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1. Introduction

Vision Statement:
To be the destination of inspiring musical activity, through a commitment to transformative research/creative works and teaching and learning. These endeavours are uniquely strengthened by interdisciplinary knowledge and diverse perspectives, including those of Canada’s Indigenous peoples. We aspire to offer innovative programs of the highest quality at all levels of music study.

Mission Statement:
To create, preserve, communicate, and apply knowledge in composition, musicology/theory, music education, and music performance, in respectful engagement with our students, contributing to the cultural, social, and economic well-being of local, national, and global communities.

Values:
- Excellence
- Collaboration and collegiality
- Community engagement
- Local, national and global impact
- Equity and inclusion
- Respectful Workplace and Learning Environment

Message from the Dean
Welcome to the Desautels Faculty of Music at the University of Manitoba. We have a full-time resident faculty of 32 outstanding and internationally recognized performers, composers, scholars, and researchers who are dedicated to our diverse student body, whether that teaching occurs in private lessons, masterclasses, large or small ensembles, or in the classroom. Our students also have access to internationally recognized visiting artists and scholars through masterclasses, lectures, and special performances.

Our faculty is pleased to be a vital component of the Winnipeg arts community. Our city boasts an exceptional symphony, opera company, ballet company, several chamber orchestras, both early and new music groups, an extremely active jazz scene, and vibrant art galleries and professional theatres. With such diversity, Winnipeg is one of the most inspiring centres for the arts in Canada. Our students are enriched by the countless opportunities to which they are exposed—both as musicians and as audience members.

These are stimulating times of great development for the faculty. Thanks to the generous and visionary leadership of our benefactor, Dr. Marcel Desautels, along with the support from generous donors to the Taché Arts Project, we are expanding our presence in our new, beautiful building located behind Taché Hall. Although we are the province’s largest university, it is a cornerstone of our program that our faculty and staff provides the individual care and attention for each individual student. We are committed to sustaining a safe and nurturing environment for all our students, faculty, and staff.

Invest some time to learn more about the Desautels Faculty of Music as you explore this website, speak with us about our various programs, and visit us on campus to see our state-of-the-art facilities and experience the talents of our students, ensembles and faculty in performance.

Edward Jurkowski, Ph.D.
Dean, Desautels Faculty of Music
### Staff Contact List

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception Office</td>
<td>204-474-9310</td>
<td><a href="mailto:music@umanitoba.ca">music@umanitoba.ca</a></td>
</tr>
<tr>
<td>Edward Jurkowski, Dean</td>
<td>204-474-7830</td>
<td><a href="mailto:Edward.Jurkowski@umanitoba.ca">Edward.Jurkowski@umanitoba.ca</a></td>
</tr>
<tr>
<td>Charles Horton, Associate Dean</td>
<td>204-474-9547</td>
<td><a href="mailto:Charles.Horton@umanitoba.ca">Charles.Horton@umanitoba.ca</a></td>
</tr>
<tr>
<td>Sarah Rout, Executive Assistant to the Dean</td>
<td>204-474-8951</td>
<td><a href="mailto:Sarah.Rout@umanitoba.ca">Sarah.Rout@umanitoba.ca</a></td>
</tr>
<tr>
<td>Jennifer Wang, Student Advisor</td>
<td>204-474-9133</td>
<td><a href="mailto:Jennifer.Wang@umanitoba.ca">Jennifer.Wang@umanitoba.ca</a></td>
</tr>
<tr>
<td>Louella Yambot, Admissions Coordinator &amp; Recruitment Lead</td>
<td>204-474-9915</td>
<td><a href="mailto:Louella.Yambot@umanitoba.ca">Louella.Yambot@umanitoba.ca</a></td>
</tr>
<tr>
<td>Sue Stone Scott, Facilities &amp; Events Coordinator</td>
<td>204-474-9408</td>
<td><a href="mailto:Sue.StoneScott@umanitoba.ca">Sue.StoneScott@umanitoba.ca</a></td>
</tr>
<tr>
<td>Daniel Song, Finance Administrator</td>
<td>204-474-8062</td>
<td></td>
</tr>
<tr>
<td>Donnalynn Grills, Program Coordinator, Prep Studies</td>
<td>204-474-9403</td>
<td><a href="mailto:Donnalynn.Grills@umanitoba.ca">Donnalynn.Grills@umanitoba.ca</a></td>
</tr>
<tr>
<td>Amanda Wiebe, Front Office Assistant</td>
<td>204-474-9310</td>
<td><a href="mailto:Amanda.Wiebe@umanitoba.ca">Amanda.Wiebe@umanitoba.ca</a></td>
</tr>
<tr>
<td>Sarah Boumphrey, Communications &amp; Program Support Assistant</td>
<td>204-474-6728</td>
<td><a href="mailto:Sarah.Boumphrey@umanitoba.ca">Sarah.Boumphrey@umanitoba.ca</a></td>
</tr>
</tbody>
</table>

### Snapshot of Admin Roles and Responsibilities

**Dean, Edward Jurkowski**
- Contact Sarah Rout at Sarah.Rout@umanitoba.ca if you would like to make an appointment to share any feedback on the student experience at the Desautels Faculty of Music

**Associate Dean, Charles Horton**
- Academic standing
- Feedback on the student experience at the Desautels Faculty of Music
- Contact Amanda Wiebe at Amanda.Wiebe@umanitoba.ca if you would like to make an appointment

**Executive Assistant to the Dean, Sarah Rout**
- Meeting requests for the Dean
- Research Assistant hiring
- TA, Grader/Marker hiring
- Dean’s Office staff supervisor

**Front Office Assistant, Amanda Wiebe**
- Competition applications and deadlines
- Sessional room bookings
- Student and faculty forms
- Concert Credits
- Credit Recital programs
- Ensemble performance tickets
- Key Loans
Student Advisor, Jennifer Wang
Jennifer.Wang@umanitoba.ca
- Academic standings
- Degree requirements for B. Mus., B. Jazz Studies, Post Bacc., M. Mus. (What courses you should be registered in this year)
- Important deadlines: voluntary withdrawal, add/drop deadline, etc.
- Independent Study information
- Final exam conflicts
- Jury Exam Process
- Credit Recital Exam Process
- Major Practical Study requirements
- Forms for Faculty of Graduate Studies
- Student registration
- Music Minor Program
- Bachelor of Music (Music Education)

Admissions Coordinator & Recruitment Lead, Louella Yambot
Louella.Yambot@umanitoba.ca
- Applications
- Ensemble Auditions
- Music Theory entrance exam
- Desautels Faculty of Music scholarships, awards, endowment and bursaries

Facilities and Events Coordinator, Sue Stone Scott
Sue.StoneScott@umanitoba.ca
- Room bookings (during and after office hours)
- Midday recital booking
- Event booking
- Maintenance and caretaking concerns
- 4th floor access
- Student Tech Supervisor
- Key loans and requests

Communications Assistant, Sarah Boumphrey
Sarah.Boumphrey@umanitoba.ca
- Changes/additions/corrections to the website
- News stories/events to advertise
- Weekly events poster
- Ensemble performance programs and posters

Recording Studio Technician, Adam Mlodzinski
Kenneth.Mlodzinski@umanitoba.ca
- Recording requests in the Desautels Faculty of Music Recording Studio

Preparatory Studies Coordinator, Donnalynn Grills
Donnalynn.Grills@umanitoba.ca
- Individual Lesson Registration
• Group Classes Registration (Early Childhood, Musical Theatre)
• Desautels Faculty of Music Theory Prep Class Registration (TEEP Sessions 1 & 2) – required for admission into Desautels Faculty of Music
• Student Teaching Positions – Individual Lessons

Financial Administrator, Daniel Song
• Payroll for Desautels Faculty of Music employees
• Member of the Student Initiatives Fund Committee

