

MISSOURI SOUTHERN

STATE UNIVERSITY

DEPARTMENT OF PERFORMING ARTS



MISSOURI SOUTHERN

Department Handbook

DEPARTMENT OF PERFORMING ARTS
for

MISSOURI SOUTHERN

STATE UNIVERSITY

DEPARTMENT OF PERFORMING ARTS

DIVISION OF MUSIC

MISSOURI SOUTHERN

STATE UNIVERSITY

DEPARTMENT OF PERFORMING ARTS

DIVISION OF THEATRE

**Faculty, Staff, & Students
2025-26**

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WELCOME TO MSSU PERFORMING ARTS!

Welcome to Performing Arts at MSSU! Our faculty and staff are committed to providing you with a strong foundation for your current and future endeavors.

This handbook is designed to acquaint performing arts students, faculty, and staff with information specifically related to **music** and **theatre** studies, guidelines, and procedures. The ***Department of Performing Arts – Divisions of Music and Theatre*** exist within the framework of the **College of Arts and Sciences at Missouri Southern State University**. Both students and faculty within the department are subject to all regulations issued by the College and ultimately, the University, which are found in the appropriately associated handbooks, catalogs, and schedules. This handbook does not attempt to replace these resources, but highlights sections of these documents while expanding upon curricular and related matters that are unique and specific to our department and its respective divisions.

In terms of degree requirements, policies, and practices, students are bound by the University catalog of their entry year. This ***Performing Arts Department Handbook*** defines departmental requirements, policies, and practices that may be different from year to year as necessity may dictate. Any substitutions, waivers, exceptions, or other adjustments regarding these procedures must be requested in writing and must receive the written approval of the Department Chair for them to be accepted.

Diana Allan, D.M.A.

Professor of Music

Chair, Department of Performing Arts (Divisions of Music and Theatre)

Director of Vocal Studies

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Joplin, MO 64801

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**All students and faculty in the Performing Arts Department
are responsible for the information contained in this handbook.**

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DEPARTMENT OF PERFORMING ARTS FACULTY & STAFF

Dr. Diana Allan, Chair

Professor of Music, Director of Vocal Studies

- Doctor of Musical Arts in Vocal Performance from the University of Texas, Austin, Austin, TX
- Master of Arts in Vocal Performance from Stephen F. Austin State University, Nacogdoches, TX
- Bachelor of Music in Vocal Performance from Pittsburg State University, Pittsburg, KS
- Bachelor of Music Education from Pittsburg State University, Pittsburg, KS

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- Bachelor of Arts in History from Southern Illinois University, Carbondale, IL
- Associate of Science in Political Science/Digital Media from Hawkeye Community College, Waterloo, IA
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PERFORMING ARTS FACULTY & STAFF

<https://www.mssu.edu/academics/arts-sciences/performing-arts/faculty-staff.php>

PERFORMING ARTS AT MISSOURI SOUTHERN

WHY STUDY PERFORMING ARTS AT SOUTHERN?

With concentrations in education, performance, and industry, our degrees and certificates will give you the essential training and experience for a career in the performing arts. No matter what area of specialty you choose, the skills you will learn at Missouri Southern will provide you with the necessary foundation to enable you to enter the workforce immediately or prepare you for graduate study.

MISSION

The Missouri Southern Department of Performing Arts seeks to serve the University and its community by providing access to music and theatre as a vocation or avocation through education, performance, and technology with the goal of producing performing arts supporters, entrepreneurs, participants, and professionals in music and theatre.

DEPARTMENT OBJECTIVES

Students will, in accordance with their performing art medium (music and/or theatre . . .

The objectives of the MSSU (Missouri Southern State University) Department of Performing Arts should align with the mission of the university, the goals of higher education in the arts, and the needs of the students. Here are some potential objectives:

1. **Foster Artistic Excellence** by providing high-quality instruction and training to develop students' technical skills, creativity, and artistic expression.
2. **Enhance Critical Thinking and Communication Skills** by developing students' abilities to critically analyze and interpret works of art.
3. **Support Diverse and Inclusive Artistic Practices** by cultivating an inclusive environment that embraces diverse artistic traditions and perspectives, collaboration and interdisciplinary work that reflects the rich diversity of the performing arts.
4. **Support Lifelong Learning and Personal Development** by encouraging lifelong engagement with the performing arts as artists, audience members, and supporters through personal growth, self-discipline, and confidence through participation in the performing arts.
5. **Engage with the Community** by fostering strong connections with local and regional community through performances, workshops, and outreach programs as we promote the role of the arts in enhancing cultural awareness.

By focusing on these objectives, the MSSU Department of Performing Arts can provide a comprehensive, inclusive, and forward-thinking education that prepares students for a dynamic and evolving field.

PERFORMANCE OPPORTUNITIES

Unique to Missouri Southern is the ability for all students, regardless of major, to participate in our musical ensembles and theatrical productions while receiving individualized instruction. Students may also participate in more than one performing arts area and are not limited to one area—choir, band, or theatre. These opportunities provide for a variety of performance experiences making MSSU a great place to further students' performing arts interests and abilities.

CHORAL/VOCAL STUDIES

- **Concert Chorale** (large mixed choir) **MWF 12pm-12:50pm**
- **Chamber Singers** (select mixed ensemble) **MWF 1pm-1:50pm**
- **Applied Vocal Lessons** (½ hr or 1 hr private instruction) **Lesson based on your schedule**

- **Annual Musical** – Early Fall with auditions are in August
- **Masterwork, The Southern Symphonic Chorus** – Early April with rehearsals beginning in February
- **Southern Showcase Onstage!**— Late April, with auditions in January
- **SouthernVox** (small select ensemble)

INSTRUMENTAL STUDIES

- **Lion Pride Marching Band** (plays at football games, marches at parades) **MWF 2-4pm (fall)**
- **Concert Band** (select band) **TR 2-3:30pm**
- **Southern Symphony Orchestra** (orchestra) **M 7pm-9pm**
- **Southern Jazz Orchestra** (jazz band) **TR 11am-12:30pm**
- **Applied Instrumental Lessons** (½ hr or 1 hr private instruction) **Lesson based on your schedule**



DEPARTMENT OF PERFORMING ARTS

THEATRICAL STUDIES

- **Annual Musical** – Auditions are in August with a production in early Fall
- **Annual Play** – Auditions are in early December with a production in early Spring
- **Applied Acting Lessons** (½ hr or 1 hr private instruction) **Lesson based on your schedule**

HIGHLIGHTS OF OUR DEPARTMENT

- All students, regardless of major may participate in our ensembles and productions.
- Domestic travel opportunities are available.
- Participation in workshops, masterclasses, and seminars from international professionals in the performing arts.
- Nurturing of both a vocational and avocational future in the performing arts.
- All Performing Arts programs are accredited through the State of Missouri and the Higher Learning Commission (HLC)
- Our Music Division is accredited by the National Association of Schools of Music (NASM).



DEGREES AND CERTIFICATES

The Performing Arts Department offers a variety of degrees and certificates that provide a path to achieve your dreams. Students can easily pair certificates with degrees to create a well-rounded/versatile resumé that will open more doors for them simply by adding a couple of courses to their degree path. See the Performing Arts Chair for more details.

PROFESSIONAL DEGREES

Education

- Bachelor of Instrumental Music Education,
- Bachelor of Science in Education, Speech, and Theatre Emphasis
- Bachelor of Vocal Music Education

Performance

- Bachelor of Fine Arts in Theatre Performance
- Bachelor of Music in Instrumental Performance
- Bachelor of Music in Keyboard Performance
- Bachelor of Music in Musical Theatre
- Bachelor of Music in Vocal Performance

Industry

- Bachelor of Music with Elective Studies in an Outside Field

- Bachelor of Science in Music Industry
- Bachelor of Science in Theatre Industry

LIBERAL ARTS DEGREES

- Bachelor of Arts in Music
- Bachelor of Arts in Theatre

Undergraduate Certificate Offerings

- Certificate in Arts and Administration & Leadership
- Certificate in Jazz Studies
- Certificate in Music Conducting
- Certificate in Music Ensemble Performance
- Certificate in Music Industry
- Certificate in Music Instruction
- Certificate in Musical Theatre
- Certificate in Pit Orchestra Performance
- Certificate in Theatre Industry
- Certificate in Theatre Instruction

Minors

Although certificates provide the student with a credential, minors are still available to those non-music majors who wish to do so.

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Graduate Certificate Offerings

Our graduate certificates, which can be paired with the **Master of Science in Education Curriculum and Instruction** degree in Teacher Education, include **Ensemble Pedagogy** and **Applied Pedagogy**



WHAT CAN YOU DO WITH A PERFORMING ARTS DEGREE OR CERTIFICATE?

