

# FREDONIA SCHOOL OF MUSIC FACULTY & STAFF HANDBOOK

(ver. September 7, 2018)

Welcome to the Fredonia School of Music! This handbook has been prepared to help you get settled. We strongly recommend that you review the “New Faculty Survival Guide” prepared by the Professional Development Center. The “Guide” may be viewed at [http://www.fredonia.edu/pdc/survival\\_guide.asp](http://www.fredonia.edu/pdc/survival_guide.asp).

The topics highlighted below are specific to the School of Music.

## **INDEX**

Administration and Staff  
Accompanying  
Advising & Grades  
Audio/Visual Cabinets  
Building Map (attachment)  
Business Cards  
Computer Assistance  
Concert Attendance: MUS 120  
Copying Machines  
Course Evaluations  
Dining Services  
Disseminating Information to Students  
E-mail (FREDmail)  
Emergency Contacts  
Ensembles: Encouraging a Breadth of Experience  
Ensemble Rehearsal Policy  
Ensemble Requirement  
Ensemble Touring  
Faculty Absences: Covering Classes and Lessons When Away  
Faculty Absence: Travel Procedures and Policy  
Faculty Availability  
Faculty Bylaws, Committees, Etc.  
Faculty Meetings  
Faculty Private Enterprise  
Faculty Recitals and Guest Artist Events  
Faculty Schedules  
Fax Machine  
Final Exams (see *Dead Week and Final Exams*)  
Formation of Ensembles  
FredCard  
FREDmail (see E-mail)

Guest Artist Events (see Faculty Recitals and Guest Artist Events)  
Handbooks (curricular)  
Hours of Operation  
Keys (office, building, classroom, etc.)  
Listserv  
Lost and Found  
Mail  
Mason Hall  
Mason Hall Policies  
Musical Journeys Program  
Music Library  
Music Technology Labs  
OnCourse  
Parking Permit  
Paychecks  
Planning the Ensemble Performance and Rehearsal Calendar  
Practice Room Policies  
Printers  
Programs, Printed Concert  
Purchasing  
Recording  
Registration  
Rosch Card Access  
Scheduling

- Classrooms
- Student Recitals, studio recitals, non-curricular recitals
- Rehearsal Rooms
- Concerts, recitals, etc.

Smart Classrooms  
Smoking, Food and Drink  
Souvenir Sales  
Student Absences  
Student Recital Handbook  
Student Requirements Beyond the Curriculum & Courses  
Studio/Ensemble Communication  
Studio Instruction  
Study Week and Final Exams  
Syllabi  
Telephone  
Textbooks  
Ticket Office  
TV/VCR Equipment  
Ushers, House Managers and Stage Managers  
"Your Connection"  
Website

# FREDONIA SCHOOL OF MUSIC FACULTY & STAFF HANDBOOK

## ADMINISTRATION AND STAFF

Dr. Melvin Unger	Director	673-3151
Ms. Laura Koepke	Associate Director (Academic Affairs)	673-3151
Mr. Barry Kilpatrick	Assistant Director (Admissions)	673-4635
Jennifer Darrell-Sterbak	Community Relations Associate	673-3686
Marc Levy	Facilities Manager & Special Projects	673-4628
Tammy Bankoski	Secretary (Secretary II)	673-3151
Amy Schmitt	Office Assistant I (Keyboarding)	673-3151
I-Fei Chen	Staff Accompanist	673-4872
Matthew Wilson	Tech Lab Supervisor	673-3151
Graham Howes	Head of Piano Tech Services	673-4962
Nathan Baldwin	Piano Technician	673-3247
John Caruso	Recording Services	673-3473
Cathe Kilpatrick	Auditions Manager	673-4859

Office Phone: 716-673-3151

Office Fax: 716-673-3154

## ACCOMPANYING

Information on Accompanying is available at [www.fredonia.edu/music/accompany.pdf](http://www.fredonia.edu/music/accompany.pdf).

## ADVISING & GRADES

Advising Workshops are offered by the Associate Director for new advisors & those who have questions. Dates and times are TBD.

- **Degree Maps** are available online at [home.fredonia.edu/music/forms](http://home.fredonia.edu/music/forms). Advising information for Music Education may be found in *The Music Education Handbook*, available online at [home.fredonia.edu/music/student-handbook](http://home.fredonia.edu/music/student-handbook).
- **Class rosters** are available online at “*Your Connection*.” Check class rosters at the beginning of each semester and often to be sure your students are correctly registered.
- **Mid-term and Final grades** are to be submitted on line. Instructions will be sent from the Registrar’s Office, including due dates and how to submit grades.

## AUDIO/VISUAL CABINETS

ALL audio/visual cabinets in Mason Hall are to be unlocked using the 3-11 key. This is designed to provide better security for the audio/video equipment in classrooms and rehearsal rooms.

Most audio/visual cabinets include the following equipment: compact disc player; mini-jack cable for iPod, iPad, laptop, etc.; VGA cable; amplifier; projector; and screen.

The cabinets in Mason 1075 & 1080 are also equipped with digital audio recorders that allow conductors to record rehearsals using a compact flash card. See Marc Levy for additional information.

## **BUSINESS CARDS**

Business cards will be provided for all full-time faculty. Please see Tammy Bankoski to order.

## **COMPUTER ASSISTANCE**

The ITS Service Center will assist you with any questions or problems encountered with the computer in your office or any lab. For assistance, please use "Tracker" to submit a request. You may find "Get tech support from Tracker" on the bottom of the University home page.

## **CONCERT ATTENDANCE: MUS 120**

MUS 120 approved concerts are listed on the School of Music web page ([www.fredonia.edu/music/current.asp](http://www.fredonia.edu/music/current.asp)). Other concerts may be counted at the discretion of studio instructors. MUS 120 is a faculty-monitored requirement and faculty are asked to sign up to hand out and collect MUS 120 slips for MUS 120 approved on-campus events.

MUS 120 slips are stored in the cabinet in the Faculty Mailroom. The faculty member responsible for MUS 120 at a concert should make sure to have the slips needed ahead of time, and to be at the concert hall no later than 10 minutes before the event ready to pass out the slips. The slips are to be distributed only just prior to the concert, and the completed slips are to be gathered from the students only immediately after the event. The slips are then distributed to the faculty mailboxes (each student's studio instructor or advisor should be indicated on the completed slips).

## **COPYING MACHINES**

The School of Music has two self-service copiers. One is located in the School of Music Office and the other in the adjacent Faculty Mailroom. Each time you use a copier, you must enter the appropriate PIN number on a keypad located on the machine, followed by the # sign.

The staff in the music office will be happy to make copies of non-copyrighted materials with at least 48 hours notice. Please fill out a *Copy Request Form* (available in the mailroom) and include any specific instructions (i.e., front/back, stapling, etc.).

A faculty member can have a student helper make copies, but this is permitted only with clear authorization of the faculty member. Please fill out the *Authorization For Student Copying Form* (available in the mailroom) completely.

Students may not use copiers for any other purpose or any other circumstance.

