

HOFSTRA UNIVERSITY
DEPARTMENT OF MUSIC
PERFORMANCE, JURIES, & RECITAL PACKET

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If you have any questions about the procedures in this Performance & Recital Packet, please contact the Recital Supervisor, Mr. Denward Collins:

Denward Collins, *Sr. Supervisor*, Music Library
Monroe Lecture Center, 014
E-mail: Denward.Collins@hofstra.edu
Phone: (516) 463-5492

— ❧ REGISTRATION ❧ —

The first step in planning a degree recital is registering for recital credits. If you are giving a C-level recital, you must register for MUS XC; if you are giving a D-level recital, you must register for MUS XD; Honors and Endowed Recitals feature students who have been selected by the music faculty for special honors as performers will be advised by his/her private instructor.

As a general policy, you must be registered for lessons for two (2) semesters. This guarantees faculty supervision of the recital preparation. All students taking C and D levels of Private Instruction are required to present a recital in the second semester of each level, according to the following schedule:

- **C-Level (“Junior”) Recital:** A half recital (a minimum of 30 minutes of music) normally shared with another student who is satisfying the same requirement.
- **D-Level (“Senior”) Recital:** A full recital (a minimum of 60 minutes of music).

The requirements listed above apply to students whether or not they are candidates for the two degrees that require additional private instruction beyond the P level: The B.S. in Music (Jazz & Commercial Music), which requires two semesters of C level; and the B.S. in Music (Performance), which requires two semesters each of both C and D level. The registration queues often begin many weeks before a term starts, so plan ahead!

— ❧ SCHEDULING A RECITAL ❧ —

Student recitals are normally presented in the auditorium of **Monroe Lecture Center (Room 142)**, although under certain circumstances other locations may be used, such as **Monroe 216** and **Room 10** in **Shapiro Family Hall**.

- 1) **Discuss recital plans with your teacher and assisting musicians before reserving a recital time**
The student and his/her instructor will determine approximate dates for your recital. To ensure faculty supervision of the recital preparation it is important that you meet with your teacher the semester prior to your recital and agree on three (3) recital date options.
- 2) **Meet with the RECITAL SUPERVISOR**
Once you and your instructor have agreed on three (3) recital date options, schedule an appointment to meet with the Recital Supervisor of the Music Library (Denward.Collins@hofstra.edu). During this meeting, you and will find an available date and time based on your three requests. The request for a recital date and time must be made at least four (4) months in advance of your recital. **NOTE:** *If you are sharing a recital, both performers must schedule an appointment with the Recital Supervisor.*
- 3) **Submit STUDENT RECITAL FORM**
Once you and the Recital Supervisor have found an available time, you have **seven (7)** days to have the Student Recital Form signed by your private instructor and returned to the Recital Supervisor.

Once this form has been signed and returned, the Recital Supervisor will schedule your recital. The Student Recital Form is available online and in the Music Department Office (SFH 101).

NOTE: *An electronic signature from your Private Instructor may be accepted.*

4) **Receive confirmation**

You will receive confirmation on your signed Student Recital Form that the date and time you have requested for your recital has been confirmed. Requests are processed first come, first serve and occasionally must be denied. Also note that it may take 48–72 hours from submission until you receive confirmation.

5) **Schedule your Dress Rehearsal**

You must next schedule your **Dress Rehearsal** with the Recital Supervisor after you have organized all the necessary personnel for your recital. You must also print out and present your venue confirmation form (emailed to you and your Private Instructor from the Recital Supervisor) to Public Safety officers when calling them for access to locked rooms, equipment, etc.

NOTE: Due to the large amount of activity on campus throughout the year, there is always the possibility that the location and/or date/time might have to be changed (hopefully with adequate notice). Unfortunately, the University sometimes makes last-minute scheduling changes for various conferences, visiting VIPs, functions, etc. Though infrequent, it might require some flexibility on the part of the Music Department. Please be assured that such specific changes would only be considered as a LAST RESORT.