Education: Bachelor of Music Education / Bachelor of Science in Speech and Theatre/Certificate in Music Instruction/
Certificate in Theatre Instruction/Graduate Certificate in Music Pedagogy (Applied and Ensemble Emphasis)

- Conductor
- Director
- Teach Community College
- Teach Elementary Music
- Teach Secondary Music – Conduct a Choir / Conduct a Band
- Teach Secondary Speech / Theatre – Direct a Play / Direct a Musical

Performance: Bachelor of Music in Vocal, Instrumental, and Keyboard Performance/Bachelor of Fine Arts Theatre
Performance/Bachelor of Musical Theatre

- Collaborative Pianist
- College Applied Music / Theatre Professor
- Music Theatre Performer
- Opera / Oratorio Singer
- Rock/Pop/Country Artists
- Session Artist
- Theatre Performer

Industry: Bachelor of Science in Music Industry/Bachelor of Science in Theatre Industry/Certificate in Arts Administration &
Leadership

- Acoustician
- Arts Administrator
- Arts Business Manager
- Audio Technician
- Designer: Stage, Lighting, Costume, and Set
- Instrument Repair
- Talent Agent

Elective Studies: Bachelor of Music with Elective Studies in an Outside Field

- Music Business
- Music Engineer
- Music Lawyer
- Music Therapy

FUN FACT:

Did you know, that according to a study done in 2018 by the Law School Admission Council (LSAC) that the percent of admitted applicants for music and theatre was above 80%?

Suggested Course of Study

A course of study for each degree and certificate can be found in Appendix A and in the university catalog. Each student should use the catalog in print at the time you first enroll. If a student switches degrees or is enrolled at the time of a catalog change, the student may switch to the new edition of the current catalog.

Transfer Students

Transfer students must meet with the Department Chair prior to enrolling as a Performing Arts major. The student's prior coursework is evaluated, and the student is informed as to which courses transfer and apply toward completion of a performing arts degree. Transfer students are required to submit an official transcript to both the Registrar's Office AND the Department Chair for review. Additional documentation may also be required (i.e., catalog course description, course syllabi, professors' name, and phone number). For music, a theory placement exam is required for transfer of music theory coursework, and a performance exam may be required for applied study (music and theatre) transfer credit. The students' theory placement exam score will determine in which theory course they are to be enrolled.

Once this evaluation is complete, a student file is created, and the Registrar's office is notified of courses approved for transfer. A course of study will be outlined, and the student will then be assigned a faculty advisor who will further assist with course registration. Education majors are also assigned an advisor from the School of Education.

Advising and Enrollment

Each Performing Arts major is assigned a faculty advisor to assist with degree planning. Faculty members serve in an advisory capacity, **the student is ultimately responsible for all aspects of their university schedule and planning.** The Performing Arts Department encourages students to keep their advisor informed of any changes in their schedule and/or course of study. Students should consider the University catalog in print at the time they first enrolled as their "contract." The music faculty strongly encourages each student to prepare a four-year degree plan upon their entrance into the program.

Education majors will also be assigned an advisor from the School of Education.

SCHOLARSHIPS AND RELATED OPPORTUNITIES

Scholarships

In addition to academic scholarships and other financial awards available by direct application to the **Office of Financial Aid**, a *limited number* of department scholarships are available to students. Both majors and non-majors are eligible for scholarships. An audition is required. The award amount is based on performance level and the specific current vocal/instrumental/theatrical needs of the department.

All scholarship recipients are bound by a contract of requirements for maintaining their award. These requirements include:

- maintaining a minimum MSSU GPA each semester,
- maintaining a minimum Performing Arts GPA each semester,
- completing a minimum of 30 MSSU hours per year,
- an annual recommendation from their respective ensemble director and applied instructor,
- enroll and fully participate in their major ensemble (e.g. Chorale, Marching Band, Concert Band, Theatre Performance)
- performing arts majors enrolling in 2 credits of applied instruction, receiving a minimum letter grade of a B each semester,
- non-major scholarship recipients enrolling in at least 1 credit of applied instruction, receiving a minimum letter grade of a B each semester
- auditioning for select groups such as Chamber Singers, Jazz Orchestra, Theatre Productions and enrolling, participating, if selected.

Each semester, the Department Chair will evaluate all scholarship recipients' compliance with scholarship requirements. Scholarship recipients who fail to maintain one or more of the stated requirements will be required to meet with the Department Chair. The result will either be revocation of the scholarship or a one-semester probation.

Work Study / Student Worker Opportunities

The Performing Arts Department offers the following work-study and student employment opportunities. Work hours and payment vary with each position. Students will be supervised by the professor in their particular area; however, the Department Chair has the ultimate authority in terms of employment and work hours.

- **Recording Manager/Sound Support:** Work with the Sound Designer to help record all performances held in Taylor Auditorium and Corley Auditorium and other various venues in Joplin. Additionally, students may run sound for selected concerts. **This Position Reports to Scott Westwood**
- **Music Theory Tutor:** Tutor freshman music theory students in the fundamentals of theory. Three to five students may be needed in any given semester. **This Position Reports to René Spencer**
- **Choral, Instrumental, and Theatre Librarians/Secretary:** These three positions assist ensemble and production faculty, and the related applied faculty. **These three positions report to Mr. Kornegay, Dr. Robinson, and Prof. O'Brien.**

REQUIRED PERFORMANCES



In accordance with university policy and the Higher Learning Commission, the Department of Performing Arts conducts an ongoing assessment process for all students in the department. This assessment process is designed to measure the development of a student's progress in achieving the learning goals and skills for each degree program.

Professional Dress Codes

For all performances, careful attention should be paid to professional attire.

Generally: using the guideline to the left, for most performances, the **Business/Informal** and **Semi-Formal** are appropriate for daytime performances (before 6pm). For evening performances (after 6pm) the **Formal / Black Tie / Black Tie Optional** is appropriate.

Theatre: Check with the Theatre Program Director.

Concert Etiquette

Audience Members: If possible, arrive at the performing venue at least fifteen minutes prior to the performance. Bear in mind, too, that at many events, latecomers are not allowed to take their seats until some logical break in the performance occurs.

During the performance, the audience is expected to remain silent. Performers and other audience members can be distracted by talking, coughing, humming, or incidental noises. Be respectful of those performing by turning off all cell phones, beepers, and watches with alarms.

At performances, audiences express their enthusiasm by applauding at the end of a work; if a musical work has more than one movement, audiences do not customarily applaud between movements. At an opera, however, audiences often applaud at the end of arias, duets, and ensembles. At jazz concerts it is quite appropriate to applaud following an improvised solo.

Taking photographs and using recording equipment are not permitted unless you have prior approval from the director or performer.

Seminar: Recital, and Performance Attendance

Our weekly Departmental Seminar, Recital, and Performance Attendance meeting is every Thursday at 1:00 PM in Corley Auditorium. This 0-credit (optional 1-credit) course is required of all Performing Arts Students every semester they are enrolled in the courses and serves as a:

- Opportunity for our students to perform for each other as required by their degrees.
- Opportunity for guest artists to share their expertise with our department.
- Opportunity for presentations and performances by our faculty.
- Opportunity for student performing artists to learn how to both appreciate and conduct themselves within a professional performing environment.

Students have the option of taking this course for credit; although the 0-credit option is all that is mandatory. **PERF 240** (0 credit) / **241** (1 credit) are for freshmen and sophomores and **PERF 340** (0 credit) / **341** (1 credit) are for juniors and seniors. The Performing Arts Department **requires a solo performance of every Performing Arts Major each semester the student is enrolled in this course.**

Applied faculty will schedule students to perform on Seminar (**See Appendix B**) by submitting the Online **Performing Arts Seminar Performance Request Form**. Students will be scheduled to perform by their applied instructor, according to their current university levels: Juniors and Seniors will be scheduled to perform during the first portion of the semester and Freshmen and Sophomores will be scheduled to perform during the latter portion of the semester.

If a student is unable to perform, as scheduled, on Seminar due to illness or some other unforeseen circumstance during the semester, the applied instructor **will assign the student the grade of an “IN” (Incomplete) in their applied lesson**. The student must then perform on the first scheduled Seminar meeting of the following semester, which serves as a “make-up” performance. When completed, the “IN” (Incomplete) applied grade will be changed to reflect the grade earned. The applied instructor will complete a “Request of Grade Change” form and submit it to the Department Chair for signature.

Registering Attendance

For Seminar **each student must register their attendance**. Students who do not register their attendance will not be given credit.

If a student forgets to bring their ID to the concert, having a program signed by a faculty member will suffice, but should not be a common occurrence. **Signed programs must be turned in 2 school days after the event to receive credit**. Students whose names appear on the program do not have to check in or out of the concert or recital to receive credit.

Grading

TBD	Student Recitals/Projects: Given the number of possible performances, attendance at student performances is based on the average number of performances as it relates to a passing grade.
TBD	Faculty Recitals: All faculty recitals/performances are required.
TBD	Productions/Concerts: These are performances that you are NOT acting, playing, or singing in. <ul style="list-style-type: none"> • At least 2 of these must be a University Productions/Concerts • At least 1 theatrical production • At least 1 of these must be an outside-the-University Production/Concert
TBD	Seminar Meetings: Seminar meetings are of great importance for you and for our department. The number of seminar meetings required is based on the number of actual meeting times. In every semester, you are allowed 2 excused absences .
1	Seminar Meeting Performances: The Performing Arts Department requires at least one solo performance of Performing Arts majors each semester.

