Virginia State University Department of Music



Student Handbook

2024 Edition

Purpose of the Handbook

The purpose of this handbook is to help Music Majors navigate their journey to completion of a degree in music at Virginia State University. The contents of the handbook will provide you with information, but you should be assured that the departmental faculty and staff will be available to assist you.

The topics covered in the handbook will include, but not be limited to, to the topics listed below.

- A Message to Music Majors
- A Listing of Faculty and Staff
- A Brief History of the Department
- Information about Davis Hall
- Admission/Audition Requirements
- Advisor-Student Relationship
- An Overview of Music Degree Requirements
- The Advising Process
- Information about Musician Health Issues and Campus Safety
- Degree Requirements for the Music Programs
- Student Responsibilities
- Registration Requirements
- Student Academic Progress
- Recital Requirements
- Graduation Requirements

Department of Music Faculty and Staff



Department of Music Administrative Team

<u>Chairman of the Department of Music and Director of Band-Wind Activities</u>

Dr. Samuel L. Rowley - 202 Davis Hall - 804-524-5302 - <u>srowley@vsu.edu</u>

Administrative Assistant and Building Manager

Ms. Thalia Robinson — 204 - Davis Hall - 804-524-5311 — $\underline{tvrobinson@vsu.edu}$

Full-Time Faculty Directory

Name	Office Location Davis Hall	Telephone #	E-mail Address
Ms. Naima Burrs	111	804-524-1424	nburrs@vsu.edu
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Orchestral Activities	100	004 704 4060	
Dr. Kawachi Clemons	102	804-524-4063	kclemons@vsu.edu
Professor of Music			
Executive Director, Center for Creative			
and Entertainment Arts			
Mr. Wellington Gordon	113	804-524-6369	wgordon@vsu.edu
Assistant Professor and			
Coordinator of Sound Recording			
Dr. Ethel Norris Haughton	213	804-524-5018	ehaughton@vsu.edu
Associate Professor of Music History			
James B. Gates	114	804-524-6420	<u>jgates@vsu.edu</u>
Assistant Professor and			
Director of Jazz Studies			
James Holden, Jr.	212	804-524-5120	jholden@vsu.edu
Assistant Professor and			
Director of Gospel Chorale			
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Assistant Professor and			
Coordinator of Percussion Studies			
Dr. Miles Massicotte	209	804-524-5342	mmassicotte@vsu.edu
Assistant Professor and			
Director of Keyboard Studies			
Mr. Dustin Painter	215	804-524-5657	dpainter@vsu.edu
Assistant Professor, Sound Recording			
Technology			
Dr. Craig Robertson	107	804-524-5332	<u>crobertson@vsu.edu</u>
Assistant Professor and			
Director of Choral Activities			
Dr. Tim Thompson	118	804-524-5119	tthompson@vsu.edu
Professor of Theory			
Dr. Taylor L. Whitehead	207	804-524-6892	twhitehead@vsu.edu
Assistant Professor and			
Director of Marching and Pep Bands			

Adjunct Faculty Directory

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Assistant Professor of Woodwind		
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Mr. David Chambliss		dchambliss@vsu.edu
Instructor of Percussion Studies		_
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Associate Professor of Voice Studies		
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Instructor of Voice Studies		
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Instructor of Euphonium and Trombone		
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Instructor of Music		
Mr. Schelvin Robinson		srobinson@vsu.edu
Instructor of Trumpet Studies		_

Staff Directory

Name	Office Location Davis Hall	Telephone #	E-mail Address
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Mr. Antowne Vass	G29	804-524-3697	avass@vsu.edu
Equipment Manager and			
Librarian			

A Message from the Chair



Thank you for your interest in the Department of Music at Virginia State University. At Virginia State University, we prepare students to exceed their capacities as artists and scholars in the 21st century music academy, Accredited by the National Association of Schools of Music (NASM) since 1954, our department offers a wide variety of opportunities for students to study with faculty who are respected artists, leaders, pedagogues, and scholars in the field of music. We currently offer several undergraduate degree programs in music and tremendous scholarship opportunities to match your participation regardless of your academic major. Come join one of the most comprehensive Department of Music programs in the country and see why Greater is Happening Here at Virginia State University.

For Music Majors

First, and foremost, you need to recognize that, as students at Virginia State University and as adults, you must share in the responsibility for your collegiate journey. One of the first steps in this journey is to become familiar with and abide by the contents of the handbook.

As music majors, you have the support of the Department of Music faculty and staff who will be available to help guide you through your chosen degree programs. Each of you will be assigned to an advisor who will help guide you through your degree program in various ways, including, but not limited to, course registration, referrals to the ACE for tutoring in General Education courses, and reviews of midterm and final grades. You and your advisor should also discuss your future as a music professional.

You will find the Department of Music listed as an organization on your Blackboard page. He information posted on Blackboard will include, but not be limited to,

- messages from the department chair and faculty,
- reminders of important deadlines for registrations, Financial Aid Workshops, etc.,
- announcements of upcoming recitals and concerts presented by the department,
- information intended to broaden your knowledge of music and musicians and to reinforce content presented in music courses (This included birthday recognitions of musicians involved in various music genres, information about the history of the VSU Department of Music, etc.)

You are strongly encouraged to make a habit of reading the posted announcements and information.

<u>YOU</u> chose to major in music. Consequently, you must understand that along with your choice comes a COMMITMENT to becoming proficient in your chosen field of study. There is more to being a successful music major than passing courses. You MUST understand how the individual courses intersect with and reinforce each other. You MUST also understand how much you will benefit from attending recitals, concerts, workshops, and lectures. You will also benefit from taking advantage of the various music databases available on the Johnston Memorial Library page. You will find that accessing these resources will greatly expand your musical experiences. You are encouraged to access these resources not only to complete course requirements, but for your own personal and professional growth.

You and your peers are encouraged to support each other. In addition to forming study groups, you can help each other by listening to each other practice for applied lessons, Class Piano, etc. You can also help each other study for non-music courses.

The Department of Music faculty and staff want you to succeed, but, remember that success will take time, effort, and persistence on your part.

For Music Minors

A student who desires to declare music as a minor must audition and take a music literacy assessment test.

