
Douglas College
Music Department
Handbook
2011-2012



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Introduction

This little handbook does not claim to contain everything that every music student might possibly need to know to succeed at Douglas College. Rather it holds only information that is not readily available elsewhere and is important for most, if not all, music students. Other valuable sources of information are:

Douglas College Website

Go to www.douglascollege.ca and follow the links.

The Douglas College Calendar www.douglas.bc.ca/calendar.html has detailed information on the Music Programs and Music Courses as well as College-wide information on deadlines, procedures and policies.

The Music Department website www.douglas.bc.ca/programs/music.html has information on music instructors, music department activities and an online version of this handbook.

The College has a wealth of support services for students. Look for Student Services at www.douglas.bc.ca/services.html

Curriculum Guidelines are online for all Douglas College courses at www.douglas.bc.ca/new-students/curriculum-guides.html

Notice Boards

The large notice board in the office area is used regularly for important announcements affecting all students. The notice board by the lockers has general announcements of interest to music students as well as personal messages directed to individuals. The notice board in the main hallway before the double doors and the table below it have concert advertisements and other announcements of interest to students in the Faculty of Language, Literature and Performing Arts.

Make it a habit at least once daily to **“Notice the Notice Boards.”**

Instructors' Course Outlines

Instructors will distribute outlines for each course at the beginning of the semester. These outlines include important information on materials required for the course, methods of evaluation and the instructor's policies on attendance and participation.

People

If you don't know, ask someone! Your instructors, the Coordinator, Division Heads and the Performing Arts Assistant will all be happy to help you or direct you to someone who can.

Contacts

General

Mailing Address P.O. Box 2503, New Westminster, B.C., V3L 5B2

Fax (Language, Literature and Performing Arts) 604-527-5528

Main Switchboard 604-527-5400

Security 604-527-5405

Registrar's Office 604-527-5478

Student Services 604-527-5486

Learning Centre 604-527-5539

Administration

Name	Office	Phone	Email
Meg Stainsby Dean, Faculty of Language, Literature, and Performing Arts	3300A	604-527-5284	stainsbym@douglas.bc.ca
Barbara Sekhon Administrative Officer, Dean's Office	3308	604-527-5447	sekhonb@douglas.bc.ca
Joy Ollen Coordinator, Music Department	3245	604-527-5275	ollenj@douglas.bc.ca
Blair Fisher Coordinator, Music Technology Certificate Program	3229	604-527-5272	fisherb@douglas.bc.ca
Robert Caldwell Community Music School Programmer	3200E	604-527- 5694	caldwellr@douglas.bc.ca
Monica Kim Performing Arts Assistant	3200C	604-527-5495	kimm@douglas.bc.ca
Erin Miller Performing Arts Events Liaison Officer	3200A	604-527-5723	millere@douglas.bc.ca
Kyla Whitwell Community Music School Assistant	3200A	604-527-5469	commusic@douglas.bc.ca

Faculty

Name	Office	Phone	Email
Barrington, Barrie	3233	604-527-5560	barringtonb@douglas.bc.ca
Caldwell, Robert	3200E	604-527-5694	caldwellr@douglas.bc.ca
Fisher, Blair	3229	604-527-5272	fisherb@douglas.bc.ca
Fullerton, Graeme	3247	604-527-5277	fullertong@douglas.bc.ca
Glofcheskie, John	3243	604-527-5276	glofcheskiej@douglas.bc.ca
Hannan, Eric	3231	604-527-5273	hannane@douglas.bc.ca
Harty Scott, Heather	3247	604-527-5277	
Korsrud, John	3247	604-527-5277	korsrudj@douglas.bc.ca
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Ollen, Joy	3245	604-527-5275	ollenj@douglas.bc.ca
Putz, Ian	3247	604-527-5277	putzi@douglas.bc.ca
Silverman, Ellen	3223	604-527-5270	silvermane@douglas.bc.ca
Smith, Douglas	3235	604-527-5651	smithdo@douglas.bc.ca
Strutt, Michael	3239	604-527-5242	struttm@douglas.bc.ca
van Deursen, John	3241	604-527-5274	vandeursenj@douglas.bc.ca
Zakresky, Kevin	3247	604-527-5277	zakreskyk@douglas.bc.ca

Contract Private Lesson Instructors

These instructors do not have offices on campus. Teaching studios will be assigned at the beginning of the school year. Contact the Performing Arts office for telephone numbers.

