

MUSIC DEPARTMENT STUDENT HANDBOOK 2016-2017

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WELCOME

Welcome to Cornish. We believe Cornish is a special place that can offer you a unique education.

We want you to become the best musician you can be. That will require hard work and discipline on your part, but it will also come with a good bit of fun. The faculty at Cornish will challenge you to be your best. They'll also share their experiences and insights to help you forge your own artistic path.

To make that journey as rich and rewarding as possible, we've assembled this Music Student Handbook. Think of it as a road map—always there to help answer questions along your journey, avoid a few wrong turns, and give you some perspective on the lay of the land.

Of course, this Music Student Handbook can't possibly answer every question. So, whenever in doubt, don't hesitate to ask.

Mission Statement

The mission of Cornish College of the Arts is to provide students aspiring to become practicing artists with an educational program of the highest possible quality in an environment that nurtures creativity and intellectual curiosity while preparing them to contribute to society as **artists, citizens and innovators**.

Music Department Philosophy

Our goal is to provide the highest quality education designed to give the contemporary musician a stimulating and challenging environment to develop their skills, identify their passions, expand their horizons, and embody values of integrity and authenticity as artists and citizens of the world.

DEPARTMENTAL OVERVIEW

Music Department Office & Staff

The Music Department offices are located on the third floor of Kerry Hall, Room 316, at 710 E. Roy Street, in Seattle. The offices are open Monday through Friday from 9 am to 5 pm throughout the school year and from 10 am to 4 pm during the summer months.

Five individuals comprise the Music Department staff—the Department Chair, Department Coordinator, Technical Director, Production Coordinator, and PONCHO Concert Hall Facilities Manager—each playing a distinct role in helping to keep all of the “trains running on time” in the Music Department.

Music Department Chair

The Department Chair oversees the music program at Cornish. The Chair works with the faculty to constantly evaluate the music curriculum and develop new programs and courses. They identify and hire new adjunct faculty, evaluates existing faculty, and oversees the College’s presenting series. The Chair evaluates transfer credits from other institutions, advises freshmen and senior students, and oversees all recitals. They must also sign off on Credit by Exam (CBE) and Previous Learning Experience (PLE) credits, as well as Independent Study contracts. The Chair also spends a fair portion of their time out of the office visiting other college programs, recruiting new students, and raising funds for the Department.

Music Department Administrator

The Music Department Administrator manages all aspects of the daily operations of the Music Department office including overseeing work-study students and helping to advise students on their course schedules to ensure completion of all requirements for a Bachelor of Music degree. This position coordinates all auditions for prospective students, and oversees the scheduling of all Junior and Senior recitals, End-of-Semester Presentations (ESPs), and the Scores of Sound music marathon that concludes each semester.

Music Department Technical Director

The Technical Director provides technology leadership for the Music Department. This position consults with the Department Chair in the development of the technology plan and budget priorities for the Music Department. This position oversees the acquisition, use, and maintenance of all computer hardware/software and audio/visual technology for the department including the Digital Lab and Digital Audio Studio. The Technical Director also oversees all audio needs for PONCHO Concert Hall including sound reinforcement requirements for all concerts and recitals.

Production Coordinator

The Production Coordinator coordinates all of the logistics for the College’s presenting series including visiting artist concerts, master classes, clinics, and workshops. This position serves as the point of contact for all advance communication with guest artists, facilitates communication between guest artists and appropriate Music Department faculty, and coordinates publicity and marketing of future Cornish Presents events. The Production Coordinator also books all faculty and student artists as part

of ongoing Cornish concert series at the Fred Hutchinson Cancer Research Center, Amazon, and the Museum of History and Industry (MOHAI).

PONCHO Concert Hall Facilities Manager

The PONCHO Concert Hall Facilities Manager provides both production management and technical services for PONCHO Concert Hall and ancillary facilities. This position duties include facilitating communication between all users of PONCHO Concert Hall and overseeing scheduling of the facility in accordance with College space usage policy. The Facilities Manager also provides operational and technical support for all events taking place in PONCHO Concert Hall, trains and supervises employees and users of the facility, and ensures the ongoing maintenance and functional operations of all sound, lighting, and rigging equipment in the hall.

Music Faculty

The Music Department faculty consists of full-time, salaried faculty (i.e., Core Faculty) and part-time, hourly faculty (i.e., Adjunct Faculty). In addition to their teaching duties Core Faculty contribute to the effective running of the Music Department by participating in admission auditions, evaluating Junior and Senior recitals, serving on faculty committees, and advising students. Likewise, the Music Department could not function without the valuable contributions and expertise of its adjunct faculty. The role of adjunct faculty members varies greatly based upon their specific expertise and teaching assignment. Some adjunct faculty members only teach private students, while others teach a combination of classroom instruction and private lessons. Currently, the Cornish Music Department consists of fourteen core faculty members and dozens of adjunct faculty. To reference a complete list of faculty and their respective areas of concentration, visit www.cornish.edu/music/faculty/

DEPARTMENTAL COMMUNICATIONS

Communication among students, faculty, the Music Department office, and the college administration is critical to the successful functioning of the Department. This section outlines the various ways that you can stay informed and communicate with Music Department faculty, staff, and students.

Cornish Student Email

Your Cornish student email account is the primary method for communication between the Music Department and you. All Cornish students are assigned a Cornish email address. You are expected to check your Cornish email address on a regular, preferably daily, basis. This is the address that will be used for all Cornish Music Department communication. We communicate important departmental events, deadlines, and opportunities via email only. If you fail to check your email, you risk missing out on these important announcements.

Please note: Email will not be forwarded to a secondary address; the music department will only send information to an official Cornish email address.

You can check your email wirelessly from a laptop at Kerry Hall, throughout the South Lake Union campus, and at the Cornish Commons. You can also check email while at school from any of the College computers at Kerry Hall. Computers are located in the basement student lounge and in the first floor lobby.

Questions regarding passwords, access to your account, or other technical support issues should be directed to the IT Helpdesk at helpdesk@cornish.edu (206.726.5092).

Contacting Faculty

Faculty members may specify the appropriate and preferred ways to contact them outside of the classroom. This information will be conveyed to students at the first class session.

All Cornish faculty members maintain Cornish email addresses, each address consisting of the first initial of a faculty member's first and last name. For example, faculty member Chuck Deardorf's Cornish email address would be: cdeardorf@cornish.edu; Natalie Lerch's email address is nlerch@cornish.edu, etc.

The Cornish College Website

The Cornish College website (www.cornish.edu) is an excellent resource for information about the College including financial aid, counseling and health resources, class schedules, shuttle schedules, student online forums, college events and more.

Cornish Music on Facebook

The Cornish Music Department also maintains a Facebook presence to facilitate communication between the Music Department and students, faculty, staff, and alumni. Find it at: <https://www.facebook.com/CornishMusic/?fref=ts>

Compass

Compass is the College's online course registration and information system accessible via any web browser (compass.cornish.edu). You may add or drop classes, access your course schedule and see other information about your classes, your academic record, and more.

Music Tab on Compass

The Music Department maintains a separate tab on Compass specifically for Music Department students and faculty. This tab serves as a resource for events and announcements and contains forms and policies for student and faculty use. Please visit the music page on Compass regularly for important information.

Mailboxes

Every Cornish music student is assigned a physical mailbox located on the second floor east hallway of Kerry Hall. Every Music faculty member has a mailbox located on the first floor of Kerry Hall in the photocopy room. You may leave mail for students or faculty in their mailboxes; however, **do not leave anything of value in the mailboxes.**

Change of Address

Personal information, including address and phone number, can be updated on Compass as a part of your student profile information. Please keep this information current!