As music minor, your primary advisor will be someone assigned to you by your major academic department. You will also be assigned to an advisor in the Department of Music to guide you through the courses required for the music minor. A list of these courses is provided below. Your advisor for the minor will coordinate with your primary advisor.

Be aware that the schedules for the major courses and the minor courses may conflict. If that occurs, your major courses will take priority. If, at any time, you determine that you will not be able to fulfill the requirements for the minor, you must inform your advisor in the Department of Music.

Department of Music Mission Statement

The mission of the Department of Music is to maintain both a level of academic excellence established by the university and a level of artistic achievement competitive with national standards. The Department of Music promotes diverse musical experiences that cross cultural boundaries, the use of technology, interaction with the community served by the university, and contact with the larger musical community. Through these experiences, students gain awareness of their role in the university, local, national, and global community, and use that awareness to develop personal goals for future efforts and achievements.

Department of Music Objectives

- 1. To provide students with performance opportunities that help them become effective soloists and ensemble musicians.
- 2. To offer curricula at various levels appropriate to the needs of the students and purposes of each program according to national accreditation standards.
- 3. To provide a variety of courses to meet the needs of non-music majors so that they may broaden their professional backgrounds and become more well-rounded individuals.
- 4. To provide the University and community with professional services and expertise, thereby increasing their awareness and knowledge of the musical arts.
- 5. To provide a strong background for students who pursue graduate study in music.

A Glance at the Beginning Years of the Department of Music

Music has been part of the history of Virginia State University since it opened as Virginia Normal & Industrial Institute in 1883. In preparation for the opening of the Institute, five teachers were hired. One of these was hired to teach music. The person who was hired was unable to teach at the Institute and, while music courses were offered, no record of the name of the teacher has been found. At the opening ceremonies of the Institute held on October 1, 1883, an entering student named Carrie Bragg performed a vocal solo. She soon gained a reputation as having earned the highest grades in the music courses. Consequently, when she was in her senior year, she was hired to teach music part-time. After she graduated, she was hired to teach full-time.

The first band—a brass band--was organized in 1888. It was led by a student named Ulysses S. Grant Patterson who had been assigned to the rank of instructor. The band received no financial support from the school until 1891, the year in which Patterson graduated and became a full-time member of the faculty. After he resigned in 1892,the band's leadership was assumed by a student named Walter P. Steptoe. The band seems to have been a student-led ensemble through the end of the 19th century.

Major changes were made to the music offerings at the Institute after the hiring of Miss Anna Laura Lindsay, who is considered the founder of the Department of Music. Miss Lindsay was responsible for hiring such notable musicians as Miss Johnnella Frazer (later, Jackson) who in 1923 wrote the music for the *Alma Mater* and Miss Undine Smith (later, Moore) who is now known as the Dean of African American Women Composers.

To provide a detailed history of the Department of Music is not possible in this document. During your time in the music program, you will be provided with information in a variety of ways. For instance, during National Women's History Month, information about the women in the history of the department will be disseminated.

As a student in the VSU Department of Music, you will benefit from the department's legacy. As you learn the history of the department, you should be encouraged to help continue and be a part of a continuing legacy.



Miss Anna Laura Lindsay, 1899

Davis Hall





(1920)

Davis Hall houses the Department of Music. Davis Hall was constructed in 1920, at which time it housed a Training School. It has been used for various purposes, including having housed the Department of Psychology. The Department of Music relocated from Lindsay-Montague Hall to Davis Hall in 1997. The former location was named for Miss Anna Laura Lindsay (founder of the department) and Mr. J. Harold Montague (who served as choir director and department chair).

The Groundbreaking Ceremony for the new music building was held on Wednesday, September 20, 1995. The department moved to the building during the 1997 Spring semester,

In Davis Hall are located classrooms, faculty studios/offices, computer labs, rehearsal rooms for large and small ensembles, practice rooms, a Piano Lab, a Percussion Studio, two Student Lounges, storage rooms, a Conference Room, a Recital Hall, and a Green Room.

Students will be expected to treat all areas of the building and its contents with respect. As a general rule, food and drink are not allowed in the classrooms, labs, practice rooms, and ensemble rooms. Food and drink are NEVER allowed in the Recital Hall. Students who eat/drink in the Student Lounge will be responsible for disposing of cleaning up after themselves.

Practice Rooms

Practice rooms are located on the ground floor of Davis Hall. These rooms are ONLY to be used for practice purposes. Food and drink are NOT allowed in the practice rooms. Before you leave the practice room, you are expected to take your personal belongings with you and leave the room such that someone else may practice.

If you see ANY suspicious activity occurring in the practice room area, you should immediately report it to the music faculty, Administrative Assistant or the Department of Police and Public Safety (804-524-5411). You should also report any damage that you see in the practice room area to the Administrative Assistant.

Student Lounges

Student lounges are located in Davis Hall on the ground floor and the first floor across from the elevator. These are areas in which students may eat, drink, and relax. You should refrain from loud talking on order not to disturb nearby classes that are in session. The furniture should not be dragged across the floor. You should refrain from adjusting the blinds at the windows. You should leave the space that you use neat and orderly when you leave

Severe Weather Shelter Area

The Severe Weather Shelter Area in Davis Hall is located on the ground floor in the hallway outside of G-26. It is identified by the sign shown below.



The VSU Department of Police and Public Safety periodically conducts tests of the warning system. If you are outside in the proximity of Davis Hall and hear the siren, you should quickly move to this location. You will also be notified by the Rave Alert.

Admission to the Department of Music

Students seeking admission into any of the music major programs must complete an audition in the selected performance area and a music literacy assessment. For students who lack the preparation to successfully pass the audition and/or the music literacy assessment, faculty may recommend that the student take advantage of supplemental instruction during the first semester to help prepare for a successful audition before the start of the second semester. Students seeking admission into a Bachelor of Music program should treat the requirements below as minimum standards. When a student who wishes to enter the Performance concentration does not meet the level required for admission into that program, faculty may choose to accept the student into the Bachelor of Arts in Music program. Those students may choose to reaudition for the Bachelor of Music program by the end of the first year.

