



Applied Music Handbook

2023-2024

Community College of Baltimore County

Introduction:

The following is to serve as a guidebook for those who study and teach Applied Music at the Community College of Baltimore County. It is intended to facilitate the operation and administration of all Applied Music instruction.

The Mission Statement of the CCBC Music Program:

The mission of the Music Program of the Community College of Baltimore County is to provide students with opportunities to experience and learn about a broad spectrum of music, from the European fine art tradition and the many types of American music to the music of cultures around the world; to partner with students in developing the verbal and technical skills necessary to communicate through music; to inspire students to participate in musical activities; and to foster the intellectual, creative, and spiritual growth of musicians by instilling in them a commitment to artistic and personal excellence.

Description of Applied Music:

Applied Music – Offers individual study in music. All Applied Music areas require an initial placement interview or audition. Authorization by the instructor or Music Program Office is required for Applied Music registration. Applied Music may be taken for one credit (one 30-minute lesson weekly) or two credits (one 60-minute lesson weekly). During Summer Sessions, Applied Music courses are offered for one credit only.

Applied Music lab fees must be paid in addition to tuition. During the course of the 2023-2024 academic year, the lab fee for Applied Music is \$210.00 per credit.

Lesson times are scheduled with each individual instructor. Students interested in studying Applied Music must contact the Music Program Office on the campus where they wish to study.

Catonsville: Lynnea Booth, 443.840.4429, lbooth@ccbcmd.edu

Essex: Daniel Lewis, 443.840.1057, dlewis7@ccbcmd.edu

Assessment and Placement of Students:

- All students interested in studying Applied Music are required to have an initial interview, assessment of level, or audition before registering for the first time. This ensures that students will register for the correct level and section of Applied Music.
- Registration Permission must be granted by the instructor or one of the Music Program Coordinators for each semester of study. This ensures that students are registered for the correct level and section of Applied Music.

Applied Music Levels:

Applied Music instruction at CCBC consists of three levels:

- **Applied Music I** is recommended for beginning students with little or no previous experience in music.
- **Applied Music II** is recommended for students who have previous experience in music; this level is generally for first-year music majors.
- **Applied Music III** is recommended for students who have significant previous experience in music; this level is generally for second-year music majors, or in the case of MUSA 291, offers advanced performance study or study in areas other than performance, i.e. composition, conducting, and/or score reading.
- The music faculty will determine the initial placement level based on an interview, assessment, and/or audition.

Repeating Applied Music Courses:

- It is expected that students will repeat any given Applied Music course at least once, and often more than once.
- Students may earn up to a maximum of 8 credits in any Applied Music course (MUSA 100-291).
- Students must register for audit in any Applied Music course in which they have already earned 8 credits.

Applied Music Credit Awards and Class Time:

- Students studying Applied Music for 1 credit will receive a total of 7 hours of instruction during the semester (usually 14 half-hour lessons); students studying Applied Music for 2 credits will receive a total of 14 hours of instruction during the semester (usually 14 one-hour lessons).
Additionally, a juried performance evaluation is required for all students studying Applied Music for credit, and will be scheduled at the end of each semester.
- Students studying Applied Music during the summer semester may only register for 1 credit consisting of 7 one-hour lessons.

Applied Music Tuition and Fees:

- Current CCBC tuition and fees are found at:
<https://www.cbcmd.edu/costs-and-paying-for-college/tuition-and-fees>
- The 2023-2024 tuition and fees for Baltimore County residents are as follows (subject to change):

- Half-hour lesson per week, 1 credit (Baltimore County Residents)

Tuition:	\$122.00
Gen. Services Fee	\$22.00

Registration Fee	\$55.00
Technology Fee:	\$15.00
Capital Fee:	\$20.00
Activity Fee	\$4.00
Applied Music Lab Fee:	<u>\$210.00</u>
Total:	\$448.00, or approximately \$32.00 per weekly half-hour lesson and final jury exam

- One-hour lesson per week, 2 credits (Baltimore County Residents)

Tuition:	\$244.00
Gen. Services Fee	\$44.00
Registration Fee	\$55.00
Technology Fee:	\$30.00
Capital Fee:	\$20.00
Activity Fee	\$8.00
Applied Music Lab Fee:	<u>\$420.00</u>
Total:	\$826.00, or approximately \$59.00 per weekly hour lesson and final jury exam