Name	Instrument	Name	Instrument
Birney, Keon	French horn	Jack, Stanton	Guitar
Cavadas, Angela	Violin	MacDonald, Colin	Saxophone
Chernoff, Marea	Oboe	Ramsbottom, Gene	Clarinet
Fedoruk, Brenda	Flute	Round, Sue	Cello
Hood, Cameron	Electric Bass	TBA	Double Bass

Responsibilities of Regular Faculty

Academic Division Heads

Music Composition	Douglas Smith
Music History	John Glofcheskie
Music Theory, Sight Singing and Aural Skills	Joy Ollen

Performance Division Heads

Brass and Woodwinds	John van Deursen
Choral Ensembles	Eric Hannan
Class Piano	Barrie Barrington
Guitar and Strings	Michael Strutt
Instrumental Ensembles	John van Deursen
Percussion	Robert Caldwell
Piano and Keyboards	Ellen Silverman
Voice	Erica Northcott

Recitals

Tuesday Student Recitals	Erica Northcott
Thursday Showcase Recitals	Ellen Silverman
The Arts at One	Erin Miller
Master Class Participation and Concert Attendance Records	Barrie Barrington

Responsibilities of Regular Faculty

Concert Committee

Robert Caldwell

Erin Miller

Ellen Silverman

Michael Strutt

Library Liaison

John Glofcheskie

Music Department Website

Erin Miller

Music Technology

Blair Fisher

Scholarships

Barrie Barrington

Student Responsibilities

It is the student's responsibility to be aware of policies, procedures and deadlines which are in effect at Douglas College. This information appears in the Douglas College Calendar www.douglas.bc.ca/calendar.html, the list of policies www.douglas.bc.ca/policies/, this handbook and instructors' course outlines.

It is also the student's responsibility to attend classes regularly, to keep his/her work up to date, and to complete assignments as required. Final grades are based largely on complete assignments, tests and class participation. Students can be asked to leave a course if attendance is not regular. (See the statement on Student Responsibility in the Douglas College Calendar.)

Students who completed less than 70% of the total evaluation of the course, or who missed more than 30% of the classes where the instructor's course outline specified attendance as a course requirement will receive a UN grade (unofficial withdrawal).

Student Behaviour

Douglas College is dedicated to the pursuit of knowledge. As a co-operative community, it relies upon the maturity and integrity of all its members to allow freedom for effective teaching and learning. (Read the pamphlet entitled "Douglas College is a respectful community.")

Douglas College students are expected to behave as adults, and may expect to be treated as such. Unfortunately, however, it is necessary to remind some students of proper conduct in lectures and rehearsals.

Arrive punctually with all required books and materials. If you do arrive late, enter the classroom quietly. Contribute to the learning environment by listening attentively, volunteering answers when appropriate and participating in discussions.

If late for a concert, wait until a break in the program before taking a seat. Anyone creating a disturbance will be asked to leave.

Help to keep the facilities pleasant for all by cleaning up after yourself. Eating and drinking are only allowed in designated areas. Smoking is prohibited inside the building and outside near exits. It is permitted only on the east side of the building now, as per posted signs.

Graduating students wishing to leave their mark on the back wall of the theatre may do so only by contacting Drew Young, Coordinator of Stagecraft, 604-527-5280.

Assignments

Assignments are to be handed in at the beginning of class on the date due. Submissions received any time after that will be considered late and dealt with in accordance with individual instructor policy as stipulated in the instructor's course outline.

Assignments are to be submitted personally to the instructor or the Departmental Assistant. Assignments received in any other manner will not be accepted without prior approval of alternative arrangements. The student must accept full responsibility for improperly submitted assignments should they go astray.

Student Status in Music Programs

It is expected that most students will take a full program. Students may participate on a part-time basis subject to course admission requirements and seat availability. Private lessons are available only to full-time music students. See the statement on Program Participation in the Douglas College Calendar.

1. **In order to be considered full time, music students must be taking a minimum of 11 credits, including all required music courses for which they are eligible.**

The core music courses are:

- concentration lessons
- ensemble
- music theory
- aural skills
- music history

Students whose concentration study is voice or an instrument other than keyboard and whose keyboard skills are at less than Grade 7 RCM must also take class piano.

All students who meet the English assessment requirement must take music history.

Those students who are not eligible for music history will need to enroll in another course, preferably English or English as a Second Language, in order to meet the 11-credit minimum.

The music faculty will check each music student's program on the first day of each semester to ensure that all core music courses are being taken.

2. **Students wishing to take a partial program will be allowed to do so only by special permission of the music faculty.** Requests for permission to take a partial program must be submitted in writing with a clear and complete rationale for each request. Requests based on personal or health grounds,

on ESL needs, or on learning disabilities must be fully explained and include supporting documentation if appropriate. Requests based on failure in pre-requisite courses must include a remedial plan (auditing a lower level course, for example). Requests based on work conflicts will not normally be considered. Faculty will review applications from students who have requested partial programs at the earliest possible date. Registration for part-time students is during the late registration period and is subject to seat availability in the courses requested.