Bulletin Boards

The bulletin boards throughout Kerry Hall contain important and useful information, including performance opportunities, community events, and competitions. Look for announcements regarding upcoming Music Department deadlines and events. Make a habit of checking the bulletin board on a regular basis or you will risk missing important information and deadlines.

Students and others outside of Cornish may post items on the bulletin boards with pre-approval from the Music Department. Please bring your item to the Music Department Office for approval. Any posted items without an approval stamp will be removed.

MUSIC DEPARTMENT CURRICULUM

Student Learning Outcomes

Statement of Purpose: Our goal is to provide the highest quality education designed to give the contemporary musician a stimulating and challenging environment to develop their skills, identify their passions, expand their horizons, and embody values of integrity and authenticity as artists, citizens and innovators. We strive to teach our students to become critical thinkers, successful professionals, dynamic leaders, and socially aware artists.

Students in the music program at Cornish College of the Arts who fully participate and engage with peers, teachers and the learning environment will...

- 1) ... be proficient in all aspects of musicianship skills, including theory, ear-training, keyboard, rhythm, sight-reading, and improvisation.
- 2) ... employ a diverse knowledge of the music industry and music career options, and apply the life and learning skills necessary for a successful career in music.
- 3) ... think critically, practice self reflection, and implement spoken, written and listening skills necessary to engage with peers for performance or discussion in all aspects of music.
- 4) ... apply a sense of citizenship reflected within and beyond the Cornish community through a spirit of collaboration and an awareness of the power of music to enrich the culture and impact social change.
- 5) ... be effective leaders, active collaborators, and strong communicators who will give and take feedback constructively.
- 6) ... synthesize diverse elements of musical knowledge in the practice, theory, and production of music.

For Composition:

- 7) ... master compositional technique (melody, polyphony, harmony, form and texture) with an understanding of diverse compositional approaches and striving to create innovative and original work.

For Performance:

- 8) ... master primary instrument with strong musicality and stylistically versatile performance skills and a dynamic and professional stage presence.

The Bachelor of Music

The Cornish Music curriculum has been designed to foster maximum flexibility while providing the strong foundational skills required of all musicians. All Bachelor of Music (BM) degree students must declare a particular 'concentration' that determines which classes they must complete to fulfill all of their degree requirements. Currently, the Music Department offers 4 different concentrations, or courses of study:

- Instrumental Performance
- Vocal Arts
- Composition
- Composer/Performer

So, for example, an entering student may choose to focus their studies in jazz and fulfill all of the requirements of an instrumental performance course of study for a Bachelor of Music degree. Although the required course of study will be dictated by what path the student chooses, the end result is the same: fulfilling all of the requirements necessary for a Bachelor of Music degree.

Vocal Arts

As a vocal arts student one may choose to focus on jazz, popular, opera, or classical.

For example, jazz vocalists immerse themselves in an intensive program focused on learning the jazz vocal repertoire and developing the skills necessary to create their own arrangements. All jazz vocal students need to complete one year of vocal jazz standards, one year of singing in the a cappella jazz vocal ensemble, and one year of singing in a jazz ensemble. Classical vocal performance majors learn the repertoire and follow a standard sequence that includes English, French, German, and Italian lyric diction as well as one year of Italian Language plus an additional year of either French or German.

Instrumental Performance

Students electing to follow an instrumental performance course of study, or 'concentration', will be evaluated (both at ESPs and Junior and Senior recitals) on their ability to master the technical demands of their instrument and the application of those skills in the interpretation of the musical repertoire within their primary area of emphasis (e.g., jazz, classical, etc.). In addition to private instruction and classes required of all Bachelor of Music degree candidates, instrumental performance students must audition and participate in at least one ensemble every semester they are enrolled at Cornish.

Classical Piano Performance

Students electing to pursue a course of study, or 'concentration', in classical piano adhere to the same requirements as all instrumental performance students, but with the following additional requirements: all piano students participate in a weekly piano Performance Studio plus semester-long courses in Piano Repertoire and Collaborative Piano.

Composition

Composition students have the option of declaring a particular area of 'emphasis', such as jazz or classical music, or study a broad range of styles. All composition students must take courses in music notation, electronic music, and digital audio, in addition to four semesters of a Composition Colloquium and four semesters of what is colloquially referred to as "comp seminar" courses: a rotating selection of composition practicum courses offered every semester that cover such topics as

Composing for Jazz Ensemble, Composing for Orchestra, Composing for String Quartet, Composing for Dance, Scoring for Film, etc.

Composer/Performer

For those students who want to explore both composition and instrumental or vocal performance, Cornish offers the Composer/Performer option. Students wishing to pursue this option must first be enrolled in the Music Department as a composition or performance student, then re-audition at the end of their first year to enter the Composer/Performer program. Composer/Performer students must meet the requirements of both the composition and performance concentrations, typically alternate playing in ensembles with composition classes, and often times will study privately with both a performance and composition faculty member.

Changing 'Majors'

Sometimes a student may come to Cornish as a pianist then decide halfway through their freshman year that they'd rather focus on composition. When this occurs, we ask the student to re-audition for the faculty of the program that they would like to enter. This helps the faculty to ensure that the student can meet, or exceed, the standard set by other students already in that program. In most cases, this is not a problem. However, occasionally a student will be denied admission to another program, and instead encouraged by the faculty to remain with their original concentration.

Advising & Registration

Every semester the Music Department Chair, Music Department Administrator, or selected faculty meet individually with all students to review the progress they have made that semester, discuss any issues that have arisen, and advise students on which courses to take the following semester to ensure that they complete their degree on schedule. Advising appointments are scheduled in November and March of every year.

Each student should bring a copy of their advising template and list of courses they want to register based on what is offered and what they have left to complete. Following these advising appointments, it is the student's responsibility to complete the registration process by going online and using Compass to enroll in their selected courses.

Foundational Skills Classes

As part of the first- and second-year music curriculum, all music students participate in an intensive foundational skills program consisting of theory, eartraining, rhythm, and piano. Every music student must complete a four-semester sequence of music theory (Theory I, II, III & IV) with specialization in jazz or classical theory in the second-year curriculum. Likewise, all music students must also complete a four-semester sequence of eartraining (Eartraining I, II, III & IV) and piano (Piano I, II, III & IV). Students with little or no prior experience playing the piano must first complete a one-year fundamental piano skills (Piano Fundamentals I & II) course before they can enroll in the standard four-semester piano skills sequence. In addition to the above, all music students are also expected to complete a two-semester sequence focused on building rhythmic skills (Rhythm I & II); all jazz students are expected to complete an additional two semesters of rhythmic skills-building focused on special topics relevant to contemporary jazz.

Music History Classes

In addition to the foundational skills classes, all music students must also complete four semesters of music history; however, unlike the standard four-semester theory and ear-training course sequences, students can choose to take each semester of their four-semester music history requirement in any order. Three semester-long music history classes are required of all music students: Jazz History, Western Classical Music History, and World Music Traditions. The fourth semester of music history can be selected from a variety of special topics offered on a rotating basis. These courses include: Early Music History, Vocal Jazz History, Opera-Musical Theater History, 20th Century Music History, Brazilian Music History, African Music History, American Popular Music, and the History of Film Music.

Ensemble Classes

All music students are expected to perform in an ensemble during their time at Cornish; instrumental performance students must perform in an ensemble every semester they remain enrolled. The opportunities for performance are numerous, with many different levels and types of ensembles offered every semester. In jazz, ensembles range from traditional jazz to bebop, fusion, Latin, blues, and big band ensembles. Chamber music ensembles vary from dedicated strings and percussion ensembles to mixed chamber music with varying instrumentation each semester. Vocal performance opportunities include Chorus, Chamber Singers, and the Jazz Vocal Ensemble. Finally, for those students wishing to explore non-European musical traditions, the Music Department offers Javanese gamelan and African drumming on an ongoing basis.