—❧ ACCOMPANISTS and GUEST MUSICIANS ❧— (C- and D-level Recitals)

The information below pertains only to C- and D-level student recitals. Information pertaining to accompanists and guest musicians for an Honors, please refer to the separate Honors Recital Policies and Procedures.

- The student recitalist is responsible for choosing his/her own accompanist for C- and D-level Recitals.
- The office of the Music Department (SFH 101) has a list of qualified and recommended accompanists.
- The Music Department will provide \$350 for **each D-level recitalist**, which may be used to help with accompanist fees, recording costs, or help pay for any guest musicians.
- The Music Department will provide \$250 for **each C-level recitalist**, which may be used to help with accompanist fees, recording costs, or help pay for any guest musicians. (If two performers are sharing a C-level Recital, each recitalist is allowed \$250, even if both performers are using the same accompanist.)
- **Students will be expected to pay for additional rehearsal time with an accompanist.**
- Accompanists who are being compensated **must** fill out the Musician/Accompanist Contract and a W9 Payroll Tax Form and submit them to the Music Department office **one (1) month before the recital date**. Guest musicians who are volunteering their time do **not** have to fill out these forms.
- A recital program and an invoice for services **must** be returned to the music office **no later than 48 hours after the recital** so that payment can be arranged.

- To obtain these forms, or if you have any other questions regarding accompanists, please contact Patricia Newberg in the main office. Email: Patricia.Newberg@hofstra.edu.



HOFSTRA UNIVERSITY[®]

DEPARTMENT OF MUSIC

STUDENT RECITAL FORM

RECITAL INFORMATION		
Name		ID Number
E-mail Address		Telephone
		()
Private Instructor		
Major (Jazz & Commercial, Performance, etc.)		
Degree Program		
<input type="radio"/> C Level (major) <input type="radio"/> C Level (minor) <input type="radio"/> D Level <input type="radio"/> Honors		
Are you sharing your recital?		
<input type="radio"/> No <input type="radio"/> Yes I am sharing my recital with		
Requested Recital Dates and Times		
1 st choice:	2 nd choice:	3 rd choice:
Location (Monroe 142, SFH 010, other)		
Any Audio/Visual Needs (microphones, screen + projector, etc.)?		
<ul style="list-style-type: none"> • The theater's sound system has six (6) microphone ports and capabilities for four (4) wireless microphones. These mics can be set on stands or be used as lapel microphones, and one mic can be set on the podium if requested. These microphones are "flat" mics, no reverb or special effects. Once the sound levels are set, they will remain at the level throughout the performance. • AV can also provide MP3 connection to play music through the house sound system via a phone or tablet. • Please notify me three (3) weeks before your recital to ensure AV will be available. Failure to contact me in a timely manner may result in no AV. 		

- Then contact Event Management at: (<https://my.hofstra.edu/web/home-community/room-request>) to give them your AV specifics.

(continued on the next page)

PRIVATE INSTRUCTOR'S SIGNATURE

With my signature, I authorize the above student to sign up for the requested recital date and time, and that I will be present for the student's recital.

PRINT NAME

SIGNATURE

DATE

STUDENT (RECITALIST'S) SIGNATURE

With my signature, I acknowledge that I have received a Recital Packet, and I understand that I am responsible for all contents of the packet, including timelines and rules.

PRINT NAME

SIGNATURE

DATE

RECITAL PROGRAM

A *WORD VERSION* of your Recital Program must be e-mailed to the Recital Supervisor <Denward.Collins@Hofstra.edu> by the following date:

A template of the program is available on the Music Department's website. Please work with your private instructor to format your program before you send it to me. Students are responsible for showing a final draft (hardcopy) to their instructor for review.

—❧ DRESS REHEARSALS ❧—

Dress rehearsal times must be arranged with the Recital Supervisor (Denward.Collins@Hofstra.edu). Before you arrange your dress rehearsal times, please make sure your private instructor and all students participating in the recital are able to attend.