3. **Music faculty will review the status of all program students at a special meeting after mid-term week.** Any student who is not participating satisfactorily in the program will be required to meet with the Coordinator. Students with one or more grades below C- at the end of a semester will be interviewed by the Coordinator and placed on program probation for the next semester.
4. A final grade of C- is required in a pre-requisite course in order to proceed to the next level. If a student receives a grade of P or F in a core music course, the following recommendations apply:
 - a. A student may request to audit a course for a second time, or to audit the next level of a course (for which s/he does not have the pre-requisite), subject to seat availability.
 - b. If a student obtains a P or F in a course with a pre-requisite, and has received a grade of C or lower in the pre-requisite course, it is recommended that the student retake the pre-requisite course in order to upgrade, subject to seat availability. (For example, if a student fails MUSC 1210 or 1220, this student would take MUSC 1110 or 1120 in the next fall semester before retaking MUSC 1210 or 1220 in the next winter semester.)
 - c. If a student obtains a P or F in a course with a pre-requisite, has received a grade of C+ or higher in the pre-requisite course, and does not have 11 required music credits available to him/her in the subsequent semester, it is recommended that the student register in elective courses (music or other) up to a minimum of 11 credits in order to reach full-time music program status for that semester.
 - d. If a student obtains P or F in a course without a pre-requisite, and does not have 11 required music credits available to him/her in the subsequent semester, it is recommended that the student register in elective courses (music or other) up to a minimum of 11 credits, in order to reach full-time music program status for that semester.
5. **According to College policy, a student may register for the same course as a credit or audit student a maximum of two times.** Exceptions to this maximum require the permission of the College Registrar.
6. **Students who wish to withdraw from a core music course must speak to the instructor and to the Coordinator before doing so.** The student should be aware of all the implications of dropping a course and what alternatives there might be. Withdrawal from a core music course may jeopardize the student's status in other music courses, particularly private lessons.
7. **Students who wish to withdraw from the program must inform the Coordinator before doing so.**

Revised May, 2004

Textbooks

In music courses, students may not use used textbooks in which exercises and assignments have already been done.

In all music courses, students may not use photocopied textbooks, or photocopies of portions of textbooks, in the classroom.

Approved June 17, 2002

Student/Teacher Relations

Students are encouraged to communicate with instructors about anything which might affect their work in a course. Such matters will be held in the strictest confidence unless the student gives permission for the information to be shared with other instructors.

In the extreme case where a student experiences continuing difficulty with any music instructor during an academic year, the student should attempt to resolve the problem directly with the instructor as soon as possible. If this attempt is unsuccessful, the student should speak to the Music Coordinator, and/or to the appropriate Music Department Division Head. For information on College procedures regarding Appeals, Petitions and Formal Complaints, please see www.douglas.bc.ca/policies.

Security

Unfortunately there have been many thefts in the Performing Arts area. Do not leave valuables unattended in any area of the College. Do not leave instruments unattended in Practice Rooms. If at any time you suspect someone not affiliated with Douglas College is in the Performing Arts spaces, notify a member of the music faculty or Security (at the information booth on the concourse or by phone at 604-527-5405). Go to the Safe Walk booth in the concourse if you would like someone to walk you to your car or to the Skytrain.

Music Scholarships and Awards of Distinction

For detailed descriptions of Douglas College's music scholarships and awards of distinction, please visit <http://www.douglas.bc.ca/faculties/lang-lit-performing-arts/awards-prizes-scholarships.html>

Policies and Procedures

1. In order to be considered for a music scholarship or award of distinction, a student must be enrolled in a minimum of 11 credits, including all the core music courses (ensemble, private lessons, theory, history) for which s/he is eligible.
2. In order to receive a music award of distinction, a student must maintain a GPA of 2.00 or higher. Recipients of the Laura Chestnut Music Theory/History Scholarship must have a minimum GPA of 3.5. For Music Entrance Scholarships and Awards of Distinction, the previous academic records of candidates will be considered.
3. Unless otherwise designated, a music scholarship or award of distinction must be used for further music studies at Douglas College beginning in September of the calendar year in which the award is received.
4. A recipient of a music scholarship or award of distinction is expected to perform in the Scholarship Winners' Concert in the following academic year. Winners of the Laura Chestnut Music Theory/History Scholarship may be exempt from this requirement.
5. Music Scholarships and Awards of Distinction are awarded primarily on the basis of achievement and potential. Where the specified criteria for a scholarship or award are met equally by two or more candidates, consideration may be given secondarily to financial need and thirdly to contribution to the musical life of the Department.
6. For each scholarship or award of distinction awarded, an alternate recipient will be designated. Should neither the designated nor alternate recipient continue his/her full time music studies in the subsequent academic year, the money will revert to the fund.
7. Where no suitable candidate is found, a scholarship or award of distinction may not be awarded in that year.
8. Winners of music scholarships and awards of distinction are selected by the Music Faculty (Committee of the Whole). Decisions are final.
9. Winners of scholarships and awards of distinction are to pay their fees in full as required by the College registration process. Once the late registration date has passed and it has been determined that recipients or alternates have met the requirements as described above, the Accounting Department will be asked to issue re-imbusement cheques accordingly.

