

VIU Music Department



**Student
Handbook
2018 — 2019**

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Vancouver Island University Music Department

Student Handbook Fall 2017/Spring 2018

1. BACHELOR OF MUSIC IN JAZZ STUDIES AND DIPLOMA IN JAZZ STUDIES

- [Bachelor of Music in Jazz Studies Program Information](#)
- [Jazz Studies Diploma Program Information](#)

The VIU Music Program is well known across Canada. It offers a four year Bachelor of Music in Jazz Studies degree and a two-year Jazz Diploma:

The program is practical and our Alumni can be found throughout this country and the U. S. performing in a wide variety of music genres. “VIU Music”, formerly known as “Mal Music” is known for its quality in teaching. VIU is an Open Access University and our students come from diverse backgrounds with varying skill levels. Currently we have space for approximately thirty-two students in the first year of study, the same number in the second year and thirty Jazz students in each of the third and fourth years. Our faculty consists of some of Canada’s best known teachers and performers.

2. ENTRANCE REQUIREMENTS

STUDENTS MUST:

- a) Grade 12 graduation or equivalent, or mature student status
- b) Meet the General Admission Requirements of VIU
- c) Display a sufficiently high level of performance and sight-reading ability on their concentration instrument (see Auditions)

3. AUDITION

GENERAL

Students will perform an audition so that their eligibility to enter the Music Program can be determined. The audition panel will make recommendations regarding acceptance and placement in performance classes, placement in private music instruction, and possible required remedial work.

Audition requirements are sent to applicants when they apply to the Music Department

ENSEMBLE AUDITIONS

Separate auditions are held for the College Singers, Vocal Jazz Choir, and Jazz Ensembles. It is the student’s responsibility to sign up for and attend these auditions.

4. IMPORTANT DATES

| Fall 2018 Semester Calendar of Key Dates | | | | |
|--|--|--|---|---|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 27 | 28 | 29 | 30 Rock VIU Orientation for new 1st- year University students - Nanaimo | 31 |
| September 3 Labour Day *VIU CLOSED* | 4 First day of classes | 5 | 6 | 7 |
| 10 | 11 Last day of active wait lists | 12 Starting today, courses may only be added in person using the Late Registration Form | 13 | 14 |
| 17 Last day to add/drop course before student fees are calculated | 18 | 19 | 20 | 21 VANCOUVER ISLAND JAZZ FESTIVAL: WORKSHOP |
| 24 | 25 | 26 | 27 | 28 |
| October 1 | 2 | 3 | 4 | 5 |
| 8 Thanksgiving Day *VIU CLOSED* | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 Last day for academic penalty-free withdrawal & switch audit <> credit | 30 | 31 Last day for overdue fees to be paid to avoid deregistration from Fall semester courses | November 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 Remembrance Day Observed *VIU CLOSED* | 13 READING WEEK | 14 READING WEEK | 15 READING WEEK | 16 READING WEEK |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 Semester-End Concerts | 28 Semester-End Concerts | 29 Semester-End Concerts | 30 |
| December 3 | 4 | 5 | 6 | 7 Last day of classes |
| 10 FIRST DAY of EXAMS | 11 | 12 | 13 JURIES | 14 JURIES |
| 17 | 18 | 19 LAST DAY of EXAMS | 20 | 21 |
| 24 | 25 *VIU CLOSED* | 26 *VIU CLOSED* | 27 *VIU CLOSED* | 28 *VIU CLOSED* |