### Area Heads

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brass</td>
<td>Richard Gillis</td>
<td>204-474-6215&lt;br&gt;<a href="mailto:Richard.Gillis@umanitoba.ca">Richard.Gillis@umanitoba.ca</a></td>
</tr>
<tr>
<td>Choir</td>
<td>Elroy Friesen</td>
<td>204-474-6016&lt;br&gt;<a href="mailto:Elroy.Friesen@umanitoba.ca">Elroy.Friesen@umanitoba.ca</a></td>
</tr>
<tr>
<td>Collaborative Piano</td>
<td>Judy Kehler Siebert</td>
<td>204-474-8564&lt;br&gt;<a href="mailto:Judith.KehlerSiebert@umanitoba.ca">Judith.KehlerSiebert@umanitoba.ca</a></td>
</tr>
<tr>
<td>Composition</td>
<td>Orjan Sandred</td>
<td>204-474-9721&lt;br&gt;<a href="mailto:Orjan.Sandred@umanitoba.ca">Orjan.Sandred@umanitoba.ca</a></td>
</tr>
<tr>
<td></td>
<td>Gordon Fitzell</td>
<td>204-474-7281&lt;br&gt;<a href="mailto:Gordon.Fitzell@umanitoba.ca">Gordon.Fitzell@umanitoba.ca</a></td>
</tr>
<tr>
<td>Education</td>
<td>Jody Stark</td>
<td>204-474-6194&lt;br&gt;<a href="mailto:Jody.Stark@umanitoba.ca">Jody.Stark@umanitoba.ca</a></td>
</tr>
<tr>
<td>Jazz</td>
<td>Will Bonness</td>
<td>204-474-9430&lt;br&gt;<a href="mailto:William.Bonness@umanitoba.ca">William.Bonness@umanitoba.ca</a></td>
</tr>
<tr>
<td>Percussion</td>
<td>Victoria Sparks</td>
<td>204-474-7521&lt;br&gt;<a href="mailto:Victoria.Sparks@umanitoba.ca">Victoria.Sparks@umanitoba.ca</a></td>
</tr>
<tr>
<td>Piano</td>
<td>David Moroz</td>
<td>204-474-9595&lt;br&gt;<a href="mailto:David.Moroz@umanitoba.ca">David.Moroz@umanitoba.ca</a></td>
</tr>
<tr>
<td>Strings</td>
<td>Oleg Pokhanovski</td>
<td>204-474-8637&lt;br&gt;<a href="mailto:Oleg.Pokhanovski@umanitoba.ca">Oleg.Pokhanovski@umanitoba.ca</a></td>
</tr>
<tr>
<td>Voice</td>
<td>Mel Braun</td>
<td>204-474-8774&lt;br&gt;<a href="mailto:Mel.Braun@umanitoba.ca">Mel.Braun@umanitoba.ca</a></td>
</tr>
<tr>
<td>Bands</td>
<td>Jacquie Dawson</td>
<td>204-474-1663&lt;br&gt;<a href="mailto:Jacqueline.Dawson@umanitoba.ca">Jacqueline.Dawson@umanitoba.ca</a></td>
</tr>
<tr>
<td>Woodwinds</td>
<td>Allen Harrington</td>
<td>204-474-7359&lt;br&gt;<a href="mailto:Allen.Harrington@umanitoba.ca">Allen.Harrington@umanitoba.ca</a></td>
</tr>
</tbody>
</table>

For more information regarding the **Jury Examination and Credit Recital process**, please contact Karly Epp at 204-474-1502 or Karly.Epp@umanitoba.ca.

### 2. General Information

**Registration and Fees**

Registration is completed using the Aurora system. This system can be accessed by internet only; students who live in areas without internet access should contact the Desautels Faculty of Music Student Advisor (204-474-9133).
Registration for Fall and Winter term courses occurs in July and August.

Fee payment deadlines are given in "Important Dates" on http://umanitoba.ca/student/records/deadlines/ or see page 5 in this handbook.

**Transfer Credits**

Students who have attended another accredited university or college may request that courses taken at those institutions be credited as transfer credits; in such cases the student may be asked to demonstrate competencies equivalent to Desautels Faculty of Music courses for which such credit is claimed. Transfer credit is not automatically accorded. Students must provide course syllabi to the Desautels Faculty of Music for music courses. All non-music course syllabi must be sent to the Admissions Office (evaluations@umanitoba.ca) for an evaluation. Detailed information about transfer credit can be found at https://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html.

**Residency Requirements**

Minimum required periods of residency at University of Manitoba: two years with a minimum of 63 credit hours. In other words, students must take a minimum of 63 credit hours at the University of Manitoba in order to obtain a Bachelor’s Degree in Music at the University of Manitoba.

**Important Dates and Deadlines**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July - August</td>
<td>Course Registration</td>
</tr>
<tr>
<td>Aug. 26 – Sept. 4</td>
<td>Ensemble Auditions [<a href="https://umanitoba.ca/faculties/music/ensembles/auditions.html">https://umanitoba.ca/faculties/music/ensembles/auditions.html</a>]</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Welcome Day for new students</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Sept. 9-13</td>
<td>Practice Room Sign-ups</td>
</tr>
<tr>
<td>Sept. 16 &amp; 18</td>
<td>Midday - Wellness Fridays</td>
</tr>
<tr>
<td>Sept. 17</td>
<td>Last day to drop courses with refund</td>
</tr>
<tr>
<td>Sept. 18</td>
<td>Last day to add courses in Fall term</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>Application deadline for Bursaries [<a href="http://umanitoba.ca/faculties/music/prospective/index.html">http://umanitoba.ca/faculties/music/prospective/index.html</a>]</td>
</tr>
<tr>
<td>Oct. 2</td>
<td>Fall Term Fee deadline</td>
</tr>
<tr>
<td>Oct. 14</td>
<td>Thanksgiving. University closed</td>
</tr>
<tr>
<td>Oct. 18</td>
<td>Application deadline for Concerto Competition Prelims: Nov. 2</td>
</tr>
<tr>
<td>Oct. 25</td>
<td>Tempo Conference, MBCI</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Remembrance Day – University closed</td>
</tr>
<tr>
<td>Nov. 12-15</td>
<td>Fall term break</td>
</tr>
<tr>
<td>Nov. 18</td>
<td>Voluntary Withdrawal (VW) deadline for Fall Term classes</td>
</tr>
<tr>
<td>Dec 2-5</td>
<td>Practice Room Sign-ups</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>Last day of classes for Fall Term</td>
</tr>
<tr>
<td>Dec. 9-20</td>
<td>Fall Term Exam period</td>
</tr>
<tr>
<td>Dec. 21-Jan. 1</td>
<td>Winter Holiday</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>First day of classes for Winter Term</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Fall/Winter Term Spanned Classes Voluntary Withdrawal (VW) deadline with a refund for the Winter Term Portion Last day to drop for Winter Term course with a refund.</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Last day to add course in Winter term</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Last day to book recitals</td>
</tr>
<tr>
<td>Feb. 4</td>
<td>Winter Term Fee deadline</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>Louis Riel Day. University closed</td>
</tr>
<tr>
<td>Feb. 18-21</td>
<td>Winter Term break</td>
</tr>
<tr>
<td>Mar. 2</td>
<td>Application for Desautels Faculty of Music Endowment Fund deadline <a href="http://umanitoba.ca/faculties/music/forms/224.html">http://umanitoba.ca/faculties/music/forms/224.html</a></td>
</tr>
<tr>
<td>Mar. 18</td>
<td>Voluntary Withdrawal (VW) deadline Winter Term classes</td>
</tr>
<tr>
<td>Apr. 7</td>
<td>Last day of classes for Winter Term</td>
</tr>
<tr>
<td>Apr. 13-25</td>
<td>Winter Term Exam period</td>
</tr>
</tbody>
</table>

**Student Identification Card**

Student photo identification (Student ID) card is an access key to all student services:

- Library Card
- Access the 4th floor practice rooms
- Access to instrument storage lockers
- Students will be asked to show it when you sit for examinations
- Bus Pass, along with you PEG-GO card
- Access the Active Living Centre
- Access for food service meal plan

Students can obtain a Student ID at the Registrar’s Office, 400 University Centre. Please check the Registrar’s Office website at [http://umanitoba.ca/student/records/pii/photo_id.html](http://umanitoba.ca/student/records/pii/photo_id.html) for detailed information regarding the aforementioned services.

Please carry a Student ID card with you at all times.

**How to activate your Student ID card**

Access to the Desautels Faculty of Music facilities (4th floor practice rooms) will be activated by the Facilities and Events Coordinator. New students must bring their Student ID card to the Reception Office (room 319) to be activated, cards are usually activated within 1-2 business days. To maintain card access, all Desautels Faculty of Music students must attend Fire and Safety Training at the beginning of each Fall term. Returning Student ID cards will remain active, unless the Fire and Safety Training Midday is not attended.

**Activate UM Net ID**

The University of Manitoba offers students access to a variety of online services including U of M email, campus wireless internet, UM Learn, Jump and more. Check the Information Services and Technology website at [http://umanitoba.ca/computing/ist/students/index.html](http://umanitoba.ca/computing/ist/students/index.html) for their services.