Revised August 2011

Music Scholarships and Awards of Distinction

Douglas College Music Entrance Scholarships and Awards of Distinction

- Meiji University Mandolin OB Club Music Award of Distinction
- Hugh Livingston Maze Award of Distinction
- Performance-Based Scholarships

Students transferring from the Douglas College Basic Musicianship Program to the University Transfer Music Program will automatically be considered for entrance scholarships. No application is required. Winners of Music Entrance Scholarships and Awards of Distinction must confirm their intention to attend Douglas College by June 15. Otherwise the scholarship or award will be offered to an alternate.

Music Scholarships and Awards of Distinction

- Laura Chestnut Music Theory/History Scholarship
- David Peterkin Memorial Music Award of Distinction
- Dr. G. Herald Keefer Music (Organ) Award of Distinction
- Henry Waack Music Awards of Distinction
- Len Whiteley Memorial Music Award of Distinction
- Rotary Women's Association Music Award of Distinction
- Silverman Music Award of Distinction
- Tatsuo Hoshina Voice Award of Distinction
- Walter G. Robertson Memorial Music Award of Distinction

Music Student Recognition Awards

No application is required. The awards will be announced and distributed at the Annual Scholarship Benefit Concert at the end of the academic year.

Other Scholarships and Bursaries

Music students are also eligible for other scholarships and bursaries. Application is required. Contact the Financial Aid Office for information. Note the following in particular:

- Arts Council of New Westminster Scholarship
- Anna Raffle Memorial Bursary
- Bob Holroyd Memorial Bursary

Revised August, 2011

Facilities and Equipment

Student Use of Performing Arts Facilities

Douglas College offers some of the finest performing arts facilities in the province. In order that all users can enjoy a pleasant and productive working environment, it is essential that there be mutual respect and co-operation. To that end, please observe the following guidelines.

1. Spaces must be left in the original, tidy condition for the next users. Chairs, music stands and all equipment must be returned to the proper location.
2. Eating, drinking, smoking and/or consuming drugs or alcohol are not permitted.
3. Users of designated, specialized spaces—recording studios, percussion room, rehearsal rooms, large instrument storage room, music technology lab—must have permission slips authorized by music faculty and issued by the Performing Arts Office.
4. Keys for specialized spaces are non-transferable and must be returned before a student's grades will be released by the Registrar's Office.
5. There must be no tampering with equipment. Any problems with equipment should be reported immediately to the Performing Arts Office or a member of the music faculty. Do not leave instruments unattended in Practice Rooms.
6. No equipment is to be moved without permission of music faculty, and must be returned to its original location after use.
7. No equipment is to be removed from the College premises.
8. Failure to adhere to these rules will result in the loss of room booking privileges.

Recording Studios

The Music Department features two fully equipped digital multi-track recording studios, complete with large live rooms. Both rooms feature tie lines to other recording spaces within the Performing Arts area, allowing for a great deal of flexibility in scheduling sessions. Both rooms also feature the latest versions of Logic and ProTools software, allowing for choice of recording platforms. In addition to the two studios, there are various portable recording options available for off-campus projects.

These facilities are available for use by Douglas College students who are enrolled in the Music Technology Certificate or Audio Engineering course offered through the Community Music School, and are also available for recording recitals, audition tapes and other student projects. Please see the faculty member in charge of the studio for information and guidelines.

Practice Rooms

During the first week of classes, blank timetables will be posted on the practice room doors. Students are to sign up for practice times in accordance with any posted directions.

During the week, practice rooms are unlocked by security personnel at 7 a.m. and locked again at 10 p.m. Students are expected to leave the building by closing time (10 p.m. on weekdays, 7 p.m. on weekends).

Students wishing to practice on weekends must get authorization specifying the room, the day of the week and the time. Authorization is issued by the Performing Arts Office. Security has instructions to admit only students with authorization and current student cards.

Special Practice Facilities

In addition to the regular practice rooms, several other rooms are available for special practice purposes. Since many of these rooms contain specialized equipment and are used by many different users, access is through a priority booking system.

Booking procedures are currently being developed. Check with the Performing Arts Assistant after the 2nd week of classes.

Instrument Storage Lockers

There are a number of special instrument lockers for music students. These lockers are signed out for the entire year, on a first come, first-served basis. (Students must remain registered in the Music Program in order to retain their locker.) Lockers are available in various sizes to fit any band or string instrument. Price varies from \$20 per year for a small locker to \$40 for a large one.