Semester Juries

Every student registered in applied lessons must complete a final performance examination (jury) at the end of each semester or complete a studio jury (at the applied instructor's discretion). Students do not perform a jury in the semester that they have successfully completed recitals.

Applied final jury exams will be administered during the University's scheduled final exam week and will be approximately 10 minutes in length. Participation in jury evaluations is a required task for **all faculty – both full-time and adjunct as it is part of the academic requirements of applied lessons**. Although juries influence a semester grade as much as one letter grade up or down, grading policies are specifically outlined in the applied lesson syllabi. Grades of all panel members will be averaged to formulate the final grade. Individual panel members' comments and scores, plus the average jury grade must be filed as required by existing department policy: one compiled copy to the student, one copy placed in the student's file, and one retained by the applied instructor.

Failure to meet the semester repertoire requirements will result in an automatic E for the jury grade, which includes not arranging for a collaborative pianist if the music requires it. Please see your instructor's syllabus for further requirements and evaluation/grading criteria.

If a student misses a jury exam due to illness or some other unforeseen circumstance and has informed and received permission from their applied instructor, they will receive an "IN" (incomplete). The student then performs on the first Seminar meeting of the next semester for a faculty evaluation. The Incomplete is then changed to a formal letter grade. Note that this Seminar performance is not in lieu of your normally scheduled Seminar requirement.

The following will be accepted in lieu of a jury exam in the semester that they are presented:

- Formal Solo Performance
- Capstone Performance: Junior or Senior Recital; Junior or Senior Project
- Senior Performance of a Major Role

Jury Schedule during Finals Week:

- **Monday:** Piano
- **Tuesday:** Voice, Acting
- **Wednesday:** Woodwinds, Brass, Percussion, Strings

Jury requirements: See Appendix C

Jury grade forms: See Appendix D

Sophomore Review

The faculty members of the Department of Performing Arts value highly the well-rounded artist who is experienced in performance and academic studies. The Sophomore Review is a serious checkpoint for sophomores. It affords the Performing Arts faculty the opportunity to review the student's progress toward completion of their degree. It also gives the student the opportunity to receive feedback from the faculty and recommendations for continuation into junior year (300 level courses) or to pursue an alternate major.

The Sophomore Review takes place in the second semester of the student's sophomore year. The student must have completed or be enrolled in the following before proceeding with the review:

- A minimum of 60 credits of coursework to date
- The 4th semester of concentrated study (private, applied study) in one of the following areas:
 - **MUS 0166** Applied Performance Voice
 - **MUS 0116** Applied Performance Brass
 - **MUS 0126** Applied Performance Keyboard
 - **MUS 0136** Applied Performance Percussion
 - **MUS 0146** Applied Performance String
 - **MUS 0156** Applied Performance Woodwind
 - **TH 0105** Applied Performance Acting
- The last semester of their Music Theory sequence (Music) or the last semester of their Movement sequence (Theatre)
- Completed at least one section of the Piano Proficiency (Music).

Transfer students who may enter MSSU as sophomores, will be required to complete at least one semester at MSSU before going up for their Sophomore Review.

The Sophomore Review consists of (**See Appendix F**):

- an interview with the performing arts faculty (review of overall grades, theory, piano, and performance progress)
- an extended jury, content to be determined by the student's applied instructor (for which the student will prepare at least one selection without assistance from their applied instructor),
- submitted materials—student submits a portfolio of:
 - a current resume and headshot
 - a repertoire list of all repertoire studied at MSSU up to this point (Music) OR a monologue book (Theatre)
 - a written statement of the student's teaching philosophy (Education), expressing their beliefs, values, and approaches to teaching and learning OR the student's artistic vision statement (Performance), expressing their overall approach to performing, including what they aim to express or achieve through their performances. The statement should include a description of the student's estimation of their strengths and challenges.
 - copies of all jury sheets

Other factors that the faculty will consider is a student's:

- positive, individual contribution(s) to the department,
- their leadership within student organizations, and
- their high level of collegiality among peers and faculty members.

Sophomore Review Assessment

Performing Arts faculty members will use a rubric to evaluate students in the above listed areas using parameters of:

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations

Results of the Review Assessment

Exceeds or Meets Expectations

Students who receive a Sophomore Review assessment of Exceeds or Meets Expectations will be allowed to register for 300-level applied instruction, ensembles/productions, and other upper level performing arts courses.

Does Not Meet Expectations

Students who receive a Sophomore Review assessment of “Does Not Meet Expectations” in any one of the review categories (interview, extended jury, submitted materials) will be placed on probation and will be up for evaluation at the end of the following semester.

Students who receive “Does Not Meet Expectations” evaluations in all categories or, if on probation, does not improve in the “Does Not Meet Expectations” area(s) from the prior semester, will not be allowed to continue to on their professional degree path and be advised to change to either a BA in Music or Theatre, or provided with contacts in other departments to assist in finding a more appropriate major.

Students may appeal the outcome of the review evaluation only once. Students must request an appeal in writing to the Chair of the Performing Arts Department within two weeks of notification of the original assessment. If the Chair determines that there is sufficient evidence to support an appeal, a panel of the review assessment faculty will be formed to consider a one-semester probation. The Chair’s and the appeals committee’s decision is final.

Sophomore Review Requirements: See Appendix E

Portfolio Requirements: See Appendix F

Capstone Presentations (Junior and Senior Recitals/Projects)

To graduate with any of the professional degree programs (BM, BME, BSE, BFA, and BS degrees), students must demonstrate satisfactory progress in achieving those goals.

The capstone project is required of all Performing Arts majors usually at the conclusion of both their junior and senior year, with the senior year capstone serving as the culminating assessment for students in the BM, BME, BSE, BFA, and BS degrees. The purpose of this capstone project is to:

- Determine mastery in the student’s field of study
- Showcase the student’s knowledge and skills they have gained through their academic program

Capstone Types

MUSIC

Junior Recital: This capstone performance is the shorter of the two recital types. It is a representation of 5 complete semesters of applied lessons resulting in a musical or theatrical performance that occurs in the 6th

semester and is usually 30 minutes in length. This capstone is required of all performance majors (vocal, instrumental, keyboard, music theatre, and theatre performance). Speech/Theatre Education majors are exempt from this capstone.

Senior Recital: This capstone performance is the longer of the two recital types, usually 60 minutes in length. It is a representation of 7 complete semesters of applied lessons resulting in a musical or theatrical performance that is produced in the 8th semester of study. This capstone is required of all performance majors (vocal, instrumental, keyboard, music theatre, and theatre performance) and education majors.

THEATRE

Junior Project: This capstone performance is the shorter of the two project types. It is a representation of 5 complete semesters of academic coursework resulting in an intellectual presentation that occurs in the 6th semester. This capstone represents a synthesis of information found in both the foundation and core classes, with the medium being both a written document and a public presentation. This capstone is required of all non-performance majors (industry, elective studies, and design). BA students are exempt from this capstone.

Senior Project: This capstone performance is the longer of the two project types. It is a representation of 7 complete semesters of academic coursework resulting in an intellectual presentation that happens in the 8th semester. This capstone represents a synthesis of information found in both the foundation and core classes, with the medium being both a written document and a public presentation. This capstone is required of all non-performance majors (industry, elective studies, and design) and BA students.

Capstone Policies

SCHEDULING

Students are not allowed to schedule this date. **Only Applied Faculty** will be allowed to schedule the date for hearings, dress rehearsals, and recitals with the Performing Arts Administrative Assistant. Recital/Project Dates are scheduled after Ensemble Concerts and Productions are scheduled.

Junior Recitals/Projects are scheduled at 6-6:30p, Monday-Friday

Senior Recitals/Projects are scheduled at 7:30-8:30, Monday-Friday

The **PERFORMING ARTS Administrative Assistant WILL** ensure:

- The necessary facilities are reserved
- The necessary technical person(s) is notified
- The necessary forms are provided

Capstone Hearings

Students who are preparing for Capstone experiences and are determined to be falling behind in their preparation, may be subject to a recital preview or project review of materials before they are allowed to perform. Applied faculty will make the determination as to whether a hearing is necessary. Hearings will be held at least 4 weeks prior to the dress rehearsal date.

Applied Instructor will:

- Confirm adjudicating faculty attendance
- Complete the **Capstone Hearing-Review Form**

- File the Form with the Performing Arts Administrative Assistant at the conclusion of the hearing

Recital Dress Rehearsal

To ensure the success of the performance, the student is required to perform a recital dress rehearsal. The Applied Instructor will schedule this rehearsal and the student will ensure that all performers and the collaborative pianist are available. The dress rehearsal is ideally scheduled at least two days to one week prior to the recital performance.