IST Service Desk: Monday – Friday 8:00 am to 8:00 pm. Phone: 204-474-8600 123 Fletcher Argue
The University of Manitoba email address (@myumanitoba.ca) given to each student is how the Desautels Faculty of Music staff and faculty communicates with students. Please be sure to check it regularly for information on important deadlines, competition dates, etc.

**Practice Rooms**

All music students registered in Major Practical Study are allowed to reserve time in practice rooms. Sign-up sheets will be posted in T312 in early September and early December.

<table>
<thead>
<tr>
<th>Allotted Time</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth year</td>
<td>2 hours/day if registered for Major Practical Study 4 <strong>AND</strong> Recital 2</td>
</tr>
<tr>
<td>Fourth year</td>
<td>1 hour/day if registered for Major Practical Study 4 <strong>OR</strong> Recital 2</td>
</tr>
<tr>
<td>Third year</td>
<td>1.5 hours/day if registered for Major Practical Study 3 <strong>AND</strong> Recital 1</td>
</tr>
<tr>
<td>Third Year</td>
<td>1 hour/day if registered in Major Practical Study 3 <strong>OR</strong> Recital 1</td>
</tr>
<tr>
<td>Second &amp; First Year</td>
<td>1 hour/day if registered for Major Practical Study</td>
</tr>
</tbody>
</table>

**Terms and Conditions:**

- Students will use the practice rooms for their intended purpose of musical development and study.
- Students will not allow non-Desautels Faculty of Music students to access the practice rooms for any reason. Access to practice rooms is at the discretion of the administration and violation of this term can result in termination of the student’s own privileges to practice rooms. Note: If a person outside the Desautels Faculty of Music requires access to these practice rooms please contact the Facilities and Events Coordinator at Sue.StoneScott@umanitoba.ca.
- Propping open doors or tampering with the security swipe system is strictly prohibited.
- The cleanliness of a practice room is the responsibility of the occupying student, all practice rooms must be kept clean and tidy.
- Portholes on practice room doors are not to be obstructed in any way.
- Posters, music, etc. are not to be posted on the walls, unless you have received permission from the Facilities and Events Coordinator, Sue.StoneScott@umanitoba.ca.
- The student is responsible for the musical instruments in the practice room they are occupying and are liable for damages which occur during their occupation of the room.
- No food or drink are permitted in the practice rooms.
- Yellow music stands have the room number written on them, and should not be removed from that practice room.
- Students may not teach lessons in practice rooms.
- The Desautels Faculty of Music building is open from 6:00 AM – 11:00 PM. All students must vacate the building by 11:00 PM.

Failure to adhere to these policies may result in consequences ranging from a written notice to a $90 charge for piano tuning or suspension of practice room privileges.

Note: If a practice room is empty please feel free to use it, however, if another student arrives and has booked the room, please respect their booking and let them use the room.
Practice Room Sign Up Procedure:
During the first week of Fall term and at the end of Fall term an email will be circulated to all students noting the start of practice room sign up. Students are required to note their first and last name on the sign up sheets.

1. On the first day only Piano majors can sign up for practice room use:
   a. From 8:30 am – 1 pm Masters, Post-Baccalaureate, Pre-Masters, and third- and fourth-year Piano majors can sign up.
   b. From 1 – 4:30 pm first- and second-year Piano majors can sign up.
2. On the second day all Post-Baccalaureate, Masters, and Pre-Masters students can sign up.
3. On the third day all third- and fourth-year students can sign up.
4. On the fourth day all first- and second-year students can sign up.
5. The Facilities and Events Coordinator will review these sign up sheets to ensure all Desautels Faculty of Music policies have been adhered to.

Respectful Work and Learning Environment
http://umanitoba.ca/human_rights/rwle/index.html

The University wishes to promote and support a community which embraces diversity and inclusion, provides for equality of opportunity, and recognizes the dignity of all people. Members of the University Community, including every student and employee, are entitled to a respectful work and learning environment that is:

- Free from Discrimination and provides for Reasonable Accommodation;
- Free from Harassment and Sexual Assault; and
- Collegial and conducive to early resolution of conflict between members of the University Community.

The University recognizes that we live in a richly diverse society in Manitoba, as well as beyond, and that we have a duty to act in a manner consistent with existing legislation regarding human rights and workplace health and safety. We have a commitment to academic freedom and freedom of thought, inquiry, and expression among its members which may result in respectful disagreements regarding beliefs or principles.

Each individual has the right to participate, learn, and work in an environment that promotes equal opportunities and prohibits harassment and discriminatory practices.

The University of Manitoba does not condone behaviour that is likely to undermine the dignity, self-esteem or productivity of any of its members and prohibits any form of discrimination or harassment whether it occurs on University property or in conjunction with University-related activities. Therefore, the University of Manitoba is committed to an inclusive and respectful work and learning environment. The following policies and procedures establish the University’s approach to maintaining a climate of respect and safety within this community and to address any situations in which respect is lacking or safety is compromised:

- Sexual Assault Policy: https://umanitoba.ca/admin/governance/media/Sexual_Assault_Policy_-_2016_09_01.pdf
- RWLE and Sexual Assault Procedure: https://umanitoba.ca/admin/governance/media/Respectful_Work_and_Learning_Environment_RWLE_and_Sexual_Assault_Procedures_-_2016_09_01.pdf
Scent-Free Policy & Smoking on Campus

- The Desautels Faculty of Music is a scent-sensitive environment. Please refrain from using any scented products.
- Smoking is prohibited within eight (8) meters or twenty-five (25) feet of any building entrance on the Fort Garry campus.
- Smoking or vaping cannabis is prohibited on campus, including within all residences. Students who can present a valid prescription for cannabis will be accommodated through an allowance within the guidelines of the Clean Air policy that permits smoking at least 25 feet from an outside entrance. Additional information can be found at the Health and Wellness website at http://umanitoba.ca/student/health-wellness/cannabis.html.

Security Services

The University’s Security Program is administered by Security Services located in the Welcome Centre, 423 University Crescent open Monday through Friday 8:00 am to 4:30 pm. Officers are on duty 24 hours a day, 7 days a week. The department provides service to students, staff and all users of the Fort Garry Campus.

Emergency Contact Numbers:
- 555 from any university phone
- #555 from MTS or Rogers Wireless
- 204-474-9312 for non-emergency
- Any emergency phone on campus

All instances of theft should be reported to Campus Security. Any suspicious activity should also be reported.

Some of the services provided by Campus Security include:
- Safewalk
- Emergency Phones
- Emergency Response Plan

For more information or ask questions about any of these programs. See: http://umanitoba.ca/campus/security/

3. Desautels Faculty of Music Student Association (FMSA)

Incoming students will be introduced to members of the Desautels Faculty of Music Students’ Association (FMSA) Council during Orientation sessions. Students can contact senior.stick.fmsa@gmail.com with any concerns at any time.

Message from the FMSA Council

The mission of the Desautels Faculty of Music Students' Association Council (FMSA) is to foster a unified student and staff community within our faculty, and to advocate for the rights and better education of our students. Through planning social events and student initiatives, relaying student concerns to the administration and, when appropriate, relaying administrative concerns to the student body, we hope to foster a professional, positive, healthy, and supportive community within the Desautels Faculty of Music.
There are many ways for you to get involved in your FMSA:

1. Every year we seek volunteers to round out the Council as Non-Voting Representatives from different years and areas of study, so that all students’ voices can be more easily heard.
2. We organize and host a number of social events throughout the year, including free Pancake Mondays, holiday events, the First Year Bonfire, and most importantly, our annual Black & White Swing Thing social.
3. We run the Desautels Faculty of Music Radio show on 101.5 UMFM, which aims to highlight and broadcast student accomplishments and advertise both musical and social events to a wider audience. If you have an interest in being on the show either as a speaker or to have some of your music played, do not hesitate to contact us.

You can connect with us in several ways.
Facebook: Marcel A. Desautels Faculty of Music Students' Association
Twitter: @uofmFMSA
Instagram: @fmsauofm
Email: senior.stick.fmsa@gmail.com

If you would prefer to contact us anonymously, a suggestion box is located in the first floor kitchenette of Taché Arts Complex (T110). Students can also stop by our office (T115) if they wish to connect in person. A list of FMSA Council members and their contacts for the current academic year, as well as, the most recent version of the FMSA Constitution can be found at

Please contact us any time with any questions, comments or concerns you may have; we are here for you!

