Liberal Arts Curriculum at Emory: Students enrolled in Emory University pursue a course of study in the liberal arts. The liberal arts curriculum emphasizes critical thinking skills, writing ability, and exploration. To that end, students must take one-half of their total college credit hours (64) in a broad range of classes that fulfill the General Education Requirements (GER). The next 40-48 hours are taken within a specific “concentration,” generally referred to as a “major.” While we use these terms interchangeably, the term “major” usually refers to a 4-year course of study, and the concentration here at Emory is a 2-year course of study. On top of the GER and the concentration, a typical Emory student has an additional four to eight elective courses. (Most courses at Emory satisfy 4 credit hours. In the music department, applied music satisfies 1 or 2 credit hours and ensembles, 1 credit hour each.) Many students also complete a double major; most music majors at Emory are double majors.

Bachelor of Arts in Music: Students who pursue music at Emory work toward a Bachelor of Arts with a concentration in Music. Concentrations at Emory must be able to be completed within two years of study. While performance is integral to our music concentration, it constitutes the equivalent of two years of private lesson study and ensemble enrollment. Students usually opt to continue performance studies throughout the four years at Emory. However, we cannot require their enrollment beyond the two years required for the B.A. degree.

A number of Emory graduates with a music concentration have pursued music studies at prestigious graduate schools. Students who come to Emory with a strong interest in music can receive the training needed for graduate study. This is managed individually with directed study, advisement, and goals specific to the student’s interests.

Schedule Teaching Studios: Artist affiliates may reserve teaching space in one of the BRB studios by contacting Aimee McCarron in the Department of Music at aimee.mccarron@emory.edu; space may be reserved at the Schwartz Center by contacting Martha Shockey via email at mshocke@emory.edu. **Signup will be available to Artist Affiliate instructors ONLY until mid-September, after which students may sign out practice space.** Emerson Hall, Tharp Rehearsal Hall, and PAS are not available for regular weekly teaching. For chamber ensemble rehearsals or studio classes, please contact Dave Clements at 404-712-4182 for assistance with the PAS schedule or Lewis Fuller (404-727-6691) for the Emerson and Tharp schedules.

Emerson Hall Reserve: Artist affiliates may reserve Emerson for a student dress rehearsal by contacting Lewis Fuller in the Schwartz Center. Instructors are encouraged to be present, but it is not required.

Other information for Artist Affiliates who are teaching music majors:

**Emory Card:** This I.D. card is needed for access to university buildings and services. The Emory Card Office is located in B. Jones on the 1st floor (404-727-6095). The Emory Card will now provide access to BRB practice rooms, BRB and Schwartz Center buildings after hours, library, and gym. Bring your card to Aimee in the BRB Music Office to request activation.

**Gym:** Refer to [http://www.wpec.emory.edu/](http://www.wpec.emory.edu/) for complete information.

**Complimentary Ticket Policy**
Recitals: Artist affiliates may apply to perform one recital each concert season. Requests to perform a recital should be submitted to Richard Prior. The Performance Committee will consider each request, basing its decision, among other things, on the number of concerts given by the individual in past seasons and the general representation of the performance area on the concert series.

Internet: If you are on the payroll for teaching music majors, free internet access and connection is available through Emory Connect. Contact Kathy Summers for internet access information.

Computer Support: Emory’s Information Technology Division (ITD) provides first-level support through the Help Desk (404-727-7777). Use of the 2nd floor Cox Hall Computer Lab is available with your Emory Card.

Library: Access to Woodruff and the Heilbrunn Music and Media Library is available with your Emory Card. web.library.emory.edu Take your Emory Card to the security desk in Woodruff Library for library entrance activation.

Bookstore: The main bookstore for Emory is Barnes & Noble at 1390 Oxford Road, Atlanta, GA 30322. Store telephone: 404-727-6222. Store Manager is Myra Haley.