| Spring 2019 Semester Calendar of Key Dates | | | | |
|--|--|--|-----------------------|---|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 31 | January New Year's Day *VIU CLOSED* | 1 | 2 | 3 |
| | | *VIU REOPENS* | | 4 |
| 7 | 8 | 9 | 10 | 11 |
| First day of classes | | | | |
| 14 | 15 | 16 | 17 | 18 |
| Last day of active wait lists | Starting today, courses may only be added in person using Late Registration form | | | Last day to add/drop course before student fees calculated |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | February |
| | | | Convocation | Convocation |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| BC Family Day *VIU CLOSED* | | | | |
| 25 | 26 | 27 | 28 | March |
| STUDY DAY | STUDY DAY | Last day for overdue fees to be paid to avoid deregistration from Fall semester courses STUDY DAY | STUDY DAY | Last day for academic penalty-free withdrawal & switch audit <> credit STUDY DAY |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| April | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 |
| | Semester-End Concerts | Semester-End Concerts | Semester-End Concerts | Last Day of Classes |
| 15 | 16 | 17 | 18 | 19 |
| STUDY DAY | STUDY DAY | FIRST DAY of EXAMS JURIES | JURIES | Good Friday *VIU CLOSED* |
| 22 | 23 | 24 | 25 | 26 |
| Easter Monday *VIU CLOSED* | | | | |
| Graduate Recitals | Graduate Recitals | Graduate Recitals | | |
| 29 | 30 | 1 | 2 | 3 |
| | LAST DAY of EXAMS | May | | |

5. TIMETABLE

FALL 2018

| | | | | |
|-----------------|-----------------|-----------------|-----------------|-------------------|
| 1st Year Course | 2nd Year Course | 3rd Year Course | 4th Year Course | Mixed-Year Course |
|-----------------|-----------------|-----------------|-----------------|-------------------|

| | 9:00 | 9:30 | 10:00 | 10:30 | 11:00 | 11:30 | 12:00 | 12:30 | 1:00 |
|-----------|------------------|------|--------------------|-------|-----------------------------------|-------|--------------------|--------------------|------|
| Monday | MUSC 103; Rm 204 | | MUSC 115; Rm 105 | | | | MUSC 143; Rm 220 | | |
| | | | MUSC 107; Rm. 204 | | MUSC 243; Rm 220 | | | | |
| Tuesday | | | MUSC 125-1; Rm 221 | | MUSC 100; Rm 204; | | MUSC 125-2; Rm 221 | | |
| | MUSC 215; Rm 105 | | | | MUSC 281; Rm 107 | | | | |
| | MUSC 259; Rm 205 | | | | MUSC 221; Rm 105 | | | | |
| | | | | | MUSC 407; Rm 108, 221; James Mark | | | | |
| Wednesday | MUSC 103; Rm 204 | | MUSC 115; Rm 105 | | | | MUSC 143; Rm 220 | | |
| | MUSC 215; Rm 105 | | MUSC 107; Rm 204 | | MUSC 243; Rm 220 | | | | |
| | | | | | MUSC 381; Rm 107 | | | | |
| | | | | | MUSC 447; Rm 205 | | | | |
| Thursday | | | MUSC 125-1; Rm 221 | | | | | MUSC 125-2; Rm 221 | |
| | MUSC 215; Rm 105 | | | | MUSC 281; Rm 107 | | | | |
| | | | | | MUSC 221; Rm 105 | | | | |
| | | | | | MUSC 407; Rm 108/221 | | | | |
| Friday | MUSC 259; Rm 205 | | | | MUSC 100; Rm 204 | | | | |

| | 1:00 | 1:30 | 2:00 | 2:30 | 3:00 | 3:30 | 4:00 | 4:30 |
|----------|---------------------------------|-----------------------------|----------------------------|------|---------------------------------|------|------|------|
| Monday | MUSC 153, 253, 353, 453; Rm 105 | | | | MUSC 173, 273, 373, 473; Rm 107 | | | |
| Tuesday | | MUSC 181; Rm 107 | | | MUSC 155, 255, 355, 455; Rm 105 | | | |
| | | MUSC 121; Rm 105 | | | | | | |
| | | MUSC 311; Rm 204 | | | | | | |
| Wed. | DEPARTMENTAL MEETING | | MUSC 283, 383, 483; Rm 105 | | MUSC 173, 273, 373, 473; Rm 107 | | | |
| Thursday | | MUSC 181; Rm 107 | | | MUSC 155, 255, 355, 455; Rm 105 | | | |
| | | MUSC 121; Rm 105 | | | | | | |
| | | MUSC 311; Rm 204; Greg Bush | | | | | | |

| | 5:00 | 5:30 | 6:00 | 6:30 | 7:00 | 7:30 | 8:00 | 8:30 | 9:00 | 9:30 |
|----------|---|------|------|------|-------------------------|------|------|------|------|------|
| Tuesday | MUSC 283, 383, 483; Rm 105, 107, 204, 205 | | | | Community Choir; Rm 105 | | | | | |
| Wed. | MUSC 283, 383, 483; Rm 105, 107, 204, 205 | | | | | | | | | |
| Thursday | MUSC 283, 383, 483; Rm 105, 107, 204, 205 | | | | | | | | | |