Students who wish to sign up for one of these lockers must see the Blair Fisher during the first week of classes, either at the Registration Check or in his office (3229). These special music lockers will not be signed out by the Student Society. All rental proceeds will go towards D.C. Music Projects.

Lockers

Lockers are also available through the Student Society at a fee of \$10.00 per semester (i.e., \$20.00 per year). In order to obtain a locker, present your student card along with an authorization slip signed by music faculty to the Student Society Office.

Instruments

Please see the Band Director or the guitar instructor to sign out an instrument. Students are responsible for loss or damage. Do not leave instruments unattended in the Practice Rooms. Instruments must be returned before a student's grades will be released by the Registrar's Office.

Private Lessons

General Policies

1. The duration of each lesson is as follows:
 - Courses numbered 1150, 1155, 1250, 1255, 2350, 2450 - 50 minutes
 - Courses numbered 1151, 1156, 1251, 1256, 2351, 2451 - 25 minutes
2. It is very important that the lessons occur on a regular basis (once a week) to ensure maximum benefit from the instruction.
3. All students taking private lessons must receive 12 sessions within the semester. Additional lessons or extended lesson time with the instructor may be arranged through the Douglas College Community Music School.
4. In order that the student and the teacher enjoy and profit from the lessons, it is essential that both parties be punctual at, and prepared for, each lesson. If there are any difficulties in administering or receiving lessons please notify the Music Coordinator immediately.
5. All lessons must be given at the College.

Cancelled and Missed Lessons

1. If either student or instructor is unable to attend the lesson owing to illness or extenuating circumstances, the other party should be notified as soon as possible and arrangements should be made to reschedule the lesson at a mutually convenient time.
2. Lessons missed or cancelled by the student without a valid excuse or adequate notice will not be made up.
3. Occasionally, curricular activities (field trips, etc.) will conflict with lessons. It is the student's responsibility to notify the instructor of any such conflict as soon as such an activity is announced so that an alternate lesson time can be arranged.
4. **Instructors who need to cancel two consecutive lessons must notify the Performance Division Head for their area. Under no circumstances may an instructor send a substitute without the expressed written consent of the Coordinator.**

Instructor Assignment and Student/Instructor Relations

1. At the beginning of music studies at Douglas College, Performance Division Heads will assign students to Douglas College staff instructors for private lessons. Under normal circumstances, it is expected that a student will continue to take lessons from the assigned instructor for the duration of his/her performance studies at the College.
2. Where more than one staff instructor on an instrument or voice is available at Douglas College, a student may request a specific Douglas College instructor before the beginning of any academic year. Such requests should be made in writing and addressed to the appropriate Performance Division Head, who will attempt to meet any requests as far as possible.
3. In the extreme case where a student experiences continuing difficulty with a music instructor during an academic year, the student should attempt to resolve the problem directly with the instructor as soon as possible. If this attempt is unsuccessful, the student should speak to the Music Coordinator, and/or to the appropriate Music Department Division Head. For information on College procedures regarding Appeals, Petitions and Formal Complaints, please see the current Douglas College Calendar at www.douglas.bc.ca/policies.

Grading

University Transfer Music concentrators MUSC 1150, 1250, 2350, and 2450 will be evaluated on the following basis:

1. Seventy percent (70%) of the total mark will be allotted by the instructor on the basis of weekly achievement in the various aspects of the course. This will be recorded by the instructor at the conclusion of each lesson on the Student Lesson Record form.
2. Factors to be considered include progress, punctuality and attendance, musicianship and completion of the minimum requirements.
3. 30% percent of the total mark will be based on a jury examination at the end of each semester. The student will be expected to demonstrate mastery of all aspects of the requirements.
4. Up to 10% of the total mark will be deducted for unsatisfactory participation in College recitals and master classes. (See section on Master Classes.)

Secondary students MUSC 1151, 1251, 2351, and 2451 will be evaluated as follows:

1. Recital and master class participation will be counted as part of the concentration mark.
2. There are no jury exams for secondary lessons. The instructor's mark will constitute 100% of the grade.

Basic Musicianship students MUSC 1155, 1156, 1255, and 1256 will be evaluated as follows:

1. There will be no jury exam at the end of the fall semester. 100% of the total mark will be allotted by the instructor on the basis of weekly achievement in the various aspects of the course. This will be

recorded by the instructor at the conclusion of each lesson on the Student Lesson form provided. Up to 10% of the total mark will be deducted for unsatisfactory participation in recitals and master classes. (See section on Master Classes.)

2. The spring semester will be graded on the same basis as University Transfer Music concentrators. There will be a jury exam at the end of the Winter semester.

Withdrawals

Students withdrawing from the program must notify the office not fewer than 3 days prior to the next lesson. Should an instructor not receive at least 24 hours notice of a withdrawal before a lesson, he/she will be paid for that lesson.