Private Instruction

All students are expected to study privately with an instructor during their time at Cornish. Upon admission to the College, students are placed with an individual instructor in their primary area of study. A student may remain with the same private instructor for all four years or opt to study with a different private instructor after the first year. The private instructor serves as a student's primary artistic advisor and mentor helping students to make decisions about repertoire, courses, and other matters critical to their growth as artists.

The private instructor also helps a student prepare for their End-of-Semester Presentations (ESP), and guides the student in selecting and preparing repertoire for their Junior or Senior recitals. Students must study privately with their primary private instructor the same semester they are preparing for their Junior or Senior recital.

Taking an additional secondary private lesson is also an option for Music students looking to expand their knowledge base. These lessons cost an additional fee, and must be approved by the Department Chair.

Humanities & Sciences (H&S) Requirements

All Music students are expected to fulfill a required 30 credits of Humanities and Sciences (H&S) coursework as part of their Bachelor of Music degree. This consists of 6 credits per semester as part of a student's freshman year at Cornish, plus 3 credits of H&S classes every semester for the remainder of their time at Cornish. For more detailed information visit www.cornish.edu/humanities_and_sciences/

College Electives

All Music students are expected to take a required 6 credits of College Electives as part of their Bachelor of Music degree. This will consist of two 3-credit courses taken through the Creative Corridor.

Syllabi

On the first day of each class, your instructor will pass out a syllabus detailing the course schedule, attendance policies, textbook requirements, homework assignments, and other information specific to that course. Review this document carefully, and refer to it regularly. The syllabus is a contract between you and the instructor: you are responsible for knowing what is expected of you as a student in the class. So, review the syllabus and be prepared to fulfill the requirements for the class.

Textbooks

Some, but not all, Cornish classes require textbooks. If an instructor has indicated on their syllabus that a specific text is “required,” you are expected to obtain the textbook during the first week of class, no later. Occasionally, an instructor will also list a “recommended text” on their syllabus; this is a text that an instructor feels would be helpful, but is not required for the class. All textbooks for Cornish classes are available via Compass.

Course Evaluations

Each semester, the department solicits constructive feedback from students about the strengths and weaknesses of specific classes and instructors. Standardized written evaluations are distributed to each class. Students are then encouraged to provide written comments for their instructors. A student monitor collects all course evaluations. Summary reports are then distributed to the instructor after all final grades have been submitted for the class. The Department Chair and Provost also review course evaluations in addition to the instructor.

ONLINE LIBRARY & SUPPORT RESOURCES

Cornish Library

The Cornish library is located on the second floor of the Main Campus Center (MCC). The library’s expanding collection contains over 25,000 books, 2,500 scripts, 5,000 music scores, 3,000 videos, 6,000 sound recordings, 2,852 electronic books, approximately 150 periodical subscriptions, and 45,000 slides. Also, through an extensive network of inter-library loan arrangements, the Cornish library can obtain just about any book or score that you might need for a class or ensemble. The library also contains computer workstations, and listening and dubbing stations available for student use. You can search the library’s collection from anywhere on campus or from home by going online to www.cornish.edu/library.

Naxos Music Library

In addition to the library’s physical collection of over 6,000 CDs, the Cornish library also maintains a subscription to the Naxos Music Library service. This service is an online database similar to Apple’s iTunes library but focused on classical music from around the world. Currently the database contains over 105,000 CDs and over 1,450,000 selections; the library continues to grow at the rate of 1,000 new CDs every month! This online streaming music database is available to all Cornish music students and can be accessed wirelessly from anywhere on campus, from the residence halls, or from home by logging on online via the Cornish Library.

Naxos Jazz Library

This much smaller service currently contains over 96,000 selections of jazz music, primarily from recordings prior to 1970. Similar to the larger Naxos Music Library this online streaming music database is available to all Cornish music students and can be accessed wirelessly from anywhere on campus, from the residence halls, or from home by first logging in online via the Cornish Library.

Naxos Video Library

The Naxos Video Library is a performing arts video library with over 2,300 operas, ballets, Broadway theater productions, documentaries, live concerts, and musical tours of historic places. It includes the Naxos DVD label, Opus Arte, Arthaus, Dacapo, EuroArts, among others. Similar to the Naxos music libraries this online streaming video database is available to all Cornish music students and can be accessed wirelessly from anywhere on campus, from the residence halls, or from home by first logging in online via the Cornish College of the Arts Library.

Using your iPhone, iPad or Android device to access the Naxos Libraries

Both the Naxos Music Library and Naxos Jazz Library have free, downloadable applications available for iPhone, iPad and Android mobile devices. These “apps” allow you to access any of the 1.5 million selections in either Naxos library via a wireless connection. Best of all, once you set up your device to access the Naxos libraries you’ll never have to enter a username or password again. You can easily search for a composer or title of a song mentioned in class and seconds later have that music streaming to your iPhone or Android phone. To learn how you can set up your iPhone or Android phone to access the Naxos Music libraries contact the IT HelpDesk at 206.726.5092 for assistance.

Tutors

Students seeking help with foundational skills and homework assignments can request a music student tutor. Tutors are provided for foundational skills and history classes only, unless otherwise approved by the Music Department Chair. Tutors can be especially helpful for students seeking to improve their eartraining, theory, and rhythmic skills. Students can obtain a list of available tutors each semester from the Music Department office. Any student who would like to become a tutor may pick up an application packet in the Music Department office. Student tutors are required to attend a training session at the beginning of each semester.

The Cornish Writing Center

Music students are encouraged to utilize the Cornish Writing Center to help develop their writing and reading skills. Students can come to the center to work on their writing and receive individualized guidance at any phase in the writing process. For more information, visit http://www.cornish.edu/academics/writing_center/

MUSIC DEPARTMENT ACADEMIC POLICIES

Placement Exams

All incoming students are given brief placement exams in theory and ear-training as a part of the live audition and admission process. More extensive placement exams for Theory, Ear-training, Rhythm, and Piano classes are administered the week prior to school. These exams help the faculty to determine the right level of class for each student, as every student enters with different knowledge and abilities. However, occasionally, based upon the results of these exams, a student may be placed in a class that is at an inappropriate level, either too difficult or too easy. If this occurs, students are encouraged to speak up during the first week of school; the instructor and the Music Department

office will then reassess the student and potentially transfer the student into another class at a more appropriate skill level.

Credit by Exam (CBE)

Students may elect to “test out” of any of the foundational skills classes by demonstrating mastery of the skills covered in that course. This process is referred to as Credit by Exam or CBE. The CBE process applies to all first- and second-year music theory, eartraining, rhythm, and piano skills courses. You may not “test out” of ensembles, history or special topic classes, music electives, or private instruction. Also, you may not test out of a required course that you previously failed; you must retake the course and receive a passing (C or better) grade.

Anyone wanting to “test out” of a course should first make an appointment with the Music Department Chair or Music Department Administrator. You will also need to contact the instructor for the course and be prepared to demonstrate mastery by taking the final exam for that course. Once you have demonstrated competency, you will need to obtain the signatures on the CBE form of both the instructor administering the test and the Department Chair. Finally, submit the signed form to the Registrar’s Office and pay a fee of \$30 per credit for every CBE credit.

For example, after demonstrating competency in Eartraining I and obtaining all the required signatures, you would need to pay \$60 to receive 2 CBE credits on your official transcript. College policy mandates that all CBE credits must be purchased and officially noted on a student’s academic record prior to the end of a student’s first year of study at Cornish. So, don’t delay!