—❧ RECITAL ATTIRE ❧—

Check with your instructor as to the appropriate attire for your recital.

—❧ RECITAL PROGRAMS ❧—

All students are required to produce their recital programs. Please follow these step-by-step guidelines:

- 1) **Access the official Department of Music template online and format your program accordingly. The link to the online template is located here:**

http://www.hofstra.edu/Academics/Colleges/HCLAS/MUSIC/music_schedulerecital.html

The program template includes the following: Composer name(s); composition title(s)/movement in order in which they will be performed; composer dates (if the composer is still living, include his or her birth year); names of other performers in recital and their instruments; and the day, date, time, and location of recital with your degree objective and instructor's name. Feel free to add program notes. Vocalists should also provide translations and texts in the body of the program or as a separate insert. Honors recitalists must include the Patron's description in their programs. This information can be acquired from the Recital Supervisor.

- 2) **Submit your finalized program to the Den Collins**

Once you and your private instructor have finalized a draft of your recital program, student recitalists are required to submit the recital program (in Microsoft Word) to the Recital Supervisor via e-mail (Denward.Collins@Hofstra.edu). It is required that you do so at least **four (4) weeks prior** to your recital date. Please understand that once your program is submitted to the Print Shop (Butler Annex), both you and your mentor must give permission for the final printing stage. Thus, you will have plenty of opportunities to edit/change the program.

And please provide the **AMOUNT** of programs you would like.

NOTE: if you do not e-mail a hard copy of your program to the Recital Supervisor within three (3) weeks of your recital date, you are required to print and copy your own program. In this case, **any printing/copying will be at your own cost.**

Students should follow the program format given below. Recitalists are responsible for the correctness of the information they submit. Find the correct spellings of composers' names and their dates in *The New Grove Dictionary of Music and Musicians* (copies are available in Axinn, the Music Library) or the *Oxford Music Online* (available on the HU website [Research Database]).

Back Page
(List of Faculty Members)

Department of Music

presents a

JUNIOR RECITAL

FEATURING

Name, *instrument*

Name, *instrument*

Guest artists

Name, *instrument*

Name, *instrument*

Name, *instrument*

Saturday, May 5, 2018

7:30 pm

The Helene Fortunoff Theater
Monroe Lecture Center, South Campus

∞ Program ∞

Fanfare for a New Theatre

Igor Stravinsky
(1882–1971)

Suite No. 3 in C major, BWV 1009

Johann Sebastian Bach
(1685–1750)

- I. Prelude
- II. Allemande
- III. Courante
- IV. Sarabande
- V. Bourrée I & II
- VI. Gigue

Eight Profiles for Solo Trumpet

Fisher Tull
(1934–1994)

- VI. To D. O.

Lyric Trio for Trumpet, Cello, and Piano, op. 710

Carson Cooman
(b. 1982)

- I. Red Darkness
- V. Towards Light
- VI. Let Evening Come

Name, *trumpet*
Name, *cello*
Name, *piano*

Concerto for Trumpet in D

Giuseppe Tartini
(1692–1770)

Legende for Trumpet and Piano

George Enesco
(1881–1955)

For NAME, this recital is presented in partial fulfillment of the requirements for MUS 115C (or MUS 215D). NAME is a student of Professor NAME.

The audience is **reminded** to please respect the performers **and audience** by silencing all watches & phones and refraining from flash photography during the performance. Only mirrorless and DSLR cameras able to shoot in silent mode are permitted during the performance.

Intermission

—❧ STAGE CREW ❧—

Contact Stage Crew (hofstrastagecrew@gmail.com) at least two (2) weeks before your recital to discuss the set-up of the recital hall. Members of the Stage Crew will assist you with lighting and curtains as well as the set-up of stands, the piano, chairs, and so on.

—❧ RECORDING YOUR RECITAL ❧—

If you wish to have your recital recorded, contact the Music Department office for a list of available individuals to assist you with a recording.