Applied Music Lesson Scheduling:

- Every effort will be made to schedule Applied Music lessons which are convenient for the students' schedules. Lessons are scheduled based on student and faculty availability.
- Well in advance of a semester's start, Applied Music faculty should submit to their campus administrative assistant the days and times they intend to teach applied students, in order to ensure that a teaching studio is available.
- **All** Applied Music lessons must be taught on a CCBC campus.
- It is the shared responsibility of the instructor and student to initiate and maintain contact, to ensure that lesson times are scheduled, and that the lessons take place as scheduled.
- Students repeatedly attempting to contact an instructor with no results are advised to contact the Music Program Coordinators:
 - For the Essex campus, contact:
Professor Daniel Lewis: 443.840.1057, dlewis7@ccbcmd.edu
 - For the Catonsville campus, contact:
Dr. Rebecca Ocampo: 443.840.4014, rocampo@ccbcmd.edu
 - Faculty are likewise advised to contact the Music Program Coordinators if they have repeatedly attempted to contact a student with no results.
- Once a mutually agreeable lesson time is set, it is expected that both the student and instructor will adhere to it.

- Applied Music faculty must submit a confirmed and accurate teaching schedule to their campus administrative assistant no later than the end of the third week of the fall and spring semesters, and no later than the end of the first week of the summer semester.
- In order to accommodate late enrollments and student movement between Applied Music sections, contracts for Applied Music faculty will be distributed no later than the fourth week of the fall and spring semesters, and the second week of the summer semester.
- Applied Music teaching loads will be verified by the college's *Argos* enrollment report. It is the responsibility of the faculty to ensure that a student is registered before they schedule a lesson.
- The applied teaching contract will reflect the *Argos* report. *Faculty must acknowledge their contract in the college's online information system before the contract can be processed.*
 - Applied Music faculty will not teach a student that does not appear on their course roster.

Class Syllabus:

- All students studying Applied Music will receive *during the first lesson* a syllabus from their Applied Music instructor, outlining the policies and procedures of the individual studio. The syllabus and additional information will also be found on Brightspace.
- All Applied Music faculty will send an electronic copy of their syllabus to the appropriate campus administrative assistant, no later than the end of the first week of each semester, and will upload their syllabi and instructor information to Brightspace by the first day of classes.

Lesson Attendance:

- Students are required to attend each Applied Music lesson, and are expected to arrive at each lesson on time. Students must bring all required materials to each lesson.
- Lessons missed by the student are not required to be made up. However, make-up lessons may be scheduled at the individual instructor's discretion.
- Students should consult their syllabus for detailed information regarding make-up lessons.
- Students may miss one Applied Music lesson during the semester without a detrimental effect on the grade. Every lesson missed after the first will negatively impact the final grade.
- If a student must be absent from an Applied Music lesson, they are required to contact the instructor **before** the absence takes place, or as soon as possible in the case of an emergency.
- Instructors are likewise required to attend each Applied Music lesson, and are expected to arrive on time. Lessons that are missed by the instructor will be made up at a time mutually agreeable to both the student and instructor. The Music Program Coordinator must be notified of all lessons missed by the instructor, accompanied by a plan for scheduling the make-up lesson(s).

- In the event that the instructor must miss an Applied Music lesson, the instructor will make every effort to inform the student before the absence takes place and to schedule a make-up lesson.

Emergency Closings:

- Students and faculty are strongly urged to register for *Campus Alert*, a free messaging service that keeps the CCBC community posted when any part of the college is closed for just about any reason. Closings and delays will also be recorded on the weather line: 443.840.1711, and will be announced on local radio and television channels. Information regarding emergency closings also can be found on the college website: www.cbcbcmd.edu.
- If the college is closed on a day that Applied Music lessons are scheduled, lessons will not be made up unless the college officially designates a day for classes to be made up.
- If the college opens late, Applied Music lessons will start at the time the college opens, even if it is in the middle of a lesson time (e.g. if the college opens at 10:00am, and a lesson is scheduled from 9:30-10:30am, the lesson will be held from 10:00 until 10:30am).
- If a campus or the building in which Applied Music lessons meet is closed on account of power or water failure, or due to any other circumstances, lessons scheduled on that day will not be made up.