Audition Requirements

Prospective students seeking admission into the Department of Music must complete either a live or virtual audition with the music faculty prior to the semester of initial enrollment. Application materials should be received and an audition completed at least six weeks before the beginning of the prospective student's first semester as a music major to ensure a place in applied music, ensembles and required music courses. Priority music scholarship consideration is given to student applications that are complete (audition and application finished) prior to April 30. No audition or interview is required for the music minor degree unless a service scholarship is requested.

The Department of Music will host several audition days (both in person and virtual) for prospective students planning to major in music.

Specific Audition Requirements

Voice

Two prepared pieces (memorized) that demonstrate vocal technique and musicianship, one in a foreign language and one in English. At least one piece should be from the seventeenth or eighteenth century classical art-song or opera tradition. Classical repertoire may include art songs, arrangements of folk songs or spirituals, or arias from oratorios and operas. Pop songs or voice parts from choral music are not acceptable for your audition.

Piano

- 1. All major scales with hands together, two octaves.
- 2. Two prepared pieces, memorized. One should be either a Baroque piece or movement (Bach, Handel; invention, fugue, prelude, suite movement) or a movement from a Classical piano sonata (Haydn, Mozart, Beethoven). The second piece can be selected from the piano repertoire of the nineteenth and twentieth centuries.
- 3. Students auditioning for Jazz Studies concentration should also play a jazz standard and demonstrate soloing and comping.

Stringed Instruments

Violin

- 1. One major scale and one minor scale with arpeggio, three octaves (except for G).
- 2. One movement of Bach unaccompanied sonata or partita or the first movement of a Mozart concerto (numbers 3, 4, 5).

Viola

- 1. One major scale and one minor scale with arpeggio, three octaves.
- 2. Any movement from a Bach cello suite.

Cello

- 1. One major scale and one minor scale with arpeggio, three octaves.
- 2. Any movement from a Bach cello suite.

Bass

- 1. One major scale and one minor scale with arpeggio.
- 2. Any movement from a Bach cello suite adapted for bass.

Harp

- 1. Two prepared pieces or movements in contrasting styles demonstrating techniques (rolled chords, pedal changes, arpeggios, etc.) and musicality.
- 2. One orchestral excerpt or cadenza.

Guitar

- 1. Major and minor scales (two octaves).
- 2. Two contrasting standard etudes (e.g., Sor, Carcassi, Guiliani, Brouwer) or one etude and one piece from the classical repertoire.

Electric Bass (Jazz/Commercial)

- 1. Major and minor scales.
- 2. Prepared piece (jazz standard, gospel, R&B, blues, rock, funk, or fusion).
 - 1. Play melody
 - 2. Improvise groove or walking line
 - 3. Incorporate a solo

Guitar (Jazz/Commercial)

- 1. Major and minor scales, two octaves in three positions.
- 2. Demonstrate the following chord types in two positions: Maj7, min7, min7(b5), dim7.
- 3. Prepared piece selected by the student from the following criteria:
 - 1. A performance of a Real Book standard with a backing track demonstrating melodic playing, comping, and soloing
 - 2. A single melodic line guitar solo based on a transcription of a jazz, pop, R&B, or rock song
 - 3. A solo guitar "chord melody" performance of a song from the jazz, pop, R&B, or rock genre
 - 4. A finger style and/or pick style piece using alternate tunings or standard tuning

Wind Instruments

- 1. All major scales and chromatic scale through the most accepted and practical range of the
- 2. Two prepared solo pieces of contrasting style (showing both technical and lyrical aspects of playing) composed or arranged for the specific instrument. One of the two may be an etude from a standard collection.

3. Students auditioning for Jazz Studies concentration should also play a jazz standard with head and a solo chorus.

Percussion

- 1. Rudiments on snare drum (PAS 40 standard rudiments).
- 2. Prepared snare drum selection.
- 3. Major and minor scales on mallets.
- 4. Prepared mallet selection (2 or 4 mallets).
- 5. Prepared timpani selection.
- 6. Various styles on drum set (rock, Latin, jazz, reggae).

Music Literacy Assessment

The assessment includes pitch notation, rhythmic notation, meters and meter signatures, major and minor scales, key signatures, interval identification, and triad quality identification. It also includes aural identification of scale types, intervals, triad qualities, rhythmic patterns, and melodic patterns.

Students may prepare by consulting any music theory textbook or resource. The following websites can be very helpful:

MusicTheory.net has tutorials and practice exercises, as well as mobile apps to help you practice. https://www.musictheory.net

Teoria has instructional content and practice exercises.

https://www.teoria.com

Basics of Classical Harmony and Counterpoint - YouTube series by Seth Monahan (first 8 or 9 videos)

https://www.youtube.com/playlist?list=PLtVmMer7Hz1H4JXHA6NGsawkkkTpnJKyI

Scholarships and Financial Aid

Virginia State University Scholarships & Financial Aid

Virginia State University is a comprehensive land grant institution that offers several scholarship opportunities to students to assist them in financing their education. We recommend you apply to Virginia State University as early as possible, and that you review the information about university funded scholarships and other types of aid provided by the institution at the <u>VSU</u> Office of Financial Aid Website.

External Scholarships

Virginia College Affordability Network (VCAN)

Students that live within 25-miles from campus and are FAFSA Pell-eligible can be awarded the free-tuition VCAN scholarship.

- Complete the VSU online application and meet admission requirements;
- Have a completed FAFSA on file with VSU (Virginia State University's school code is 003764) and be Pell-eligible
- Live 25 miles away from VSU's campus
- Be a first-time freshman

Academic Scholarships

Students are evaluated for merit-based scholarships during the admission process with or without the submission of SAT or ACT test scores. Qualified students are notified of scholarship status 2-3 weeks after admission. Students seeking qualification from AP/IB/DE* courses in-progress must submit an updated transcript reflecting a grade of 'B' or better for consideration.