Loss of Lessons

It is the policy of the department that students maintain satisfactory standing in other music subjects in order to receive lessons. Students' progress is reviewed regularly during the semester and if, in the opinion of the faculty, a student shows less than satisfactory standing, lessons may be withdrawn.

Revised June 24, 2002

Jury Examinations

1. Jury exam requirements may include pieces, studies, technical requirements, quick study and sight-reading. Specific requirements are set for each instrument and voice. Please consult your private lesson instructor for detailed information well before the exam date.
2. All jury exams will be held during the final examination period. Jury examinations are held at the end of each semester for University Transfer concentration lessons. Jury examinations for the Basic Musicianship program are held at the end of the Winter semester only. There are no jury exams for secondary lessons.
3. Basic Musicianship students may use their jury as an audition for the University Transfer Music Program. For further information, see the section on Transfer.
4. The two jurors will include one regular member of the music performance faculty and the instructor.
5. A schedule of jury examinations will be posted prior to the final examination period. It is the student's responsibility to consult the schedule and inform the Division Head of any conflicts immediately.
6. Students must be in attendance and ready 10 minutes before the scheduled time. Those students required to do Quick Studies must be present 30 minutes before the scheduled time.
7. Students are to bring to concentration jury exams the following:
 - a. A jury form with the top section filled out.
 - b. One extra copy of each of the pieces and studies being played on the exam for the use of the examiners. Photocopies are acceptable for this purpose.
8. The mark for the jury exam is the average of the marks submitted by the jurors. This mark constitutes 30% of the final grade for the course.
9. Recital and Master Class participation is to be considered at the jury examination. (See section on Master Classes, Concerts and Recitals.)
10. Completed jury forms are placed in student files and are accessible to students. Copies are given to instructors. Students are encouraged to read the jurors' comments and discuss them with their instructor.

Revised June 24, 2002

Master Classes, Concerts and Recitals

Participation

All students taking private lessons for credit are required to attend all concerts in the Thursday The Arts at One concert series, all Tuesday student recitals, and designated Master Classes each semester.

Students are also required to perform in at least one student recital and/or Master Class each semester on their concentration instrument. Students may choose to perform on their secondary instrument too.

In addition, any student is welcome to attend any Master Class or presentation.

Grading

Up to 10% of a student's concentration private lesson grade may be deducted for unsatisfactory participation in recitals and Master Classes. The following explains the grading calculation:

5% is deducted for failure to perform.

1% is deducted for each absence from The Arts at One Series.

1% is deducted for each absence from the required divisional recitals and Master Classes.

1% is added for each additional performance and/or accompaniment above the minimum. This addition will only offset marks that have been deducted.

1% is deducted for B.Mus. piano concentrators who fail to meet the accompaniment requirement.

No student can gain or lose more than 10% of his/her final grade for this requirement.

Student Recitals

On the last five or six Tuesdays of each semester there will be general music recitals. Recitals will begin at 1:30 pm. Master Classes will start at 12:30 pm at the discretion of the instructors. Master Classes may also be given at other times. Attendance will be taken at all events.

Student Showcase Recitals

The instructors will choose students to perform at Student Showcase Recitals each semester. These take place as part of The Arts at One concert series on Thursdays at 1:00 p.m in the Laura C. Muir Performing Arts Theatre.

Stage Presence

Performers' appearance and deportment should be appropriate for a recital of classical music in a concert hall.

Student Recital CDs

CDs of all student recitals will be available online.

1. Go to www.mydouglas.ca
2. Login to myDouglas with your username and password.
3. Inside myDouglas go to Groups (top right hand corner).
4. Click on group index, then index, then service and finally DC Music Recitals. The next page asks you to agree to the above statement. Agree by clicking in the appropriate 2 boxes. Go to Links (left-hand side of the page).
5. Click the appropriate concert date. You can listen to the entire concert and download the entire concert and program.

Program Information

Student recital forms may be picked up from the Performing Arts office. A recital form, complete with the instructor's signature and all program information in the proper format, should be handed in to the instructor in charge of the recital no later than TEN DAYS prior to the performance date. See "Responsibilities of Regular Faculty" for the name of the instructor in charge.

Students whose program information is not complete in time for printing will not be permitted to perform.

Please observe the procedures outlined in "Submitting Program Information" below and the various model formats on the following pages.

Submitting Program Information

It is important that all program information be submitted in an accurate, consistent and legible form. **Please print all information clearly, with special attention to foreign terms (including accents where appropriate).**

Check the spelling of composers' names; these can vary widely. Choose a standard spelling.