Recital Performance

Please note the **APPLIED INSTRUCTOR WILL:**

- Confirm adjudicating faculty attendance
- Complete the ***Capstone Grading Form***
- File the Form with the Performing Arts Administrative Assistant at the conclusion of the performance

Project Display

Please note the **APPLIED INSTRUCTOR WILL:**

- Confirm adjudicating faculty attendance
- Complete the ***Capstone Grading Form***
- File the Form with the Performing Arts Administrator at the conclusion of the performance

Things to Remember:

1. Students who wish to have a reception associated with their recital/project display should
 - a. Provide their own food, or
 - b. contact Sodexo Campus Services.
 - c. Please see the Performing Arts Administrative Assistant for more information if you wish to have your food catered. No other catering service, except by family/friends, will be allowed.
2. The Department will provide a recording if applicable, which will serve as a historical document of the event. If a recording is not applicable, then the appropriate historical record must be submitted to the **PERFORMING ARTS Administrative Assistant upon completion.**
3. The applied instructor, in consultation with the student and Department Chair, will make the final decision should inclement weather or other extenuating circumstances deem it inappropriate to hold the recital. The applied instructor will contact the Director of Public Information informing him/her of the cancellation. Additional information may be disseminated from his/her office. Postings on the auditorium door will also be displayed noting the cancellation.
4. Should extenuating circumstances deem it inappropriate for a student to perform a recital, the Department Chair, in consultation with the applied instructor, will determine, if possible, alternatives exist.
5. Students are required to enroll in a two (2) credit hour applied lesson during the semester of their recital/project.
6. **Please Note:** All required instrumentation, props, and voicing is required for the capstone. For example, although an orchestral score reduction is acceptable in lieu of a full orchestra, music that is written to be accompanied must be performed with a collaborative pianist.

Capstone Requirements: See Appendix G

Piano Proficiency (Music Majors Only)

Each Music major is required to pass a piano proficiency exam prior to graduation. Students must continue to enroll in piano courses regardless of credit requirements until piano proficiency is passed.

Proficiency examinations are given once each semester (December and May) before a committee made up of music faculty members. The selection of exam literature and materials for the proficiency exam is under the supervision of the Performing Arts Department piano staff.

The Performing Arts Department piano staff will complete a sophomore year piano progress review. Students not on track to successfully pass the proficiency exam will be notified and the primary piano teacher, in consultation with the Department Chair, will work to assist and make recommendations to the student regarding an “action plan.” Additionally, for the Music Education Majors, piano proficiency must be passed before the student teaching semester.

Piano Proficiency Requirements: See Appendix H

FACILITIES

Performing Arts Buildings

Music – Fine Arts Building (FA)

Theatre – Taylor Performing Arts Center (TPAC)

Performing Arts Office - TPAC

- 8:00 AM – Noon & 1:00 PM – 5:00 PM, Monday – Friday, throughout the academic year.
- 7:00 AM – Noon & 1:00 PM – 5:00 PM, Monday – Thursday, throughout the summer.

Bulletin Boards

Student Bulletin Boards are utilized to relay messages to music students.

- NAfME
- Choral Music
- Instrumental Music
- Theatre

Building Access

Students desiring to use the Music Building facilities outside of regular school hours must possess a valid MSSU student I.D. and must enter the building at entrance #19 (Theatre entrance).

Lockers

Lockers are available and assigned by the Performing Arts Administrative Assistant. Music students' lockers are on the basement level. Theatre students' lockers are in the dressing rooms.

Practice Rooms

Students are encouraged to use the practice room facilities for preparation of private lessons and performances. It is understood that any student using a practice room for other purposes may be asked to leave. No food is allowed in these rooms, and nothing is to be placed on the pianos. You are asked to report any problems with the pianos to the Performing Arts Administrative Assistant.

Practice room 118 is generally reserved for piano students and may be reserved for specific times by contacting the Coordinator of Piano Studies. A schedule of reserved times will be placed on the practice room door.

Room 222 may be reserved for practice by scheduling this with the Music Office. Preference will be given to percussion majors, small ensembles, and sectional rehearsals.

The Percussion practice rooms are reserved for percussion students and percussion ensembles. Permission to use this room in any other fashion requires approval from the Percussion Instructor.

Other rooms (which are normally reserved for classrooms) may be used as practice rooms with the permission of a faculty member. Students are not to use the computers or electronic equipment in any of these rooms. Rooms must be locked when the student leaves.

Practice rooms will be open Noon to 5:00 PM on Saturdays and Sundays during the academic year. The Performing Arts Building will be closed during school holidays. To help ensure students' safety during the evening and weekend hours, please be prepared to show a valid student ID to a security guard.

Student Lounges

There are two student lounges:

- Basement of Fine Arts
- Green Room of TPAC

Both spaces are a place for *all* Performing Arts Students to relax.

Computer Lab

There is one Performing Arts computer lab located in TPAC 240. Students enrolled in classes requiring computer-aided programs will be granted access to use of this lab.

The following rules apply to the lab space:

- No eating or drinking is allowed near the computers.
- External speaker systems are not allowed (headphones only)
- The use of computers should be primarily for music projects or research. You may also do general word processing but must surrender computers to those working on class projects.
- Do not leave papers scattered around – tidy up when you are finished.
- Maintain a quiet atmosphere.

The Performing Arts faculty reserve the right to restrict anyone violating these rules from the lab.

PERFORMING ENSEMBLES

Choral Ensembles

The Missouri Southern Concert Chorale is the largest mixed choir in the choral department and is comprised of students from a variety of majors across campus. This ensemble performs standard classic concert literature while exploring a variety of choral music styles from all periods of music history.

The Missouri Southern Chamber Singers is a select mixed ensemble. The focus of this ensemble is to explore a variety of music spanning all historical periods, choral genres, and cultural perspectives, with an emphasis on unaccompanied literature. In addition to touring around the Joplin area, this ensemble represents Missouri Southern, and the Choral/Vocal division of the MSSU Division of Music, as the identified choir for recruiting locally, regionally, and nationally, while also traveling internationally from time to time to perform in historic churches, concert halls, and in adjudicated music festivals.

The Southern Symphonic Chorus is comprised of the Missouri Southern State University *Concert Chorale* and volunteer community singers from Joplin, and the four-state area, who join forces to present the culminating choral/orchestral work at the end of the Spring Semester.

SouthernVox is a small select vocal ensemble that specializes in jazz and tight harmonies. This group ranges from 4-6 voices and is usually pulled from students who are members of the Southern Concert Chorale.

Instrumental Ensembles

The Missouri Southern Concert Band is the largest instrumental ensemble in the Music Division. The group is open to any interested student and does not require an audition. The band performs the finest in concert literature from the masters as well as contemporary. It also serves as a teaching ensemble for our Music Education majors to acquire conducting experience on the podium. This ensemble is a great way for any musician to continue their involvement after high school or for a music major to take on a secondary instrument.

The Southern Jazz Orchestra features the great music of the Count Basie Band, Duke Ellington Orchestra, Woody Herman, Buddy Rich, and Stan Kenton constitute the basis of literature. However, the ensemble also performs new, progressive, and contemporary literature.

Southern Symphony Orchestra is a community-university organization offering MSSU students the opportunity to perform orchestral masterpieces of the Baroque, Classical, Romantic, and modern periods. Since 2006, students have learned and performed music from different countries such as Brazil, Canada, China, Egypt, France, Germany, Thailand, Italy, Turkey, Spain, and Great Britain. Students also have opportunities to perform with artists of the highest caliber: Chuanyun Li, Max Barros, Ana Alamo, Avan Yu, Tatiana Tessman, Angie Cheng, Langning Liu, Erik Peterson, and Roger Wright. In 2009 and 2011, members of the orchestra visited China. Recent performances include Brahms' German Requiem, Rachmaninoff's Piano Concerto No. 3, Dvořák's Symphony No. 8, an all-Gershwin program featuring the Concerto in F, Elgar's Enigma Variations, and Copland's Lincoln Portrait.

Athletic Bands

The MSSU Lion Pride Marching Band is comprised of undergraduate music and non-music majors. This ensemble is recognized as one of the oldest ensembles in existence at Missouri Southern State University. The Lion Pride Marching Band performs in Fred G. Hughes Stadium during all home football games and can be seen locally at various parades. The Lion Pride Marching Band is open to any MSSU student.

The MSSU Lion Pride Pep Band performs on campus at men's and women's basketball games during regular play and post-season tournaments. Audition times are posted through the Division of Music in late September

or early October. An audition consists of a prepared solo or etude, sight-reading, and major scales. Lion Pride Pep Band is open to any MSSU Lion Pride Marching Band student.

The Lion Pride Drumline has been recognized as one of the premiere drumlines across the nation. Having been utilized by the NCAA for promotional material, the LPMB Drumline has also performed live on CBS and Fox Sports.

Theatre Ensembles

The Productions (musicals, plays) are considered the main “ensembles” (both cast and crew) for theatre majors.