Practicing:

- Students are expected to practice each week for Applied Music lessons. If **regular** and **intentional** practice is not done, there can be no progress. The student is primarily responsible for practicing and learning the material assigned each week by the instructor. Instructors will provide students with insights and advice on the productive use of practice time.
- Practice rooms are available on the Essex and Catonsville campuses. These rooms must be treated with respect. **Only closed beverage containers are allowed; please set these containers on the floor – NEVER on a piano.** The rooms are reserved solely for music-related activities. Practice rooms are used on a first-come, first-served basis on the Catonsville campus, as long as time is used fairly. Practice rooms are reserved on the Essex campus by contacting Mr. Jason Samios-Uy, the Music Program administrative assistant.

Sheet Music:

- Students are expected to bring required music to their Applied Music lessons, as well as bringing a copy to Repertoire Workshop for the pianist.
- Free public domain music may be found on IMSLP: <https://imslp.org/>

Applied Music Grading:

- Applied Music instructors will give every student a letter grade for each weekly lesson. This grade is an indicator of the student’s attendance, preparation, progress, and achievement. Each weekly lesson grade is recorded by the instructor in an electronic format or on a printed weekly assessment sheet. The summary of weekly grades is recorded in Brightspace. At the end of each semester, the weekly assessments are submitted electronically to the Music Program Coordinator or Administrative Assistant, where they are held for two semesters.
- In the fall and spring semesters, Applied Music faculty will complete an Applied Level Advancement Form for each Applied Music student. On the form, the instructor will indicate if the student has attained the appropriate skills to advance to the next level, or if the student should continue at their current level for the upcoming semester. The form should be submitted to the Music Program Coordinator before registration for the following semester begins.
- Letter grades are described as follows:
 - A – Outstanding, excellent work; evidence of significant preparation, progress and achievement
 - B – Good work; evidence of solid preparation and steady progress
 - C – Satisfactory, but average work; evidence of some preparation, but limited progress
 - D – Poor work, but passing; evidence of little preparation and/or progress
 - F – Failing; non-completion or unsatisfactory completion of course requirements; evidence of little or no effort on the part of the student
 - X – Unexcused absence
 - E – Excused absence
 - “No grade” for the lesson, or “Audit” may also be marked by the instructor

Midterm Progress Report:

- During the sixth week of the fall and spring semesters, the music faculty will issue progress grades to Applied Music students on Brightspace. Progress grades are also visible to students in SIMON. Students earning a grade of “F” will be notified by the college.

Limitations of Applied Music Study:

- If a student has five or more unexcused absences in Applied Music, they automatically fail the course, and are not entitled to any more Applied Music lessons from the instructor during that semester.
- A student may not register for Applied Music in any area where they have received two or more failing grades.

Repertoire Workshops:

- Repertoire Workshops are held weekly on the Essex and Catonsville campuses. Students who are music majors are required to attend Repertoire Workshops; non-music majors are invited and encouraged to attend. Repertoire Workshop attendance is factored into the Applied Music lesson grade for music majors.

Appropriate Standards of Behavior in Applied Music:

Instructors must always ask permission before touching a student.

- Since singing or playing an instrument requires understanding of body mechanics, it often becomes helpful for the instructor to touch the student. The student must provide consent to be touched. The student may choose not to provide consent if they do not want to be touched.
- Consent to be touched may always be rescinded. Prior consent should not be assumed as current consent.
- If a student feels uncomfortable about any touching, they should inform the instructor immediately. Instructors are likewise advised to be aware of the student's "comfort zone," particularly those students for whom touching is culturally sensitive or prohibited, and to keep a professional demeanor at all times.

Applied Music Performance Evaluation or Jury:

- All students studying Applied Music for credit are required to complete a performance examination (jury) at the end of each semester of Applied Music study.
- Students studying for audit are not required to performance examination (jury), but they may do so for evaluation purposes if they choose.

Performance Requirements for Jury:

- While juries vary according to the performance medium, the following are general guidelines:
 - Sufficient literature should be performed to demonstrate proficiency;
 - Technique should be demonstrated, where appropriate;
 - Memorization should be encouraged, where applicable;
 - Generally, two pieces are performed from a repertoire of several pieces prepared throughout the semester.