Scholarship qualifications are as follows:

PROVOST SCHOLARSHIP - \$6,500.00(renewable)

3.0 GPA and 1080 SAT or 21 ACT

OR

- 3.5 GPA and one (1) of the following:
- Ranked in top 25% of class
- Two (2) AP/IB/DE courses with grade 'B' or better
- Valedictorian or Salutatorian

PRESIDENTIAL SCHOLARSHIP - \$10,000.00(renewable)

• 3.2 GPA and 1170 SAT or 24 ACT

OR

- 3.75 GPA and one (1) of the following:
- Ranked in top 15% of class
- Three (3) AP/IB/DE classes with grade 'B' or better
- Valedictorian or Salutatorian
- *AP Advanced Placement, IB International Baccalaureate, DE Dual Enrollment

Music Scholarships

The Department of Music at Virginia State University offers scholarships in varied amounts to a select number of highly talented and promising students. These scholarships are available through a competitive process that includes an interview and an audition with the Department of Music faculty. Students who accept these grants-in-aid must declare a major at the university during the period of the grant and maintain a 2.5 overall grade point average in all attempted academic courses. Students who fall below the aforementioned requirement, will be placed on academic probation for one semester. If this requirement is not met by the conclusion of the academic year, the student will see a termination of the music scholarship. All first-time students at the university are eligible to receive a scholarship for up to nine academic semesters. Scholarship recipients will be required to participate in at least two assigned ensembles each semester. In addition, applied keyboard students may be given accompaniment duties. Students seeking priority music scholarship consideration should audition prior to April 30th.

An Overview of Majors and Degree Requirements

Bachelor of Arts in Music

The Bachelor of Arts in Music degree is a liberal arts degree with a major in music. The program provides a robust core musicianship curriculum, applied music study, and ensemble participation. A large component of electives and a flexible senior project provide opportunities for students to combine music studies with courses in other fields. Students work with advisors to create a curricular path that supports their future goals, whether with a minor in another field or through careful selection of upper-level elective courses.

Three curricular plans are available.

- The standard Bachelor of Arts in Music plan provides the most flexibility for students to design unique curricular paths.
- The Jazz Studies concentration incorporates jazz-based applied study and ensembles and a range of jazz-specific courses, preparing students for a career or advanced study in jazz.
- The Music Production Technology concentration incorporates courses and experiences that prepare students for a career in the music industry. Students can select courses from among the broad range of music production technology electives and combine them with a minor or courses in related fields that support their career goals.

Bachelor of Music

The Bachelor of Music degree is a professional music degree designed to prepare students for specific career paths in the field of music, with most of the coursework focused in the major area.

Two concentrations are available.

- The Music Education concentration prepares for careers as music educators. The curriculum includes the core music component, performance activities including ensemble participation and applied study leading to a senior recital, music education courses and practicum experiences, and professional education courses. Students who complete the curriculum and state requirements earn licensure to teach music in the Commonwealth of Virginia with one of two available endorsements: Instrumental preK–12 and Vocal/Choral preK–12.
- The Performance concentration prepares students for careers in performance. The performance major is available in the applied areas of instrument (string, woodwind, brass, percussion), keyboard (piano, organ), and voice. Students complete eight semesters of applied music with recitals in the fourth, sixth, and eighth semesters and participate in a variety of ensemble experiences. Proficiency requirements for graduation in this concentration include the development of advanced performance skills which meet professional standards, knowledge of the repertoire in the applied area, and pedagogical knowledge and skills required to teach in the applied areas.

Sophomore Review of Satisfactory Progress

To ensure that students are successful in meeting all degree requirements, music majors are required to sit for a review of their progress toward the degree requirements at the end of the fourth semester of music study. After reviewing the student's grades in music major courses, progress in music theory, aural skills, and piano courses, status with the piano proficiency and

sophomore recital requirements, jury records, and input from the student's academic advisor, applied instructor, and ensemble director, faculty meet with the student for a 10 to 15-minute interview. As a result of the Sophomore Review, students may receive approval to continue in the major, approval to continue under conditions to be met within a set amount of time (usually the next semester), or instructions to change to a different major.

See the <u>Undergraduate Catalog</u> for specific degree plans and requirements.

All degree programs require the following General Education courses (see General Education Program in the *Undergraduate Catalog*).

- ENGL110 Composition I (must be passed with a minimum grade of C) 3 credit hours
- ENGL111 Composition II (must be passed with a minimum grade of C) 3 credit hours
- MATH112 Basic Math I 3 credit hours
- MATH113 Basic Math II 3 credit hours
- HPER170 Wellness 2 credit hours (or two 1-credit HPER courses)
- History elective (World History or US History) -3 credit hours
- Literature elective 3 credit hours
- Science and Lab elective 4 credit hours

All degree programs require the following music courses

- Music Theory
 - MUSI181 Music Theory I 3 credit hours
 - o MUSI182 Music Theory II 3 credit hours
 - o MUSI281 Music Theory III 3 credit hours
- Aural Skills
 - o MUSI183 1 credit hour
 - o MUSI184 1 credit hour
 - o MUSI283 1 credit hour
 - o MUSI284 1 credit hour
- Class Piano (pianists have different requirements—see your degree plan)
 - o MUSI105 1 credit hour
 - o MUSI106 1 credit hour
 - o MUSI205 1 credit hour
 - o MUSI206 1 credit hour
- Piano Proficiency 0 credit hours
- Applied Instruction (Vocal, Piano or Instrumental) at least six semesters
 - o 2 credit hours each semester for all degree programs except Performance
- Sophomore Recital 0 credit hours
- Music History at least two semesters
 - MUSI285 3 credit hours
 - o MUSI286 3 credit hours
- Ensemble 1 credit hour each semester for each ensemble
- Seminar each semester in which the student is enrolled in Applied Instruction 0 credit

Each music course MUST BE PASSED with a minimum grade of C. Though the grade of C is considered to be passing, students are encouraged to make the effort to achieve more than the minimum passing grade.

Some courses are designated as "sequence courses." An example is Music History. The first course in that sequence is MUSI285. If you do not earn the minimum grade of C in MUSI285 you will not be allowed to enroll in MUSI286. Because MUSI285 is only offered in the Fall semester and MUSI286 in the Spring semester, If you do not pass MUSI285, you will have to wait until the following Fall to retake it.

Another issue with sequence courses will arise if you receive the Incomplete ("I") grade. Again, using Music History as an example, if you receive the "I" grade in MUSI285, you will not be allowed to enroll in MUSI286 the following semester UNLESS you complete the required work during the Drop/Add period of that semester.