Student Organizations

NAFME - National Association for Music Educators

NAFME is a music organization that supports and promotes music education in the United States. Presently there are more than six hundred student chapters on university campuses. The purpose of collegiate membership is to provide opportunities for professional development for university students of music education through not only on-campus activities of the chapter, but also participation in state, regional, and national meetings of NAFME.

Annual dues are minimal and include a subscription to the *Music Educator's Journal* (national NAFME journal), *Teaching Music*, and *Missouri School Music Magazine* (state periodical).

Students who love music, want to work actively to improve music education, and those who want to identify with other leading professionals in their chosen field of music education should join. MSSU consistently has one of the largest University NAFME chapters in the state and the music faculty strongly encourages all music majors and participants to join this worthwhile organization.

STAM – Speech and Theatre Association of Missouri

The Speech and Theatre Association of Missouri is an organization that promotes communication and cooperation among members of the speech communication and theatre professions in Missouri and that works to increase professional stature and to improve teaching and scholarship in the communicative arts and sciences.

STAM serves its membership in many ways:

- Holds an annual conference to share papers and programs which present the latest research and offer practical suggestions for teaching.
- Publishes the Missouri Speech Journal, a Newsletter and an annual Membership Directory.
- Acts on issues concerning speech, theatre and mass communication education.
- Works closely with state, regional and national professional and educational organizations affiliated with speech, theatre, and mass communication education.
- Participates in selecting the Speech Advisory Committee of the Missouri State High School Activities Association.
- Maintains active involvement with the State Department of Education in Core Competency legislation in Missouri.
- Offers award incentives to encourage excellence in teaching at all levels.
- Provides scholarships to students.

- Provides grants to educators.
- Hosts the David Peerbolte Missouri Gallery of Theatre.

The MSSU Performing Arts Department is proud of our student organizations that add to the life and immersive experience of being a Performing Arts major. If you are interested in joining one of these organizations, please reach out to a Performing Arts faculty member:

- **MSSU Southern Players**
- **Alpha Psi Omega**
- **Brass Alliance**

COLLABORATIVE PIANIST POLICY & FEES

All students in instrumental or vocal lessons will need to arrange to have a collaborative pianist either play for Seminar and/or Jury. It is the student's responsibility to:

- deliver music to their pianist in a timely manner
- pay for semester services by the date of the end-of-semester jury.

These arrangements and collection of fees are the responsibility of the contract pianist. It is recommended that payment be collected on a per service basis.

Hourly Rate: \$ 40

Studio Class: \$ 10 for performance in studio class
for rehearsal for studio class, outside of the above, will be charged at a portion of the hourly rate, as needed

Recital Hour: \$ 40 includes the performance + 60 min of rehearsal time
\$ 15 performance only

Jury: \$ 40 includes the jury + 30 min of rehearsal time
\$ 15 jury only

Recordings: \$ 40 charged at a portion of the hourly rate, as needed

RECITALS

Full Recital: \$200 includes 60 min of rehearsal time

Half Recital: \$150 includes 60 min of rehearsal time

Dress Reh: \$ 40 charged at the hourly rate, as needed

OFF CAMPUS

Auditions: \$ 40 includes 30 min of rehearsal time

NATS

NATS (in person) \$ 40 per category + additional \$45 if advancing to another round
if traveling to venue, students pay room & board and any travel expense

NATS (virtual) \$ 40 total fee for making recording of 3-4 songs/arias

Students who fail to pay their pianist in full, for the semester's work, by Finals Week each semester will not be allowed to perform their jury, failing the semester.

STUDENT GRIEVANCES

Occasionally, students have complaints against another student, staff, or faculty member within the Performing Arts Department. The university has a grievance procedure outlined in the university Student Handbook located: <https://www.mssu.edu/student-affairs/dean-of-students/conduct-standards-grievances.php> A summary of steps within the Performing Arts Department can also be of assistance:

Any complaint regarding a student, staff, or faculty member can be submitted to the Chair of the Department of Performing Arts at any time. If the complaint is regarding the Chair, then the complaint can be discussed with the Dean of the College of Arts and Sciences (the Performing Arts Department Chair's direct supervisor). However, it is generally encouraged for the student to speak with the offending Person first and try to work out the issue. If no resolution is acceptable, then proceeding to the next level, is encouraged:

1. Faculty member in charge of the class or ensemble
2. Student's advisor
3. Area coordinator (voice, music education, jazz, theatre, etc.)
4. Chair of the Performing Arts Department
5. Dean of the College of Arts and Sciences

For Title IX issues or any areas of sexual harassment, physical harm, or threats, racist or otherwise abusive interactions, reports will be forwarded to appropriate university staff per the university student handbook. Confidentiality will be maintained within designated personnel.

Student complaints are taken seriously, and appropriate action will be taken.

Appendix A

DEGREE AND CERTIFICATE PLANS OF STUDY

GENERAL REQUIREMENTS:

1. Performing Arts Majors are required to take the following Gen Ed courses for their degree:
 - a. GE2B: TH 0220 Professional Interaction
 - b. GE5B: MUS 0101 Jazz Styles, or MUS 0106 World Music, or TH 0116 History of Musical Theatre
2. Performing Arts Majors must enroll in the following (depending on year of study and necessity of credit for GPA) they take classes. BME & BSE (music and theatre education) majors are exempt from this requirement in the semester they student teach. Similarly, BM with Electives in an Outside Field track and BS Music Industry & Theatre Industry majors, wherein the student may have an internship their junior and senior semesters, are also exempt from this requirement in that semester.
 - a. PERF 0240: Seminar Attendance - 0 credits
 - b. PERF 0241: Seminar Attendance - 1 credits
 - c. PERF 0340: Seminar Attendance - 0 credits
 - d. PERF 0341: Seminar Attendance - 1 credits
3. Performing Arts Majors must enroll in applied lessons and a major ensemble (for Theatre majors, the ensemble is the Production, whereas Concert Chorale, Concert Band, Marching Band, and Concert Band serve as the ensembles for music majors) every semester they take classes. BME & BSE (music and theatre education) majors are exempt from this requirement in the semester they student teach. Similarly, BM with Electives in an Outside Field track and BS Music Industry & Theatre Industry majors, wherein the student may have an internship their junior and senior semesters, are also exempt from this requirement in that semester.
4. Performing Arts Majors must audition for a minimum of 1 production each year, wherein they specifically use their skill as a performer in their major applied area (musical, play, Southern Showcase *Onstage!*)
5. Performing Arts Majors must complete and pass a performance jury evaluation every semester they take applied lessons, with the exception of the semester they perform their capstone performance.
6. Performing Arts Majors must enroll in the following 0-credit studio courses (depending on their year of study) every semester they take applied lessons.
 - a. PERF 0242 Applied Studio Class
 - b. PERF 0342 Advanced Applied Studio Class
7. Performing Arts Majors who are in the BME (education) and BM (performance) programs must pass a piano proficiency before they are awarded their degrees and must enroll in applied keyboard lessons until it is passed. BME students must pass the proficiency exam before they are allowed to student teach.
8. Performing Arts Majors must pass the Sophomore review at the end of their sophomore year. BA majors are exempt from this requirement.
9. Performing Arts graduates must have at least 39 upper division (300-400) credit hours.

PROFESSIONAL DEGREES

Please click on the following link for current degree requirements for our
Performing Arts Degrees and Certificates:

https://catalog.mssu.edu/preview_entity.php?catoid=19&ent_oid=1657&returnto=4205

EDUCATION

- Bachelor of Music Education (BME) – Vocal Emphasis**
- Bachelor of Music Education (BME) – Instrumental Emphasis**
- Bachelor of Science in Education, Speech and Theatre (BSE)**

PERFORMANCE

- Bachelor of Music (BM) in Vocal Performance**
- Bachelor of Music (BM) in Instrumental Performance**
- Bachelor of Music (BM) Keyboard Performance**
- Bachelor of Fine Arts (BFA) in Theatre Performance**
- Bachelor of Music (BM) in Musical Theatre**

INDUSTRY

- Bachelor of Science (BS) in Music Industry**
- Bachelor of Science (BS) in Theatre Industry**

ELECTIVE STUDIES

- Bachelor of Music (BM) with Electives in an Outside Field**

LIBERAL ARTS

- Bachelor of Arts in Music (BA)**
- Bachelor of Arts in Theatre**

MINORS

Music

Theatre

UNDERGRADUATE CERTIFICATES

Arts Administration & Leadership

Jazz Studies

Music Conducting

Music Ensemble Performance

Music Industry

Music Instruction

Pit Orchestra Performance

Musical Theatre

Theatre Industry

Theatre Instruction

GRADUATE CERTIFICATES

Music: Ensemble Pedagogy

Music: Applied Pedagogy

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Appendix B

PERFORMING ARTS SEMINAR PERFORMANCE REQUEST FORM

Faculty, please see the Department Admin or Department Chair for access to this form.