All our best for this academic year,
Desautels Faculty of Music Students’ Association

Instrument Storage Lockers
There are instrument storage lockers for student use in Rooms T128 and T142, accessible by student ID swipe card only. These storage lockers are intended for instruments only and are not to be used for personal belongings. Rental for the year is a cash deposit of $20 that will be returned at the end of the academic year, provided that the locker is emptied. Students are responsible for providing their own locks. Students should select a locker appropriate for the size of their instrument to ensure the availability of adequate-sized lockers for all instrumentalists. To rent a locker, please contact a member of FMSA council via email or by stopping by the council office, located on the first floor of the Taché Arts Complex (T115).

Book and Outerwear Lockers
Hallway lockers are located on the first floor of Taché Arts Complex. Rental for the year is $15 cash or credit, non-refundable. Students must provide their own locks and ensure that their lockers are cleaned out by the end of the academic year, or else their lock will be cut. To rent a locker, please contact a member of FMSA council via email or by stopping by the council office, located on the first floor of Taché Arts Complex (T115).

Kitchenette Facilities
The Desautels Faculty of Music has three kitchenettes for student use, located in rooms T110, T480, and T2-168. Each kitchenette is equipped with refrigerators, microwaves, and other kitchen essentials. All students are responsible for keeping the kitchenettes clean and useable. Students are expected to throw away old food, wash their own dishes, clean up spills, etc. A more detailed kitchenette policy is
Plastic cutlery can be purchased in the FMSA Council office (T115) for a minimum donation of 10 cents per utensil. These donations are used to ensure that free cutlery is available for our Pancake Mondays every month.

FMSA Kitchenette Policy
We are very fortunate to have access to these facilities. These are shared spaces and therefore we must all do our part to keep them clean. Please abide by these rules to keep our kitchenettes functional and inviting:

- If you are leaving food in the refrigerator, please **label your food with your name and the date that it was placed in the fridge**. Tape and markers will be available in the kitchenette. If you cannot find them, please visit the FMSA office (T115).
- Food can be left overnight, but please refrain from keeping food in the fridge for extended periods of time. Council aims to remove old food biweekly. **Food that is older than two weeks old will be thrown out along with its container.**
- Please avoid keeping empty containers, large containers with small amounts of food, or lunch bags in the fridge for an extended period of time.
- **Do not take food that does not belong to you!**
- The kettle, microwave, and Keurig are available for your use. **Please clean up any spills or other messes in the microwave, in the fridge, or on the counters.**
- Plastic cutlery is available in the FMSA office for a small donation of 10 cents or more.
- **Please wash your dishes!**
- Please remember to take your dishes/containers home with you.

If you have any questions or comments, feel free to contact the FMSA Council in person, by email ([senior.stick.fmsa@gmail.com](mailto:senior.stick.fmsa@gmail.com)) or by leaving a suggestion in our Suggestion Box located on top of the microwave in the first floor kitchenette (T110).

4. Eckhardt-Gramatté Music Library

The primary responsibility of all our staff is to assist students in using library materials for coursework, ensembles and Major Practical Study.

Online Resource Guide: [https://libguides.lib.umanitoba.ca/musicguide](https://libguides.lib.umanitoba.ca/musicguide)

Activate library account: [https://libguides.lib.umanitoba.ca/musicguide/libacct](https://libguides.lib.umanitoba.ca/musicguide/libacct)

Contact info: [https://libguides.lib.umanitoba.ca/musicguide/library](https://libguides.lib.umanitoba.ca/musicguide/library)

Library Hours

<table>
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<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Monday - Thursday</td>
<td>8:30 am – 10:00 pm (no service* 6-10 pm)</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:30 am – 5:00 pm (no service*)</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Library staff available:
- Mon-Thurs 8:30 am - 6:00 pm
- Fri 8:30 am - 4:30 pm

Loan Periods

<table>
<thead>
<tr>
<th>Item</th>
<th>Loan Period</th>
</tr>
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<tbody>
<tr>
<td>Books and scores</td>
<td>Semester-long</td>
</tr>
<tr>
<td>Periodicals</td>
<td>7 days</td>
</tr>
<tr>
<td>VHS/DVD</td>
<td>14 days</td>
</tr>
</tbody>
</table>
Music CDs | 3 days
Other materials | Consult staff

Note: Material may be recalled if another patron needs the item.

All library notices (e.g. overdue and recalls) are sent to @myumanitoba email accounts, so please check it regularly. This is our primary mode of contact with students!

Fines
The University of Manitoba Libraries does not charge overdue fines.
EXCEPTIONS: course reserves, recalled items, and damaged/lost items.

Library Card
The student ID card is the library card. Use this card to borrow material from all UM libraries, as well as, for photocopying and printing in UM libraries. For more information on how to load money onto the library card please talk to one of the Library staff members.

Computer Facilities & Printing/Copying
Students may use computers in all UM libraries. Music Library computers (Windows & Mac) are equipped with Microsoft Office, Adobe Reader, MacGamut and Finale.
Black/White printing/photocopying - $0.10/page; colour printing - $1.00/page. Scanning also available.

Writing tutor
An Academic Learning Centre writing tutor will be available in the Eckhardt-Gramatté Music Library two hours a week beginning in September. This is a completely free service to students, funded in part by the Faculty of Music. Appointment bookings are available online at: http://umanitoba.ca/student/academiclearning/writing_tutor/writing_tutor.html

5. Bachelor of Jazz Studies Program Information

The broad and comprehensive program of study focuses on the four disciplines jazz musicians must cultivate to achieve professional success: arranging, composition, pedagogy and performance.

Students earn credits toward their degrees while performing regularly in our Jazz Orchestra and Small Jazz Ensembles. These groups play a central role in Winnipeg’s vibrant jazz community, opening for international artists at every concert of the Izzy Asper Jazz Performance Series and performing at popular events like Mardi Jazz. Every week, students share the bandstand with their world class instructors and community players at the Wednesday Night Hang, a New York style jam session at a popular off-campus music venue. For more information visit: http://umanitoba.ca/faculties/music/programs/BJazzCurriculum.htm

6. Major Practical Study and Jury Examination
Courses MUSC 1400, MUSC 2400, MUSC 3470, MUSC 4470 (Major Practical Study)

Lesson Format
Each student taking Major Practical Study will receive one hour of private instruction each week for the entire academic year for a total of 26 hours. **48 hours’ notice is required to cancel a lesson. It is at the discretion of the instructor when or if the lesson will be made up.**
Students are required to enroll in more than 50% of that year’s regular credit hours (16 credits) to be eligible for a Major Practical Study, excluding the Major Practical Study. In other words, a student must be registered in a **minimum of 22 credit hours, including Major Practical Study**, to be eligible for Major Practical Study.

It is recommended that, on average, each student will practice two to three hours per day for a total of 14 to 21 hours per week. Each student will discuss with their professor the goals for the year in terms of technical achievement, repertoire development and practice time required.

Part-time study is available to music students. It is strongly advised to consult with the Student Advisor at Jennifer.Wang@umanitoba.ca before choosing this option. A part-time student may normally register for, and retain registration in, a Major or Minor Practical Study course **only** if they are currently enrolled in more than 50% of that year’s regular credit hours, excluding the Major Practical Study.

Special and Visiting Students may not normally register for Major or Minor Practical Study courses.

**Masterclasses**

There will be a Jazz Masterclass every Friday from 2:30 pm – 4:30 pm. Attendance at all Jazz Masterclasses is an important part of Desautels Faculty of Music studies. Three or more unexcused absences from Jazz Masterclass will result in the deduction of a full letter grade from the student’s Major Practical Study grade. Please note that arriving late three times and/or early departures is the equivalent of one absence.

**Interrupted Major Practical Study**

Students who do not enroll in Major Practical Study or Credit Recital for a period longer than one term will be required to re-audition for placement in Major Practical Study. Contact your Area Head (Professor Will Bonness: William.Bonness@umanitoba.ca) for repertoire information, as well as the Admissions Coordinator: Louella.Yambot@umanitoba.ca to make arrangements for the re-audition.

**Jury Examinations**

**Students in years one and two** of the Bachelor of Jazz Studies Program are required to perform a Jury Examination as part of their Major Practical Study courses MUSC 1400 and MUSC 2400. All Jury Examinations will take place in the Jazz Ensemble Room (T2 – 272). A rhythm section will be provided.