Do not settle for the minimum grades. Remember that your transcript will follow you throughout your professional careers and you want them to represent your best efforts. Your transcript can open or close doors to graduate school admission and/or career opportunities. You are encouraged to step into the role of a potential employer and ask "Would you hire you"?

You and Your Advisor



Each student will be assigned to an advisor. The advising list will be posted in on each floor of Davis Hall near the elevator. It will also be posted on the Department of Music Blackboard page. You should also be alert to any email messages that your advisor will send to you.

The advisor will assist you in various including, including

- helping you register for courses
- guiding you through your curriculum
- providing you with information about various campus resources (tutoring, counseling services, etc.

You should feel free to meet with your advisor at any time, but you should make a habit of meeting with your advisor at the following times

- the beginning of each semester to review your previous semester's performance and your current semester's schedule. This meeting MUST occur during the official Drop/Add period in case any course adjustments are needed,
- after midterm grades have been submitted in order to review the progress in your courses
- registration for the following semester(s). Your advisor will not give you the Alternate PIN required for registration until this meeting occurs. Students should not make any change in their schedules without first discussing it with their advisors.

The University establishes a registration schedule for each semester. You will be encouraged to meet with your advisor as soon as possible after the registration period begins. Registering early will make more courses available to you than if you wait. You will not be able to register if you have any "Holds." These Holds can result from such situations as you not having submitted requisite health records and paying fines. These Holds will be listed on Banner. It will be your responsible to make certain that you have no Holds prior to the registration period.

Be aware of the consequences of not passing a course. Also, be aware that there are courses, including ENGL110, ENGL111 and courses in the major, that MUST be passed with a minimum grade of C. Some courses are sequence courses. This means that you MUST pass one course before you will be allowed to progress to the next course in the sequence. Each degree program is structured to be completed in four years. Whenever you have to repeat a course, you are jeopardizing degree program completion. There is always the possibility of a course not be offered each semester, that you may not be able to register for a course because of a time conflict with another course, or that the course will be filled to capacity before you register for it. If you repeat a major course and still do not pass it, you will be advised to consider a different major.

If you are receiving Financial Aid, you need to remain aware of the Satisfactory Academic Performance Policy (See https://www.vsu.edu/financial-aid/sap/index.php) If you do not maintain the requisite grade point average and number of earned hours, you will risk losing Financial Aid.

The advising process will be successful ONLY if you and your advisor work together. You should maintain your curriculum sheet and stay aware of your progress. Remember that your advisor can only help you register for courses. YOU will be responsible for passing the courses and staying on track.

If you have any questions or concerns, you should contact your advisor as soon as possible.

ACTION can lead to SUCCESS.

PROCRASTINATION can lead to FAILURE.

You and Your Grade Point Average

Each student should make the effort to remain in good academic standing with the university.

You will find that there are various advantages to maintaining a good grade point average. One of these is the opportunity to be awarded a University Scholarship. (Students who receive the Presidential or Provost's Scholarship are not eligible for the University Scholarship.) Information about scholarships may be accessed at https://www.vsu.edu/financial-aid/types-of-aid/scholarships.php.

Students who are not admitted into the Honors Program as incoming freshmen may be inducted into the program based on their standings at the end of the freshman year. Students inducted in this manner are not awarded scholarships. However, they are eligible to participate in various programs offered by the Honors Program that will enhance their academic experience.

Students with good grade point averages will be eligible for any number of scholarships/awards/grants offered by entities outside of the university. Students who receive these financial support from outside entities must know the details of the funding.

Applied Lessons

All degree programs require applied lessons in your specified performance area (instrumental, vocal or piano). The total number of semesters and credit hours that will be required of you will depend on your degree program. The applied lessons for students in the B. M. degree program in performance are three credit hours each semester. The applied lessons for students in all other degree programs are two credit hours each semester.

Applied Lessons come under the category of "sequence courses." You will not be allowed to continue in the sequence if you do not earn the minimum grade of C. If you earn the

Incomplete (I) grade, the I must be changed to at least a C during the Drop/Add period of your next semester of enrollment before you will be allowed to progress to the next level.

Remember that as music majors, you represent the Department of Music. You will be required to obtain approval from your applied instructors before agreeing to perform for any formal university event.

Practice rooms are located on the ground floor of Davis Hall. Practice rooms must be used for practice ONLY. Eating and drinking are not allowed. After practicing, students should remove their personal items and leave the room in such an order that someone else can practice.

Recital Requirements

The following degree programs require Senior Recitals:

- Bachelor of Music with a Concentration in Performance (MUSI 480)
- Bachelor of Music with a Concentration in Music Education (MUSI499)
- Bachelor of Arts in Music with a Concentration in Jazz Studies (MUSI499)

Students pursuing the Bachelor of Arts in Music degree program have Senior Project requirement (MUSI 490).

The Performance concentration also requires a Junior Recital (MUSI 380)

Preparation for performing recitals begins in the freshman year in Applied Instruction. This is when you begin to develop good and consistent practice habits. All students are required to perform in Seminar beginning with the second semester freshman year. These Seminar performances help students to not only perform in front of an audience, but also to learn appropriate performance attire and stage etiquette.

Students must pass a Recital Hearing prior to performing the recital. For this hearing the student performs the recital program for the Applied Instructor and two other members of the music faculty. The hearing is scheduled six weeks prior to the tentative recital date. Students must provide scores for the adjudicators to follow during the hearing, The six-week time period allows the student to work on anything that the jury adjudicators recommend. **Students may be asked to repeat the recital hearing.**

Seminar

All students, with the exception of first-semester freshmen, are required to perform on Seminar. (See next section.) Students in the degree program in performance are required to perform twice each semester; all other students are required to perform once each semester. Students who are performing must adhere to appropriate standards of attire and etiquette, as explained in the Syllabus for Seminar. Students who are not performing are required to attend Seminar, following the attendance policy in the Syllabus.

