

JUNIOR AND SENIOR RECITAL SYLLABUS
MUS 323, 424A
SPRING 2023

FACULTY / STAFF CONTACTS:

Dr. Johannes Stosch

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In addition to music preparation, there are many steps to a successful recital. Read this document carefully and keep it for reference. You are responsible for understanding all information and following all policies. Use the recital checklist (a separate document) to help you keep track of what needs to be completed by certain dates. If you are unsure of any recital procedures, contact Dr. Stosch or Patty Valenzuela in the music office.

All Spring 2023 recitals should be live, in-person. Faculty assessments will continue to use the 'DocuSign' process described in detail later in this document.

GENERAL POLICIES:

Junior and Senior Recitals are courses in our degree programs. Your recital will be graded by a faculty committee. Grades range from A to F.

Recital length and repertoire requirements will vary by area. Please consult your Studio teacher and your area director.

RECITAL PRE-REQUISITES:

You must have passed Recital Approval at the jury immediately preceding the semester in which you wish to perform your recital. You must perform your recital the semester after permission is granted or permission will be withdrawn, and you must reapply for recital approval.

You must be registered in MUS 323 (Junior Recital) or MUS 423A (Senior Recital). Students enrolled in MUS 323 must have completed or be concurrently enrolled in Advanced Musicianship (MUS 240). Students enrolled in MUS 423A or 423B must have completed or be concurrently enrolled in Materials of Modern Music (MUS 342).

CANCELLING OR POSTPONING YOUR RECITAL:

You may only postpone or cancel a recital for an excused absence as defined by the university:

- Illness, injury to the student, or medical conditions, including those related to pregnancy
- Death, injury, or serious illness of an immediate family member. An immediate family member is defined as a close relative, or a person residing in the immediate household of the student.
- Religious reasons (California Education Code section 89320)
- Jury duty, military service, or other government obligation
- University-sanctioned or -approved activities (examples include but are not limited to artistic performances, participation in scholarly conferences and presentations, intercollegiate athletic activities, student government, required class field trips, etc.)

Lack of preparation is not an acceptable reason to postpone or cancel. You must submit documentation of your emergency to Dr. Stosch for approval to cancel or postpone *prior to your recital*. Students who postpone or cancel without obtaining permission from Dr. Stosch *before the recital* will receive a grade of F for the recital (this is the equivalent to missing the only exam in a course).

Approved postponements or cancellations may be assigned a grade of I (incomplete). You may schedule your make-up recital for the following semester. If you take an incomplete in Senior Recital, you are not eligible for State-Paid Lessons the following semester. If you take an incomplete in a Junior recital and it results in delaying your senior recital, note that there will be no exceptions granted to the maximum number of semesters students may be on State-Paid Lessons.

RECITAL PROGRAMS:

Use the Recital Program template found on the Conservatory's webpage: go to "Current Students" in the top menu, then click on "Recital Information" on the right yellow menu. It is your responsibility to provide professional-quality concert programs for your recital. Please proofread carefully to be sure that all pertinent information is included, and that unnecessary information is deleted from the template.

You should determine the program content and format in consultation with your studio instructor / Area Director A complete copy of your program in the proper format with all performers' names spelled correctly is required as part of the DocuSign process. You cannot complete the recital paperwork without uploading a PDF file of your recital program.

Follow the sample program, below, for formatting, listing composers, dates, performers, titles, and movements. For additional sample programs, see the Concert Audio Archive on the BCCM website in the Current Students section. Some performance areas will also have sample programs in designated folders in 'MUS Junior / Senior Recitals SPRING 2023' on Beachboard.

Kate Gillon is available to help you edit and format your program. SEE Beachboard folder

‘Tips from Kate.’ To make an appointment with Kate, please find her in the MRC or email Kate.Gillon@csulb.edu

GRADING POLICY:

All recitals are graded by a committee consisting of your Studio Teacher and your Area Director or designate. Recital grades range from A-F as assigned by your recital committee. DocuSign will send you a copy of your comments and rubrics, once all signing parties have completed their part. If you do not receive your copy please contact Patty Valenzuela.