Prior Learning Experience (PLE)

Prior Learning Experience (PLE) credit is similar to the Credit by Exam (CBE) process, but only occurs on recommendation of the Department Chair at the time of admission or during a student’s first academic year. PLE is documented work, not eligible for college transfer credit, earned prior to enrollment at Cornish. PLE cannot be granted for work from another accredited institution.

Students seeking PLE credit should first make an appointment with the Music Department Chair or Music Department Administrator after completing one full-time semester in good academic standing. Students submit a PLE petition to the Department Chair for approval who then forwards the approved petition to the Registrar’s Office for final approval and processing. Once approved, you will need to pay a fee equal to \$30 per PLE credit. Students may petition for a maximum of 30 PLE semester credits.

Concert Attendance

All undergraduate students must attend a minimum of 10 mid-day concerts, masterclasses, or Cornish Presents performances every semester they are enrolled as a fulltime student. Up to two of these concerts may be concerts where the student is performing. Failure to attend the minimum number of concerts will result in the student receiving an Unsatisfactory rating for the semester (See **Ratings** below).

Class Attendance

Your attendance at all classes is essential. If you must be absent due to illness, please notify your instructors by either email or phone. Do not contact the Music Department office to notify your instructors; it is your responsibility to notify your instructors of any absence. All students are expected to adhere to every faculty member’s attendance and punctuality requirements for each class.

Private Instruction

When you enter Cornish, the faculty does its best to match a student with a private instructor most suited for their continued musical growth while taking into account a number of factors. These include availability of the instructor, the skills and experience of the student, and the student's goals after college. At the end of the first year, students may request that they be placed with another private instructor. In this event, the following process should be followed:

- The student should talk with their current private instructor to let them know why they feel a switch of instructors would be beneficial.
- Schedule a meeting with the Department Chair and your current private instructor to discuss the desired switch.
- The Music Department Chair may discuss the matter further with all faculty involved, will make the final decision on any private instruction placements, and then inform the student.

Any change of private instructor typically occurs between the freshman and sophomore years of study. In no instance may a student switch private instructors on a semester-by-semester basis. Students should plan on studying with a private instructor for a minimum one year prior to their junior or senior recitals, and for classical voice students, a minimum of two years prior to any recital.

Grades

Cornish faculty members employ a standard letter grade system for all classes. Letter grades, A through F, are given to each student for each class at the end of every semester. Students should receive a syllabus from each instructor at the beginning of every semester; the syllabus explains the criteria the faculty member will use to determine individual grades for the class. If this is unclear in any way, speak to the instructor.

The College presumes that faculty alone are qualified to evaluate the academic work of students in their courses and to assign grades to that work. Once recorded in the Registrar's office, a grade can only be changed if an instructor notifies the Registrar that an error has occurred.

Grade Definitions

To help ensure consistency in assigning grades across the department, the Music Department faculty has defined each letter grade as follows:

A Excellent work. The Music Department considers the grade of "A" to be reserved for work that is exceptional in every way. To receive an "A" grade, a student must fully achieve all goals set forth in an assignment, demonstrate thorough and complete understanding of the concepts involved, and perform all work on the project or assignment to a consistently excellent standard.

A- Excellent work with minor reservation

B+ Very good work

B Good work. The Department considers the grade of "B" appropriate for work that is above average in execution and meets all goals set forth in the assignment of project. A student receiving a "B" on a project has performed to a high standard, completing work on a timely basis, achieving the primary goals of the project, and demonstrating good understanding of the concepts involved.

B- Encouraging work

C+ Work shows potential, but improvement is required

C Mediocre work. *The department considers the grade of "C" to represent work that is average in execution, meeting some of the goals set forth in the assignment or project, but not demonstrating a thorough understanding of the concepts involved. A student receiving a "C" on a project has completed the work involved, but has not worked to a high standard.*

C- Poor work, requiring a substantial improvement in comprehension and execution. *A grade of "C-" or lower is not considered satisfactory performance by the Music Department.*

D Very poor work. *The department considers the grade of "D" to represent work that is unacceptable on most levels, but that demonstrates a small degree of understanding of the concepts involved, or that shows some potential for improvement. "D" work is considered highly unsatisfactory performance, only a shade above failing.*

F Failing work. *The Music Department expects its students to be capable of achieving a grade of "C" or better in the foundational skills classes. A grade of "C-" or below in a foundational skills class will result in Departmental Probation.*

Note: *The faculty may also recommend that a student repeat the class or demonstrate competency before being allowed to continue on to the next course in a sequence.*

Each faculty member lays out the grading standards for each course in their course syllabus. Grades given during the semester generally reflect work on a particular project. Grading at the end of the semester takes into account the student's development throughout the entire course, and in the context of the overall arc of the training program. Fundamentally, the grade represents the faculty member's assessment of a student's demonstrated ability to put into practice the skills and concepts taught in the course.

Ratings

In addition to the standard letter grade for each course, the faculty also rates each student based upon their growth as musicians that semester; students will be rated "Satisfactory" or "Unsatisfactory." These ratings are separate from individual class grades, and are arrived at by faculty consensus based on observation of the student's work and adherence to the Department's Concert Attendance policy (**See Concert Attendance** above).

Faculty base their ratings not only on the work a student completes in class, but the student's progress outside of class and in performance including Mid-Day Music Concerts, Scores of Sound performances, and End of Semester Performances.

Qualities that are taken into account in rating the progress of each student include:

PROGRESS. Have you made significant artistic growth and progress in music skills? Are you practicing and making significant progress on your instrument/singing/composing?

MOTIVATION. Do you demonstrate curiosity, a desire for knowledge, and the self-motivation to acquire it? Do you show a willingness to work and explore in class?

ATTITUDE/TEMPERAMENT. Do you demonstrate the ability to work constructively with others? Do you demonstrate the appropriate respect for your peers and instructors in class, class discussions, rehearsals and performances? Do you practice politeness and compassion?

RECEIVING FEEDBACK. Do you effectively take in and implement feedback about your work in class and rehearsals?

SELF-DISCIPLINE. Do you have excellent attendance; are you punctual and prepared for classes, rehearsals and performances?

SELF-CARE. Do you take care of your health? Are you doing a good job of time-management? Do you communicate effectively when there are problems and get help when necessary?

SCHOLARSHIP. Do your reading, research, writing and presentation skills meet the standards of the coursework? Do you contribute significantly to class discussions?

ARTISTIC AND CULTURAL AWARENESS. Are you curious about and familiar with developments in music? Are you broadening your horizons by attending musical events? Are you expanding your knowledge of other fields and current events?

ARTISTIC POTENTIAL. Are you setting goals of artistic excellence for yourself? What is your potential to eventually achieve your goals in music?

Student Conferences

At the end of each semester, you will confer with your private instructor to discuss your progress and set goals for the coming semester. Students who have received “Unsatisfactory” ratings or who have otherwise raised faculty concerns will also need to meet with the Department Chair to discuss the faculty’s concerns and formulate a plan to make improvements.

Confidentiality

You are encouraged to openly discuss issues affecting your work with your instructors. However, those discussions cannot be regarded as confidential. Instructors need to be free to discuss any information received from you with the Department Chair and the Cornish counselors if they feel that it is in your best interests. If you need to discuss any issues under an umbrella of absolute confidentiality, you are advised to speak with one of the Cornish counselors (206.726.5027).

Departmental Probation

Students who receive an “Unsatisfactory” rating will be placed on Departmental Probation and given one semester to demonstrate a marked improvement in the areas of concern addressed by the faculty. Students on probation are encouraged to maintain regular communication with teachers to assess their progress in addressing the areas requiring improvement. All students placed on probation will also meet mid-semester with their private instructor and the Department Chair.