—❧ RECEPTIONS ❧—

A **maximum one-hour reception post-recital** space is available in the back of the auditorium of Monroe Lecture Center (Room 142). If you will need tables for the reception, please notify stage crew ahead of time. You are responsible for the set up and, most importantly, cleaning up afterward. **DO NOT LEAVE TRASH OR ANY OTHER ITEMS BEHIND.**

NOTE: Alcohol is strictly prohibited on Hofstra University property. If a university staff member observes alcohol at your recital reception, you will be in violation of the Student Conduct Codes. Students who violate any of the above alcohol regulations will be subject to a minimum penalty of a disciplinary warning. Subsequent offenses will result in more serious action.

—❧ REQUIREMENTS FOR COMPOSITION MAJORS ❧—

All prospective composition majors should contact Dr. Chandler Carter (lee.c.carter@hofstra.edu) at the beginning of their first year for advisement on both the musical and the administrative requirements of the B.S. in Music degree with a concentration in Composition.

Second Year:

Music 20P (2 semesters) – Beginning Composition lessons; at least one public performance of an original piece for the entire year (not including readings and arrangements).

After two semesters of Music 20P, composition majors must present to the composition faculty a portfolio of their work, including scores and recordings (midi audio files accepted). The faculty will evaluate the portfolio and conduct a short interview about the student's future direction and goals as a composition major.

Third Year:

Music 120B (2 semesters) – Intermediate Composition lessons; at least one public performance of an original piece per semester (not including readings and arrangements).

Fourth Year:

Music 120D (2 semesters) – Advanced Composition lessons; an hour-long senior recital of at least 50 minutes of music; arrangements, film scores, and recordings of orchestral readings included.

— JAZZ & COMMERCIAL MUSIC STUDIES —

PERFORMANCE REQUIREMENTS

Along with participation in many of the standing Jazz Ensembles (Jazz Combos, Jazz Orchestra, Vocal Jazz Ensemble) students in the Jazz & Commercial Music program fulfill four (4) semesters of one-credit, Basic (P)-level lessons on their primary instrument or voice. Ten, 55-minute lessons are required during the course of each of those semesters. All students must take a jury at the end of the second, third, and fourth semesters, which will be considered as part of their respective final grades. There is NO jury requirement for the first semester.

The fourth semester jury must be a “double” jury in that the student must prepare content that will allow him/her to progress to the next two semesters of three-credit C-Level private instruction (Fourteen 55-minute lessons per semester). The 2nd semester of C-Level lessons MUST culminate in a Full (2-set) recital. Though the Hofstra catalog designates this recital requirement as a “Junior” recital, the jazz student (and private instructor) should treat it as a “Senior” recital requiring at least 70–75 minutes of music.

The Jazz Recital must contain at least 7–10 minutes of a traditional “Classical” piece (or pieces) pertinent to the student’s instrument/voice and at least one original composition/song in any style (preferably something that represents THEIR musical personality and creativity). The remainder of the recital should contain Jazz-specific repertoire that presents a diverse sampling of MANY styles (Ragtime, Dixieland, Swing, Bebop, Hard Bop, Cool, Modal, Free, Fusion, Contemporary, Neo-Classic, Latin, etc.) as advised and mentored by their private instructor.

The student non-musical responsibilities include procuring:

1. A recital date, time and, venue
2. Peer musicians
3. Rehearsal schedule and venues
4. Arranging to record the recital
5. Programs, posters and mailers
6. All equipment necessary (drums, amps, PA, mics, stands, chairs, etc.)
7. Stage crew (organized through the Music Office and/or the Recital Supervisor)

The Private Instructor will help the student organize his/her program regarding the repertoire AND the printing of both the Posters/Mailers and the Program. (This can be done online through the Hofstra Portal. The Recital Supervisor can also help during this process.)

The Department of Music does have a minimal fund for all recitalists for accompanists (especially the vocal recitals). All Jazz recitalists should talk to the Department Chair if such funding is needed for roles that cannot be fulfilled by peer musicians. It is strongly advised that such funds be requested as a last resort.