Check composers' dates carefully. If you are not sure if a twentieth-century composer is still alive, check a recent biographical dictionary (such as the latest editions of *Baker's Biographical Dictionary of Musicians*, *The New Grove Dictionary of Music and Musicians*, or *The Encyclopedia of Music in Canada*) in the reference section of the Library, or search a reputable website. Remember, the quality of the information printed in the program reflects on your performance presentation.

College Grading System

Grade	Numerical Value	Achievement Level	Description
A+	4.33	95% and above	
A	4.00	90% to 94%	Outstanding Achievement
A-	3.67	85% to 89%	
B+	3.33	80% to 84%	
B	3.00	75% to 79%	Good Achievement
B-	2.67	70% to 74%	
C+	2.33	65% to 69%	
C	2.00	60% to 64%	Satisfactory Achievement
C-	1.67	55% to 59%	
P	1.00	50% to 54%	Marginal Achievement
F	0.00	49% and below	Unsatisfactory Achievement
UN	0.00	Student completed less than 70% of the total evaluation of the course, or missed more than 30% of the evaluation of the classes where the Instructor's Course Outline specifies that attendance is a course requirement.	

N.B.: A final grade of C- is required in a pre-requisite course in order to proceed to the next level.

Community Music School

Music students are welcome to supplement their college studies with non-credit music lessons or courses offered by the Douglas College Community Music School. Some possibilities which may be of special interest to music students are:

Private Lessons

You may arrange for additional lessons or extended lesson time with your private lesson instructor or you could take lessons on a different instrument or voice.

Audio & Music Production Classes

6 levels of audio & music production courses plus a seventh level of internship.

Pick up a brochure outside the Community Music School Office (Room 3200A), telephone 604-527-5469, drop by during the office hours posted on the door, or visit www.douglascollege.ca/cms Transfer Information from Basic to UT1

It is important that Basic Musicianship students intending to enter Douglas College's University Transfer Program in the subsequent year consider policies and procedures well in advance. It is entirely the student's responsibility to make the necessary arrangements.

Enrolment in the Basic Musicianship Program does not constitute automatic acceptance into University Transfer. Rather, each student must do the following:

1. Advise his/her private lesson instructor in the fall semester of the intention to audition in the spring, so that the instructor can program curriculum accordingly.
2. Advise the Music Coordinator of this intention as well.
3. Advise the jury examiners at the end of the winter semester that the jury exam for MUSC 1255 or 1256 is to constitute an audition for University Transfer.

N.B. the MUSC 1255 or 1256 jury will not be considered an audition unless requested. Passing the MUSC 1255 or 1256 exam does not necessarily mean that the student is of UT entrance standard in performance.

Students who do not pass the audition may re-audition at a later date.

4. Apply at the Registrar's Office for the University Transfer Music Program before the end of the winter semester, using the **Change of Program** form.

In order to be eligible to enroll in University Transfer Music Theory (MUSC 1110), students must achieve a grade of 75% or higher on the theory assessment. The theory assessment will be given as part of the final examination in MUSC 1101 and MUSC 1202. Students who do not achieve this grade may re-write the assessment on designated assessment dates throughout the spring and summer.

In order to be eligible to enroll in University Transfer Aural and Sight Singing Skills (MUSC 1111), students must pass an individual singing assessment with the Aural Skills Division Head. The assessment may be taken on designated audition and assessment dates throughout the spring and summer.

If there are any questions, students should not hesitate to speak with the Music Coordinator.

2011/2012 Events

The Arts at One Concert Series

The Arts at One Concert Series is funded by the Douglas College Music Department with the assistance of the Music Performance Trust Fund of the Vancouver Musicians' Association. These concerts are held on Thursdays at 1:00 pm in the Laura C. Muir Performing Arts Theatre.

Fall 2011

September 8 Fringe Percussion

Jonathan Bernard
Martin Fisk
Brian Nesselroad
Daniel Tones
with special guest Stephen Fisk

September 15 A Plucky Thing! Music from the golden ages of harpsichord

Monica Kim, harpsichord

September 22 Cosmophony

Rachel Iwaasa, piano

September 29 Music for Trumpet and Piano

Edward Bach, trumpet
Barrie Barrington*, piano

October 6 Chamber Ensemble featuring Flute

Suzanne Snizek, flute
Connie Gitlin, clarinet
Suzanne Klukas, piano
Alison Nystrom, soprano

October 13 Little Night Band

Blair Fisher*, Director

October 20 GUITAR +

Michael Strutt*, guitar
Jesse Read, bassoon
Gene Ramsbottom, clarinet
Bob Caldwell*, percussion

October 27 Technology Concert with Bob Caldwell* and Blair Fisher*

November 17 Student Showcase

November 24 Student Showcase

December 1 Student Showcase

**Douglas College faculty member*

Winter 2012

January 5	The Curtis Parry Group	February 23	Duo Joncol
January 12	Angela Cavadas* & group	March 1	Student Showcase
January 19	Faculty Concert	March 22	Award Winners' Concert
January 26	Musica Intima	March 29	Award Winners' Concert
February 2	Ellen* & Robert Silverman	April 5	Douglas College Student Ensembles
February 9	Student Showcase		