At the end of the semester, faculty members convene to discuss the progress each student placed on probation has made during that semester. If the faculty determines that a student has made

satisfactory progress, probation will be lifted. However, students who fail to demonstrate significant improvement will not be invited to continue in the program and instead will be recommended by the Department for suspension.

Departmental Suspension

On rare occasions, the faculty will decide that a student already on probation has not shown the progress necessary to continue in the program. When this occurs, the Department may recommend to the College's Academic Standards Committee that the student be suspended. Students have the option of appealing this decision. However, the appeal MUST be based on new information. This can be information that was not known by the faculty at the time they made their decision, or steps you have taken to make sure that the conditions that led to your release will no longer occur. Students wishing to initiate an appeal must do so no later than thirty (30) days after the end of the semester.

College policy allows any student who has been Departmentally Suspended to audition for re-admission to the program after one year.

END-OF-SEMESTER PRESENTATIONS

All matriculating students in the Bachelor of Music program are required to perform an adjudicated End of Semester Presentation (ESP) at the end of each semester; students presenting their junior or senior recitals are exempted from having to present an ESP that same semester.

End of Semester Presentations (ESPs) are often called "juries" in other schools of music, and serve the purpose of "summing up" the semester's work by a student. Students perform or present a sample of their work before a faculty panel at the end of every semester. The main responsibility for preparing the ESP rests with the student, with guidance from his or her individual instructor.

The Purpose of ESPs

For students, the ESP process allows you to gain valuable feedback from faculty members other than your primary instructor, and helps you to prepare for your junior or senior recitals.

For the faculty, the ESP serves three purposes:

- Charts student's progress.
- Provides an opportunity for all faculty members to hear all students, especially those they do not teach regularly.
- Aids in the decisions regarding the allocation of merit scholarship funds.

ESP repertoire requirements vary by level of advancement in the Music program. Students presenting their junior or senior recitals that semester are exempted from participating in ESPs. For all other students, the requirements are as follows:

FIRST-YEAR, FIRST-SEMESTER STUDENTS:

Prepare one piece; you will be allocated 10 minutes to present your one piece and receive both oral and written feedback from the faculty.

FIRST-YEAR, SECOND-SEMESTER STUDENTS:

Prepare two contrasting works; you will be allocated 20 minutes to present your two selections and receive both oral and written feedback from the faculty.

SECOND, THIRD, AND FOURTH-YEAR STUDENTS:

Instrumental Performance and Vocal Arts students: prepare three contrasting works from which the faculty will select two; you will be allocated 20 minutes to present your two selections and receive both oral and written feedback from the faculty.

Composition students: present a recording, or if possible, organize a live performance of a work composed during the semester; you will be allocated 20 minutes maximum to present your one or two selections and receive both oral and written feedback from the faculty.

The ESP Process

Because ESP requirements vary by student, the Music Department Coordinator will coordinate the process for scheduling all ESPs as follows:

- ESP Expectations and Contracts (a form signed by the student and private instructor listing pieces to be performed) are distributed to student mailboxes.
- Students must confer with their private instructor and decide on the program they will present.
- The Music Department Coordinator schedules ESP times based on faculty member's availability. The list is posted on the second floor bulletin board.
- Students bring their completed and signed ESP Contracts to the music office no later than one week prior to the start of ESP week.
- Students must perform their ESP when their private instructor is present.
- Students are strongly encouraged to bring three copies of scores of non-standard repertoire works. Composers must provide a minimum of three copies of their scores for faculty to review.
- Students are welcome to record their ESP; students must bring a blank CD or purchase one in the music office.
- At the end of the student's presentation, the faculty will provide students both verbal and written comments.

PERFORMANCE OPPORTUNITIES

A concert, in its purest form, is a shared experience between artist and audience. The Music Department, in its goal of nurturing the musical development of its students, presents a series of varied programs covering a wide range of musical styles and sensibilities. These programs are an extension of and enhancement to the classroom and studio learning experience.

Professional musicians from outside of Cornish bring their artistry to our stage in public performances as part of our concert series. Visiting artists also offer master classes and workshops. Faculty members share their expertise in the same way as visiting artists, performing on concerts and offering master classes, workshops, forums, and other special presentations outside of their classroom and studio teaching.

Student performers and composers are presented in the Mid-Day Music Concerts, Scores of Sound, End-of-Semester Presentations, and Junior and Senior Recitals. The sum total of all of these activities is a rich tapestry of music making that is designed to benefit all: students, faculty, visiting artists, and the broader Seattle community.

Mid-Day Music Concert Series

The Mid-Day Music Concert Series provide regular opportunities for student performances in the context of ensemble classes or teaching studios. Concerts may also feature outside guest artists and faculty. Mid-Day Music Concerts are generally scheduled on Tuesdays at 12:30, but may also be scheduled on other dates as needed. The Music Department office assigns performance dates for each semester's ensembles at the beginning of the semester; visiting artists and faculty performance dates are then coordinated with this schedule.

There are also selected dates where Mid-Day concerts are held on the 7th Floor of MCC or in the Cornish Commons. These performances are generally reserved for students or ensembles that wouldn't normally have an opportunity to perform a Mid-Day concert in PONCHO. Students will need to apply for these performances at the beginning of each semester. Contact Paul Taub or the Department Administrator for more details.

External Performance Opportunities

Often times, the Music Department will receive notice of paid performance opportunities from private organizations outside of Cornish. Jazz Ensemble Coordinator, Tom Varner, and Classical Ensemble Coordinator, Paul Taub, hold lists of students who are qualified to perform in these settings. The Department Administrator will forward the appropriate list of students to the client and the client and student they select will arrange all other details (payment, dates, time obligations, etc.)

Students who are interested in being added to these lists should speak to Tom Varner or Paul Taub.

Scores of Sound

The Scores of Sound Music Marathon is a unique three-day event. Scores of Sound (SOS) allows each ensemble and faculty studio to share with their fellow students the very best work created that semester. SOS occurs the penultimate week of every semester, immediately preceding the final week devoted to End of Semester Presentations. All music classes are cancelled to allow all students to attend the performances. The Music Department Administrator works with each ensemble or studio class instructor participating in SOS to develop a master schedule for the entire three-day event.

Because the special Scores of Sound marathon concerts take the place of regularly scheduled classes, attendance by students at these events is mandatory.

Students must attend a minimum of ten hours of SOS concerts, participating either as performers or listeners. This is in addition to the Concert Attendance requirement for Mid-Day Music concerts. Attendance is taken before each concert segment and attendance records distributed to each student's private instructor so attendance credit can be factored in, at the instructor's discretion, when determining the student's final grade for the semester. Students requesting permission for an excused absence from the Scores of Sound marathon due to emergency or illness will need to receive the signed permission of the Department Chair.

RECITALS

The Cornish Music Department requires all undergraduate music students to present both a Junior and Senior recital in partial fulfillment of the Bachelor of Music degree. These recitals represent capstone musical performances that should demonstrate the technical and artistic progress you've made along the way to your Bachelor of Music degree. These recitals are planned in consultation with your private instructor and the Department Chair.

Recital Planning and Process

All students registering to present a recital are required to attend a Recital Planning Meeting where they will receive information outlining the policies and procedures associated with performing a recital. Students need to have their recital date and program initially approved by their private instructor. The student presents final plans for the recital at a meeting with the private instructor and the Department Chair, after which the student can turn in their approved recital paperwork to the Music Department Administrator. The recital date is confirmed and reserved only when all paperwork is complete.