Jury Scheduling:

- Juries will be scheduled during the examination period of each fall and spring semester. Preliminary and final jury schedules will be posted. Students may request special times to accommodate exam and work schedules.
- During the summer, scheduling and staffing may require the jury exam to be conducted by the

Applied Music instructor alone.

- It is expected that full-time music faculty be available to participate in juries other than those of their own students, and to participate in juries at other campuses.
- All Applied Music faculty are required to attend the juries of their Applied Music students, and are expected to participate in jury assessment in their discipline.

Absences from Jury and Notification Procedures:

If a student is unable to attend the scheduled Applied Music performance examination, they must inform the instructor or the Music Office **before** the exam is to take place. If possible, a mutually agreeable make-up time may be arranged. If not, the student must request a grade of Incomplete (I), and the jury will be made up during the first three weeks of the following semester. If a student misses the jury exam and does not contact the instructor or Music Office, the student will fail the jury and the student's grade will be lowered.

Jury Forms:

- Students will be provided with an electronic Applied Music Performance Assessment (Jury Form) by the last week of lessons. The form must be accurately completed and submitted to their instructor prior to the jury date.
- Faculty jury members are expected to give constructive comments in the areas provided on the jury form, give the student a letter grade for the jury performance, and sign the form.
- Following the jury, Applied Music instructors will email a copy of the jury form to the student and provide a copy to the Music Program Office.

Jury Grading:

Completed jury forms are given to the student's instructor, who will average the jury grades and calculate the student's final grade as described below.

- Non-music majors and students on the Catonsville campus: 80% weekly lesson grade, 20% jury grade. For Catonsville students, if you have a Repertoire Workshop, your weekly grade will count for 80%, and your jury grade and Repertoire Workshop grade will count for 10% each.
- Essex campus music majors: 60% weekly lesson grade, 10% Repertoire Workshop grade; 10% Music Forum attendance grade; 20% jury grade. Grades for music majors should be recorded on the Applied Music Grading Sheet.

Student Assessment of Applied Music Instruction:

- During the last half of each semester, Applied Music faculty will distribute the Student Assessment of Applied Music Instruction to all students studying Applied Music. All students

studying Applied Music for credit or audit must complete the assessment honestly, with the goal of improving Applied Music instruction at CCBC.

- The student will complete the student assessment form and place it in an envelope supplied by the instructor on which the instructor's name and Applied Music section have been written.
- Completed student assessment forms must be taken to the designated area in the campus Music Program Office.

Registration Authorization:

- Applied Music faculty will submit an Applied Level Advancement Form to the Music Program Coordinator prior to the start of registration for the following semester, in order to determine the appropriate level for returning students.
- Students will be granted registration permission for their appropriate Applied Music level.

Protecting Your Hearing Health:

The following is important information pertaining your hearing health:

- 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 largely 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, MP3 player at 1/3 volume) – 8 hours
 - 90 dB (blender, hair dryer) – 2 hours
 - 94 dB (MP3 player at 1/2 volume) – 1 hour
 - 100 dB (MP3 player 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 earbud use.
- The use of earplugs and earmuffs help 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 the issue and learn more.
- If you are concerned about your personal hearing health, talk with a medical professional.
- If you are concerned about the hearing health in relationship to your program of study, contact your campus Music Program Coordinator.

This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, refer to the other NASM-PAMA hearing health documents located on the NASM website: <https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-hearing-health/>.

Protecting Your Neuromusculoskeletal Health:

The following is important information pertaining to your neuromusculoskeletal health:

- 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.

- If you are concerned about your neuromusculoskeletal health in relationship to your program of study, contact your campus Music Program Coordinator.

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 vocal health documents located on the NASM website: <https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/>.

Protecting Your Vocal Health:

The following is important information pertaining to your vocal health:

- 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.
- If you are concerned about your vocal health in relationship to your program of study, contact your campus Music Program Coordinator.

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

Further Information:

Further information about this Applied Music Handbook or any of the policies may be obtained by contacting one of the CCBC Music Program Coordinators:

Essex (CCBC Eastside): Professor Daniel Lewis: 443.840.1057, dlewis7@ccbcmd.edu

Catonsville (CCBC Westside): Dr. Rebecca Ocampo: 443.840.4014, rocampo@ccbcmd.edu