**Douglas College faculty member*

Ensemble Concerts

Saturday, November 26, 2011	7:30 pm	Laura C. Muir Performing Arts Theatre
Douglas College Choral Society & Chorale		\$15 general, \$10 seniors all students free
Monday, November 28, 2011	7:30 pm	Laura C. Muir Performing Arts Theatre
An Evening of Jazz		free
Wednesday, November 30, 2011	7:30 pm	Laura C. Muir Performing Arts Theatre
Douglas College Concert Band & Ensembles		free
Saturday, December 3, 2011	7:30 pm	Laura C. Muir Performing Arts Theatre
Student Composition Concert		free
Friday, March 30, 2012	7:30 pm	Laura C. Muir Performing Arts Theatre
Awards Benefit Concert		\$10 general, \$5 students and seniors
Chorale and Concert Band		Douglas College students free
Saturday, March 31, 2012	7:30 pm	Venue to be announced
Douglas College Chorus and Choral Society		\$15 general, \$10 seniors all students free
Saturday, April 2, 2012	7:30 pm	Laura C. Muir Performing Arts Theatre
An Evening of Jazz		\$10 general, \$5 students and seniors Douglas College students free
Saturday, April 14, 2012	7:30 pm	Laura C. Muir Performing Arts Theatre
Student Composition Concert		\$10 general, \$5 students and seniors Douglas College students free

Fall 2011 Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	
0830		1111-3 JO 3345 1104-2 HHS 3343 2311-3 JG 3347		2311-3&4 JO 3345	1111-3&4 JO 3345	
0900	1110-3 JG 3347 1102-2 DS 3345 2361-2 BB 3220	3180 BF 3221	1110-3 JG 3347 1101-2 DS 3345 2361-2 BB 3220 3180 BF 3221			
0930		1111-4 JO 3345 1160-4 BB 3220 1104-2 HHS 3343 2311-4 JG 3347 3180 BF 3221		1104-2 TBA 3343 2310-2 JG 3347 1111-3 JO 3345 1160-4 BB 3220	2311-3 JO 3345 1101-2 DS 3343 1110-3 JG 3347 1161-4 BB 3220	
1000	1101-2 DS 3345 1110-4 JG 3347 1161-3 BB 3220 1163 JVD 3285		1110-4 JG 3347 1161-3 BB 3220 1102-2 DS 3345 3180 BF 3221			
1030		1160-3 BB 3220 1103-2 TBA 3345 2320-2 GF 3347 3180 BF 3221		1111-4 JO 3345 1160-3 BB 3220 2310-2 JG 3347	1110-4 JG 3347 1161-3 BB 3220 1102-2 DS 3343 2311-4 JO 3345	
1100	1101-2 DS 3345 1161-4 BB 3220 2310-2 JG 3347		1102-2 DS 3345 1161-4 BB 3220 2310-2 JG 3347 3180 BF 3221			
1130		1103-2 TBA 3345 2320-2 GF 3347 3180 BF 3221		1163 JVD 3285 1103-2 HHS 3347 3183 JK 3220	Lunch	
1200	1160-4 BB 3220 1144 EH 3285	3181 IP 3220 (1230-1430)	1163 JVD 3285 1160-3 BB 3220		1121-1 DS 1606 1120-2 JG 3347 2320-2 GF 3345 3181 IP 3220	
1230						
1300	1144 EH 3285	Masterclasses and Recitals	1121-1 DS 1606 1120-2 JG 3347 3183 JK 3220	The Arts at One	1121-1 DS 1606 1120-2 JG 3347 2320-2 GF 3345 3181 IP 3220	
1400	1131-1 JVD 3285 1188-1 MS 3219		1121-1 DS 1606 1120-2 JG 3347 3183 JK 3220		2361-2 BB 3220	
1430		1130-1 JVD 4100 (1430-1600)		1144-1 EH 4100 1141-1 KZ 3285		
1500	1131-1 JVD 3285 1188-1 MS 3219		1182-1 BF 3220		1113-1 DS 3347	
1530		1130-1 JVD 4100		1144-1 EH 4100 1141-1 KZ 3285		
1600	Meetings and Special Events	3180 BF 3220	1182-1 BF 3220 1133 RC 3285 / 4100		1113-1 DS 3347	
1630				1131-1 JVD 4100		
1700			1182-1 BF 3220 1133 RC 3285			
1730					1131-1 JVD 4100	
1900 2100		1131-50 BF 4100	1140 EH 3285 (1830-2120)	1130-1 JVD 410 (19-2130) 0		