SPRING 2019

| | | | | |
|-----------------|-----------------|-----------------|-----------------|-------------------|
| 1st Year Course | 2nd Year Course | 3rd Year Course | 4th Year Course | Mixed-Year Course |
|-----------------|-----------------|-----------------|-----------------|-------------------|

| | 9:00 | 9:30 | 10:00 | 10:30 | 11:00 | 11:30 | 12:00 | 12:30 |
|-----------|------|------------------|------------------|------------------|------------------|------------------|------------------|------------------------------|
| Monday | | | | MUSC 104; Rm 204 | | MUSC 144; Rm 220 | | |
| | | MUSC 244; Rm 220 | | | MUSC 216; Rm 105 | | | |
| | | MUSC 222; Rm 105 | | | MUSC 411; Rm 204 | | | |
| Tuesday | | MUSC 116; Rm 105 | | | MUSC 101; Rm 105 | | | |
| | | MUSC 282; Rm 107 | | | | | MUSC 108; Rm 204 | |
| | | MUSC 225; Rm 221 | | | MUSC 260; Rm 205 | | | |
| Wednesday | | | | MUSC 104; Rm 205 | | MUSC 144; Rm 220 | | Departmental Faculty Meeting |
| | | MUSC 244; Rm 220 | | | MUSC 216; Rm 105 | | | |
| | | MUSC 222; Rm 105 | | | MUSC 411; Rm 204 | | | |
| | | MUSC 450; Rm 205 | MUSC 450; Rm 205 | | | | | |
| Thursday | | MUSC 116; Rm 105 | | | MUSC 101; Rm 105 | | | |
| | | MUSC 282; Rm 107 | | | | | MUSC 108; Rm 204 | |
| | | MUSC 225; Rm 221 | | | MUSC 382; Rm 107 | | | |
| | | | | | MUSC 448; Rm 205 | | | |
| Friday | | MUSC 200; Rm 204 | | | MUSC 260; Rm 205 | | | |
| | 9:00 | 9:30 | 10:00 | 10:30 | 11:00 | 11:30 | 12:00 | 12:30 |

| | 1:00 | 1:30 | 2:00 | 2:30 | 3:00 | 3:30 | 4:00 | 4:30 |
|----------|---------------------------------|----------------------------|-------------------------------------|---------------------------------|---------------------------------|------|------|------|
| Monday | MUSC 154, 254, 354, 454; Rm 105 | | | | MUSC 174, 274, 374, 474; Rm 107 | | | |
| Tuesday | | MUSC 182; Rm 107 | MUSC 131; Rm 205; 3:00 pm - 6:00 pm | | | | | |
| | | MUSC 122; Rm 105 | | | | | | |
| | | MUSC 459; Rm 205 | | | MUSC 156, 256, 356, 456; Rm 105 | | | |
| We. | Dept. Meeting | MUSC 284, 384, 484; Rm 105 | | MUSC 174, 274, 374, 474; Rm 107 | | | | |
| Thursday | | MUSC 182; Rm 107 | | | | | | |
| | | MUSC 122; Rm 105 | | | | | | |
| | | MUSC 459; Rm 205 | | | MUSC 156, 256, 356, 456; Rm 105 | | | |
| Friday | | MUSC 408; Rm 107, 108, 221 | | | | | | |
| | 1:00 | 1:30 | 2:00 | 2:30 | 3:00 | 3:30 | 4:00 | 4:30 |