Though the main purpose of Seminar is to provide opportunities for student performances. Seminar is sometimes also used for other purposes, including, but not limited to,

- presenting information about the Academic Calendar, deadlines, Registration, etc.
- presenting guest speakers who speak about musicians' health issues
- presenting guest musicians who perform and/or lead Master Classes
- presenting information about various topics in music

You and Your Academic Life

As a student at VSU and as an adult, you will be primarily responsible for your academic progress. Certainly, there are people in the Department of Music and across the campus who are here to assist you. If you have any questions, please ask your advisor or another member of the music faculty. Too often students listen to other students who do not necessarily have the correct information.

Classes are identified as being face-to-face, online-synchronous, and online-asynchronous. No matter how your classes meet, you will be expected to attend, to participate, and to complete all assigned coursework on time.

Attendance: Attendance—whether in person or online—is ESSENTIAL on the path to success. The attendance policy is in the University Catalog and in the syllabus for each of your courses. When you attend class, you are able to develop a rapport with the instructor and with your classmates. When you attend class, you hear course content and instructions FIRST-HAND and you have the opportunity to ask questions.

Preparation: Your class experience will be enhanced with preparation. Preparation includes reading course material and completing worksheets/assignments prior to the class meeting. By doing this, you will be familiar with terms, concepts, etc. that the instructor will present. If you are able to arrive early to class, you should review your notes. (Get those brain cells working!)

Participation: When you are prepared for class, you can be able to engage in and contribute to class discussions. (Be observant during class. Be aware of other students who seem to be prepared. They are the ones who you will want to connect with to share notes, scheduled study sessions, etc.)

Student Academic Code

All students at VSU are required to abide by the Student Academic Code. This information may be accessed at https://www.vsu.edu/academics/student-academic-code.php.

VSU has a Department of Student Conduct. This code may be accessed at https://www.vsu.edu/student-life/student-conduct/index.php. One item that is at this site is the Student Handbook.

Student Health Issues

First and foremost, students should take care of their overall physical and mental health. This includes:

- eating regular and balanced meals
- getting an appropriate amount of rest
- balancing work and relaxation
- maintaining a clean living/working environment
- seeking counseling

Virginia law requires all full-time students to submit health evaluation forms. They include immunization records, a Tuberculosis screening, and a health history. Students who have not met this requirement will have Holds place on their accounts. This action will prevent access to grades and transcripts, and will also prevent students from registering for courses. The Health Evaluation Checklist is available at https://www.vsu.edu/files/docs/health-services/health-evaluation-form1.pdf.

VSU schedules period Wellness Days. This is part of the University's Trojan Health and Wellness (THAW) initiative, the mission of which is to "Promote the holistic wellness of Virginia State University students and other community stakeholders." THAW is comprised of the Health, Student Accessibility, and Wellness Centers. One of the activities held is the Mental Health Awareness Walk. A list of the workshops scheduled for 2024 may be accessed at https://www.vsu.edu/healthservices/. They include Anger Management, Coping 101, and Grief.

The Office of Student Health Services is located in Memorial Hall. Information about what is offered may be accessed at https://www.vsu.edu/healthservices/health-center.php. That site also offers information about after-hours and emergency services.

Some Suggested Resources:

 $Emotional \ Safety - \underline{https://safesupportivelearning.ed.gov/topic-research/ihe/safety/emotional-safety}$

 $Substance\ Abuse\ -\ \underline{https://safesupportivelearning.ed.gov/topic-research/ihe/safety/substance-abuse}$

https://www.onlinecolleges.net/for-students/student-health-wellness-guide/

 $\underline{https://www.collegexpress.com/articles-and-advice/student-life/blog/college-students-quick-guide-to-health-taking-care-of-your-body/$

https://www.mbastack.org/a-college-students-guide-to-managing-health-and-nutrition/

Mental Health and Self-Care at HBCUs: Why it Matters (July 2023) - https://www.spelman.edu/about-us/news-and-events/our-stories/stories/2023/07/14/mental-health-self-care-at-hbcus-why-it-matters

Musicians' Health Issues

As a member of the National Association of Schools of Music (NASM), the Department of Music is required to provide information to its students about musician's health issues.

The National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA) have developed a comprehensive set of jointly authored advisory documents on neuromusculoskeletal and vocal health for musicians. (See Appendix I for brief NASM-PAMA guides on hearing, vocal, and neuromusculoskeletal health.)

(https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/)

A music student guide is available at https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/4a_NASM_PAMA_NMH-Student_Guide-Standard_June-2014.pdf.

According to the aforementioned guide, the "neuromusculoskeletal system refers to the complex system of muscles, bones, tendons, ligaments, and associated nerves and tissues that support our body's physical structure and enable movement." The guide continues to explain that "the term 'neuromusculoskeletal' is used to encompass not only overt physical movements (the pressing of a key, the strumming of a string) and overall body alignment, but also the small internal movements our bodies make, for example to produce breath and modify vocal sounds."

All of the ensemble directors and applied music instructors in the Department of Music are highly qualified and experienced in their respective areas. During ensemble rehearsals and applied lessons, they will inform students about various topics, including, but not limited to,

- warm-up techniques, including stretching and vocalizing
- practice techniques, including how long to practice and when to take breaks
- how to plan effective practice sessions

During the applied lessons, the instructors will ensure that students demonstrate techniques that they have been taught. These techniques will be reinforced during Studio Classes.

Directors of ensembles will be responsible for setting standards for warm-up and practice techniques appropriate for their respective ensembles. They will also determine the acceptable decibel levels in their respective rehearsal/performance spaces. They will also instruct students in the various kinds of hearing protective devices available and provide students with devices.

The Department of Music invites professionals (e. g. audiologist and occupational therapists) to speak to students on a periodic basis. Also, information about various musicians' health issues is posted on the Department of Music Blackboard page. In order to reinforce the material presented and provided, students will be required to periodically complete tests/surveys on the information provided for them.

The Department of Music will be responsible for ensuring that proper acoustical materials be placed in Davis Hall. The effectiveness of these materials and their placement will be periodically evaluated, with adjustments/upgrades be made, if needed.

Information about practice techniques will be posted in the practice room area of Davis Hall.

Some Suggested Resources:

A Mindfulness Approach to Warm-Up for Musicians

https://athletesandthearts.com/dev/wp-content/uploads/Mindfulness-Warm-Up-for-Musicians.pdf

Hearing Protection Tips

https://hearinghealthfoundation.org/blogs/six-hearing-protection-tips-for-musicians#:~:text=Give%20your%20ears%20sound%20breaks.&text=In%20an%20ideal%20world%2C%20aim,music%20directly%20in%20your%20ears.