Junior Recitals

All music students must present a junior recital during their junior year. To be eligible to present a junior recital, a student must have already completed Theory IV (MU 212 or 213), be in good academic and departmental standing, and register for both MU 391 (Individual Instruction) and MU 390 (Junior Recital). Junior recital programs are shared with one or two other students and evaluated, whenever possible, by the same three faculty members. Junior Instrumental and Vocal students are expected to perform 30 minutes of music (not counting time between movements and pieces). Junior Composition and Composer/Performer students are expected to present 20-30 minutes of original music.

Senior Recitals

All music students are required to present a senior recital. To be eligible to present a senior recital, a student must be on track to graduate within one year, be in good academic and departmental standing, and enroll in both MU 491 (Individual Instruction) and MU 490 (Senior Recital). Senior Instrumental Performance and Vocal Arts students are expected to perform 60 minutes of music (not counting time between movements and pieces). This allows for multiple program formats, for example, one longer set without intermission, or two sets with intermission. Senior Jazz students are expected to perform two 40-minute sets. Senior Composition and Composer/Performer students are expected to present approximately 45 minutes of original music. Music presented by a student at their Junior Recital may not be repeated on their Senior Recital. Senior Composition recitals may be shared by two students, each presenting 45 minutes of music.

GAMELAN PACIFICA: PROFESSIONAL ENSEMBLE-IN-RESIDENCE

Gamelan Pacifica

Gamelan Pacifica, a professional ensemble-in-residence at Cornish College of the Arts, is directed by Professor Jarrad Powell. Originally formed in 1980, Gamelan Pacifica has remained an innovator in developing the resources to create and perform gamelan music in the United States. Visiting artists have included some of the most notable artists of Indonesia. Gamelan Pacifica has been invited to perform at the Festival of Indonesia, the New Music Across America Festival, the Vancouver New

Music Society, On the Boards, the Walker Art Center, Performing Arts Chicago, and elsewhere. New bio?

CORNISH PRESENTS

Cornish Presents, the presenting arm of Cornish College of the Arts, annually presents a series of visiting artist concert events and master classes designed to enhance the educational and artistic experience of the Cornish community, as well as bring high quality musical events to Seattle at large. The series of masterclasses and workshops provide all music students a rare opportunity to receive in-depth, personal, interactive coaching and offers a forum for the exchange of musical insights. Attendance at all Cornish Presents events including concerts, masterclasses, workshops, forums, and other presentations is absolutely central to experiencing everything Cornish has to offer you as a student.

Comp Ticket Policy

All masterclasses and workshops are free for Cornish students. Complimentary tickets are made available to the first 20 Cornish students and faculty who request tickets to each concert. Students and faculty must sign up with the Production Coordinator to ensure they receive a complimentary ticket to a Cornish Presents concert. Students requesting comp tickets at the door will be placed on a waiting list and obtain admission based upon availability. Complimentary tickets must be claimed at the door ten minutes prior to the start of each concert; unclaimed complimentary tickets will be awarded to Cornish students on the waiting list or made available for sale.

THE CONCERT EXPERIENCE

PONCHO Concert Hall

PONCHO Concert Hall is an historic and significant cultural center in Seattle. This 204-seat recital hall is the very same hall where Martha Graham danced in the 1920s; where John Cage invented the prepared piano and staged percussion and electronic music concerts with Merce Cunningham in the 1930s; where Robert Joffrey studied dance in the 1940s before founding the Joffrey Ballet; and where over the past thirty years visiting artists such as John Cage, Lou Harrison, Laurie Anderson, Philip Glass, Jack DeJohnette, Louis Andriessen, Bill Frisell, Hamza El Din, Vladimir Feltsman, Meredith Monk, Anthony Braxton, Sheila Jordan, Paolo Pandolfo, Lee Konitz, Dave Holland, and Carla Bley have all performed. Please respect both its history and its importance to the College and the community by taking care of this beautiful space.

Food and drink are not permitted in the hall or backstage, although beverages may be permitted in the dressing room or room 114 during receptions. Food and drink must never be put on or near pianos, drum sets, or other instruments, nor any sound equipment.

The taking of photographs and the unauthorized audio-or video-recording of any kind is also not permitted. Cell phones and other electronic devices should be turned off before entering the hall. Please speak softly when in the hall so as not to disrupt others, and please remain outside the hall should you arrive late and wait until the end of a piece of music before entering the hall and finding a seat.

The Production Team

The production of a successful concert is not just about the artist on stage. It involves a team of collaborators who together help present the music in the best possible manner. It is critical that performers work cooperatively and respectfully with the house manager, stage crew, sound engineer, and other technical personnel.

Inform the technical team of your needs well in advance so that they can be prepared to help you when you arrive for sound check or performance. Be prepared and on time so the technical crew can help you get setup and present your work in the best possible way. Communicate your needs clearly and positively and try to be patient when problems arise.

Performance Attire

When you perform, your appearance matters. Think about what you will wear. Different types of concerts demand different types of dress. There should be a difference between your “everyday” appearance and your “performance” appearance. While no formal dress code exists for performers at Cornish, experience dictates that black pants or skirts and black, white, or solid-colored tops work best. This produces the best possible scenario for stage lighting and the least amount of distraction for the audience. Soloists have more flexibility in selecting appropriate performance attire.

Concert Programs

The concert program should communicate to your audience, at the very least: who, what, when, where. Does your program indicate when and where the concert takes place? Who the performers and composers are? And, what music is being performed? It may also include biographies of performers and composers represented on the program, and explanatory notes that help the listener understand the music. For vocal performances where foreign languages are heard, texts and translations are considered the norm. A printed program stands as a permanent record of the concert event, and, in this way, becomes an historical document. The Music Department office is happy to guide you in the preparation of your concert program.

A Few Quick Performance Reminders:

PRIOR TO A CONCERT

- Warm up quietly.
- Tune backstage first, then check it on-stage, and be sure to tune to the piano if there is a pianist.
- Keep on-stage talking to a minimum.

DURING THE CONCERT

- Maintain an attentive appearance throughout the performance, even when not playing.
- Do not react to mistakes.

END OF CONCERT

- Pause for a moment to accept audience’s applause.
- Stand and face the audience, smiling at them and your fellow musicians, then bow or acknowledge the audience.
- Acknowledge the soloist(s), conductor, accompanist, or composer.
- After the first bow, you may leave the stage; if you are part of an ensemble, walk off together; return for a second bow should the applause warrant it.
- Do not pack up your instrument(s) or music until the applause ends.

Concert Recording Policy

Every Mid-Day Music concert, recital, and Cornish Presents event is recorded for archival purposes. Additionally, on occasion, excerpts from these recordings may also be posted on the Cornish website in an effort to let prospective students, alumni, and the community in general know more about what is going on at Cornish. Recordings of an entire recital or other performance by a student are made available to that student immediately after a performance via Soundcloud.

Soundcloud.com is an online audio recording repository and distribution service. The Cornish Music Department subscribes to this service to enable the quick, easy distribution of audio recordings of student performances and recitals to those individuals featured in the recordings or for faculty to review remotely. At the end of each concert, the audio engineer will upload an mp3 file of the complete performance to the Cornish Music Department Soundcloud account and make it available for streaming over the Internet. The Cornish Music Department Soundcloud account is located on the web at: www.soundcloud.com/cornish-music-department

Note: The Cornish Music Department Soundcloud account is not intended as a public distribution platform. Links to files stored on this Soundcloud account should not be reposted to social media sites such as Twitter, Facebook, YouTube, etc.

On the PONCHO reservation form, students may request that the audio engineer also make this mp3 file downloadable; such files will then be available to download for two weeks after the initial upload. Students may also request that the audio engineer not upload the recording of the performance. In this case, the reference recording of the performance will be supplied to the student on a Compact Disc only. For reference, a copy of the PONCHO reservation form can be found in the Cornish Music Student Recital Handbook.

