in schools, where students practice and perform on borrowed instruments throughout the year. The following protocol is recommended:

1. All students should have their own instruments, if possible.
2. All students should have their own mouthpieces, if possible.
3. All students and faculty sharing reed instruments must have their own reeds. Reeds should never be shared.
4. If instruments must be shared in class, alcohol wipes (obtained from the MTD course instructor) should be available for use between players. When renting or using a department-owned musical instrument, regular cleaning of the musical instrument is required for proper hygiene.

Mouthpieces

Research has concluded that mouthpieces and reeds, which are either in or near musicians' mouths, harbor the greatest quantities of bacteria. Adhering to the following procedures will ensure that these instrumental parts will remain antiseptically clean for the healthy and safe use of instruments by students and faculty.

Cleaning Head Joint (Flute)

1. Using a cotton swab saturated with denatured isopropyl alcohol, carefully clean around the embouchure hole.
2. Alcohol wipes can be used on the flute's lip plate to kill germs if the flute is shared by several players.
3. Using a soft, lint-free silk cloth inserted into the cleaning rod, clean the inside of the head joint.
4. Do not run the head joint under water as it may saturate and eventually shrink the head joint cork.

Cleaning Bocals (English Horn and Bassoon)

1. Bocals should be cleaned every month with a bocal brush, mild soap solution, and running water. English Horn bocals can be cleaned with a pipe cleaner, mild soap solution, and running water. Be careful not to scratch the inside of the bocal with the exposed wire ends of the pipe cleaner. Hard rubber ebony mouthpieces should be swabbed after each playing and cleaned weekly.
2. Select a small (to use less liquid) container that will accommodate the mouthpiece and place the mouthpiece tip down in the container.
3. Fill the container to where the ligature would begin with a solution of half water and half white vinegar (50% water and 50% hydrogen peroxide works too). Protect clarinet mouthpiece corked tenons from moisture.
4. After a short time, use an appropriately sized mouthpiece brush to remove any calcium deposits or other residue from inside and outside surfaces. This step may need to be repeated if the mouthpiece is excessively dirty.
5. Rinse the mouthpiece thoroughly and then saturate with Sterisol germicide solution. Place it on a paper towel and wait one minute.
6. Wipe dry with a paper towel.
7. Note: Metal saxophone mouthpieces clean up well with hot water, mild dish soap (not dishwasher detergent), and a mouthpiece brush. Sterisol germicide solution is also safe for metal mouthpieces.

Cleaning Saxophone Necks (Crooks)

1. Swabs and pad-savers are available to clean the inside of the saxophone neck. However, most saxophonists use a flexible bottlebrush and toothbrush to accomplish the same results.
2. If the instrument is played daily, the saxophone neck should be cleaned weekly (and swabbed out each day after playing).
3. Use a bottlebrush and mild, soapy water to clean the inside of the neck.
4. Rinse under running water.

5. Sterisol germicide solution may be used on the inside of the neck at this time, if desired (not necessary). Place it on a paper towel for one minute.
6. Rinse again under running water, dry, and place in the case.
7. If using pad-savers, do not leave the pad-saver inside the neck when packed away.

Cleaning Mouthpieces (Brass)

1. Mouthpieces should be cleaned monthly.
2. Using a cloth soaked in warm, soapy water, clean the outside of the mouthpiece.
3. Use a mouthpiece brush and warm, soapy water to clean the inside.
4. Rinse the mouthpiece and dry thoroughly.
5. Sterisol germicide solution may be used on the mouthpiece at this time. Place it on a paper towel for one minute.
6. Wipe dry with a paper towel.

Other Instruments

String, percussion, and keyboard instruments present few hygienic issues that cannot be solved by a simple washing of the hands before and after use.

Noise-Induced Hearing Loss

Information contained in this section is not a substitute for professional medical judgments. If you are concerned about your hearing or think you may have suffered hearing loss, consult a licensed medical professional.

Part of the role of any professional is to remain in the best condition to practice the profession. As an aspiring musician, this involves safeguarding your hearing health. Whatever your plans after graduation - whether they involve playing, teaching, engineering, or simply enjoying music - you owe it to yourself and your fellow musicians to do all you can to protect your hearing. If you are serious about pursuing a career in music, you need to protect your hearing. The way you hear music, the way you recognize and differentiate pitch, the way you play music; all are directly connected to your hearing.

In the scientific world, all types of sound, including music, are regularly categorized as noise. A sound that is too loud, or too loud for too long, is dangerous to hearing health, no matter what kind of sound it is or whether we call it noise, music, or something else. Music itself is not the issue. Loudness and its duration are the issues. Music plays an important part in hearing health, but hearing health is far larger than music.