**Students in years three and four** of the Bachelor of Jazz Studies Program are **NOT** required to perform a Jury Examination for Major Practical Study courses MUSC 3470 and MUSC 4470 if they are registered in a Credit Recital that year.

When performing a Jury Examination, a student will perform for a panel consisting of faculty members, normally at the end of term in April. The student’s Major Practical Study instructor is present at the Jury Examination, but does not participate in assigning a grade. Members of the panel give marks independently without consultation. To arrive at the final grade, the Desautels Faculty of Music office averages the panels’ marks. Students should be aware that the quality of the instrument may affect their progress on that instrument, but it should not be considered a crucial element of the grading process.

Jury Examinations for Major Practical Study will normally take place during the exam period of the academic year for which the student is registered. When unavoidable circumstances arise (e.g. illness or other issues of a critical nature), deferred Jury Examinations may be allowed with the permission of the
Associate Dean. A deferred Jury Examination is considered an incomplete in the course and this incomplete will constitute the grade submitted until the deferred exam is taken.

Bachelor of Jazz Studies students may not register for the next level of Major Practical Study until the deferred Jury Examination has been successfully completed.

**Jury Content**

MUSC 1400 (First year Major Practical Study):

- Students are to prepare the 10 tunes listed below.
- The panel will select three tunes from the list for the student to play. Students will have to play the head in, solo and head out for each of the three tunes.
  
  NOTE: Piano, guitar, and bass will also be required to accompany another soloist.
- Drum majors will be required to do the following on three tunes selected from the list by the panel:
  - Trade and/or solo on drums
  - Accompany another soloist on drums
  - Play the melody of each tune on piano
  - Play the chord changes of each tune (at minimum, using root position, one-handed voicings) in time on piano

Ten tunes to prepare:

- Autumn Leaves
- Blue Monk
- Honeysuckle Rose
- How High the Moon
- Oleo
- So What
- Sweet Georgia Brown
- Take the A Train
- The Girl from Ipanema
- The Nearness of You

MUSC 2400 (Second year Major Practical Study):

- Students are to prepare the 20 tunes listed below.
- The panel will select three tunes from the list for the student to play. Students will have to play the head in, solo, and head out for each of the three tunes.
  
  NOTE: Piano, guitar, and bass will also be required to accompany another soloist.
- Drummers will be required to do the following on three tunes selected from the list by the jury panel:
  - Trade and/or solo on drums
  - Accompany another soloist on drums
  - Play the melody of each tune on piano
  - Play the chord changes of each tune (at minimum, using root position, one-handed voicings) in time on piano

Twenty tunes to prepare:

- A Child Is Born
- Airegin
- All of You
- Black Narcissus
- Au Privave
- Body and Soul
Chega De Saudade  D
Corcovado  A- (first chord)
Footprints  C-
Four on Six  G-
Green Dolphin Street  Eb
I Mean You  F
It Could Happen to You  Eb
Lady Bird  C
Maiden Voyage  D (first chord)
There Is No Greater Love  Bb
Moose the Mooche  Bb
What Is This Thing Called Love?  C
Witchcraft  F
Yardbird Suite  C

MUSC 3470 and MUSC 4470 (Third and fourth year Major Practical Study):
- Please contact Karly Epp (Karly.Epp@umanitoba.ca) for further details regarding what is required for these Jury Examinations.

**Half-Juries**
A student or their instructor may request that the student perform two half-juries at the end of each term, instead of one full Jury Examination. In that case, the two half-juries will be half the length of the full Jury Examination. Students requesting a half-jury can obtain the relevant info from Karly.Epp@umanitoba.ca.

**Major Practical Study Grading**
Final grades in Major Practical Study are determined as follows:
- 60% determined by the student’s Major Practical Study instructor
- 40% average of the Jury Examination Panel’s Grades

Note: Students in MUSC 3470 and 4470 who are registered for a Credit Recital in the same academic year will not perform a jury – 100% of the grade will be determined by the student’s Major Practical Study instructor.

A term grade of “D” (60-69) or “F” (59 or below) from the instructor will constitute the final grade for the course and will not be added to a jury grade. The student is then not eligible to take a jury examination.

A jury grade of “D” (60-69) will result in a grade of “D-incomplete” and a jury grade of “F” (59 or below) will result in a final grade of “F-incomplete” for the entire course. The student will have no longer than six months from the day of the failed jury to repeat the jury. The same repertoire may be performed. A grade of “C” or higher on this second jury will be averaged with the instructor’s grade to determine the final grade. A grade of “D” or “F” on the second jury will become the final grade for the course.

**Concert Attendance Policy for the 2019-2020 Academic Year**
Frequent attendance at formal and informal concerts is an important element of music education of students at the Desautels Faculty of Music. Students are required to attend a minimum of 30 concerts per academic year (September – April) designated for Concert Attendance Credit. Students do not receive Concert Attendance Credit for concerts in which they perform, with the sole exception of the Midday Recitals. Students who perform in the Midday recital series will receive concert credit, unless
their performance is for credit in another course.

<table>
<thead>
<tr>
<th>Internal Concerts</th>
<th>Approved External Concerts</th>
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<tbody>
<tr>
<td><strong>(Minimum of 20 Concerts)</strong></td>
<td><strong>(Maximum of 10 Concerts)</strong></td>
</tr>
<tr>
<td>• Midday Recitals</td>
<td>• Asper Jazz Series</td>
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<tr>
<td>• Student Credit Recitals</td>
<td>• Aurelia Productions</td>
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<tr>
<td>• The Wednesday Night Hang</td>
<td>• Camerata Nova</td>
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<tr>
<td>• University of Manitoba Ensemble</td>
<td>• CanZona</td>
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<tr>
<td>Performances (ticket stub required)</td>
<td>• Cluster Festival</td>
</tr>
<tr>
<td>o Wind Ensemble &amp; Concert Band</td>
<td>• GroundSwell</td>
</tr>
<tr>
<td>o University of Manitoba Symphony</td>
<td>• Jazz Winnipeg</td>
</tr>
<tr>
<td>Orchestra</td>
<td>• Manitoba Chamber Orchestra</td>
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<tr>
<td>o University of Manitoba Jazz</td>
<td>• Manitoba Opera</td>
</tr>
<tr>
<td>Orchestra</td>
<td>• Mardi Jazz</td>
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<tr>
<td>o Collegium Musicum</td>
<td>• Oleg &amp; Friends</td>
</tr>
<tr>
<td>o University of Manitoba Musical</td>
<td>• Rainbow Stage</td>
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<tr>
<td>Theatre</td>
<td>• Royal Winnipeg Ballet</td>
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<tr>
<td>o Choral Ensembles (ie. Sing!</td>
<td>• The Winnipeg Singers</td>
</tr>
<tr>
<td>Concert)</td>
<td>• Virtuosi Concerts</td>
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<tr>
<td>o University of Manitoba Opera</td>
<td>• Winnipeg Chamber Music Society</td>
</tr>
<tr>
<td>Concert</td>
<td>• Winnipeg Classical Guitar Society</td>
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<tr>
<td>o Concert Choir</td>
<td>• Winnipeg Jazz Orchestra</td>
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<tr>
<td>o Small Jazz Ensembles</td>
<td>• Winnipeg Symphony Orchestra (Including</td>
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<tr>
<td>o U of M Jazz Vocal Ensembles</td>
<td>New Music Festival)</td>
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<tr>
<td></td>
<td>• Winnipeg Wind Ensemble</td>
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</tbody>
</table>

Concert attendance is taken at the door before the Midday recitals, student credit recitals and any unticketed University of Manitoba Ensemble performance.

Note: Three of the 10 external Concert Credits can come from attending any music concert.

Concert tickets for the 2019-2020 year must be submitted by Monday, April 20, 2020.

Failure to achieve the required level of attendance will result in a student’s Major Practical Study final grade being lowered by one full letter grade (for example, a B+ would become a C+).

For ALL external concerts ticket stubs are required. In addition, as noted above attending a University of Manitoba Ensemble Performance requires a ticket stub. Programs or video footage of the event will not be accepted as proof of attendance.

7. Minor Practical Study

Minor Practical Study is available to students in all four years of the Bachelor of Jazz Studies program with the written permission of the Associate Dean. There is a limit on the number of students who are allowed to elect these courses, as well as on the subject areas available for study. Students who would like further information are encouraged to speak with the Student Advisor. Minor Practical Request Proposal form can be found at:
http://umanitoba.ca/faculties/music/media/Minor_Practical_Study_Proposal.pdf
8. Credit Recitals
Courses MUSC 3554, MUSC 4562 (Jazz Recital 1, Jazz Recital 2)

Lesson Format for Credit Recitals
Students registered for MUSC 3554 (Jazz Recital 1) and MUSC 4562 (Jazz Recital 2) will receive 0.5 hours of instruction per week (13 hours of instruction per academic year).