APPLIED MUSIC – see separate sheet for detailed information

Students may study applied music in three forms: as a music major/concentrator (MUS 320 – 2 credit hours); for credit as a non-major (MUS 310 – 1 credit hour); and for no credit. Students studying for credit pay the College directly for lesson fees; however, the department will pay instructors monthly for music majors and non-majors. Students who are not studying for credit will pay their instructor directly. Students must commit to study for the entire semester and pay lesson fee by the second lesson. No refunds or partial refunds will be given to students.

By the second week of classes, the Academic Services Coordinator will have a roster of students enrolled in both MUS 320 and MUS 310. Notice of assigned students will be sent to instructors as soon as possible. Questions regarding applied music assignments and enrollment should be directed first to the division head (piano, vocal, strings, winds/percussion) and secondly to the Academic Coordinator.

It is the student’s responsibility to initiate contact with their assigned instructor. However, it may be necessary for the instructor to initiate contact if much time elapses. All students should have a first lesson by the second full week of school, regardless of how this initial contact takes place.

Syllabus: All students enrolled in MUS 320 or 310 should be given a departmental applied music syllabus. Please make copies of the attached syllabus. Feel free to add information and additional requirements (such as studio classes and masterclasses) that are pertinent to your studio.

General Missed Lesson Policy: If a student needs to cancel due to illness or emergency, the student should contact the instructor directly. A make-up lesson will be scheduled at the instructor’s discretion. However, no more than one lesson missed by the student will be made-up, and only if 24 hours notice is given. Any subsequent missed lessons will not be made-up and no refund or partial refund will be given. Every reasonable effort will be made to make up lessons missed by the instructor.

Recital and Jury Requirements: All students studying for college credit will play a final jury exam performance. Music majors/concentrators will also perform on a Performance Class recital once a year. Juniors and Seniors typically perform in the fall semester; Freshmen and Sophomores perform in the spring semester. First semester music majors may be exempt from this recital performance at the
instructor’s discretion. Music majors have the option to perform a half and/or full solo recital during the junior or senior years. This is optional, not a required part of the degree program.

**Accompanists:** Emory provides an accompanist for the Performance Class recital at no extra charge to the student if the request deadline is met. The accompanist request form and piano scores for the semester are due by the end of the fourth full week of classes in the fall, and the third week in the spring. Fees are paid by the department for music majors; non-majors (MUS 310) must secure an accompanist on their own and pay him/her directly.

**Blackboard:** All students and faculty are automatically enrolled into the Blackboard online course management site found here: [https://classes.emory.edu/webapps/portal/frameset.jsp](https://classes.emory.edu/webapps/portal/frameset.jsp). All announcements, forms, and instructions for students can be found here. To login, please use your Emory ID and password. You should see “Department of Music” listed on the right side of the landing page after logging in. Please contact Derrick Montgomery, derrick.l.montgomery@emory.edu, for assistance if needed.

**Applied Music Evaluation and Grades**

In general, students will be graded on weekly lesson preparation and progress (90%), the final jury exam performance (10%), and Performance Class attendance (grade is affected if student has absences). Each instructor will submit a grade for the weekly lessons, the jury will assign a grade for the jury performance, and the divisional head will determine if Performance Class requirements have been met.

Because of the variety of levels of students studying applied music, we recommend that the student’s grade reflect the individual student’s progress throughout the semester. In general, instructors should:

- accurately assess the level of work the student is capable of
- assign repertoire appropriate to that level
- give clear weekly expectations
- grade each lesson and make the grades available to students upon request

Instructors should give a grade for each lesson throughout the semester. It is not uncommon for students to challenge a given grade. Please make copies of the attached Grade Calculation Sheet, complete one for each student, and bring with you to Juries. If a student challenges a grade, then both the instructor and the department will have something to support the grade that has been given.

We leave it entirely to the individual instructor to assign the grade according to his or her own criteria; ideally, those criteria should be outlined in the syllabus.

**Studio Changes:** The student/instructor relationship is one of intense interaction and association. Changing studios should be considered a prerogative of either the student or the instructor, recognizing that personality and chemistry play important roles in this learning environment. Included are guidelines for requesting a studio change. These procedures are not distributed to a student until he/she meets with the DUS (Kristin Wendland) to request a change. Thank you in advance for your cooperation in resolving these situations.