*Note: The Copiers are for teaching materials only and not for personal use.*

## **COURSE EVALUATIONS**

Course evaluations are to be done by ALL members of the faculty (no exceptions) in the fall semester (during the last week of classes). Faculty who are on the tenure track must do course evaluations every semester prior to tenure. These are done online.

## **DINING SERVICES**

**FSA Café - Mason** is located on the main floor of Mason Hall near the entrance closest to Jewett Hall (Mason 1003). The student lounge is located in the next room. Menu items include regular blend and specialty coffees, baked goods, lunches, cold drinks, and specialty drinks. Hours are Monday – Thursday: 7:45 am to 5 pm; and Friday: 7:45 am to 1 pm.

There are three **vending machines** in the room next to the Student Lounge (Mason 1005). The machines accept cash, coin or FredCard.

There are several dining options on campus including: **Starbucks Coffee** (University Commons); **Tim Horton's** (Williams Center); **Centre Pointe** (Williams Center); and **Cranston Marche** (University Commons). Hours and menus are available at [fsa.fredonia.edu/DiningServices/AboutDiningServices.aspx](https://fsa.fredonia.edu/DiningServices/AboutDiningServices.aspx).

### **DISSEMINATING INFORMATION TO STUDENTS**

When Faculty and Staff need to contact students, they may do so by posting announcements in one or more of the locations listed below.

- Student Fredonia Email (FREDmail)
- Student Mailboxes (located in Student Lounge)
- Bulletin Boards in Mason Hall

A daily/weekly schedule of School of Music classes is available in the office, and upcoming events are posted on the **EVENTS BULLETIN BOARD** in the main lobby of New Mason. All public School of Music concerts and recitals are also listed on the Fredonia web page at [www.fredonia.edu/music/news/enews](http://www.fredonia.edu/music/news/enews).

Notices from Ensemble Directors are posted on the **ENSEMBLE BULLETIN BOARD**, located in the main lobby of Mason. Students should also check bulletin boards outside their Ensemble Director's studio.

Theory Information is posted on the **THEORY BULLETIN BOARD**, located adjacent to Mason 3164.

General notices from and for students are posted on the **STUDENT BULLETIN BOARD**, located in the Student Lounge (Mason 1004).

Announcements from and for members of student organizations are posted on appropriate student organization bulletin boards, located throughout Mason Hall.

**NOTE:** It is campus policy that postings are allowed on bulletin boards **ONLY**. Any postings found on doors, walls, windows, etc. will be removed immediately. Students wishing to post signs campus-wide must have the flyer approved by Student Association (Williams Center), and all postings must display the SA approval stamp.

### **E-MAIL (FREDmail)**

Your Fredonia e-mail account will be set up by Information Technology Services. General instructions for e-mail are located on the ITS website. Aside from using Google Apps from your office computer, you may use Google Apps from any location on or off campus.

You must use your Fredonia e-mail for University business. Official communications from the School of Music and the University will not be sent to other e-mail accounts.

### **EMERGENCY CONTACTS**

University Police	673-3333
Health Center	673-3131
Facilities Services: Heating/Cooling	673-3452

### **ENSEMBLES: ENCOURAGING A BREADTH OF EXPERIENCE**

The School of Music's intention is to make strong core ensembles while providing and encouraging a breadth of music-making experience. Based on auditions at the beginning of Fall Semester and, if necessary, Spring Semester, each BA and BM undergraduate and relevant BS and graduate student will be assigned to one core ensemble. The students are bound by the syllabus of the core ensemble to which they are assigned. Other ensemble participation may be elected by the students according to their interests and advice from the faculty.

The students should be able to expect an excellent learning experience in all their ensembles; therefore, while there may be leading ensembles or "top groups," there is no ensemble that is considered more important than another. It is our intention that all students will gain experience with large ensembles, chamber ensembles, new music collaborations, theatrical production ensembles, jazz, world music, and improvisation, *but not all at the same time*. The studio instructors are responsible for monitoring their students' ensemble activities such that breadth and growth are being achieved, and simultaneously guiding them not to be regular members of more than four curricular ensembles in a given semester or taking on too many extra projects.

### **ENSEMBLE REHEARSAL POLICY**

Ensembles rehearse at the time cited for that course in the Course Offerings. Ensembles typically give a final performance as one of the course requirements, and it is understood that this performance will usually be outside of class time and will be stated clearly on the syllabus that is made available to the students no later than the first day of classes each semester.

Whenever possible, the concert's dress rehearsal will take place in the performance hall during the regular class time just prior to the concert date. Only if this cannot be accommodated, or other extenuating circumstances exist, may a dress rehearsal be scheduled in the hall outside of the regular class time.

Circumstances under which a rehearsal may be scheduled outside of the scheduled class time:

- The performance space is not available for a dress rehearsal during the regular class time just prior to the concert date.
- The performance is more than 48 hours after the last regular class time.
- The performance involves a guest artist who cannot be available for rehearsal during regular class time.
- The performance is a theatrical production, such as opera or musical theatre, for which the required pattern or rehearsals is a concentrated series of rehearsals prior to opening night.

The normal length of a dress rehearsal will be two hours. This may be expanded to two and a half hours if necessary without prior approval. No rehearsal will last longer than two and a half hours.

If rehearsal time is necessary outside of the normal rehearsal time according to these guidelines, this additional time must also be cited on the syllabus provided at the beginning of the semester.

Required rehearsals that are beyond this stated policy must be approved by the Director of the School of Music.

The School of Music adopts the standard of a ten-minute rehearsal break for each hour of rehearsal.

## ENSEMBLE REQUIREMENT

*Each student and advisor should follow the specific requirements of the student's curricular major.*

No undergraduate student will be allowed to enroll in more than two 1-credit ensembles in a given semester. Undergraduate students may enroll in up to four curricular ensembles (1-credit and ½-credit) in a semester.

Any student may be asked to be in more than one 1-credit ensemble in a semester, but they cannot be required to do so. This does not pertain to the choral requirements for instrumental Music Education majors, as that is a requirement of the major.

Each undergraduate student pursuing the various BA tracks as well as BM-Performance and BM-Composition degree programs in the School of Music is required to audition for and enroll in a 1-credit ensemble for eight (or seven for BM-Music Education students) semesters at Fredonia.

Each undergraduate student pursuing a Bachelor of Science degree program in the School of Music is required to audition for and enroll in a 1-credit or ½-credit ensemble during the semesters of private applied study.

If an undergraduate student is in residence at Fredonia in a fifth (or later) undergraduate year, the ensemble participation requirement remains in force if the student is taking private lessons.

All students required to enroll in 1-credit ensembles will do so on the instrument correlating to their primary studio assignment unless specifically exempted by the administration of the School of Music.

Graduate students taking private lessons may be involved in ensembles as advised by their graduate advisor in consultation with their private instructor.

Exemption from any ensemble policy requires agreement between the ensemble director(s) and the studio instructor, and may be appealed to the Director of the School of Music.