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Appendix C

JURY REQUIREMENTS

Vocal Jury Requirements

Degree	Division	Songs Learned	Songs Memorized	Foreign Language	Juries 1 prepared & 1 chosen)
Bachelor of Music in Vocal Performance (MU08) Repertoire choices are made at the discretion of the instructor	Lower (4) MUS	6	6	2 (Sem 1: teacher discretion)	2
	Upper (4) MUS	6	6	3	2
Bachelor of Musical Theatre (MU05) Repertoire choices are made at the discretion of the instructor	Lower (4) MUS	6	6	?	2
	Upper (4) MUS	6	6	?	2
Bachelor of Music Education (ES22 & ES11) Repertoire choices are made at the discretion of the instructor	Lower (4) MUS	5	5	2 (Sem 1: teacher discretion)	2
	Upper (3) MUS	5	5	3	2
Bachelor of Science Music Industry (MU10) Repertoire choices are made at the discretion of the instructor	Lower	4	4	1	2
	Upper	4	4	1	2
Minor of Music Vocal (MU80) Repertoire choices are made at the discretion of the instructor	Lower	4	4	1	2
	Upper	4	4	1	2
Applied Music for Voice Elective Repertoire choices are made at the discretion of the instructor	Lower	3	3	0	2
	Upper	3	3	0	2

Instrumental Jury Requirements

Lower Division I

Chromatic Scale
All major scales from memory
Scale tempo - eighth notes, quarter = 72
Freshman level sight reading
Prepared solo/etude

Lower Division II

Chromatic Scale
All major scales from memory
All natural minor scales from memory
Scale tempo - eighth notes, quarter = 80
Freshman level sight reading
Prepared solo/etude

Lower Division III

Chromatic Scale
All major scales from memory
All natural minor scales from memory
All harmonic minor scales from memory
Scale tempo - eighth notes, quarter = 88
Sophomore level sight reading
Prepared solo/etude

Lower Division IV

Chromatic Scale
All major scales from memory
All three forms of minor scales from memory
All major arpeggios from memory
Scale tempo - eighth notes, quarter = 104

Sophomore level sight reading
Prepared solo/etude

Upper Division V

Chromatic Scale
All major scales from memory
All three forms of minor scales from memory
All major arpeggios from memory
All minor arpeggios from memory
Scale tempo - sixteenth notes, quarter = 60
Junior level sight reading
Appropriate transpositions
Prepared solo/etude
Selected orchestral excerpts

Upper Division VI

Chromatic Scale
All major scales from memory
All three forms of minor scales from memory
All major arpeggios from memory
All minor arpeggios from memory
Scale tempo - sixteenth notes, quarter = 72
All whole tone scales (2)
Junior level sight reading
Appropriate transpositions.
Prepared solo/etude
Selected orchestral excerpts

Upper Division VII

Chromatic Scale
All major scales from memory
All three forms of minor scales from memory
All major arpeggios from memory
All minor arpeggios from memory
All whole tone scales (2)
Scale tempo - sixteenth notes, quarter = 84
Senior level sight reading
Appropriate transpositions
Prepared solo/etude
Selected orchestral excerpts

Upper Division VIII

Chromatic Scale
All major scales from memory
All three forms of minor scales from memory
All major arpeggios from memory
All minor arpeggios from memory
Scale tempo - sixteenth notes, quarter = 92
Senior level sight reading
Appropriate transpositions
Prepared solo/etude
Selected orchestral excerpts

Piano Jury Requirements

Jury requirements for Piano Majors

Piano Performance and Piano Performance with Pedagogy Option majors must enroll for 2 credits of piano in both Fall and Spring semesters. They will be expected to play a jury at the end of each semester in the first year. The performance jury will be the final exam for that semester. A student will be considered a first-year performance major until they have successfully completed two juries. In order to remain a performance major, the student must achieve a minimum average grade of 3.0 on each jury. Any student not achieving this minimum grade will be put on probation as a performance major and will be given one semester to remove that probationary status. Each faculty member attending the jury will provide written comments and a jury grade. The student's final grade will be an average of all the grades given by the faculty attending the jury.

Repertoire

- Keyboard composers before 1770.
- Classical Period (Haydn, Mozart, and Beethoven).
- Romantic Period.
- Impressionistic and Contemporary Periods.

Technique

- 1-year piano majors
 - Major scales. Hands together in parallel motion. Four octaves at a minimum speed of mm. 120-144
 - Major key arpeggios in root position. Hands together in parallel motion. Four octaves at a minimum speed of mm. 120-144
- 2-year piano majors
 - Minor scales – harmonic, and natural. Hands together in parallel motion. Four octaves at a minimum speed of mm. 120-144
 - Minor key arpeggios in root position. Hands together in parallel motion. Four octaves at a minimum speed of mm. 120-144.
- 3-year piano majors
 - Minor scales -melodic, Hands together in parallel motion. Four octaves at a minimum speed of mm. 120-144
 - Dominant and diminished seventh arpeggios in root position. Hands together four octaves at a minimum speed of mm. 120-144.
- 4-year piano majors
 - Review of technical work of the first three years of study

Jury examination will consist of technique listed above. Repertoire will consist of two compositions chosen from any two groups listed above. The jury will be 10 minutes in length. All repertoire pieces must be memorized.

Jury Requirements For Non-Piano Majors/Minors/Music-Education Majors

Non major piano students must enroll for 1 credit of piano. They will be expected to play a jury at the end of each semester. The performances jury will be the final exam for the semester. Each faculty member attending the jury will provide the students with written comments and a jury grade. The student's final grade will be an average of all the grades given by the faculty attending the jury.

Repertoire

- Keyboard composers before 1770.
- Classical Period (Haydn, Mozart, and Beethoven).
- Romantic Period.
- Impressionistic and Contemporary Periods.

Eligible piano proficiency elements

- Hymn playing example.
- Score reading example.
- Accompaniment example.

Technique

- Five finger exercises in all 12 major and minor keys
- Major scales two octaves hands separate
- Harmonic minor scales two octaves hand separate
- Major arpeggios two octaves hands separate
- Minor arpeggios two octaves hands separate

Jury examination will consist of one technique category listed above. Repertoire will consist of two to three compositions chosen from any two groups listed above or one repertoire piece and one proficiency exam element listed above. If two repertoire pieces are being performed, one of the two repertoire pieces must be memorized. The proficiency exam element will not be memorized. The jury will be 10 minutes in length.

Acting Jury Requirements

Semesters 1-3:

- Two contemporary monologues, each no more than 60 seconds in length. Contrasting pieces - one serious, one light.

Semester 4:

- *Sophomore Review (see below)*

Semester 5 -6:

- Two monologues, each no more than 60 seconds in length. Monologues should be contrasting in character and style. In either the fall or spring semester, one of the monologues must be Shakespearian.

Semester 7-8:

- Two monologues of contrasting nature in character and style. No jury is required in the semester in which a student presents a performance or project.

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Appendix D

JURY GRADE FORMS

Please click the links below to access the following Jury Forms:

ACTING JURY FORM:

<https://www.mssu.edu/academics/arts-sciences/performing-arts/images/Acting-Jury-Adjudication-Form.pdf>

INSTRUMENTAL JURY FORM:

<https://www.mssu.edu/academics/arts-sciences/performing-arts/images/Instrumental-Jury-Adjudication-Form.pdf>

PIANO JURY FORM:

<https://www.mssu.edu/academics/arts-sciences/performing-arts/images/Piano-Jury-Adjudication-Form-1.pdf>

VOICE JURY FORM:

<https://www.mssu.edu/academics/arts-sciences/performing-arts/images/Vocal-Jury-Adjudication-Form.pdf>

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Appendix E

SOPHOMORE REVIEW REQUIREMENTS

Vocal Performance/Education

Singing: memorized works demonstrating at least 2 historical periods, 3 languages, and an art song or a song of contrasting style.

Piano Proficiency: A passing score in at least 1 segment

Portfolio: See your teacher or department chair & Appendix F

Instrumental Performance/Education

Playing: all major and minor scales with arpeggios at quarter note = 88 in quarter notes as a minimum. Works do not need to be memorized unless directed by the applied teacher. The pieces performed should illustrate at least two contrasting styles. Transcription allowed, but not required.

Piano Proficiency: A passing score in at least 1 segment

Portfolio: See your teacher or department chair & Appendix F

Musical Theatre

Singing: Five (5) Selections prepared/presented at the jury; selections must include three languages and contrasting styles.

Acting: Two monologues, each no more than 60 seconds in length, contrasting in nature.

Dancing: One solo dance (modern, tap, ballet, or jazz), 90 seconds minimum. This may be solely dance or may be included within an acting presentation. However, the actual dance segment must not include any singing or speaking.

Portfolio: See your teacher or department chair & Appendix F

Theatre Performance / Speech and Theatre Education

Acting: Two monologues, each no more than 60 seconds in length, contrasting in nature.

Dancing: One solo dance (modern, tap, ballet, or jazz), 90 seconds minimum. This may be solely dance or may be included within an acting presentation. However, the actual dance segment must not include any singing or speaking.