| | 5:00 | 5:30 | 6:00 | 6:30 | 7:00 | 7:30 | 8:00 | 8:30 | 9:00 | 9:30 |
|----------|---|------|------|------|-------------------------|------|------|------|------|------|
| Tuesday | MUSC 284, 384, 484; Rm 105, 107, 204, 205 | | | | Community Choir; Rm 105 | | | | | |
| | MUSC 131; Rm 205; 3:00 pm - 6:00 | | | | | | | | | |
| We. | MUSC 284, 384, 484; Rm 105, 107, 204, 205 | | | | | | | | | |
| Thursday | MUSC 284, 384, 484; Rm 105, 107, 204, 205 | | | | | | | | | |
| | 5:00 | 5:30 | 6:00 | 6:30 | 7:00 | 7:30 | 8:00 | 8:30 | 9:00 | 9:30 |

6. PROGRAMS

- **Bachelor of Music in Jazz Studies:** The program consists of a total of 125 credits: 107 credits of Music courses, 12 credits of non-Music electives, and 6 credits of required first-year English.
- **Diploma in Jazz Studies:** Upon successful completion of the first two years of the Bachelor of Music in Jazz Studies, students can apply for a Diploma in Jazz Studies

7. ACADEMIC STANDING

- a) Vancouver Island University policy states that students with less than a 2.00 GPA (“C”) average for the Fall and Spring semesters (combined) will be placed on probation when they register next. To have probationary status removed and avoid being suspended from the institution, students must obtain a GPA of 2.00 (“C”) or better in the Fall and Spring semesters of their academic probation year. If the GPA is below this at the end of that year, the student will be suspended from re-registering in any VIU programs in the next year. For further information please follow this VIU link: [Probation Policy](#)
- b) A student returning after an extended absence (1 year) may be required to re-audition.

8. ACADEMIC ADVISER

For course programming and academic questions concerning course selection, students should see the music department chair.

9. ATTENDANCE POLICY

- a) In accordance with VIU policies on attendance, music instructors set their own attendance policies.
- b) Students must give their Private Music Instructors twenty-four-hour notice of absence or they might forfeit the lesson.

10. PUNCTUALITY

- a) Music instructors set their own lateness policies.
- b) If a class is poorly attended because of weather conditions or other extenuating circumstances, VIU policy states that a professor must wait ten minutes, and if less than half of the class has arrived by then, the class should be cancelled.

11. PRIVATE TUITION

Bachelor of Music in Jazz Studies: Students must take 8 semesters of private lessons on the same major instrument.

Jazz Studies Diploma: Students must take 4 semesters of private lessons on the same major instrument.

- a) The basic private music instruction course in the 1st year is MUSC 145 in the 1st (fall) semester and MUSC 146 in the 2nd (spring) semester.
- b) The Music Department assigns private tuition instructors to each student.
- c) Ten lessons of fifty minutes each make up a semester.
- d) Unless extraordinary circumstances prevail, twenty-four-hour notice is necessary to cancel a lesson, or the lesson might be forfeited.
- e) Twenty-one hours a week of practice is considered to be the standard amount of time necessary to maintain University standards (this, of course, is in addition to ensemble rehearsals).

- f) Evaluation is done by the private tuition instructor (70% of the total) and by Jury Exams (30% of the total).
- g) Music students wishing instruction in a second instrument or non-music students can elect to take the following:
 - MUSC 137: Private Music Instruction: Secondary Instrument
 - Subsequently they can elect to take MUSC 138, 237, 238.
 - Private Music Instruction: Secondary Instrument does not require a jury. Therefore evaluation is done entirely (100%) by the private tuition instructor.
 - **Private Music Instruction: Secondary instrument is a general arts credit and cannot be applied for credit in the Jazz Studies Diploma or the Bachelor of Music in Jazz Studies degree.**

12. SPECIAL FEES AND EXPENSES

- a) All Jazz program students must purchase the Hal Leonard Real Book (approx. \$38.50), or a similar source of performance and theory tunes.
- b) All students must be prepared to spend a minimum of \$400.00 - \$500.00 per semester to purchase text books or other materials for their classes.
- c) All students must purchase a set of headphones with a ¼ inch adapter and a metronome for use in various courses.
- d) Singers in the Jazz program must purchase a microphone (Shure 58 or equivalent) plus a microphone cord.