A student may take more than four (4) semesters of P-Level lesson if needed, but the credit will not count toward the requirements.

— VOICE DEPARTMENT JURY and RECITAL GUIDELINES —

Jury Requirements

MUS 003P. Students enrolled in MUS 003P can expect ten (10) 55-minute lessons, which incorporates a final jury rehearsal, if applicable.

Music Business: A total of three (3) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester). One piece may be from the legitimate musical theater and one from the classical repertoire.

Music Education: A total of five (5) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester. These must be classical pieces, contrasting in style, with at least one in a foreign language.

Music Performance: A total of two (2) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester. At the end of the 2nd sophomore semester, the jury will be the audition for Level C, consisting of five (5) contrasting pieces from the Classical repertoire. See Advanced Vocal Study (below) for further requirements.

General Requirements for Juries:

- Appropriate dress, such as you would wear if going on a job interview; no flip-flops, no jeans, no running shoes, etc.
- The music must be prepared for the pianist—the original score, or double-sided copies of your music, with holes punched so that the pianist can put them in a folder.
- The student will give a short introduction to each piece, with a precise meaning of the lyrics and demonstrating some general knowledge about the composer and the period of music represented. Foreign names and titles must be correctly pronounced.
- Appropriate concert deportment: Walk in and stand with good posture, demonstrating during your performance that you understand the texts you are singing; thank your pianist and the judges before you leave.
- All music must be memorized
 - N.B. When singing music from an oratorio, you must hold the music just as is the convention in oratorio concerts. This does NOT mean the music is not memorized.

For C- and D-level Auditions, Juries, and Recitals:

- See above, plus
- Program notes must be provided, i.e., a printed list of the pieces to be sung, with composer's dates and translations of items in foreign languages.

NOTE: This applies to AUDITION AND JURIES as well as recitals.

Advanced Vocal Study:

If, by the end of the sophomore year, the student has a desire to perform a junior, C-Level recital and the teacher feels that he or she is sufficiently proficient to do so, the student must audition to enter Level C.

Please note: Levels C and D are primarily intended for those doing a major in Music Performance. It has certainly been the case that students with other majors have also undertaken C- and D-Level voice study, however, the credits necessary must be planned for and discussed in detail with your advisor well in advance of the audition being undertaken.

During the freshman and sophomore years, the student will have mastered basic skills of music preparation. To this end, attendance of two semesters of diction is strongly advised. Level C and D lessons will not involve basic rhythm, note, or diction tuition by the instructor. Students wishing to undertake

advanced vocal study music accept greatly increased requirements for practice and rehearsal time as well as for personal preparation of assigned repertoire.

Level C Requirements

Successful audition at the 3rd jury (end of sophomore year), see jury requirements, page 7, for details. Private instructor's recommendation, based on assessment of the student's ability to undertake the extra independent work described above.

If accepted into Level C, the student can expect ten (10) 55-minute lessons as well as no more than five (5) additional hours of mentoring sessions. These mentoring sessions are given at the discretion of the professor and may take any or all of the following forms:

- Teacher attends rehearsal of juries, recitals, opera scenes, and opera productions
- Repertoire and programming preparation for recitals
- Supervised warming up before important performances or auditions
- Supervision of the Grad school application process, including letters of recommendation and advice on audition preparation
- Supervision of recording demos for Grad school, competitions, or other necessary recordings

Please check with your private instructor's syllabus as to the format of your lesson.

In the first semester of the junior year the student will undertake:

▪ **C-Level Jury**

Prepare five (5) pieces to be included in an upcoming recital; the judges will choose up to three (3) pieces to hear that day

A formal Petition for the C-level jury must be printed with the Jury Petition level (C or D), student's name, date, as well as the program selections, the composers and dates, and program translations. Be prepared to provide up to six (6) copies for the petition panel. Consult with your private instructor as to the number of copies for your particular jury.