### Specific Degree Program Requirements

- **Bachelor of Arts in Music - General:** 8 semesters of 1-credit ensemble (8 credits total).
- **BA in Music – Jazz:** 4 semesters of 1-credit ensembles plus an additional two credits of 1-credit or ½-credit courses (6 credits total).
- **BA in Music – Music Technology or Entrepreneurship:** 4 semesters of 1-credit ensembles (4 credits).
- **Bachelor of Music in Composition:** 8 semesters of 1-credit ensemble, of which at least two will be choral (8 credits total).
- **Bachelor of Music in Music Education**
  - If an undergraduate student is in residence at Fredonia in a fifth (or later) undergraduate year, the ensemble participation requirement remains in force if the student is taking private lessons.*
  - **BM in Music Education – Choral/General Music (if the principal instrument is voice):** 7 semesters of 1-credit choral ensembles (7 total credits).
  - **BM in Music Education – Choral/General Music (if the principal instrument is piano):** 3 semesters of Piano Ensemble + 4 semesters of 1-credit choral ensembles (7 total credits).

- **BM in Music Education – Choral/General Music (if the principal instrument is neither voice or piano):** 4 semesters of 1-credit choral ensembles and 3 semesters of elected 1-credit and/or ½-credit ensembles (7 total credits).
- **BM in Music Education – Instrumental:** 7 semesters of 1-credit instrumental ensemble + 2 semesters of 1-credit choral ensembles and 1 semester of ½-credit chamber music ensemble) (9.5 total credits).
- **Bachelor of Music in Performance**
  - **BM in Performance – Instrumental (unless principal instrument is piano):** 8 semesters of 1-credit ensemble (8 credits) plus 3 credits earned in ½-credit ensembles (at least 2 credits of which will be in chamber ensembles) (11 credits total).
  - **BM in Performance – Piano:** 8 semesters of 1-credit ensemble (8 credits) plus 3 credits earned in ½-credit ensembles (at least 2 credits of which will be in chamber ensembles) (11 credits total).
  - **BM in Performance – Voice:** 8 semesters of 1-credit ensemble (8 credits) plus 3 credits earned in ½-credit ensembles (at least 2 credits of which will be in Opera Practicum) (11 credits total).
- **Bachelor of Science in Sound Recording Technology or Music Therapy:** 4 total credits in any combination of 1-credit and ½-credit ensembles as deemed appropriate by their private instructor in consultation with the head of their degree program.
- **Master of Music (MM):** By advisement.

#### **ENSEMBLE TOURING**

Ensemble touring involves taking students and faculty away from campus. This kind of activity must be prepared as well in advance as possible, preferably in the academic year prior to the tour dates so that the tour can be part of the ensemble schedule planning and potential issues can be worked out with colleagues. Before the tour is confirmed, however, budget approval must be sought from the Director of the School of Music (regardless of funding source). Before the tour, Travel Authorizations must be completed and signed. An Excused Absence Request memo should be prepared for the students to seek accommodations from faculty members if the tour will take the students from campus when classes are in session (see Student Absences).

#### **FACULTY ABSENCES: COVERING CLASSES AND LESSONS WHILE AWAY**

If you are going to be away or otherwise unable to teach your classes or lessons, the best option is to ask a colleague to cover your sessions for you with the understanding that you will return the favor. Sometimes it may be suitable to assign outside work to the students in the class that will further their knowledge and skills even in your absence. You should not independently “sub-contract” your teaching responsibilities; for example, don’t pay someone out-of-pocket for teaching on your behalf. If your situation requires that someone come in to teach a class or a set of lessons, he or she should be contracted by the university. When such a situation becomes absolutely necessary, it will need to be arranged with the Director of the School of Music, who will need to seek approval from the Dean.

Sometimes it is appropriate to use students in a supervised way to assist in instruction. Please refer to the university policy on Learning Assistants for guidance, and any questions regarding this should be discussed with the Director of the School of Music.

Giving a student extra lessons in a week to make up for missed weeks is a reasonable strategy on occasion. The regularity of the weekly lesson concept must be maintained.

## **FACULTY ABSENCE: TRAVEL PROCEDURES AND POLICY**

Members of the faculty who travel during the academic year for professional or personal reasons must be in communication with students, colleagues, the music office and the administration as appropriate.

A faculty member's work is defined by their teaching, service and professional activities. Therefore, much of the travel by a faculty member is related to his or her employment. Each time a faculty member will be away from campus for these purposes, a Travel Authorization is to be completed, submitted and approved. This form and other travel forms are available from Tammy Bankoski. Unless a Travel Authorization is completed and approved, the absence from campus will not be recognized as related to your employment and you will not be covered by employment insurance (e.g., "workman's comp"). The document also informs the Director and Dean when you are away, which is good business practice.

The same form is used when requesting funds to support your professional travel. If this is the case, enter in the cost estimates of your trip. If you are not requesting funding, you may leave this part of the form blank and just write "for insurance purposes only" in the margin.

Funding for professional travel is usually provided by the Dean, to the extent possible. Each year, the Dean's office will establish guidelines regarding the amount and policy for professional travel support.

Support for recruitment travel and other activities may be funded by the School of Music, the Dean, the Foundation, or another office. The Travel Authorization is still the form to use. Indicate that the travel is specific to recruiting.

Even if you have completed a Travel Authorization, it is helpful to remind or inform the Music Office and colleagues that you will be away.

In the case of last minute absence, such as due to illness or weather, please contact the Music Office, or a colleague if necessary, so that notices can be posted on any/all appropriate classrooms to make your students aware your classes are canceled.

Please post your weekly schedule on your office door. Also, please provide a copy of the same to the Music Office so there is some knowledge of your teaching schedule.

A Travel Policies packet is available in School of Music Office. Information is also available at [www.fredonia.edu/admin/accounting/TravelPolicy.asp](http://www.fredonia.edu/admin/accounting/TravelPolicy.asp).

## **FACULTY AVAILABILITY**

During the academic year while classes are in session, it is expected that faculty will be on campus holding classes and giving weekly lessons that comprise their teaching loads. However, the School of Music recognizes that the faculty is engaged professionally and personally that will occasionally require them to be away from campus. Please follow the procedures described under Faculty Absence: Travel Procedures and Policy and Faculty Absence: Covering Classes and Lessons While Away.

The Music Office and your students need information about your general routine and availability. Faculty are required by the University to hold at least two hours of office hours each week. Please post your weekly schedule on your office door. Also, please provide a copy of the same to the Music Office.

The Director of the School of Music must sign travel forms before they are valid, so please do not submit them at the last minute or, worse, after the fact. If the Director finds that the absences are too extensive or that the nature of class and lesson coverage is inappropriate or insufficient, the Director and the faculty member should discuss a resolution in advance of the trip. The Director reserves the right to decline an authorization if resolution is not found.

#### **FACULTY BYLAWS, COMMITTEES, ETC.**

Information on Faculty Bylaws, Personnel Committee Policies, etc. are available at [www.fredonia.edu/music/faculty/staff.asp](http://www.fredonia.edu/music/faculty/staff.asp).

#### **FACULTY MEETINGS**

Tuesdays from 3:30-4:30 are reserved in the class schedule for Faculty meetings. Full faculty meetings are held in Mason 3140 and typically occur on the first and third Tuesdays of each month. A schedule of faculty meetings is distributed each semester. Faculty agenda and minutes are distributed via email.

Full-time regular faculty members are expected to attend all full faculty meetings as a basic responsibility of their positions. All faculty members are welcome to attend meetings.