The instructor, in consultation with the student, will schedule this instruction as regular additional lessons, as coaching time in preparation for the recital, or as a combination of the two. **48 hours’ notice is required to cancel a lesson. It is at the discretion of the instructor when or if the lesson will be made up.**

Credit Recital Booking
**ALL** Credit Recital related forms (mentioned below in *italics*) can be found at: [http://umanitoba.ca/faculties/music/forms/224.html](http://umanitoba.ca/faculties/music/forms/224.html)

To book the Credit Recital date, please submit the [JAZZ - Undergraduate Credit Recital Booking Form](http://umanitoba.ca/faculties/music/forms/224.html) to the Facilities and Events Coordinator, Sue Stone Scott ([Sue.StoneScott@umanitoba.ca](mailto:Sue.StoneScott@umanitoba.ca)) a minimum of two months before the Credit Recital. Payment must be received before the booking is confirmed. Please note that January 31st, is the final date for booking of Credit Recitals, even if the Credit Recital occurs more than two months past that date. A late fee of $75 will apply after January 31st.

The **Recital Approval Form** must be submitted to the Jazz Jury Examination and Credit Recital Coordinator, Karly Epp ([Karly.Epp@umanitoba.ca](mailto:Karly.Epp@umanitoba.ca)) a minimum of one month before the Credit Recital.

Finalized Credit Recital programs are to be emailed to music@umanitoba.ca in “Word” format a minimum of one week before the Credit Recital. The program must follow the **Recital Program Template** provided online at **Quick Links** at: [http://umanitoba.ca/faculties/music/forms/224.html](http://umanitoba.ca/faculties/music/forms/224.html)

Please consult the **Recital Formatting Guide** for instructions on how to use the template, formatting content, etc.

**NOTE:** The Desautels Faculty of Music office will print 30 copies of the recital programs.

Credit Recital Completion Checklist
- Work with your Major Practical Study instructor to set up a date.
- Find an accompanist(s) if needed and confirm their availability.
- Find a fellow Jazz student to partner with for your preferred Credit Recital date.
- Complete the Undergraduate Jazz – Undergraduate Credit Recital Booking Form at least two months prior to the date of the Credit Recital or by January 31st. The form can be found at the Reception Office or online: [https://umanitoba.ca/faculties/music/forms/224.html](https://umanitoba.ca/faculties/music/forms/224.html).
- Book the venue with Sue Stone Scott ([Sue.StoneScott@umanitoba.ca](mailto:Sue.StoneScott@umanitoba.ca)).
- Pay the $100 fee at the Reception Office.
- Consider booking a dress rehearsal. To do so contact Sue Stone Scott ([Sue.StoneScott@umanitoba.ca](mailto:Sue.StoneScott@umanitoba.ca)).
- Prepare the Recital Program Approval Form in conjunction with your Major Practical Study instructor ([https://umanitoba.ca/faculties/music/forms/224.html](https://umanitoba.ca/faculties/music/forms/224.html)).
Submit the Recital Program Approval Form at least one month prior to the Credit Recital date to Karly Epp at Karly.Epp@umanitoba.ca.

Format your approved Credit Recital Program with this form: https://umanitoba.ca/faculties/music/forms/224.html.

Submit the Final Recital Program to music@umanitoba.ca at least one week prior to the Credit Recital date.

Pick up printed programs in the Reception Office prior to the Credit Recital.

Credit Recital Times
Students signing up for a Credit Recital are required to find a partner to share their evening with. Credit Recitals can be held Monday through Saturday and will take place in the Vocal Arts Room (T2-266). The first Credit Recital of the evening will always begin at 7:00 pm. The second Credit Recital of the evening will begin at either 8:00 pm or 8:30 pm. If the first Credit Recital is MUSC 3554, the second Credit Recital will begin at 8:00 pm. If the first Credit Recital is MUSC 4562, the second Credit Recital will begin at 8:30 pm. Receptions are not permitted in any Desautels Faculty of Music facilities at any time.

Credit Recital Length for MUSC 3554 (Recital 1):
It is recommended that the total length of the repertoire played be roughly 40 – 45 minutes (generally about six tunes). However, the Credit Recital must remain under 60 minutes total. There will be no intermission, but please take transition times, applause, speaking, thank you’s, etc. into consideration. Marks will be deducted should a student exceed the allotted time, as this speaks to the organization and preparedness of a program.

Credit Recital Length for MUSC 4562 (Recital 2):
It is recommended that the total length of the repertoire played be roughly 65 – 70 minutes (generally about seven or eight tunes). However, the Credit Recital must remain under 90 minutes total. There will be no intermission, but please take transition times, applause, speaking, thank you’s, etc. into consideration. Marks will be deducted should a student exceed the allotted time, as this speaks to the organization and preparedness of a program.

Note: The Midday is exclusively for non-Credit Recitals. Dress rehearsals for Credit Recitals can be booked through Sue.StoneScott@umanitoba.ca. Plan any assistance needed to help the Credit Recital run smoothly well ahead of time.

Credit Recitals should be treated as professional engagements. Students are fully responsible for all organization. Start early! Book the Vocal Arts Room with Sue.StoneScott@umanitoba.ca after confirming the date with any musicians who will be accompanying you. The date may not be changed except with a doctor’s note.

Any formal booking of the Vocal Arts Room (T2-266) requires a $100 non-refundable, non-transferable recording technician fee. Failure to return the space to good order or failure to clear equipment and personal belongings immediately after the Credit Recital will result in additional charges. When using a venue other than the Vocal Arts Room, it is the student’s responsibility to provide a recording of the Credit Recital for the Music library archives.

Credit Recital Repertoire
Credit Recitals must be balanced stylistically, displaying a range of the student’s abilities through repertoire choices rooted firmly in the jazz tradition. From year to year, Credit Recital repertoire should be distinct and not overlapping, except in unusual circumstances approved in advance by the Dean’s Office.
For MUSC 3554 (Recital 1) the program must include at least one contrafact and at least three American Songbook Standards or jazz compositions.

For MUSC 4560 (Recital 2) the program must include at least one original and at least two American Songbook Standards or jazz compositions.

It is possible that your Major Practical Study instructor may make personalized adjustments to the requirements above as they deem necessary. Ultimately, the instructor has final say over the Credit Recital material. Review the desired repertoire choices with the Major Practical Study instructor multiple times before submitting your Recital Approval Form http://umanitoba.ca/faculties/music/forms/224.html.

Credit Recital Grading
A Credit Recital panel (which has been approved by the Desautels Faculty of Music) will assign grades for Credit Recitals. The members of the panel will meet after the Credit Recital and determine a single letter grade. A comment sheet from each of the panel members will be returned to the student as soon as possible following the performance. Comments are written so that the mark given is reflective of the weight of the comments.

A minimum mark of “B” is required to fulfill the recital requirement.

Credit Recitals will be marked on a number of components which will include elements such as:
- Technical command of the instrument
- Musical expressiveness
- Ability to improvise
- Knowledge of repertoire
- Preparation
- Organization
- Presentation
- Stage Presence

As with Jury Examinations, Credit Recital marking does not follow a specific rubric, but rather, takes a holistic approach.

9. Ensemble Placement
The Desautels Faculty of Music offers a wide variety of opportunities for participation in Ensembles including the following:
- Chamber Ensembles
- Collegium Musicum
- Concert Choir
- Small Jazz Ensembles
- Musical Theatre
- Jazz Vocal Ensemble
- XIE (eXperimental Improv Ensemble)
- Opera Theatre
- Women’s Choir
• University Concert Band
• University Jazz Orchestra
• University of Manitoba Symphony Orchestra
• University Wind Ensemble
• University Singers
• Percussion Ensemble

Jazz students in the DFOM are required to participate in at least one ensemble each year for four years, though additional ensembles are encouraged. Each area determines placement in credit Ensembles. Participation will normally be in Ensembles relevant to the student’s Major Practical Study area. Students from other faculties and non-university musicians are welcome to audition for a Desautels Faculty of Music Ensemble, but participation is at the discretion of the Ensemble Director. Ensemble auditions typically take place the last week of August or early September each year. Placements are finalized after auditions, and results are posted.