C-Level Jury Petition

Date

Minnie Mouse, Mezzo Soprano

1. Sheep May Run Away

J. S. Bach (1685–1750)

2. Title

Composer Name (b. 2015)

3. Title

Composer Name (1900–2015)

4. Title

Composer Name (1700–1723)

5. Title

Anonymous

Translations on a separate page.

If this jury is deemed satisfactory the student may continue to prepare for the junior year second semester, which will require:

▪ **C-level "Junior" Recital**

A short or half-recital, with piano accompaniment. This recital may be combined with a fellow student's recital, which is encouraged. In this case of a combined recital the opportunity to include duets or other chamber music should be included.

NOTE: The recital will be evaluated by a jury consisting of the Private Instructor, the Chair of the Music Department or a designate, and another member of the music faculty.

Level D Requirements

- ❑ Successfully presenting and passing a C-level Junior Recital
- ❑ Private instructor's recommendation, based on assessment of the student's ability to continue to undertake the extra independent work described above.

If accepted into Level D, the student can expect ten (10) 55-minute lessons as well as no more than ten (10) additional hours of mentoring sessions. These mentoring sessions are given at the discretion of the professor and may take any or all of the following forms:

- Teacher attends rehearsal of juries, recitals, opera scenes, and opera productions
- Repertoire and programming preparation for recitals
- Supervised warming up before important performances or auditions
- Supervision of the Grad school application process, including letters of recommendation and advice on audition reparation
- Supervision of recording demos for Grad school, competitions, or other necessary recordings

Please check with your private instructor's syllabus as to the format of your lesson.

In the first semester of the senior year the student will undertake:

- **D-level Jury**

Prepare five (5) pieces to be included in an upcoming recital; the judges will choose up to three (3) pieces to hear that day

A formal Petition for the D-level jury must be printed with the Jury Petition level (C or D), student's name, date, as well as the program selections, the composers and dates, and program translations. Be prepared to provide up to six (6) copies for the petition panel. Consult with your private instructor as to the number of copies for your particular jury.

D-Level Jury Petition	
Date	
Minnie Mouse, Mezzo Soprano	
1. Sheep May Run Away	J. S. Bach (1685–1750)
2. Title	Composer Name (b. 2015)
3. Title	Composer Name (1900–2015)
4. Title	Composer Name (1700–1723)
5. Title	Anonymous
Translations on a separate page.	

If this jury is deemed satisfactory the student may continue to prepare for the senior year second semester, which will require:

- **D-level “Senior” Recital**

A full recital, with piano accompaniment. Guest artists may be invited to participate.

NOTE: The recital will be evaluated by a jury consisting of the Private Instructor, the Chair of the Music Department or a designate, and another member of the music faculty.

—❧ PIANO DEPARTMENT JURY and RECITAL GUIDELINES ❧—

Jury Requirements

MUS 001P: Students enrolled in MUS 001P can expect ten (10) 55-minute lessons, which incorporates a final jury rehearsal, if applicable.

B.S. Music Business: A total of three (3) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester. One piece may be from the popular repertoire, as approved by your instructor, and one from the classical repertoire.

B.A. Music Business: Private lessons are not required for B.A. Music Business students. If, however, a student chooses to take private piano lessons, then there is no jury for the first semester; a jury is required for every subsequent semester.

Music Education: A total of five (5) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester. These must be classical pieces, contrasting in style.

NOTE: Music Education and Music Business students whose primary instrument is NOT piano: Successful completion and presentation of at least two works from classical period per semester. No jury required.

Music Performance: A total of two (2) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester. At the end of the 2nd sophomore semester, the jury will be the audition for Level C, consisting of three (3) contrasting pieces from the Classical repertoire. See Advanced Piano (below) for further requirements.