Portfolio: See your teacher or department chair & Appendix F

Music/Theatre Industry

Performance: Depending on which Industry you are focused in

Singing: Memorized works demonstrating at least 2 historical periods, 3 languages, and an art song or a song of contrasting style.

Acting: Two monologues, each no more than 60 seconds in length, contrasting in nature.

Portfolio: See your teacher or department chair & Appendix F

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Appendix F

SOPHOMORE REVIEW PORTFOLIO

The Sophomore Review consists of:

- an interview with the performing arts faculty (review of overall grades, theory, piano, and performance progress); could be included in the extended jury
- an extended jury, content to be determined by the student's applied instructor (for which the student will prepare at least one selection without assistance from their applied instructor),
- submitted materials—student submits a portfolio of:
 - a current resume and headshot
 - a repertoire list of all repertoire studied at MSSU up to this point (Music) OR a monologue book (Theatre)
 - a written statement of the student's teaching philosophy (Education), expressing their beliefs, values, and approaches to teaching and learning OR the student's artistic vision statement (Performance), expressing their overall approach to performing, including what they aim to express or achieve through their performances. The statement should include a description of the student's estimation of their strengths and challenges.
 - copies of all jury sheets

Other factors that the faculty will consider is a student's:

- positive, individual contribution(s) to the department,
- their leadership within student organizations, and
- their high level of collegiality among peers and faculty members.

A. Resume

- a. Education – your degree path at present, high school, AA degree, etc.
- b. Work and related experience
- c. Awards and Honors
- d. 3 References – 2 must be outside the student's area of study

B. Headshot

C. Repertoire List (Music)

- a. A comprehensive *List of Works* Performed as a solo performer to date.
- b. A comprehensive *List of Works* Performed (and role, if applicable) ensemble/production member to date

C. List of Roles/Shows Performed or Worked

- a. A comprehensive *List of Works* Performed as a solo performer to date.
- b. A comprehensive *List of Shows/Projects*, serving as crew for.

D. Written Statement

- a. **Education:** teaching philosophy, expressing their beliefs, values, and approaches to teaching and learning OR the student's artistic vision statement
- b. **Performance:** performing philosophy, expressing their overall approach to performing, including what they aim to express or achieve through their performances.

E. Copies of all jury sheets

Appendix G

CAPSTONE REQUIREMENTS and FORMS

JUNIOR CAPSTONE Requirements

Division of Music

A performance student in the Division of Music will perform the **Junior Capstone** when the student has no incompletes in their music courses (music and theatre courses for Music Theatre majors), and have completed, or is enrolled in:

- The Sophomore review
- A minimum of 90 credits of coursework to date
- The 6th semester of concentrated study (private study) and are enrolled in the 2nd semester in one of the following areas:
 - **MUS 0366** Advanced Applied Performance: Voice
 - **MUS 0316** Advanced Applied Performance: Brass
 - **MUS 0326** Advanced Applied Performance: Keyboard
 - **MUS 0336** Advanced Applied Performance: Percussion
 - **MUS 0346** Advanced Applied Performance: String
 - **MUS 0356** Advanced Applied Performance: Woodwind

Material to be performed/presented for Vocal Performance

Length: 30 minutes

Repertoire:

- Songs should be grouped into sets and reflect varying musical style periods, languages, and genres from the classical vocal repertoire.
- At the discretion of the instructor, other musical styles and genres as well, including small ensembles, may be included.

Material to be performed/presented for Instrumental Performance

Length: 30 minutes

Repertoire:

- **Keyboard:** must include one work from each of the four major music periods: Baroque, Classical, Romantic, and Impressionist/Modern.
- **Strings:** At least one piece (or movement) on the program should be from the standard solo repertoire for your instrument. The remaining portion of your program may include other repertoire works, contemporary classical works, music in non-classical styles, or pieces with multiple performers (duets, quartets, etc.).
- **Brass & Winds:** at least one movement of a standard concerto/major work for your instrument plus a contrasting movement from the same concerto/major work or a contrasting piece
- **Percussion:** will include one keyboard selection (such as Cresto Concertino for Marimba, Mayuzum I Concertino for Xylophone, Musser Etudes for Marimba, Myoshi Conversations) and one multi-percussion work

Material to be performed/presented for Musical Theatre

Length: 30 minutes

Repertoire: A Music Theatre Capstone should consist of:

- Songs should be grouped into sets and reflect varying musical style periods, languages, and genres
- At the discretion of the instructor, other musical styles and genres as well, including small ensembles, may be included.
- A unifying theme or idea behind it that demonstrates a personal artistic point of view, which links the pieces together as a whole. This does not mean that each piece needs to be similar in tone or style. Stretch your imagination to find variety and shades of difference within a single theme (ex. dark side/light side of a single idea). Use your liberal arts background to provide diversity of thought and explore your theme for its various aspects. The content of the material should be designed to demonstrate your range of performance ability.
- Other skills that would be appropriate for a stage performance. These might include singing, dance, movement technique, mime, circus skills, stage combat, etc. **These skills should be demonstrated in the context of your scene or monologues.** They should not be displayed solely for a unique demonstration of skill.

Division of Theatre

A performance student in the Division of Theatre will perform the **Junior Capstone** when the student has no incompletes in their theatre courses, and have completed, or is enrolled in:

- The Sophomore review
- A minimum of 90 credits of coursework to date
- The last semester of Dance
- The 6th semester of concentrated study (private study) and enrolled in the 2nd semester in **TH 0305** Advanced Applied Performance: Acting

Material to be performed/presented for Theatre Performance

Length:

- 30 minutes if one student
- 45 minutes if two students are working together
- 60 minutes if three students are working together

Repertoire: A Theatre Performance Capstone should consist of:

- A unifying theme or idea behind it that demonstrates a personal artistic point of view, which links the pieces together as a whole. This does not mean that each piece needs to be similar in tone or style. Stretch your imagination to find variety and shades of difference within a single theme (ex. dark side/light side of a single idea). Use your liberal arts background to provide diversity of thought and explore your theme for its various aspects. The content of the material should be designed to demonstrate your range of performance ability.
- Other skills that would be appropriate for a stage performance. These might include singing, dance, movement technique, mime, circus skills, stage combat, etc. **These skills should be demonstrated in the context of your scene or monologues.** They should not be displayed solely for a unique demonstration of skill.
- Contemporary Scene (1960-Present)
- Modern Scene (1875-1960)

- Shakespearean Scene
- Additional Material of student's choice. You must have permission from the performance faculty to sing, fight or dance.
- Transitional material (must fit into the overall time allotment). In addition, BFA Acting Students must prepare a written essay. This paper is due no less than seven weeks before your recital date. It should detail the following:
 - An introductory essay detailing the theme, its significance and meaning to you, why you chose it, and other information telling us how you came to choose this theme.
 - Selection and organization of material to be performed, including scripts.
 - A justification for each selection in terms of theme and performance skills.
 - List of supporting cast, accompanist, and technical staff.
 - A detailed list of sets, props, costumes, and other technical requirements.

SENIOR CAPSTONE Requirements

Division of Music

A student in the Division of Music will perform the **Senior Capstone** when the student has no incompletes in their music courses (music and theatre courses for Music Theatre majors), and have completed, or is enrolled in:

- The Sophomore Review
- A minimum of 120 credits of coursework to date
- The 8th semester of concentrated study (private study) and are enrolled in the 4th semester in one of the following areas:
 - **MUS 0366** Voice
 - **MUS 0316** Brass
 - **MUS 0326** Keyboard
 - **MUS 0336** Percussion
 - **MUS 0346** String
 - **MUS 0356** Woodwind
- The Junior Capstone for Performance Majors (vocal, instrumental, keyboard, and music theatre)

Please Note: Music that is written to be accompanied must be performed with an accompanist.

Material to be performed/presented for Vocal Performance

Length: 60 minutes

Repertoire:

- Songs should be grouped into sets and reflect varying musical style periods, languages, and genres.
- At the discretion of the instructor, other musical styles and genres as well, including small ensembles, may be included.

Material to be performed/presented for Instrumental Performance

Length: 60 minutes

Repertoire:

- Keyboard: must include one work from each of the four major music periods: Baroque, Classical, Romantic, and Impressionist/Modern.

- **Strings:** At least one piece (or movement) on the program should be from the standard solo repertoire for your instrument. The remaining portion of your program may include other repertoire works, contemporary classical works, music in non-classical styles, or pieces with multiple performers (duets, quartets, etc.).
- **Brass & Winds:** at least one movement of a standard concerto/major work for your instrument plus a contrasting movement from the same concerto/major-work or a contrasting piece
- **Percussion:** will include one keyboard selection (such as Cresto Concertino for Marimba, Mayuzum I Concertino for Xylophone, Musser Etudes for Marimba, Myoshi Conversations) and one multi-percussion work.