13. FACILITIES

- a) Music Department Access

Building Open:

Monday-Friday: 7AM-5PM

Outer Doors Locked (but students can enter building with Access Card)

Monday through Thursday, 5PM to 9PM (may stay until 12 midnight)

Friday, 5PM to 7PM (may stay until 9PM)

Saturday and Sunday 10AM to 7PM (may stay until 9 PM)

Room 221 card access schedule

Monday- Sunday 7AM-7PM

Building Locked and secured (security clears and locks the building from)

Monday-Thursday: Midnight-7AM

Friday: 9PM-7AM

Saturday: 9PM-10AM

Sunday: 9PM-7AM

Holidays

No access

- b) Access cards can be purchased from the bookstore and need to be activated every scholastic year. Students can activate their cards by bringing them to the music department chair. Activation may take up to a week. Access cards can also be programmed for MAC lab access.
- c) All equipment and facilities are reserved for the use of registered Music students only.
- d) Concerts: End-of-semester concerts take place in the 280+ seat Malaspina Theatre in late November and April.

- e) Combo 'On Stage Friday' concerts (12:30PM) as well as most clinics and master classes are held in the Choral Room (M105).

14. PRACTICE ROOMS

Practice rooms are available on a first-come basis. Since private lessons take place in the practice rooms, practice room availability is limited during week days, but they are also available in the evenings and on weekends.

In addition, five practice rooms are available on the first floor (downstairs) of Building 359 which is just above Tamagawa Gardens. Bass, guitar and piano students may practice there. Piano students must use the electronic pianos available in those rooms and must use headphones when playing them. We ask students to please be respectful of the Science and Technology Programs Dean and Secretaries working in offices immediately above these practice rooms.

15. COMPUTER LAB

The VIU Music Department has a 16 station Apple MAC lab. This computer lab is only for music department students. To access and use the computer lab, students will be required to obtain the following:

- An access card from the book store and have it programmed for entry into the lab. (This is the same *access card* required for building access.)
- A set of headphones with a ¼" adapter
- A USB 'flash drive' to store documents

All music students are required to take a computer course to familiarize themselves with notation software. Bachelor of Music in Jazz Studies students are eligible to take a second course to learn the basics of home recording (MUSC 225). After completing MUSC 225, students can elect to take studio recording (MUSC 407/408) in their 4th year.

The Computer Lab is also available to students for theory and arranging assignments, recording & mixing projects, and printing.

Students are required to bring their own paper for the printer.

16. RECORDING STUDIO

The Vancouver Island University Music Department Recording Studio is restricted to students enrolled in the Studio Recording course (MUSC 407 and MUSC 408)

Recording experience has become an essential part of today's musical training, and the Jazz Studies program has added electives in multi-track recording into the curriculum. Vocal, instrumental and arranging/composition students all make use of our multi-track facilities.

17. MULTI-MEDIA LAB (LISTENING ROOM)

All Students are encouraged to use Room 219, our Multi-Media Lab. Priority is given to course related work but students are welcome to use the lab for all purposes related to the program, such as viewing instructional DVDs from the VIU Library.

18. VIU LIBRARY

Students will be given assignments in various classes that require them to use the VIU Campus Library. To familiarize themselves with this facility, students are encouraged to visit the library and talk to one of the available librarians about the resources available to them there.

19. STUDENT LOCKERS

Student lockers are available. They must be shared with other music students. See Lee Ellefson to book a tall, wooden locker for tall instruments. Short metal lockers must be booked through the Bookstore.

20. COMBOS

VIU offers Jazz Workshop and Repertoire, a course for jazz combos consisting of 4-8 players. These courses are: MUSC 283/284, MUSC 383/384, MUSC 483/484. The instructor may accept a few first year students as audit only in the course if their playing is at a high enough level. Each student taking this course is assigned to one of the combos. Each combo meets once a week and all students in the combo course meet from 12:30 PM to 1:30 PM on Fridays for performances (On Stage Friday) and demonstration lessons. Combo rehearsals are scheduled from 4:30 PM to 6:20 PM on Monday, Tuesday, Wednesday and Thursday.