C-Level Jury:

- Prepare three (3) pieces to be included in an upcoming recital; the judges may not choose to hear pieces in their entirety. The three pieces played for the jury may not necessarily be programmed on the upcoming recital.
- A formal Petition for the C-level jury must be printed with the Jury Petition level (C or D), student's name, date, as well as the program selections, the composers, and dates. Be prepared to provide up to four (4) copies for the petition panel. Consult with your private instructor as to the number of copies for your jury.
- Memorization of the music is encouraged.

D-level Jury:

- Prepare three (3) pieces to be included in an upcoming recital; the judges may not choose to hear pieces in their entirety. The three pieces played for the jury may not necessarily be programmed on the upcoming recital.
- A formal Petition for the D-level jury must be printed with the Jury Petition level (C or D), student's name, date, as well as the program selections, the composers, and dates. Be prepared to provide up to four (4) copies for the petition panel. Consult with your private instructor as to the number of copies for your jury.
- Memorization of the music is encouraged.

General Requirements for Juries: Appropriate dress is encouraged.

ADVANCED PIANO, Levels C (MUS101C) and D (MUS101D)

Music Performance Majors should petition for C level at the end of their sophomore year, to ensure that the C-level recital that will be given in the Junior year.

Non-performance Majors may petition for C level at the end of their sophomore year or during their junior year.

Anyone sharing a recital must petition and sign up for C or D level. Guest artists are permitted, but need to be vetted by the private instructor.

NOTE: Levels C (MUS101C) and D (MUS101D) are primarily intended for those doing a major in Music Performance. If other majors decide to undertake C- and D-Level study, the credits necessary must be planned for and discussed in detail with your advisor well in advance of the audition being undertaken.

Level C Requirements

- successful audition at the 3rd jury (end of sophomore year), see jury requirements for details.
- private instructor's recommendation, based on assessment of the student's ability to undertake the extra independent work described above.

If accepted into Level C, the student can expect ten (10) 55-minute lessons as well as no more than five (5) additional hours of mentoring sessions. These mentoring sessions are given at the discretion of the professor and may take any or all of the following forms:

- Teacher's attendance of rehearsals of juries and recitals.
- Repertoire and programming preparation for recitals.
- Supervised warming up before important performances or auditions
- Supervision of recording demos for Graduate school, competitions, or other necessary recordings.

In the first or second semester of the junior year the student will undertake a C Level jury. If this jury is deemed satisfactory the student may continue to prepare for the junior year second semester, which will require:

C level "Junior" Recital – a half - recital consisting of no more than 35 minutes. Guest artists may be invited to participate upon approval of the instructor.

NOTE: The recital will be evaluated by the Private Instructor. A C-Level "Junior" Recital will serve as a petition for D level.

Level D Requirements

- successfully presenting and passing a C-level Junior Recital
- private instructor's recommendation, based on assessment of the student's ability to continue to undertake the extra independent work described above.

If accepted into Level D, the student can expect ten (10) 55-minute lessons as well as no more than ten (10) additional hours of mentoring sessions. These mentoring sessions are given at the discretion of the professor and may take any or all the following forms:

- Teacher's attendance of the rehearsals of the juries and recitals
- Repertoire and programming preparation for recitals
- Supervised warming up before important performances or auditions
- Supervision of the Graduate school application process, including letters of recommendation and advice on audition preparation
- Supervision of recording demos for Graduate school, competitions, or other necessary recordings

In the first semester of the senior year the student will undertake a D Level jury. If this jury is deemed satisfactory the student may continue to prepare for the senior year second semester, which will require:

D-level "Senior" Recital – a full recital consisting of no more than 80 minutes including intermission. Guest artists may be invited to participate upon approval of the instructor.

NOTE: The recital will be evaluated by the Private Instructor.

—❧ PRIVATE INSTRUCTION STUDIO CHANGE POLICY ❧—

Students wishing to change Private Instruction Studios must meet with the Music Department Chair to secure approval. All changes must occur at the beginning of a semester. It is not permitted to change studios mid-semester unless there are extraordinary circumstances. It is highly suggested that students remain with one teacher for the first two semesters of their degree program before attempting to switch to another studio.