ACCOMPANISTS:

The Bob Cole Conservatory of Music does not provide you with an accompanist. Please see the Undergraduate Handbook on BeachBoard (in “Music-Undergraduate Organization”) for further information. A list of accompanists is available in the Conservatory Office. Cost is usually based on an hourly rate. It is important that you understand this financial obligation.

Videotaping and Live-streaming:

The Conservatory does not provide videotaping services for any recitals, though recitals in DRH may be live-streamed pending staff availability. You may make your own arrangement for videotaping and live-streaming.

RECEPTIONS:

The Conservatory does not allow receptions in classrooms. Only light refreshments may be served in the DRH lobby and outside spaces.

“DOCUSIGN”

STUDENT:

PLEASE NOTE: Have Faculty names & contact information ready before BEFORE signing. There is an option to *‘finish later’* and come back to this form.

- **Begin by clicking on the appropriate LINK below for your area:**

Composition

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=69754b3d-4ac9-4aa1-a455-271e3244512c&env=na3-eu1&acct=713450e5-2dd0-4676-a3cb-609115e008d7>

Brass

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=0bde12db-8576-44ab-8882-f4635ad735be&env=na3-eu1&acct=713450e5-2dd0-4676-a3cb-609115e008d7>

Instrumental (Winds/Strings/Percussion)

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e91c7c40-c291-42fe-b9df-6e4e15bd2286&env=na3-eu1&acct=713450e5-2dd0-4676-a3cb-609115e008d7>

Keyboards

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=f1f3076f-411a-4f23-8f00-7ec2ed45194a&env=na3-eu1&acct=713450e5-2dd0-4676-a3cb-609115e008d7>

Jazz

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=b215f017-2221-4abf-9741-bbb8d1e04d13&env=na3-eu1&acct=713450e5-2dd0-4676-a3cb-609115e008d7>

Voice

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=56d7b2fd-0673-446e-9524-422e515bfc75&env=na3-eu1&acct=713450e5-2dd0-4676-a3cb-609115e008d7>

Instructions for STUDENT:

- Fill in the name and email for each signing role listed on the form. Once complete, signers will receive an email inviting them to sign this document.
- Please enter your name and official CSULB email address to begin the signing process.
- Please provide information for any other signers needed for this document.
Studio / Artist Faculty & Email
Committee Chair & Email
- Once all information is filled in click 'begin signing'
- Proceed to the RECITAL GRADING FORM and fill in all information
- Attach FILE = **PDF of your recital program**

Instructions for SIGNER 1 (Studio teacher):

- Click the 'review Documents' button in the email provided. It will open up a browser webpage.
- Click that you accept and understand the document procedure given at the top.
- Click the 'start' button on the upper left-hand side. An arrow will take you to sign the first page.
- Click the 'sign' button on the line that requires your signature. You can draw out your own signature with your mouse or choose to use the signature provided.
- Once you submit the first signature it will take you to the next line that requires a signature. Use the same steps as above.
- Once you have submitted the second signature it will take you to the rubric. Here you can select the number scoring for each section by selecting the drop-down arrow. You can also write in any comments for any of the sections in the rubric as long as it stays in the comments box.
- After you have filled out the rubric you may click the 'finish' button.

- You can choose to download or print this document if you like once you click the finish button. If you do not want either, select the 'close' button.
- The document is now complete and you may close the web browser.

**Instructions for
SIGNER 2 (Recital Chair):**

- Click the 'review documents' button in the email provided. It will open up a browser webpage.
- Click that you accept and understand the document procedure given at the top.
- Click the 'start' button on the upper left-hand side. An arrow will take you to sign the first page.
- Click the 'sign' button on the line that requires your signature. You can draw out your own signature with your mouse or choose to use the signature provided.
- Once you submit the first signature it will take you to the next line that requires a signature. Use the same steps as above.
- Once you have submitted the second signature it will take you to the rubric. Here you can select the number scoring for each section by selecting the drop-down arrow. You can also write in any comments for any of the sections in the rubric as long as it stays in the comments box.
- At this point you will need to average the two scores and enter a grade on the cover sheet. The drop-down selections are A-F. Please make your selection and click the 'finish' button.
- Once you finish, you can choose to download or print the document. Press 'close' once you have done either/neither. Please note that you will receive a final completed copy to your inbox once the Recital Director has signed.
- The document is now complete and you may close the web browser.