If a student would like to request an exception to the policy noted above or wish to participate in more than two large Ensembles the Request for Exception to Undergraduate Ensemble Regulations form (https://umanitoba.ca/faculties/music/forms/224.html) must be submitted to the Associate Dean by the end of the first full week of classes. Final decisions regarding special requests will be made by the Associate Dean in consultation with Ensemble Directors, where necessary. All students are expected to complete an audition for at least one large ensemble, regardless of any requests for exception.

The Associate Dean will make the final decision on the request and communicate directly with the student.

Travel Code of Conduct
As University of Manitoba ambassadors and representatives, students are expected to demonstrate professionalism and conduct conducive to the purpose of the educational trip.

Ensemble Trip Absences
Students are responsible to find out what work they will miss and what they will be expected to do to make up this work while away. Non Desautels Faculty of Music students must sign a Field Trip Release Form before leaving, found here: http://umanitoba.ca/legal_counsel/agreements.html or available at the Reception Office (Room 319).

10. Academic Progress and Policies

Student Responsibilities
As a student of the Desautels Faculty of Music please:

• Bring a positive learning attitude. Students are expected to conduct themselves in a manner that does not offend or interfere with the learning of any other student.

• Behave appropriately in class, use appropriate language, and respect each other and their instructors. Inappropriate behavior will not be tolerated, and is to be brought to the attention of the instructor. If it continues, a student can and will be asked to leave the class, either for a designated time period or permanently. Please see the Student Discipline By-Law on the University of Manitoba Website.

• Come prepared for classes with appropriate materials.

• Ensure that the proper textbooks or course materials are purchased, that tuition is paid in full by the established deadlines, that registration and revisions are completed within the required time periods and that voluntary withdrawals are completed by the specified dates.
• **Be present in class, take notes and participate as required.** If the student is unable to attend class, it is their responsibility to catch up on any assignments, announcements, etc.

• **Ensure that all assignment deadlines are met.** If a student is unable to do this it is their responsibility to make alternative arrangements, informing the instructor.

• **Ensure the correct pre-requisites are met before registering for courses and that program requirements are met.**

• **Understand the academic assessments and scholastic standards to remain in good standing.**

• **Provide and utilize the U of M e-mail address.**

### Academic Progress

All questions concerning academic regulations should be directed to the Associate Dean (see page 5 for contact information) and/or Student Advisor (Jennifer.Wang@umanitoba.ca). The Student Advisor serves as academic advisor for all undergraduate students in the Desautels Faculty of Music.

Within the first week of the term, students will receive course syllabi for all academic courses, ensembles, and lessons.

A grade of “C” or better is required in each Music course throughout the Bachelor of Music program except where the Desautels Faculty of Music Bachelor of Music Student Handbook states otherwise. If a student needs help maintaining a C grade please see the Student Advisor or the Associate Dean. The aforementioned people are there to assist students, but it is a student’s responsibility to seek help. In addition, the Academic Learning Centre (see page 26) has resources that some students may find helpful.

A sessional (September – April) grade point average of less than 2.0 (C) or failure to achieve a grade of “C” or better in two Music courses will result in a student being placed on probation. While on probation, the student remains in the program, but is subject to a set of conditions that are established by the Desautels Faculty of Music. A student failing to meet these conditions may be placed on suspension.

Supplemental examinations are not given in the Desautels Faculty of Music, with the following exception: if a Jury Examination mark of “D” has been assigned in Major Practical Study, the Jury Examination may be redone prior to the next registration.

Each student is permitted a maximum of 21 credit hours of failed Desautels Faculty of Music courses in the Bachelor of Music program. Students will not be permitted to register for a required music course more than twice without the permission of the Associate Dean.

### Repeat Rule

Subject to Faculty regulations, required courses graded “F” or “D” must be repeated, usually at the next opportunity. Elective courses graded “F” may either be repeated or another elective substituted.

**Bachelor of Jazz Studies students may not register for third-year Major Practical Study or Recital 1 until all required first year music courses have been successfully completed, nor for fourth-year Major Practical Study or Recital 2 until all second year music courses have been successfully completed, except by consent of the Associate Dean** (see page 5 for contact information).
Attendance

Unexcused Absences:
Regular attendance is expected of students in all courses. Any unexcused absences (absences without a valid reason that have not been approved by the instructor) from ensemble or practical study courses, or three hours of unexcused absences from any other music course, may result in the student being required to withdraw from the course or ensemble, or may result in a failing grade being assigned. As with any type of employment, playing gigs (jazz or otherwise) will not constitute an excused absence from any class, coached or un-coached rehearsal, lesson or masterclass. Students are encouraged to consider their course load when planning their work schedules and vice versa. Students who will be absent from class must inform the respective instructor. Unexcused absence from a class test may result in a grade of zero for any tests taken in that class period. Make-up tests will only be allowed in special circumstances.

Illness:
Students absent from a class for three or more consecutive meetings due to illness may be required to present a certificate from a physician. Prior approval for extended absences from class, for reasons other than illness, must be obtained from the instructor and the Associate Dean.

Attendance at Masterclasses is an important part of your studies. Attendance requirements will be set by each instrument/voice area, as will regulations about accompanists.

Academic Dishonesty

According to the University of Manitoba Undergraduate Calendar, under General Academic Regulations, Academic Integrity:

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell phones). Exam cheating can also include exam personation. (Please see Exam Personation, found in the Examination Regulations section of the General Academic Regulations). A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Plagiarism applies to any written work, in traditional or electronic format, as well as orally or verbally presented work. Obviously it is not necessary to state the source of well known or easily verifiable facts, but students are expected to appropriately acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material, and materials or information from Internet sources.

To provide adequate and correct documentation is not only an indication of academic honesty but is also a courtesy which enables the reader to consult these sources with ease. Failure to provide appropriate citations constitutes plagiarism. It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than themselves, or copies the answer or answers of another student in any test, examination, or take-home assignment.

Working with other students on assignments, laboratory work, take-home tests, or on-line tests, when this is not permitted by the instructor, can constitute Inappropriate Collaboration and may be subject to penalty under the Student Discipline By-Law.
An assignment which is prepared and submitted for one course should not be used for a different course. This is called “duplicate submission” and represents a form of cheating because course requirements are expected to be fulfilled through original work for each course. When in doubt about any practice, ask your professor or instructor.

The Student Advocacy Office, 519 University Centre, 204-474-7423, is a resource available to students dealing with Academic Integrity matters.

The Desautels Faculty of Music views plagiarism as a very serious academic offence. Students found guilty of plagiarism in any course will receive a failing grade in that course. If a second offence should occur, the student will be placed on academic suspension.

**Undergraduate Grade Appeals**
The Desautels Faculty of Music follows the appeal process outlined in the University of Manitoba Regulations. Please find details of the University of Manitoba policy at:


The appeal must be submitted by the following deadlines:

- On a 1st term grade (Fall) the deadline is 15 working days from when the University reopens in January
- On a 2nd term grade (Winter) the deadline is 15 working days after Victoria Day

**Professor/Course Evaluations**
At the end of each term, students in all courses and ensembles with more than six registrants complete an evaluation of the professor and the course. These SEEQ (Students’ Evaluation of Educational Quality) evaluations are forwarded directly to central data processing, which produces summaries for the entire university. The individual sheets plus the summaries are returned to the Dean and then to the individual instructor.

**Dean’s Honor List**
Bachelor of Jazz Studies students who achieve a sessional (September – April) grade point average of 3.5 and higher, and are registered in a minimum of 80% of a full-time program in both Fall and Winter terms will be eligible for the Dean’s Honour List. This is reflected on a students’ transcript.

Students who are granted incomplete or deferral status in any course will not be eligible for the Dean’s Honour List.

**University Gold Medal**
The Desautels Faculty of Music University Gold Medal shall be awarded to the graduating student who has achieved the highest degree grade point average for the entire four-year program, including non-Music electives. The program must be completed within the four years, and may include any work taken during summer and intersession; all work must be done at the University of Manitoba.

**Desautels Music Program Medals**

- Desautels Faculty of Music Medal in Jazz Studies
- Desautels Faculty of Music Medal in General Studies
- Desautels Faculty of Music Medal in Performance
The Desautels Faculty of Music Program Medal shall be awarded to the graduating student in each music program who has achieved the highest degree grade point average for the entire four-year program, including non-Music electives. The program must be completed within the normal four years, and may include any work taken during summer and intersession; all work must be done in residence at the University of Manitoba.