#### **FACULTY LOUNGE**

The faculty lounge is located in Mason 2140. A kitchenette is available with a refrigerator, stovetop, microwave and sink. There is an additional break room in Mason 2139 with a refrigerator and microwave.

The faculty lounge also serves as a classroom and reception room.

#### **FACULTY PRIVATE ENTERPRISE**

It is understood that faculty are likely to engage in private enterprise outside of their University positions, such as a private business, or in-service activities or performances for which they receive professional fees. Some activities of private enterprise may be closely aligned with a faculty member's University work, and others may be clearly independent of it.

If a faculty member earns pay at another state agency, such as another SUNY campus, an authorization form needs to be signed at Fredonia, generally by the Director of the School of Music. These forms are part of a process to encourage fair communication and avoid the appearance of a conflict of interest.

As a general rule, students will not be involved in a faculty member's private enterprise. However, if students are to be involved, the faculty member will disclose the nature of the project to the Director and seek approval for the students' involvement at least two weeks prior to the engagement.

#### **FACULTY RECITALS AND GUEST ARTIST EVENTS**

Faculty members may schedule faculty and/or guest artist recitals starting on February 15 for the following academic year. To schedule a recital, review the EMS calendar located in the School of Music office for available dates. Then complete and submit a Mason Hall Request Form to the Director of Facility Operations.

Any anticipated expenses associated with an event, such as accompanying, guest artist fees, travel reimbursements, meals, lodging, promotion, etc. must be authorized in advance by the Director of the

School of Music or his/her designee. The funds for these activities are very limited and usually expended within just the first few weeks of the academic year.

Faculty do not receive additional compensation for performing faculty recitals or for performing on them.

### **FACULTY SCHEDULES**

Faculty members are required to post their teaching and office hour schedule on the door to their office. In addition, faculty must provide a copy of this schedule to the Music Office by the end of the second week of each semester. Amy Schmitt maintains a file for internal reference.

### **FAX MACHINE**

A fax machine is located in the School of Music office. The fax number is 716-673-3154. Faxes being sent outside the local calling area will require your PIN.

*Note: The fax machine is for official use only and not for personal use.*

### **FINAL EXAMS**

*See Study Week and Final Exams*

### **FORMATION OF ENSEMBLES**

The College Catalog and the Course Offerings Bulletin list the standard ensembles that exist in the School of Music. New ensembles can be offered under the generic course numbers MUS 046, 047 or 048. If an ensemble is offered under these course numbers twice within a two year period, it must be recommended for approval by the Curriculum Committee and approved by the School of Music faculty and the Academic Affairs Committee or the Graduate Council before it can be offered again.

### **FREDCARD**

Your FREDCard is used to authorize access to rooms and doors equipped with card readers, including external doors to Mason Hall, the Faculty Mailroom, and Rosch Recital Hall. Your FREDCard is a multipurpose identification and account card. The card provides photo identification and serves as your library card. The card is also a debit card for those who have a balance in their Fredonia Debit Account. This prepaid, taxable declining balance account offers a convenient, flexible payment option that is accepted at a wide range of campus locations, including food services, vending machines, the bookstore, and copiers. Deposits, \$15 minimum, may be made during normal business hours at the FSA office (first floor of Gregory Hall) or online at [www.myfredcard.com](http://www.myfredcard.com). Deposits can also be made using ValuePorts located in Gregory Hall, McEwen Hall, and University Commons. You may obtain your FREDCards through the FSA office. There is no cost for your FREDCard.

### **FREDmail**

*See E-mail*

### **GUEST ARTIST RECITALS**

*See Faculty Recitals and Guest Artist Events.*

### **HANDBOOKS**

Please check your area's handbook for specific information. The following areas have handbooks: Music Education, Brass, Voice, Piano, Woodwind, String, Percussion, Music Composition.

## HOURS OF OPERATION

### Mason Hall Building Hours

Building Hours when classes are IN SESSION	7am to 11pm
Building Hours during breaks	7am to 6pm (Mon-Fri) Closed (Sat/Sun)
Building Hours on Observed Holidays	Closed
Building Hours during Summer	7am to 10pm (Mon-Sun)

Access outside these hours is by **FredCard only** at the following entrances: Main Entrance (west side) and Quad Entrance (east side) adjacent to Rosch Recital Hall Lobby

*Note: Building Hours are subject to change*

### School of Music Office Hours

Office Hours when classes are IN SESSION	8:30 am to 5pm (Mon-Fri)
Office Hours during breaks	8:30 am to 5pm (Mon-Fri)
Office Hours on Observed Holidays	CLOSED
Office Hours during Summer	8:00 am to 4:00 pm

*Note: The Music Office is closed on weekends*

### Music Library Hours

The Music Library follows the hours of Reed Library. Contact Reed Library or visit [www.fredonia.edu/library](http://www.fredonia.edu/library) for information.

### Music Technology Labs

Open lab times are posted outside the labs. Please refer to these schedules for the most current information.

### KEYS (office, building, classroom, etc.)

You will receive a key authorization form for your office/studio, classroom, audio cabinet from the School of Music's Director of Facility Operations, Marc Levy. Please sign and return the form at least two weeks prior to arriving on campus so your keys are ready upon your arrival. You may pick up the keys from the School of Music office in Mason 1151.

You must obtain a FREDCard through the FSA office. This card is used to authorize access to rooms and doors equipped with card readers, including external doors to Mason Hall, the Faculty Mailroom, and Rosch Recital Hall.

### LISTSERV

A number of listservs are available, should you choose to join them. The ITS Service Center maintains a list of these listservs. PROFTALK is used most frequently by faculty. Instructions for joining a listserv may be found at [www.fredonia.edu/HelpDesk/Listserv/Listserv.asp](http://www.fredonia.edu/HelpDesk/Listserv/Listserv.asp).

## **LOST AND FOUND**

Objects that are found in classrooms, practice rooms and studios, etc, should be brought to the Music Office or University Police (Gregory Hall).

## **MAIL**

The School of Music has a mail room (Mason 1151A) where the faculty mailboxes can be found. This is where you will pick up your daily mail, as well as place outgoing campus mail and U.S. mail. University and School of Music stationery and envelopes are available in the Music Office. For University-business, off-campus U.S. Mail, be sure the School of Music "charge" code (690066) is stamped or written on envelopes under the return address. If you have personal mail, you must use your own stamps. Stamps may be purchased at the credit union or the bookstore.

Students may leave notes, papers or other class-related materials for faculty members in the Music Office, clearly indicating the instructor for whom the material is intended. Music Office staff will deliver materials to appropriate faculty mailboxes. ***Students are not permitted to enter the Faculty Mailroom.***

## **MASON HALL**

Mason Hall is the home of the School of Music, and nearly all of its activities are housed within it. The original structure was built in 1940 and is commonly known as "Old Mason." The façade faces the campus courtyard with its main entrance leading to the lobby of Diers Recital Hall. The "Mason Annex" was added in the 1960s to the north end of Old Mason, and in the 1970s "New Mason," a three story complex of offices and classrooms, was added on the west side of the original building. This part of the building now houses the Music Office and the adjacent main lobby. In 2004, the School of Music opened Rosch Recital Hall, and two years later new recording studios (Robert & Marilyn Maytum Rehearsal Halls) opened on the second floor of the "Rosch Wing." In Fall 2010, new, larger rehearsal rooms were added to the north of the "Mason Annex." The next phase of construction will connect Mason Hall to the Rockefeller Arts Center, home of the Department of Theatre and Dance, Department of Visual Art and New Media, and three primary performance venues: King Concert Hall, Marvel Theatre, and Bartlett Theatre.