A studio change is accomplished by following the specific procedure outlined below:

1. Email and/or make an appointment with the Department Chair to discuss the situation. It is important that you speak with the Chair so that there are no misunderstandings.
2. If you still desire a change, you may contact the potential new instructor to gain his/her approval.
3. The chair will confer with the new instructor and inform you if the change will be permitted. If permitted, you must see the Music Department Chair to obtain a signed Studio Change Form.
4. Complete your part of the form, sign it, and obtain all required signatures (current studio teacher, new studio teacher).
5. Submit the completed form to the Music Department Office and you will be given signed paperwork to enroll in the course.

PRIVATE INSTRUCTION STUDIO CHANGE FORM

Student Name _____ 70 _____

E-mail Address _____

Cell Phone _____

Current Private Instructor's Name _____

New Private Instructor's Name _____

SIGNATURES

Chair _____

Current Private Instructor _____

New Private Instructor _____

— ❧ HONORS RECITALS ❧ —

Honors Recitals feature students who have been selected by the Honors Recitals Committee, comprised of Department of Music faculty, for special honors as performers. These annual concerts include the following:

- The Dorothy B. Hoag Concert
- The William Lawrence Concert
- The Rhoda Pinsley Levin Award Recital
- The William Rosencrans Endowed Award Recital
- The American Chamber Ensemble (ACE) Award

Auditions take place in the spring semester prior to the academic year in which the recitals take place.

For **Honors Recital Policies and Procedures**, contact Honors Recital Committee Chair, Professor Adam Glaser, adam.glaser@hofstra.edu.

— ❧ COMMON HOUR CONCERT SERIES ❧ —

- The Common Hour Concert Series (CHCS) is a performing venue available to all Hofstra Music Department students and faculty. Priority will be given to student performers.
- If you would like to participate, obtain the CHCS form in the Music Department Office. Please provide complete information on this form and obtain the signature of your Private Instructor.
- Completed forms must be submitted to the Professor Glaser one week prior to the performance. For example, if you are requesting to perform on November 19th, you must have the form completed, signed, and turned in by **November 12th at 5:00 p.m.** If you would like to perform on December 3rd, you must submit by **November 26th at 5:00 p.m.**
- All students requiring an accompanist must see the Department Chair to obtain contact information to arrange for a rehearsal prior to the performance.
- Selection of performers for each concert is on a first come/first served basis. Each concert will be limited to 1 hour of running performance time.
- All Common Hour Concert Series performances take place in SFH 10.

— ❧ STUDENT RECITAL CHECKLIST ❧ —

STEP 1. Contact the Recital Supervisor at least **FOUR MONTHS** prior to your recital to:

- choose a date
 - choose a time
 - choose a location
- Denward Collins, *Recital Supervisor*
Shapiro Family Hall, Room 104
E-mail: Denward.Collins@Hofstra.edu
Phone: (516) 463-5492

STEP 2.

- Organize collaborating artists (accompanists, guest artists, ensemble participants, etc.)
- Set a rehearsal schedule
- Procure the appropriate contracts and forms from Patricia Newberg in the Music Office

STEP 3. Contact the Recital Supervisor at least **FOUR WEEKS** before the recital date to:

- e-mail your recital program (Microsoft Word)
- organize any recording you may want
- organize your publicity for the recital

STEP 4. Contact the Stage Crew Manager a least **TWO WEEKS** before the recital date to organize:

- the set-up crew (ushers, stage hands, etc.)
- equipment needs (stands, chairs, piano, misc. instruments, electronics, etc.)
- request stage crew needs for dress rehearsal(s)

♪ Final Thoughts ♪

It's time to start acting like the artist you are aspiring to be. Take the planning and organization of this recital very seriously so you can relax and concentrate on the **MUSIC** the day of the performance. The better prepared you are, the more you will enjoy and convey your artistry to the audience. It starts months (if not years!) before the recital.

Go practice and good luck!