Material to be performed/presented for Musical Theatre

Length: 60 minutes

Repertoire: A Music Theatre Performance Capstone should consist of:

- Songs should be grouped into sets and reflect varying musical style periods, languages, and genres from the classical vocal repertoire.
- At the discretion of the instructor, other musical styles and genres as well, including small ensembles, may be included.
- A unifying theme or idea behind it that demonstrates a personal artistic point of view, which links the pieces together as a whole. This does not mean that each piece needs to be similar in tone or style. Stretch your imagination to find variety and shades of difference within a single theme (ex. dark side/light side of a single idea). Use your liberal arts background to provide diversity of thought and explore your theme for its various aspects. The content of the material should be designed to demonstrate your range of performance ability.
- Other skills that would be appropriate for a stage performance. These might include singing, dance, movement technique, mime, circus skills, stage combat, etc. **These skills should be demonstrated in the context of your scene or monologues.** They should not be displayed solely for a unique demonstration of skill.

Material to be performed/presented for Music Education

Length: 30 minutes

Vocal Repertoire:

- Songs should be grouped into sets and reflect varying musical style periods, languages, and genres from the classical vocal repertoire.
- At the discretion of the instructor, other musical styles and genres as well, including small ensembles, may be included.

Instrumental Repertoire:

- **Keyboard:** must include one work from each of the four major music periods: Baroque, Classical, Romantic, and Impressionist/Modern.
- **Strings:** At least one piece (or movement) on the program should be from the standard solo repertoire for your instrument. The remaining portion of your program may include other repertoire works, contemporary classical works, music in non-classical styles, or pieces with multiple performers (duets, quartets, etc.).
- **Winds:** at least one movement of a standard concerto/major work for your instrument plus a contrasting movement from the same concerto/major work or a contrasting piece

- Percussion: will include one keyboard selection (such as Cresto Concertino for Marimba, Mayuzum I Concertino for Xylophone, Musser Etudes for Marimba, Myoshi Conversations) and one multi-percussion work

Material to be performed/presented for Music – Non-Performance/Non-Education – Major

Length: 30 minutes

Vocal Repertoire:

- Songs should be grouped into sets and reflect varying musical style periods, languages, and genres from the classical vocal repertoire.
- At the discretion of the instructor, other musical styles and genres as well, including small ensembles, may be included.

Instrumental Repertoire:

- Keyboard: must include one work from each of the four major music periods: Baroque, Classical, Romantic, and Impressionist/Modern.
- Strings: At least one piece (or movement) on the program should be from the standard solo repertoire for your instrument. The remaining portion of your program may include other repertoire works, contemporary classical works, music in non-classical styles, or pieces with multiple performers (duets, quartets, etc.).
- Brass and Winds: at least one movement of a standard concerto/major work for your instrument plus a contrasting movement from the same concerto/major work or a contrasting piece
- Percussion: will include one keyboard selection (such as Cresto Concertino for Marimba, Mayuzum I Concertino for Xylophone, Musser Etudes for Marimba, Myoshi Conversations) and one multi-percussion work

Division of Theatre

A student in the Division of Theatre will perform the **Senior Capstone** when the student has no incompletes in their theatre courses, and have completed, or is enrolled in:

- The Sophomore review
- A minimum of 120 credits of coursework to date
- The 8th semester of concentrated study (private study) and enrolled in the 4th semester in **TH 0305** Advanced Applied Performance: Acting
- The Junior Capstone for Performance Majors (acting)

Material to be performed/presented for Theatre Performance & Speech and Theatre Education

Length:

- 40 minutes if one student
- 60 minutes if two students are working together
- 70 minutes if three students are working together

Repertoire: A Theatre Performance Capstone should consist of:

- A unifying theme or idea behind it that demonstrates a personal artistic point of view, which links the pieces together as a whole. This does not mean that each piece needs to be similar in tone or style. Stretch your imagination to find variety and shades of difference within a single theme (ex. dark side/light side of a single idea). Use your liberal arts background to provide diversity of thought and explore your theme for its various aspects. The content of the material should be designed to demonstrate your range of performance ability.

- Other skills that would be appropriate for a stage performance. These might include singing, dance, movement technique, mime, circus skills, stage combat, etc. **These skills should be demonstrated in the context of your scene or monologues.** They should not be displayed solely for a unique demonstration of skill.
- Contemporary Scene (1960-Present)
- Modern Scene (1875-1960)
- Shakespearean Scene
- Additional Material of student's choice. You must have permission from the performance faculty to sing, fight or dance.
- Transitional material (must fit into the overall time allotment). In addition, BFA Acting Students must prepare a written essay. This paper is due no less than seven weeks before your recital date. It should detail the following:
 - An introductory essay detailing the theme, its significance and meaning to you, why you chose it, and other information telling us how you came to choose this theme.
 - Selection and organization of material to be performed, including scripts.
 - A justification for each selection in terms of theme and performance skills.
 - List of supporting cast, accompanist, and technical staff.
 - A detailed list of sets, props, costumes, and other technical requirements.

CAPSTONE HEARING/REVIEW FORM:

<https://www.mssu.edu/academics/arts-sciences/performing-arts/images/Capstone-Review-Form.pdf>

CAPSTONE GRADING FORM:

Each student will have a committee of 2 faculty members, their applied instruction teacher and one other Performing Arts faculty member attend and grade their capstone.

<https://www.mssu.edu/academics/arts-sciences/performing-arts/images/Capstone-Grading-Form-.pdf>

RECITAL PROGRAM FORMAT

Brand-mark added by Performing Arts office

Performer Name,¹ *instrument*²

*with*³ **Pianist Name,⁴ *piano*⁵**

in a Junior/Senior/Graduate Recital⁶

February 20, 2024, 7:30 p.m. – Corley Auditorium⁷ 8

Concerto for Trombone and Strings⁹, op. 45, no. 7¹⁰

Preludium: Allegro pomposo^{12&13}

Aria: Andante sostenuto

Finale: Allegro giocoso

Lars-Erik Larsson¹¹

(1908 – 1986)¹⁴

Nessun dorma (from *Turandot*)¹⁵

Giacomo Puccini

(1858 – 1924)

arr. Takuya Shigeta¹⁶

Songs of the Sea

I. Last Sight of Land¹⁷

III. Finitude

Nikki Krumwiede

(b. 1995)¹⁸

Featured Performer, *instrument*¹⁹

Intermission²⁰

Concerto for Trombone and Wind Ensemble (“Rewritten”)²¹

Vertigo

Year of Silence

This Too, Shall Pass

Caleb A. Westby

(b. 1993)

“ . . . a n d o u t . . . ”

Caleb A. Westby²²

<Performer’s Name> is a student of <Studio Teacher> and presents this recital in partial fulfillment of the requirements for the degree <Degree> in <Major Emphasis>.²³

Document setup:

Right click and open the paragraphs dialog box. In the “spacing” section, change “After” to 0 and “spacing” to single.

In the bottom left corner of that dialog, select tabs. Create two tab stops, a left-aligned one at 0.5” and a right aligned one at 6.5”

Select a serif font (Georgia, Times New Roman, etc.), which should be 12 point for the body of the program except where noted.

Content Guidelines:

- 1) 22 pt., **bold**
- 2) 22 pt., ***bold italics***
- 3) 12 pt., *italics*
- 4) 22 pt., **bold**
- 5) 22 pt., ***bold italics***
- 6) Recital type
- 7) Recital date, time and location
- 8) Create dividing line by pressing hyphen three times and hitting enter
- 9) Generic title capitalized but not italicized
- 10) Reference numbers set off by commas
- 11) Composer full name
- 12) Movements indented but not numbered when performing whole work
- 13) Italicize non-English words on instrumental programs, capitalization follows the conventions of the language
- 14) Birth and death years of deceased composers in parentheses separated by a dash
- 15) Single movement or selection from a larger work. Larger work is placed in parentheses and always italicized regardless of language. Non-English movement titles should be italicized on instrumental programs.
- 16) Arranger is placed beneath composer dates
- 17) Movements with Roman numerals if entire work is not performed in order.
- 18) Living composer birth year in parentheses
- 19) Featured soloist centered with instrument in lowercase *italics*
- 20) “Intermission” centered in ***bold italics***
- 21) Nicknames given in parentheses and quotation marks
- 22) Previously cited composer, full name with no dates
- 23) Footer with recital degree information and name of primary teacher

Appendix H

PIANO PROFICIENCY REQUIREMENTS

BME Vocal and Instrumental, and BM Music Performance Majors are required to prepare the following:

1. Prepared piece
2. Harmonizing a Melody
3. Hymn
4. Accompaniment
5. SA and TB

B.S. Music Industry and BM Musical Theatre Majors are not required to take a piano proficiency.

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Appendix I

PERFORMING ARTS DEGREES PLANS OF STUDY

The purpose of Degree Plans of Study is to show the ideal sequence of classes for the student to graduate in 4 years.

These Plans of Study are available from your advisor.

Please follow your plan and keep your advisor informed of any issues or changes you might encounter.

**We are available and ready to help and advise you,
but this is YOUR degree—
plan to keep track of your progress.**