## **MASON HALL POLICIES**

Please see 'Mason Hall Usage Policies (User Services Policy Manual)' for the rules, regulations and procedures by which the whole of the Mason Hall facility is run. This manual describes in detail the expectations that users should have of the facility. [www.fredonia.edu/music/bpolicies.asp](http://www.fredonia.edu/music/bpolicies.asp).

## **MUSICAL JOURNEYS PROGRAM**

The Musical Journeys Program is a division of the Fredonia School of Music. The mission is to provide quality musical experiences to students of all ages in Western New York. Fredonia's students and faculty work together to give a broad range of individual instrumental and vocal instruction as well as activities through summer music programs, Children's Concert Series, the New Horizons Band of Western New York, the Chautauqua Children's Chorale and other ensembles. For more information, please see Marc Levy.

## **MUSIC LIBRARY**

Reed Library is centrally located off the first floor of McEwen Hall. Your FREDCard serves as your library card; however, it needs to be activated first. To do this, simply stop by the library checkout desk at any time. Library resources such as online full-text journal collections, databases, reference materials and e-

books are available around the clock by accessing the library's website. If the library doesn't have what you're looking for, resources may be located through the SUNY system's Interlibrary Loan Office. Visit the library's Web site to request ILL materials and to find general information about library services.

The Music Library is located up the stairway on the mezzanine. Reed Library's music collection is the largest subject collection in the library, primarily supporting the curricular and research needs of the students and faculty of the School of Music. The collection contains over 12,000 books on music, ranging such topics as music history, theory, education, performance studies, criticism and biography. Over 30,000 scores and parts are available, including miniature study, full-size, and piano-vocal scores, as well as performance parts for ensembles up to 9 players. Sound recordings number nearly 5,000 compact discs, 15,000 LPs, and 1,000 cassettes of both music and spoken word recordings. Videocassettes and DVDs are available on many different aspects of music from full-length operas to music pedagogy.

### **MUSIC TECHNOLOGY LABS**

The music technology labs are found in Mason 2016 and 2017. These state-of-the-art MIDI labs consist of 30 Macintosh Computers, each connected to a multitimbral MIDI synthesizer. These labs may be used by music majors for ear-training, notation and composition. The numerous software titles available for student use include the following: Practica Musica, Auralia, Mibac Music Lessons, Freestyle, Digital Performer, Logic Audio, Band in a Box, Peak, iTunes, Adobe Premier, and Finale. The lab is open for student use over 60 hours per week. A schedule of open lab times is posted outside each lab.

Those students who can exhibit a high level of technical aptitude may choose to become a lab proctor. The student lab proctors maintain the labs, and help student lab users with software and hardware questions. Any student with previous Macintosh/MIDI experience who is interested in being a lab proctor should contact the lab director at [matthew.wilson@fredonia.edu](mailto:matthew.wilson@fredonia.edu).

The School of Music offers a number of courses in the Mason Hall Music Technology Labs. These classes include MUED 291 and 292 (Technology in Music 1+2). Students interested in learning to use the software and hardware in the labs are urged to enroll for the classes offered there. The Mason Hall Technology Labs are music labs only, and may not be used for non music applications (word processing, email and internet). Students may use the numerous non music labs found throughout campus (and in the dorms) to send email and word process.

### **ONCOURSE**

OnCourse is Fredonia's online learning platform. Students are automatically added to classes in OnCourse based on their course registration. Per class, professors are given the option to use or not use the OnCourse features. OnCourse Features Include: Handouts, PowerPoint Presentations, Online Quizzes, Paper Submissions, Checking Grades, Online Discussion Activities and Library Reserve Information. It is accessed from Fredonia's main webpage. OnCourse training is available through the Online Learning Office.

### **PARKING PERMIT**

**Faculty/Staff permits.** All members of the campus community who drive cars or other motor vehicles must register their vehicles. At the cost of \$5, you are entitled to obtain a sticker for each vehicle registered in your name or your spouse's name (for example, whether you register one vehicle or three vehicles, the total cost remains \$5). Permits are available at the Office of Student Accounts, located in 306 Maytum Hall. Faculty vehicle registration forms are available for downloading at

[www.fredonia.edu/admin/studentaccounts/forms.asp](http://www.fredonia.edu/admin/studentaccounts/forms.asp). There is a \$25 fine for vehicles found without permits or parked illegally.

**Parking lots and regulations.** A campus map with labeled parking lots will help you locate the nearest parking. For a complete overview of parking regulations, visit the Fredonia Police website.

### **PAYCHECKS**

All University state employees are paid on a biweekly lag basis on Wednesdays. This means that you are paid for a two week pay period (beginning on a Thursday through the second Wednesday) two weeks after the conclusion of that pay period (exception: hourly employees are paid three weeks after conclusion of a pay period). You will also continue to receive checks after you separate from service until the lag is paid out. New hires and returning adjuncts will NOT receive a paycheck for the first pay period – this is because of a lag in the New York State payroll system.

You must stop by the Payroll Office to complete new employee paperwork (Form W-4, NYS Form IT2104, Form I-9, etc.) in order to activate your payroll. It may take up to four weeks from the date of paperwork completion to receive your first check.

Direct deposit is available. Paychecks will be placed in your mailbox on payday (usually after 11 am). If you wish your paycheck mailed to your home, at any time, provide the music office with a self-addressed, stamped envelope. Pay stubs are mailed directly to your home address.

### **PLANNING THE ENSEMBLE PERFORMANCE AND REHEARSAL CALENDAR**

Each Fall Semester, the next academic year's concerts and events are planned. The calendar must be laid out such that the students can avoid being over-extended. The first stage of calendar development will place the major concerts of most core ensembles, the opera, the musical, ensemble touring, and other special events. Rehearsals that must be scheduled outside of the normal rehearsal hours are also scheduled at this time. Once this scheduling plan is set, other events may be scheduled according to the timeline and priorities found in section 4 of the Mason Hall Usage Policies. These policies can be found at [www.fredonia.edu/music/bpolicies.asp](http://www.fredonia.edu/music/bpolicies.asp).

### **PRACTICE ROOM POLICIES**

Students may **not** reserve or “hold” a practice room by leaving personal property (coat, music, instruments, etc.) while attending class or being somewhere else. Rooms unoccupied for more than ten minutes may be claimed by another student. In the event that this practice is repeatedly ignored, a student may file a formal report in the School of Music office. This report will list the parties involved, day, time and room number. When sufficient information is available, the student's advisor and studio teacher will be notified.

Please do not leave personal property in a practice room unattended. The Fredonia School of Music does not assume responsibility for lost or stolen property. Articles left unattended in a practice room may be removed by campus police and taken to the lost and found in the School of Music office.