The Musician's Guide to Hearing Protection (Including information about musicians' earplugs) https://www.sweetwater.com/insync/musicians-guide-hearing-protection-doctor/

Stretching Exercises for Musicians

https://www.thestrad.com/playing-hub/11-stretching-exercises-for-musicians/27.article

10 Essential Stretches for Musicians

https://www.musicnotes.com/blog/stretches-for-musicians/

Hearing Protection Devices—Filter Strength Recommendations

- Vocal/Choral ER-9
- Instrumental, Amplified Environment ER-15
- Percussion ER-25
- Maximum blocking devices are recommended for loud levels or long exposure.



Safety

You are primarily responsible for your safety on campus. Report anything that you see that seems to be suspicious. IF YOU SEE SOMETHING, SAY SOMETHING. Identify your personal items and DO NOT leave them unattended.

If you wear ear pods, text, or are otherwise involved in other activities while you are walking around campus, you must try to find some way in which to still be aware of your surroundings. Try not to walk by yourself after dark.

The Department of Music will schedule periodic presentations by a representative from the VSU Department of Police and Public Safety.

Sign up for the RAVE Emergency Alert System by accessing https://www.vsu.edu/police/campus-safety/rave-emergency-alert-system.php.

If you are in Davis Hall during a weather emergency (for example, a hurricane warning), you should proceed to the ground floor hallway by Room G-26. Do not stop to gather your belongings. The Davis Hall Building Manager will schedule periodic drills in order that students will know the proper procedure to follow in case of a weather emergency.

If you are in Davis Hall when the fire alarm sounds, you should leave the building as quickly and safely as possible. Do not stop to gather your belongings. Do not use the elevator.

Be aware that the Areas of Rescue Assistance in Davis Hall are in each stairwell. If the building has to be evacuated, any person who is unable to use the stairs should go or be taken to one of these areas. The presence of anyone in an Area of Rescue Assistance should immediately be reported to a first responder.

The VSU Department of Police and Public Safety offers RAD (Rape Aggression Defense) courses. There are separate courses for women and for men, Students interested in taking the course should contact the DPPS.

Some Suggested Resources:

Physical Safety - https://safesupportivelearning.ed.gov/topic-research/ihe/safety/physical-safety

Campus Safety at HBCUs (August 2023) - https://hbculifestyle.com/campus-safety-at-resilient-hbcus/

FAQs

The VSU website contains most of the information you need. Trojan Link (https://www.vsu.edu/trojanlink/) and the Current Student page (https://www.vsu.edu/current-students.php) has links for information about student life, schedules, parking, financial aid, organizations, and much more.

Q: Where can I find the Academic Calendar?

A: VSU Website: https://www.vsu.edu/academics/academic-calendar.php

O: Where can I find the Final Exam Examination schedule?

A: VSU Registrar Website: https://www.vsu.edu/registrar/final-exam-schedule.php

Q: As a full-time student, how many credit hours should I have each semester?

A. You must have a minimum of 12 credit hours to be a full-time student. The maximum number of credit hours is 18. Anything over 18 hours requires permission and is assessed additional fees.

Q: What is Satisfactory Academic Progress?

A. Federal Regulations require that VSU adhere to a minimum standard of Satisfactory Academic Progress (SAP). Students MUST meet the minimum standard to receive Title IV funds. Details about the SAP may be accessed at https://www.vsu.edu/financial-aid/sap/

Q: How many credit hours do I need to move from one classification to the next?

A:	<u>Classification</u>	Credit Hours
	Freshman	1-29
	Sophomore	30-59
	Junior	60-89
	Senior	90 and above

- Q: What do I do if I have issues with Blackboard and/or Banner?
 - A. Technology Services/Student Helpdesk: https://www.vsu.edu/techservices/
- Q: What are Wellness Days?

A: Wellness Days are intended to provide opportunities for students to regroup. Classes do not meet on Wellness Days. In recent years, the University has offered students chair massages, yoga, meditation, etc. Some of these offerings may be available at other times during the year.

Q: What is Assessment Day?

A: Assessment Day is scheduled one time each academic year. Classes are not held on Assessment Days until after 5:00 p. m. Email messages are sent to students that provide information about what their assessment is and when/how/where it will occur. The assessment is required. The purpose of the assessment is to evaluate the General Education Program.

Q: How do I check out an instrument?

A: All equipment inventory is kept by the Equipment Manager/Librarian, Antwone Vass. This is the equipment check-out form: https://forms.gle/gAhbWvcaNPA87PDQ7

Selected Terminology and Acronyms

Co-Requisite	A co-requisite is a course that must be taken at the same time as another	
	course.	
CGPA	Cumulative Grade Point Average	
Е	An E on the transcript indicates that a course has been repeated and that	
	the higher grade has been used to calculate the gpa.	
GPA	Grade Point Average	
Hold	A Hold (financial, health etc.) will prevent you from registering for	
	classes and obtaining transcripts.	
I	Incomplete – The I grade indicates that the student has not completed	
	the course requirements.	
О	Omitted – The O grade indicates that the instructor of the course did not	
	submit the grade by the deadline. The student should contact the	
	instructor regarding the true grade OR should consult the advisor or	
	department chair for assistance.	
ONA	Online-Asynchronous – A course that is OA is online and does not meet	
	at specified times/days. The student is responsible for completing the	
	coursework as assigned.	
ONS	Online-Synchronous – A course that is OS is online and meets at	
	specific times/days.	
Prerequisite	A prerequisite is a course that is required prior to enrolling another	
	course. For example, MUSI181 is the prerequisite for MUSI182.	
S	Satisfactory- Some courses (usually zero-credit courses) have attached	
	to them the S or U grade. S indicates that the course has been passed.	
	This grade does not affect the gpa.	
SAP	Satisfactory Academic Performance	
TBA	To Be Announced	
TBD	To Be Determined	
U	Unsatisfactory – Some courses (usually zero-credit courses) have	
	attached to them the S or U grade. U indicates that the course needs to	
	be repeated. This grade does not affect the gpa.	