MERIT SCHOLARSHIPS & WORK STUDY

Continuing Students

Students interested in receiving a scholarship will need to apply to be considered for one in the following year. Students who wish to apply should pick up a form from the Department Administrator in the Music Office. Forms will be available mid-fall semester.

Endowed & Departmental Scholarships

From time to time, a donor will endow a scholarship fund at Cornish with specific restrictions attached. Often times, these restrictions stipulate that a merit award can only be awarded to a student pursuing a specific degree or studying a distinct instrument (e.g., the Peter Vinikow Scholarship must be awarded to a jazz student whereas the Viola Stevens Barron Scholarship goes to a promising string player). In contrast, College-wide institutional scholarships have no such restrictions. The important thing to remember is no matter what kind of merit scholarship you receive—institutional or endowed—you do not need to apply for anything. Every student will be considered for all applicable scholarships.

Work Study

The Music Department hires a limited number of students each year for work-study positions. To be eligible for a work-study position, students must have received a work-study award in their financial

aid package. Students interested in a work-study job in the Music Department should contact the Music Department Administrator.

The Music Department hires work-study students in the following capacities:

Music Department Office Assistant: Responsible for assisting the Department Coordinator with basic office duties such as filing, making copies, answering phones, data entry and other tasks as assigned.

Cornish Presents Office Assistant: Responsible for Assisting the Production Coordinator with production-related tasks, data entry, updating the Cornish Presents Facebook and Twitter accounts and other duties as assigned. Contact the Production Coordinator at 206.726.5112 for more information.

Classroom Setup Assistant: Responsible for maintaining the cleanliness and organization of classrooms in Kerry Hall. Duties include setup of desks, music stands, and amps, cleaning chalkboards, and taking inventory as needed.

PONCHO Assistant: Responsible for assisting the PONCHO Concert Hall Facilities Manager with all aspects of stage production, including concert stage management, technical setup, recording technique, house management and lighting design and operation. Students interested in this position should contact Frank Phillips, PONCHO Concert Hall Facilities Manager, at 206.726.5026.

Music Production Assistant: Maintain the digital audio lab and operate the Kerry Hall recording studio under the direction of the Technical Director. Assist with off-site location recordings and performances. Manage the Cornish Music Department Soundcloud account and other duties as assigned by the Technical Director and the Production Coordinator.

Studio Assistant: Students interested in Studio Assistant positions should contact the Technical Director at 206.726.5087.

Tutor: Responsible for assisting other students currently enrolled in Theory I-IV, Eartraining I-V, Piano Fundamentals and Piano I-IV, or Rhythm I-II by meeting with students individually or in small groups. Students interested in tutoring may pick up an application packet in the music office.

KERRY HALL

Building Hours

Monday – Friday

6:45 am – midnight

(no entry after 11:00pm)

Saturday & Sunday

8:30 am – midnight

(no entry after 11:00 pm)

Please carry your ID card with you at all times; this allows access to the building during normal building hours and helps security personnel to identify Cornish students. Please check www.cornish.edu for specific summer, holiday, and extended building hours.

Sound and Sight

Making music is a noisy affair. Since we work in limited space within Kerry Hall, and in close proximity to our neighbors on Capitol Hill, please be mindful of your neighbors. Keep amplified music at a reasonable level and windows closed whenever possible. Windows in air-conditioned rooms should always remain closed. To comply with the City of Seattle noise ordinance, **we do not permit amplified music at Kerry Hall after 10 pm**, Monday through Sunday.

As a Cornish student you'll spend most of your waking time at Kerry Hall. So, consider it your home. Do not leave trash in classrooms, on windowsills, or in the corridors. Use receptacles. Do not leave classrooms in a state of disarray. If you move chairs, desks, music stands, or other equipment, please put everything back where it belongs after you are done.

Do not bring food or drink into classrooms and **DO NOT PLACE ANY FOOD OR DRINK ON OR NEAR THE PIANOS OR ANY ELECTRONIC EQUIPMENT**. Instruments and equipment damaged by liquids may require expensive repairs or may not be replaceable.

Practice Rooms

To reserve practice or rehearsal time in a classroom or practice room sign up on the schedule sheet on the door. Do not block off more than 2 hours at a time. Students who arrive 10 or more minutes after their scheduled start time automatically forfeit their reservation. Another student can then sign up with their name on the schedule sheet. Faculty members are always given first preference in reserving practice rooms; students are expected to respect their teaching time.

Rooms 119A and 120 on the first floor, and rooms 212, 216, and 220 on the second floor are also designated as practice rooms, and can be reserved on EMS, the online reservation system. Visit ems.cornish.edu/VirtualEms/ and log in using your Compass credentials to reserve a practice room.

Rooms 114, 119, and 203 are all equipped with PA systems for use by jazz vocalists in rehearsal with accompanists. Practice rooms are also available in each residence hall.

Only Cornish students, staff, and faculty are permitted to use the practice rooms at Kerry Hall. Other individuals, including Cornish alumni, must be accompanied by a Cornish student or have obtained written permission from the music department in order to utilize the practice rooms. There are limited hours when classrooms are available for practicing and rehearsals. It is imperative that classrooms are left in a clean and ready state for regularly scheduled classes. Therefore, you must end your session with enough time to re-set the room so that it can function as a classroom.

Some faculty members allow students to use their teaching studios for practice for practice and rehearsals. Details need to be worked out directly between each student and faculty member. If a faculty member authorizes a student to have access to their studio, a Student Key Form must be completed in order to obtain a key.

Practicing in PONCHO Concert Hall

To provide access for students preparing for a Junior or Senior recital, the following process has been devised.

Junior and Senior piano majors preparing for their recitals will be given first priority and will be accommodated on an as-available basis, taking into account other activities scheduled in the PONCHO

Concert Hall and the regular maintenance needs of the Hall. Students preparing for vocal, instrumental or composition Junior and Senior recitals are also allowed to rehearse in the PONCHO Concert Hall and use the Steinway piano subject to permission granted by the Department Chair or Department Administrator. Students are allowed to practice up to two hours at one time as long as the hall is available.

Specific practice times must be reserved directly through the PONCHO Concert Hall Facilities Manager (206.726.5026). The Facilities Manager, the Technical Director and their respective crews have the right to supersede practice or rehearsal time in the hall in the event of an emergency, even if time had been previously scheduled.

Students can gain access to PONCHO Concert Hall by speaking to the Facilities Manager. No food or drink is allowed in the hall.

Due to the high volume of use, no personal items, instruments, amplifiers, etc. will be allowed to remain in Poncho Concert Hall. All chairs and music stands must be put back into their respective stacks or put in Room 114, garbage removed and main lights turned off after each and every use. Under no circumstances are students to remove PONCHO equipment to use elsewhere. Failure to return the Hall back to repertory status after use will impact reservation requests in the future.

The Piano Lab

The Piano Lab (LUI 104) is available for students to practice piano during non-class time. Access to the room can be gained by checking out a key from Security.

Digital Audio Lab

The Digital Audio Lab (Room 11) is equipped with eight iMac computer workstations intended for student and faculty use whenever classes are not in session. All iMacs contain an assortment of audio editing and processing software. Students are strongly encouraged to enroll in the appropriate class to gain fluency in the computer applications they wish to use.

ACCESS

- The Digital Audio Lab remains open during regular building hours.
- The Digital Audio Lab workstations are available for use by all Cornish students, faculty, and staff.
- All Digital Audio Lab users must sign in and sign out of the Digital Audio Lab sign-in book.