We experience sound in our environment, such as the sounds from television and radio, household appliances, and traffic. Normally, we hear these sounds at safe levels that do not affect our hearing. However, when we are exposed to harmful noise – sounds that are too loud or loud sounds that last a long time – sensitive structures in our inner ear can be damaged, causing noise-induced hearing loss (NIHL). These sensitive structures, called

hair cells, are small sensory cells that convert sound energy into electrical signals that travel to the brain. Once damaged, our hair cells cannot grow back. NIHL can be caused by a one-time exposure to an intense "impulse" sound, such as an explosion, or by continuous exposure to loud sounds over an extended period of time. The humming of a refrigerator is 45 decibels, normal conversation is approximately 60 decibels, and the noise from heavy city traffic can reach 85 decibels. Sources of noise that can cause NIHL include motorcycles, firecrackers, and small firearms, all emitting sounds from 120 to 150 decibels. Long or repeated exposure to sounds at or above 85 decibels can cause hearing loss. The louder the sound, the shorter the time period before NIHL can occur. Sounds of less than 75 decibels, even after long exposure, are unlikely to cause hearing loss. Although being aware of decibel levels is an important factor in protecting one's hearing, distance from the source of the sound and duration of exposure to the sound are equally important. A good rule of thumb is to avoid noises that are "too loud" and "too close" or that last "too long."

It is very important to understand that the hair cells in your inner ear cannot regenerate. Damage done to them is permanent. There is no way to repair or undo this damage.

According to the American Academy of Audiology, approximately 26 million Americans have hearing loss. One in three developed their hearing loss as a result of exposure to noise. As you pursue your day-to-day activities, both in the Department of Music, Theatre, and Dance, and in other educational, vocational, and recreational environments, remember:

1. Hearing health is essential to your lifelong success as a musician.
2. Your hearing can be permanently damaged by loud sounds, including music. Technically, this is called Noise-Induced Hearing Loss (NIHL). This danger is constant.
3. Noise-induced hearing loss is generally preventable. You must avoid overexposure to loud sounds, especially for long periods of time.
4. The closer you are to the source of a loud sound, the greater the risk of damage.
5. Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing.
6. Recommended maximum daily exposure times to sounds at or above 85 dB:

85 dB	Vacuum cleaner, MP3 player at 1/3 volume	8 hours
90 dB	Blender, hair dryer	2 hours
94 dB	MP3 player at ½ volume	1 hour
100dB	MP3 player at full volume, lawnmower	15 minutes
110 dB	Rock concert, power tools	2 minutes
120 dB	Jet planes at take-off	Without ear protection, sound damage is almost immediate

7. Certain behaviors (controlling volume levels in practice and rehearsal, planning rehearsal order to provide relief from loud volume works, avoiding noisy environments) reduce your risk of hearing loss.

8. The use of earplugs (Sensaphonics, ProGuard, Sensorcom) helps to protect your hearing health.

9. Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of the Department of Music, Theatre, and Dance you also need to learn more and take care of your own hearing health on a daily, even hourly basis.

10. If you are concerned about your personal hearing health, talk with a medical professional.

11. If you are concerned about your hearing health in relationship to your study of music at Marywood University, consult with your applied instructor, ensemble conductor, advisor, or Department Co-Chair.

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Resources - Information and Research Hearing Health Project Partners

National Association of School of Music (NASM) <http://nasm.arts-accredit.org/>

Performing Arts Medicine Association (PAMA) <http://www.artsmed.org/index.html>

PAMA Bibliography (search tool) <http://www.artsmed.org/bibliography.html>

APPENDIX A

**MARYWOOD UNIVERSITY
APPLICATION FOR COURSE PLACE-OUT EXAMINATION**

I hereby apply for the place-out examination specified below. I understand that:

1. The course will be recorded in my academic transcript.
2. The course will not be computed in my GPA.
3. I may substitute another music course for the one in which I placed-out to fulfill my degree requirements.
4. If I do not pass the exam, I must register for and take the course during a regular university semester.

I understand that there is a non-refundable fee payable to the Registrar for processing the place-out document (See Registrar's Office for fee information).

Test Requested:	
	Catalog Number/Title
Date	Signature of Applicant

Approval of Department Chair	
Date test is to be given:	
Signature of Chair:	
Department	
Treasurer's Office	Evaluator
Payment	Date
Date	Grade earned
Credit No.	Remarks
Rec'd by	Instructor