21. WIND ENSEMBLE/JAZZ ENSEMBLE

We recommend that all wind and brass players elect and audition for the VIU Jazz Ensemble and/or the VIU Wind Ensemble (when it is being offered.)

22. JURY REQUIREMENTS

Assessment

- Final grades for Primary Lessons are assessed in two parts:
 - ♦ Primary Lesson Grade: 70%
 - ♦ Jury Grade: 30%
- The private instructor will submit a mark to the department chair out of 100. This will be worth 70% of the overall mark.
- The jury will submit a mark out of 100. This will be worth 30%.

Primary Lesson Requirements

First and Second Year Students:

- Private Instructors will design and give a 'technical requirements' exam to take place in one of the 10 lessons before the jury. The requirements of this exam will pertain specifically to the technical aspects of your instrument and shall be clearly laid out early in the term by your instructor.
- Technical requirements may include, but are not limited to, sight reading, scales, arpeggios, an etude, or the demonstration of a particular skill as unique to your instrument. –(This does not include the lift).
- Technical requirements are heard only by your instructor. The technical requirements constitute 25% of your final jury grade.
- The instructor will enter your technical requirements grade (out of 25) on the Jury feedback form(s) that you bring with you to your exam.

Third and Fourth Year Students:

- No technical requirements are necessary for inclusion on the jury sheet.
- It is up to the discretion of the teacher if they want to include technical aspects as part of their overall mark (based on 10 lessons) for their student.

- It is the expectation of the department that the demonstration of expertise in the jury will be evident in the songs and lift alone.

Jury Requirements

- All juries will only be comprised of performed songs (tunes) and a lift.
- All Jury tunes and the lift must be memorized. Accompanists need not memorize the tunes.
- The students must arrange for their own accompaniment at their jury.
- The jury envelope will include 2 copies of the following: The lift, your tunes, and the juror feedback forms.

Performed Songs (Tunes)

- A Tune List with recommendations by year is available but is only intended as a reference. All tune choices for your jury should be approved by your Private Music Instructor.
- Original tunes are not permitted

First and Second Year Students:

- Prepare four (4) tunes
- Two (2) tunes will be randomly selected and performed at your jury.
- Each tune is worth 25% of the jury grade

Third and Fourth Year Students:

- Prepare four (4) tunes
- Three (3) tunes will be randomly selected and performed at your jury.
- Each tune is worth 25% of the jury grade

Lift

- Students are required to notate and submit two (2) legible copies of their lift.
- The lift must be original and completed by the student. It should not be copied from other sources
- The lift must be performed from memory
- Lift must be performed with the recording
- The lift is worth 25% of the Jury grade

First and Second Year Students:

- FIRST YEARS: One lift of 16 bars (or 12 bars if blues)
- SECOND YEARS: One lift of 32 bars (or 24 bars if blues)
- The lift may be slowed down as necessary.
- Instructors [may] assist their students in this exercise, monitoring them for their accuracy and to ensure that it is being completed in time for their jury.

Third and Fourth Year Students:

- Students must pick material that is accessible to them at the original speed.

23. STUDENT REPRESENTATIVE

The Music Department is required to have a Student Representative. The student representative is to be elected by the music students. Some of the roles of the student representative are listed below:

- Bring any student questions or concerns that need to be addressed by music faculty to a Music Department Faculty meeting.
- Take any issues that are unable to be resolved by the faculty and chair to the Dean
- Potentially act as a student representative on the Arts & Humanities Faculty Council

24. DISCLAIMER

Dates and VIU policies on Academic Standing listed in this handbook are taken from VIU's online calendar. Before you make decisions based on the dates shown here, please go to the online calendar and double-check to make sure those dates are completely accurate. If there are any discrepancies between dates listed in this handbook and those listed in the online calendar, the dates listed in the online calendar will be considered the correct ones.

As well, if there are any discrepancies between the Academic Standing information listed in this handbook and that listed in the online calendar, the information shown in the online calendar will be considered correct.