USAGE GUIDELINES

- Digital Audio Lab workstations may not be used to download or display objectionable material.
- Digital Audio Lab workstations may not be reconfigured unless approved by the Technical Director.
- Class-work takes priority over non-essential tasks such as checking email, video streaming or the viewing of social networking sites.
- Please clean up after yourself and be respectful of others.

TECHNICAL SUPPORT

- Any technical problems or issues that students experience while using the Digital Audio Lab must be noted in the sign in-book under "technical difficulties."

FILE STORAGE & MAINTENANCE

- Cornish College of the Arts is not responsible for any files on the Digital Audio Lab computers. Students are responsible for managing their own back-ups. We recommend that students purchase their own solid state or hard-drive and back-up their files periodically when using the Digital Audio Lab.
- From time to time throughout the semester, Digital Audio Lab workstations may be upgraded to new software or restored to their original configuration. At this time all files, application settings, and data will be lost.

Digital Audio Studio

The Digital Audio Studio (Room 12) is equipped with an Avid ProTools 10 and Apple Logic 9 digital audio workstation and recording booth along with Finale 2014, Sibelius 7.1, Ableton, Max/MSP 5, Garage Band, iLife Suite, Reaper, Audio Mulch, Komplete 9, Metasynth, Piano Teq, LMSO, and Final Cut Pro. Only students currently enrolled in an electronic music or digital audio production class, or those previously certified by the Technical Director may use the studio. Students are strongly encouraged to enroll in the Fundamentals of Electronic Music and Introduction to Digital Audio Workstations classes to achieve competency in use of the studio.

ACCESS

- The Digital Audio Studio will remain open for use by students Monday through Sunday 9 AM to 9 PM. These times will be broken up into three, 4-hour blocks per day, as follows: 9 AM to 1 PM, 1 PM to 5 PM, and 5 PM to 9 PM.
- The Technical Director will approve students to use the Digital Audio Studio on a semester-by-semester basis.
- Students approved by the Technical Director to use the Digital Audio Studio will be added to the list maintained by Kerry Hall Security. Approved students wishing to access the Digital Audio Studio must first contact Kerry Hall Security and have one of the guards unlock the Digital Audio Studio.
- A sign-up sheet will be posted each Monday.
- Approved students can sign up for blocks of time on the sign-up sheet; limit two blocks of time (8 hours per week) per student per week.
- Students must sign-in and sign-out of the Digital Audio Studio sign-in book at the beginning and end of each session.

STUDIO USAGE GUIDELINES

- No food or beverages are allowed in the Digital Audio Studio.
- Please clean up after yourself and be respectful of others.

TECHNICAL SUPPORT

- The Music Department encourages feedback and suggestions on how we can improve the Digital Audio Studio.
- Please note that as we improve the functionality of the Digital Audio Studio configurations may change. As new equipment is purchased and installed the studio will go through changes. These changes greatly increase the learning curve. We encourage students to seek the assistance of the Technical Director when this learning curve becomes an obstacle to progress.

FILE STORAGE & MAINTENANCE

- Cornish College of the Arts is not responsible for any files in the Digital Audio Studio computers. Students are responsible for managing their own back-ups. We recommend that students purchase their own solid state or hard-drive and back-up their files periodically whenever using the Digital Audio Studio.
- From time to time throughout the semester the Digital Audio Studio workstation may be upgraded to new software or restored to its original configuration. At this time all files, application settings, and data will be lost.
- Any issues or technical problems that students experience must be documented in the sign in book under the section “technical difficulties.”

Equipment Use Policy

Cornish music students and faculty may check out amplifiers, microphones, percussion items, and miscellaneous equipment stored in Room 103 of Kerry Hall, subject to the approval of the Music Department Administrator. **Under no circumstances should Cornish equipment leave Kerry Hall.**

When checking out equipment, approved students must fill out an Equipment Check-Out Form. Equipment cannot be used outside of Kerry Hall. The Cornish Music Department requires that all items be returned to Room 103 one hour prior to Kerry Hall closing time.

Students who fail to return checked-out equipment on time will receive a written warning on the first incident, a written warning copied to the Music Department Chair on the second incident, and a loss of checkout privileges after a third incident.

Students who lose checkout privileges may appeal to the Music Department Chair. Students will be responsible for any and all equipment checked out and shall be assessed reasonable replacement or repair costs should items become lost, stolen, or damaged.

Please report promptly any technical issues you experience with Cornish equipment in an email to the Technical Director. Describe any problems experienced, what solutions were attempted, and any other information that might be helpful in resolving the matter. Our goal is to provide students and faculty with well-maintained, high-quality equipment.

Room Equipment Use

ROOM 114

Room 114 is equipped with a Mackie eight-channel stereo mixer and PA system. The system should be powered on at all times, the master volume turned down when not in use.

ROOM 203

Room 203 is dedicated as a jazz vocal studio equipped with a stereo mixer, PA system, and drum kit. The equipment should remain **IN** Room 203 at all times. The large white lock-box contains eight SM58 microphones and eight microphone cables. These microphones and cables are reserved for Jazz Vocal ensemble and must remain in this box when not in use.

ROOM 12—Digital Audio Studio (DAS)

The equipment in this room is reserved for the DAS and will remain there unless otherwise approved for use elsewhere by the Technical Director.

Equipment Storage

The Music Department maintains two instrument closets:

ROOM 21

The “drum room” is reserved for the storage of all student-owned drum kits. Shelves are provided for students’ percussion items. All other items will be removed. Students should ensure that the room remains locked and the door closed at all times. Drum students are responsible for setting up and breaking down their own drum kit for all ensemble classes, and for returning their kit to the drum room for storage after classes.

Only Students who have drums stored in the room can use the drum room to practice. Students should ensure that they restore the room after each use and dispose of all trash. Students who consistently fail to clean up after themselves will lose their drum room privileges.

Internet Access

There are three computers on the first floor near room 119, two computers in the first floor lobby, and three computers in the basement student lounge. In addition, the entire Cornish campus including Kerry Hall, the Main Campus Center (MCC), and the Residence Halls are equipped with secure wireless for accessing the Internet. Questions regarding passwords, access to your account, or other technical support issues should be directed to the Information Technology department at IT@cornish.edu (206.726.5092) on the first floor of MCC.

Lockers

There are a limited number of lockers available to music students in the basement of Kerry Hall and on third floor by the music office. Lockers are available on a first-come, first-served basis, with preference given to student needing to store instruments. Please sign up in the Music Department office for the locker of your choice. You must provide your own lock. Locks must be taken off and lockers emptied by the last day of school. Any remaining locks will be cut off and any remaining items turned into Lost and Found.

Kitchen

A kitchen area is available for student use in the basement of Kerry Hall. Vending machines are provided in this kitchen area as well. Students are expected to keep the area clean and respect personal and Cornish property. Please label any food stored in the refrigerator.

Lost and Found

Students should check with the Security office on the first floor of Kerry Hall for any items that have been lost in and around the building. Please turn in all lost items to the Security office.

Photocopies

A coin-operated copy machine is located in the basement student lounge area. Copies cost ten cents each. Students are not permitted to use the copy machine room on the first floor of Kerry Hall. Cornish students also receive a significant discount on printing and copying services at FedEx Office on Broadway Avenue East. Orders may be submitted online or in person. Order online at https://printonline.fedex.com/v3.0.1_s7/cornish/.

CONTACT DIRECTORY

General

Registration Front Desk
206.726.5069

Financial Aid
206.726.5014

Student Affairs Front Desk
206.726.5003

Counselor Lori Koshork
206.726.5027

Information Technology Help Desk
206.726.5092

Campus Security
206.726.5038

College Mailing Address

All mail should be addressed to:

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