Practice rooms are not to be used to study. There are other areas in the building available for studying.

## **PRINTERS**

The faculty and staff whose offices are on the first floor of New Mason are networked to the copying machine in the Music Office, which serves as a printer. Faculty on the second and third floors of New Mason are networked to printers in their hallways.

Faculty who are served by these printers should use them for their needs. We are phasing out the use of personal inkjet printers, which may be cheap to buy but are very expensive to use.

Faculty who have inkjet printers may continue to use them, but may be asked to replace their ink cartridges at their own expense.

## **PROGRAMS, PRINTED CONCERT**

Concert programs are the responsibility of the user. If the event is a presentation of the School of Music, final preparation of programs is managed by Amy Schmitt, and information must be coordinated with that office according to program preparation guidelines. School of Music concert programs that do not adhere to the style and quality standards may not be used.

### **Guidelines**

At least two weeks prior to your event, please email the following information to Amy Schmitt, unformatted, in ONE submission: event/ensemble name, date, time, location, repertoire, bios (all bios must total 700 words or less), program notes (if necessary), number of programs required. *(\*If your program selections take up 2 pages, or a personnel list is included, the bios must total 350 words or less)*

You will have a chance to proofread the program after the draft is prepared, and will be permitted one opportunity to ask for changes or corrections before the program is sent to the office for printing. In an effort to conserve paper, we will be adhering to a single, folded-page format for all programs. Please make sure bios are edited to fit. Program notes will still be a separate file.

Please note that the director of the event is the responsible person for accuracy and follow through. For example, a director of an ensemble can delegate program preparation to a student assistant, but the responsibility is not delegated. The proof will be provided to you rather than the assistant. The approval to print needs to come only from you, not your assistant.

If you miss the deadline, you will not be provided with a template, nor will there be office support for photocopying and folding, etc., nor program paper, etc., to prepare a program that may still be desired.

## **PURCHASING**

The procedure to purchase anything, regardless of the source of funding, is to submit a quote for review and approval by the Director of the School of Music. DO NOT order merchandise and services that will be later billed to the School of Music, or pay for items and then ask for reimbursement. This is against Fredonia and New York State policy.

Once an expenditure has been approved, Tammy Bankoski will place the order using the department procurement card or requisition form. The procurement card is a credit card that allows for quick purchase and delivery.

Office supplies are handled by the School's secretary. If you need anything, the items are likely in stock in our supplies cabinet. Just ask. If you want something we don't have, it can be ordered provided its need is justified.

## **RECORDING**

The School of Music normally records (audio) all concerts occurring in the performance facilities for the purpose of archive and students' direct educational value. Many events are also video recorded for the same purposes. Some professional contracts do not include a provision for recording, and the School of Music will not record the event when this is the case.

The director of the ensemble or event will receive a recording, and the student will receive a no-cost recording of his or her recital.

Recordings are available through John Caruso of the School of Music Recording Services. Students may order recordings of any recorded event by completing the Performance Recordings Request Form in the Music Office. (Charges apply).

## **REGISTRATION**

The faculty member should make an effort to ensure that the students attending class are in fact on the class roster. The University does not have a provision for students to audit classes without registration.

It is the student's responsibility to register for the appropriate section of a given course.

- If a student is attending a class and is not on the class roster, it is the student's responsibility to add the class to their schedule (Drop/Add Forms are available in the Music Office). If they do not do so, they will not receive a grade for that class, and will not receive credit for the course.
- If a student is incorrectly registered for a course, such as incorrect section number, it is their responsibility to change the class/section on their schedule (Drop/Add Forms are available in the Music Office). If they do not do so, they will receive a grade of "E" on their transcript.

For detailed information about scheduling, transcripts, grades and more, log onto "Your Connection" at [www.fredonia.edu](http://www.fredonia.edu). Students may also register online at "Your Connection."

*Note: there are late fees associated with adding and dropping courses after the deadlines published by the Registrar's Office.*

## **ROSCH CARD ACCESS**

To access Rosch Recital Hall, you need to swipe your FredCard through a card reader located in the Green Room (Mason 1037).

## **SCHEDULING**

### **Classroom sign-out**

The Associate Director, Laura Koepke, is responsible for the scheduling of regular classes and the Director of Facilities, Marc Levy, coordinates and oversees the general use of the building's facilities. If there is a change to the location or the facility use of any scheduled course, both of these staff members must be notified.

If you wish to use a room for any activity that is not otherwise regularly scheduled, first review the EMS calendar on the computer in the Music Office to determine room availability. Reserve your desired

location and time using the reservation form available next to the computer in the Music Office, and your reservation will be confirmed by email. All room usage must be confirmed prior to use. Please note that priority is given to curricular activities.

If you have any questions about scheduling classrooms, rehearsal spaces or concerts in Mason Hall, see Marc Levy.

To inquire about scheduling special events that require special publicity and/or funding, or for events outside of Mason Hall, see Jen Darrell-Sterbak.

### **Student Recitals, studio recitals, non-curricular recitals**

The School of Music provides performance space on an as-needed basis, first come, first served. An effort is made to accommodate curriculum-required student recitals as the higher priority. Diers Recital Hall and Rosch Recital Hall are the principal locations for these events and, while there is often preference for one or the other, both are equally viable for performance. The School of Music intends that a student will be able to perform at least one formal solo recital in Rosch Recital Hall according to the following guidelines:

Students may schedule their recital in Rosch Recital Hall if they are performing one of the following: Graduate, Graduation, Honors Graduation, Senior Performance or 2<sup>nd</sup> Performer's Certificate Recital. A student must schedule their recital in Diers Recital Hall if they are performing one of the following: Junior Performance, 1<sup>st</sup> Performer's Certificate or any recital that is not curriculum-required. Pianists and percussionists may schedule any of their recitals in Rosch. Detail of policies are found in the Student Recital Handbook.

Studio recitals are to be scheduled in Diers Recital Hall.

Student recitals are to occur during Fall and Spring Semesters. They may not be scheduled during breaks and holidays when classes are not in session, nor the following:

- The weekend adjacent to Fall break and Easter
- The weekend(s) adjacent to Thanksgiving break and Spring break
- Study week, which includes the weekend before finals
- Finals week

Exceptions with permission of the University, through the Director of the School of Music.

### **Practice Rooms – student access**

Students may use any of the open practice rooms (located on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of New Mason) for practice and rehearsal – no advance scheduling is required. Students may not reserve a room by leaving items in the room. Items left unattended for more the 15 minutes may be removed and taken the Music Office “lost and found.”

### **Rehearsal Rooms – student access**

Students must submit a scheduling request form (available in the office) WITH FACULTY SUPERVISOR'S SIGNATURE to reserve rooms in Mason for larger ensemble rehearsals. The faculty supervisor is responsible for providing student access to scheduled room. Scheduling requests will be confirmed or denied via email. It is the student's responsibility to print the scheduling confirmation and keep it with

them while using scheduled space; failure to present printed confirmation may result in students being asked to leave the room and/or building.