Selected Campus Resources

Academic Center for Excellence (ACE)		Johnston Memorial
		Library, Second Floor
Cashier's Office		Gandy Hall
Dean, College of Humanities & Social		Colson Hall
Sciences		
Department of Police and Public Safety	Emergency: 804-524-5411	

	Non-Emergency:	
G. 1	804-524-5360)
Student Accessibility Office	804-524-5061	Memorial Hall
Office of Financial Aid		Gandy Hall
Office of the Registrar		119, Gandy Hall
Office of Residence Life	804-524-5717	Quad II
Office of Technology Services	804-524-5210	
Trojan One Card Office		

Study Skills

Students have different learning styles. You first have to determine your learning styles.

One common mistake that students make is to either not read or passively read textbooks and course materials. You have to engage in ACTIVE READING, which involves, but is not limited to,

- Scan the material first.
- Go back and read the material in sections.
- If you see any terms that you do not know, STOP and look them up.
- Pay attention to anything that is in highlighted in anyway, such as being in bold print or italics.
- Re-read any section that you do not understand.
- Take notes.
- Make note of any questions that you have from what you read and follow up during class.

There are various kinds of note-taking skills. Some standard techniques for taking notes include

- Organization
 - Create a separate notebook or file for each course
 - O Place the date of the class meeting on the notes
- Note-Taking Techniques
 - Determine your own kind of shorthand (For instance, you can use = instead of "the same as."
 - Listen to what the instructor emphasizes (For instance, if the instructor spends time on and/or repeats information, that is an indication that it is significant.)
- Rewrite/retype notes (repetition is beneficial).
- Read your notes aloud (this adds another dimension).
- Meet with a least one other student in your class to talk about the course material or to have a question-answer session.

APPENDIX I: NASA-PAMA Information Sheets

Protecting Your Hearing Health

An NASM-PAMA Student Information Sheet on Noise-Induced Hearing Loss

Hearing health is essential to your lifelong success as a musician.

Your hearing can be permanently damaged by loud sounds, including music. Technically, this is called Noise-Induced Hearing Loss (NIHL). Such danger is constant.

Noise-induced hearing loss is generally preventable. You must avoid overexposure to loud sounds, especially for long periods of time.

The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms.

Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing. Risk of hearing loss is based on a combination of sound or loudness intensity and duration.

Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows:

- 85 dB (vacuum cleaner, device with earbuds at 1/3 volume)–8 hours
- 90 dB (blender, hair dryer)–2 hours
- 94 dB (device with earbuds at 1/2 volume)–1 hour
- 100 dB (device with earbuds at full volume, lawnmower)–15 minutes
- 110 dB (rock concert, power tools) –2 minutes
- 120 dB (jet planes at take-off) –without ear protection, sound damage is almost immediate.

Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss.

Be mindful of earbuds. Enable volume limiting hearing protection on your device.

The use of earplugs and earmuffs in louder environments helps to protect your hearing health.

Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily, even hourly basis.

It is important to follow basic hearing health guidelines.

It is also important to study this issue and learn more.

If you are concerned about your personal hearing health, talk with a medical professional.

If you are concerned about your hearing health in relationship to your program of study, consult the appropriate contact person at your institution.

This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, check out the other NASM-PAMA hearing health documents, located on the NASM Web site at the URL link:

https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-hearing-health/

Protecting Your Vocal Health

An NASM – PAMA Student Information Sheet

Vocal health is important for all musicians and essential to lifelong success for singers.

Understanding basic care of the voice is essential for musicians who speak, sing, and rehearse or teach others.

Practicing, rehearsing, and performing music is physically demanding.

Musicians are susceptible to numerous vocal disorders.

Many vocal disorders and conditions are preventable and/or treatable.

Sufficient warm-up time is important.

Begin warming up mid-range, and then slowly work outward to vocal pitch extremes.

Proper alignment, adequate breath support, and correct physical technique are essential.

Regular breaks during practice and rehearsal are vital in order to prevent undue physical or vocal stress and strain.

It is important to set a reasonable limit on the amount of time that you will practice in a day.

Avoid sudden increases in practice times.

Know your voice and its limits, and avoid overdoing it or misusing it.

Maintain healthy habits. Safeguard your physical and mental health.

Drink plenty of water in order to keep your vocal folds adequately lubricated. Limit your use of alcohol, and avoid smoking.

Day-to-day decisions can impact your vocal health, both now and in the future. Since vocal strain and a myriad of other injuries can occur in and out of school, you also need to learn more and take care of your own vocal health on a daily basis. Avoid shouting, screaming, or other strenuous vocal use.

If you are concerned about your personal vocal health, talk with a medical professional.

This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, check out the other NASM-PAMA neuromusculoskeletal health documents, located on the NASM Web site at the URL linked below.

https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/

Protecting Your Neuromusculoskeletal Health

An NASM – PAMA Student Information Sheet

Neuromusculoskeletal health is essential to your lifelong success as a musician.

Practicing and performing music is physically demanding.

Musicians are susceptible to numerous neuromusculoskeletal disorders.

Some musculoskeletal disorders are related to behavior; others are genetic; still others are the result of trauma or injury. Some genetic conditions can increase a person's risk of developing certain behavior-related neuromusculoskeletal disorders.

Many neuromusculoskeletal disorders and conditions are preventable and/or treatable.

Sufficient physical and musical warm-up time is important.

Proper body alignment and correct physical technique are essential.

Regular breaks during practice and rehearsal are vital in order to prevent undue physical stress and strain.

It is important to set a reasonable limit on the amount of time that you will practice in a day. Avoid sudden increases in practice times.

Know your body and its limits and avoid "overdoing it."

Maintain healthy habits. Safeguard your physical and mental health.

Day-to-day decisions can impact your neuromusculoskeletal health, both now and in the future.

Since muscle and joint strains and a myriad of other injuries can occur in and out of school, you also need to learn more and take care of your own neuromusculoskeletal health on a daily basis, particularly with regard to your performing medium and area of specialization.

If you are concerned about your personal neuromusculoskeletal health, talk with a medical professional.

This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, check out the other NASM-PAMA neuromusculoskeletal health documents, located on the NASM website:

https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/