### **Concerts, recitals, etc.**

Scheduling for Mason Hall for the following academic year begins in October and is accomplished in several phases as listed below. (The following is excerpted from the Mason Hall Usage Policy for convenience. The full policy document can be found at [www.fredonia.edu/music/bpolicies.asp](http://www.fredonia.edu/music/bpolicies.asp).)

#### ***Scheduling Procedure***

*Scheduling will be completed in order of Priority Group according to their respective deadlines (I – V). A potential facility user may check availability in the Music Office by checking the EMS electronic calendar. To request a facility, the Mason Hall Event Scheduling Request Form must be completed. These forms must include the type of event, the purpose, dates and times of performances, rehearsal times, ticket prices if any, support space needs, and any additional information that will help the School of Music know more about the event, the audience or participants. Once approved, the event will be confirmed with the user via e-mail and the event will be entered onto the Campus Calendar. The Ticket Office must be notified if tickets are to be sold.*

#### ***Priority Groups and Timelines***

*The following priority group listing will be used as a guideline for scheduling space allocation. Deadlines have been established to protect priority group's standings. Scheduling request forms received after the published deadlines will be served on a first-come, first-served basis.*

##### ***Priority Group I (October - ongoing)***

*Generally, this group represents the academic functions of the School of Music: all academic courses and activities, including classes, ensemble rehearsals, curricular performances, juries, hearings and examinations; recruitment activities, such as orientation days and audition days; and special events and programs sponsored by the School of Music, such as a high-profile series (i.e. Rosch Recital Series), camps, and major residencies. This group does not include student recitals, master classes, faculty and guest recitals, etc.*

*The scheduling of this group for the following academic year is an ongoing process through the Fall Semester, starting in October.*

##### ***Priority Group II (February 1 - ongoing)***

*University events sponsored by The Office of the President, the Vice President for Academic Affairs, and the Dean of the College of Visual and Performing Arts (ie. All-Campus Meeting, Kaisling Award, Rosa Parks Award, President's Award for Excellence, etc.).*

##### ***Priority Group III (February 15 - ongoing)***

*School of Music faculty recitals. Guest artist recitals and master classes presented through the School of Music, including selected, approved events sponsored or cosponsored by Music SA groups.*

##### ***Priority Group IV (March 1 - ongoing)***

*Student recitals for fall semester (as per Student Recital Handbook) and SA Constituted Groups and major service groups linked to the School of Music's educational programs and mission:*

*SA Constituted Groups: Percussion Guild, Student Opera Theatre Association (SOTA),  
Fredonia Jazz Workshop  
Major Service Groups: Phi Mu Alpha Sinfonia, Sigma Alpha Iota*

**Priority Group V (April 1 - ongoing)**

*School of Music ensembles-in-residence (e.g. Western New York Chamber Orchestra, Chautauqua Children's Chorale, Independence Jazz Reunion) and student music organizations not included in higher priority groups.*

**Priority Group VI (April 1 - ongoing)**

*Any activity not in Priority Groups I-V including university departments, student organizations and non-university groups.*

**Hold Policy**

*It is not possible to "hold" a date. An event that is scheduled will be assumed to be firm and definite. Users are asked to make sure the School of Music is informed immediately of any cancellations. The user is to inform the Director of Facility Operations and the Scheduling Coordinator of any cancellations.*

**SMART CLASSROOMS**

Most classrooms and rehearsal rooms have technology: 1001, 1002, 1022, 1051\*, 1075, 1080, 2018, 2019, 2140\*, 3140\*, Diers\* and Rosch. The rooms with asterisks need the user to provide their own laptop. Please see Marc Levy if you have any questions.

**SMOKING, FOOD AND DRINK**

No smoking is allowed anywhere in Mason Hall. No alcoholic beverages are allowed anywhere in Mason Hall except by rare special contract arrangement. There are no foods or beverages of any type allowed in the performance facilities or the instructional labs.

**SOUVENIR SALES**

Souvenir items such as recordings, souvenir programs, t-shirts, buttons, etc—related or unrelated to an event—are subject to advance written approval by the School of Music. The School of Music reserves the right to collect a house commission determined from time to time by the Director and published in the fee schedule (faculty, staff, and affiliate events are exempt).

The Director reserves the right to prohibit the sale or display of items at his/her discretion. The location and manner of selling items shall be at the discretion of the Director. The Director at his/her sole discretion may disallow any sales.

**STUDENT ABSENCES**

During the academic year while classes are in session, it is expected that students will be **in residency** attending the classes in which they are enrolled, unless they are assigned to activities off-campus, such as an internship or exchange program. Students who are in residency are engaged in a multifaceted learning experience that will sometimes call on the student to make priority decisions between two important simultaneously occurring obligations. Perhaps a master class will occur during a scheduled class time, or an off-campus performance or conference becomes expected of them.

Most of these conflicts will involve faculty sponsorship. In such cases, that faculty member may request authorization for the activity from the Director of the School of Music no later than two weeks (14 days) before the potential conflict is to occur. If authorization is given, a memo to faculty will be created by the sponsoring faculty member and approved by the Director. The basic content of this memo will be:

*Heading:*

School of Music

Excused Absence Request

Date: Of the memo's creation

From: Name of the faculty sponsor

To: Faculty

Re: Date and time of the proposed activity

Description of the activity

*Statement as follows:* This is a request for an excused absence so that the students below can participate in this activity. The students realize that they are responsible for any missed work.

List of the students involved

Approval signature by the Director of the School of Music

Once completed and approved (at least 10 days before the activity), the sponsoring faculty member will distribute copies to the students listed. The memo is a tool for the students to negotiate an excused absence with their teachers and to seek any necessary accommodation in advance.

Excused Absence Requests are never to be created and distributed without the Director's Authorization.

### **STUDENT RECITAL HANDBOOK**

Please review the Student Recital Handbook for policies and procedures. The Handbook is provided to help students be proactive in their recital preparation, and for the student and applied studio instructor to work together toward a successful experience.

### **STUDENT REQUIREMENTS BEYOND THE CURRICULUM AND COURSES**

In our effort to give students the range of experiences the faculty wishes for them, there is the temptation to require activities and responsibilities beyond the curriculum. We should be cautious of this. For example:

- MUS 120: The requirement is to attend eight (8) approved concerts each semester of private instruction. We should avoid requiring MUS 120 *plus* additional sets of concert attendance expectations.
- Additive situations between curricula: In their course of study, music students are engaged in ensembles, studio performance, musicianship core courses, general education and coursework within their specialization. Care should be taken not to expand students' workloads by requiring standards in each of these areas beyond what are established by their home curricula.
- The faculty should avoid assigning students to additional performance projects in a given semester after that semester has started. Students should avoid taking on such projects without discussing it with their studio instructor.  
Ensembles should not add extra rehearsals, except as allowed by policy **and** included in the course syllabus.

## **STUDIO/ENSEMBLE COMMUNICATION**

The performance activities of the students are primarily the result of requirements of the studio and the ensembles, so it is imperative that studio and ensemble faculty communicate effectively with each other to gain awareness about the students' obligations as performers. To encourage this communication, we can apply these guidelines.

- Directors of ensembles will consult with studio faculty before assigning students to special ensemble work.
- Studio instructors will be proactive in knowing which ensembles a student is in for the purpose of guiding workload type and quantity.
- Assignments should be avoided once a semester has begun.
- The students should be discouraged by their studio instructors from being regular participants in more than four curricular ensembles in a given semester.

Faculty mentoring of students will have these central goals in mind:

1. Our undergraduate students must receive a wide variety of musical experience, and we must encourage this, not prevent it.
2. We wish to prevent strained emotions and tension that can result in psychological and physical injury.
3. We must support the curricular needs of our colleagues.

## **STUDIO INSTRUCTION**

All private instruction should be scheduled as regular weekly lessons as soon as possible during the first week of classes. The semester is approximately 14 weeks long plus a week for exams. At the very minimum, a student should be able to expect 12 weekly lessons during the semester.

## **STUDY WEEK and FINAL EXAMS**

The last week (Monday through Sunday) before finals is recognized as "dead week," which means that the University refrains from holding special events, requirements and activities during this period because they could interfere with students' preparation for finals. Sometimes there is a good reason for exception; a request for a dead week activity must be made to the School's Director well in advance who will confer as needed with the Dean. Such a request must include a convincing rationale.

Final exams, especially, may not be held during dead week. Final exams must occur during exam week, consistent with the published final exam schedule. This includes juries which are to occur only during the exam week. Piano juries may be held early specifically to allow pianists to be available to play for other juries during exam week.

## **SYLLABI**

You must have syllabi for all your classes and any other teaching activities for which a student is enrolled in a course number and receiving credit, and these syllabi must be shared with your students. Faculty must provide an electronic-copy syllabus for each of your courses to the Music Office by the end of the second week of each semester. The office maintains a file for internal reference and record keeping.

## **TELEPHONE**

**Internal extensions.** To reach another office on campus, simply dial the office's extension (the four numbers following "673").

**Local calls.** Dial "9" to get an outside line for local calls.

**Long distance calls.** Just as when making copies, you will be assigned two PIN numbers for making phone calls: one for University use, and one for personal use. When making a long distance call, dial "8" and wait for the dial tone. Then dial the telephone number (including 1 + area code). When you hear a steady tone, enter the appropriate five-digit PIN code (college or personal). 1-800 numbers may be dialed directly by dialing "9" for an outside line.

**PIN Numbers.** Pin numbers for new faculty and staff to use for long distance calls are not automatically generated. The department secretary or the school's director must send a request that includes the new employee's full name, campus address, and account number to be charged for business use. A letter containing the pin codes will be sent in the campus mail to the new employee.

**Voicemail.** For information on how to set up or use your voice mailbox, please contact University Services at ext. 3257 or you may contact Marc Levy for assistance.

## **TEXTBOOKS**

Each semester, University Bookstore will send you textbook order forms for the following semester. You must place your book order with the University Bookstore. You may also be approached by bookstores that operate off-campus, as well. If you wish, you may indicate to them which books you expect to be using for that semester.

## **TICKET OFFICE**

No sponsor of a performance event may charge admission without using the Ticket Office. The Ticket Office provides ticket printing, box office services and personnel at established rates.

## **USHERS, HOUSE MANAGERS AND STAGE MANAGERS**

The Director of Facility Operations will organize, train and assign appropriate staff for an event as requested and required. The School of Music routinely uses student organizations to assist with ushering and stage management. No usher or stage assistant may serve without having received appropriate training by the Director of Facility Operations, or designee.

## **"YOUR CONNECTION"**

Your Connection is a web-based information and data link accessed from Fredonia's main webpage. Here you can learn about your courses, class rosters, and student and advisee information. Your Connection is also the place to submit grades. The log in screen for Your Connection will walk you through the process of obtaining the appropriate User ID and password for both Your Connection and eServices. The eServices username and password are required to access all of your newly created electronic accounts, including e-mail and ANGEL.

## **WEBSITE**

The School of Music website ([www.fredonia.edu/music](http://www.fredonia.edu/music)) includes information on many topics such as: Calendar of Events, Prospective Students, Current Students, Faculty & Staff, Degree Programs, Ensembles, Community Programs, etc.

## **FACULTY BIOS:**

Each faculty member has a bio page on the Fredonia School of Music site (see [www.fredonia.edu/music/faculty/main.asp](http://www.fredonia.edu/music/faculty/main.asp)). Starting in the Fall of 2018, ALL information on this page will be pulled directly from the information you submit through Digital Measures. This process is

fully automated and faculty must update their own information within Digital Measures in order to have any changes reflected on our website.

**FACULTY HEADSHOTS:**

Also new for Fall 2018, faculty are required to get a headshot taken by the campus photographer. Please email Roger Coda ([Roger.Coda@fredonia.edu](mailto:Roger.Coda@fredonia.edu)) to set up a time to have your new picture taken. If you do NOT have a campus photo taken, your image will NOT appear on the website. NOTE: If you have a professional headshot you would like to submit for considered use, please email it directly to Roger for consideration.

**ADDITIONAL LINKS:**

If you have a personal professional website and/or video or audio links you wish to have linked from your page, please send them to Jen Darrell-Sterbak ([sterbajd@fredonia.edu](mailto:sterbajd@fredonia.edu)).

## Quick Reference

**Melvin Unger, x3151**

Please make appointment with Tammy in Music Office

Funding Requests  
Personnel Matters  
Graduate Assistants  
Other

**Laura Koepke, x3151**

Please make appointment with Tammy or Amy in Music Office

Advising  
Adjunct Contracts  
Graduate Admissions  
Course Offerings  
All Academic Affairs issues

**Barry Kilpatrick, x4635**

Auditions & Admissions  
Convocation  
Coordination of Internet inquiries

**Jen Darrell-Sterbak, x3686**

Community Relations  
Special Events  
Summer Workshops  
Ensemble Tours  
Concert Programs  
Advertising/Publicity  
Community Student Performances  
Recruitment materials  
eNews  
Website  
Social Media

**Marc Levy, x4628**

Facilities  
Rosch Recital Hall  
Musical Journeys Program  
Summer Music Festival  
Student Keys  
Faculty Offices, keys, phone

**Tammy Bankoski (Secretary II), x3153**

Travel Forms  
Purchasing Requests  
Audition Scheduling  
Office Procedures

Receipts for auditions and outreach/marketing  
Extra-service payroll  
Accompanist reimbursements  
Student payroll paperwork

Maintain Calendar for Mel Unger  
Work-Study supervision  
Pay check distribution  
Coordination of internet inquiries  
Budget questions  
Graduate Student Assistance

Summer Camp payrolls  
Payroll forms - adjunct  
Order supplies  
receipt payments for instrument rentals,  
class fees, tape requests etc.

**Amy Schmitt (Office Assistant I - Keyboarding), x3151**

Faculty Attendance/Absence  
Mail distribution  
Mail, Photocopying, Filing  
Process Scheduling Requests  
Processing recital programs  
Independent Study grades  
Maintain calendar for Laura Koepke

Student Services contact person  
Campus visit appointments  
Maintain form inventory  
Lost & found  
Concert Programs  
Maintain EMS Calendar for School of Music

**Cathe Kilpatrick, x4859**

Auditions  
Admissions