**Tie-Breaking Mechanism**
In the event of a tie based upon the criteria described above, the following mechanism will be used to break the tie:

- The degree grade point average is to be calculated to the fourth decimal place.
- Preference is to be given to the student who has a higher proportion of “A+” and “A” grades in a total program.
- Preference is to be given to students who have taken the largest number of credit hours.
- If the tie still persists, the Desautels Faculty of Music Scholarship and Awards Committee, along with any others appointed by the Dean, will meet to select the recipient.

**11. Scholarships and Bursaries**

**Scholarships**
The Desautels Faculty of Music offers generous financial support through merit awards and renewable scholarships. Merit awards are given to students each year based on accomplishments. There is no application for these awards.

**Bursaries**
Support based on financial need is offered through the BURSARY program at the Desautels Faculty of Music and the University of Manitoba. Applications for bursaries are made on "Aurora Student" and the deadline for submission is **October 1, 2019**. Please check the Financial Aid & Award website at [http://umanitoba.ca/student/fin_awards/bursaries/](http://umanitoba.ca/student/fin_awards/bursaries/) for detailed bursary information.

**Desautels Faculty of Music Endowment Fund**
The endowment fund consists of funds donated by private donors and students. All Desautels Faculty of Music students contribute to the fund, as decided through a referendum process. A portion of the endowment fund goes toward continuing scholarships for students.

The goal of the fund is to promote excellence in the Desautels Faculty of Music through support of students for a wide variety of innovative projects and programs consistent with the academic goals of the Faculty, including but not limited to: scholarship and research, professional development, travel.

Individual and group applications for projects and travel grants are made to the committee and are due on **March 2, 2020**.

The application form is available at: [http://umanitoba.ca/faculties/music/forms/224.html](http://umanitoba.ca/faculties/music/forms/224.html)
12. Facilities and Equipment

Respect for Facilities and Equipment

- Desautels Faculty of Music facilities and equipment are reserved for credit-related activities only. All non-credit use is prohibited without the express consent of the Facilities & Events Coordinator.

- The Desautels Faculty of Music facilities are not to be used for any private lesson teaching unrelated to University of Manitoba teaching activities. All teaching of private lessons in our facilities must be to students registered in Major Practical Study on that instrument with that teacher, or must be arranged through the Division of Preparatory Studies.

- All users of facilities and equipment are fully financially responsible for any and all damage to or loss of said facilities and equipment, including instruments, laptop and desktop computers, pianos, sound equipment, etc. Please take appropriate steps to ensure the safety and security of Desautels Faculty of Music equipment.

A copy of the complete Facilities & Equipment Use Policy is available from the Facilities & Events Coordinator, Sue Stone Scott (Sue.StoneScott@umanitoba.ca).

Room Bookings

To book Eva Clare Hall and rooms in the Taché Arts Complex, email the Facilities and Events Coordinator (Sue.StoneScott@umanitoba.ca) with your booking request.

Middays

The Desautels Faculty of Music reserves the time slot from 12:30 pm to 1:20 pm on Monday, Wednesday and Friday for “Midday Recitals”. The primary function of the “Midday Recital” is to provide students with an opportunity to gain experience in performance, as both presenters and as audience. Student performances will generally be 10 minutes in length, with each program comprising a mix of solo and chamber/combo works. The “Midday Recital” time will also include programs by faculty members and visiting artists and scholars, as well as some events dedicated to “Wellness” programs.

Most programs will take place in Eva Clare Hall; it is available one hour before the Midday recital time for on-stage sound checks.

To book a Midday, use the Midday Recital Request form, available from the Reception Office or online at: https://umanitoba.ca/faculties/music/media/Midday_Booking.pdf

The piano used at Midday recitals will be either the 7’ Yamaha or the 7’ Kawai. These pianos will be used on a rotating basis, user preference cannot be accommodated for Midday recitals.

Food and drinks are allowed in the seating area of Eva Clare Hall during Middays. Please pick up garbage and containers left on the floor or on seats when you are leaving the hall.

Recording Session Information

Student recording sessions in Eva Clare Hall can be booked free of charge Monday to Friday, between 8:30 am and 4:30 pm, excluding holidays, if you do not require a technician or access to the Recording Booth.
For recording sessions outside of these hours, or if a technician and/or booth access is required, students will be required to pay $20.00 per hour.

For more information regarding Recording Sessions please contact the Facilities and Events Coordinator (Sue.StoneScott@umanitoba.ca).

**Equipment Loans**
Please note that all students are expected to acquire their own instruments prior to study, or within the first year of study at the Desautels Faculty of Music. Should you require an equipment loan, contact the Facilities and Events Coordinator at Sue.StoneScott@umanitoba.ca.

**Instrument Techniques Courses – Instrument Loan Guidelines**
Students enrolled in a Techniques course who require the temporary loan of a student-quality instrument(s) must sign a University of Manitoba Equipment Loan Agreement for each instrument. This does not apply to the Percussion Techniques course unless instruments are to be removed from the teaching area at any time.

The Desautels Faculty of Music will supply consumable materials such as reeds, drum pads and sticks at a cost to the students.

The student is financially responsible for any repairs needed due to damage deemed excessive by the Facilities and Events Coordinator.

**13. Student Employment Opportunities**

There are a variety of part-time positions available in the Faculty for full-time students (registered for Credit Hours for fall term and 9 Credit Hours for winter term) who are legally able to work in Canada: [http://umanitoba.ca/admin/human_resources/employment/employment_opportunities.html](http://umanitoba.ca/admin/human_resources/employment/employment_opportunities.html)

All Grader/Marker positions are posted and applied to through UM Careers, found here: [https://viprecprod.ad.umanitoba.ca/default.aspx](https://viprecprod.ad.umanitoba.ca/default.aspx).

- Student Technician and Student Office Assistant positions are available upon discussion with the Facilities and Events Coordinator, Sue Stone Scott (Sue.StoneScott@umanitoba.ca).

**14. Student Support Services**

**Accessibility Services**: contact the Student Accessibilities services and inform your professor as soon as possible regarding any special accommodations needed for your learning environment. [https://umanitoba.ca/student/accessibility/index.html](https://umanitoba.ca/student/accessibility/index.html)

Location: Room 520 University Centre. Phone: 204-474-7423

**Student Advocacy**: To get questions answered about rights and responsibilities as a student you can contact Student Advocacy: 520 University Centre, [http://umanitoba.ca/student/advocacy/](http://umanitoba.ca/student/advocacy/)

**Academic Learning Centre**: serves students with a writing or study skills tutor, and /or attend workshops in order to further develop academic strengths and skills in writing, learning and research. [http://umanitoba.ca/student/academiclearning/services/services.html](http://umanitoba.ca/student/academiclearning/services/services.html) 201 Tier Building. Phone: 204-480-1481.
**Career Services:** assists all University of Manitoba students with career planning and job search questions. [http://umanitoba.ca/student/careerservices/index.html](http://umanitoba.ca/student/careerservices/index.html) 474 University Centre. Phone: 204-474-9456. Cs.receptionist@umanitoba.ca

**Respectful Work and Learning Environment:** To ensure a positive educational experience for everyone the university has a policy outlining expectations for students and professors: [http://umanitoba.ca/human_rights/rwle/index.html](http://umanitoba.ca/human_rights/rwle/index.html)

**Sexual Violence Support & Education**
Room 208 Administration Building. Phone: 204-275-1160

**Student Counseling Centre:** deals with any aspect of your mental health and wellbeing, including stress, relationships, anxiety, depression, etc. Website: [http://umanitoba.ca/student/counselling/](http://umanitoba.ca/student/counselling/) Room 474 University Centre. Phone: 204-474-8592

**For 24/7 Mental Health Support, the Mobile Crisis Service** can be reached at 204-940-1781

**University Health Service:** Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation. [http://umanitoba.ca/student/health/](http://umanitoba.ca/student/health/) 104 University Centre, Fort Garry Campus, (204) 474-8411 (Business hours or after hours/urgent calls)

**Student Support Case Management Team:** is available for consultation, workshops, and referrals, at: [http://umanitoba.ca/student/case-manager/](http://umanitoba.ca/student/case-manager/) , 520 University Centre (204) 474-7423

**Health and Wellness Educator:** [http://umanitoba.ca/student/health-wellness/welcome.html](http://umanitoba.ca/student/health-wellness/welcome.html) Katie.Kutryk@umanitoba.ca 469 University Centre, (204) 295-9032

All of the Desautels Faculty of Music forms, and related policies, can be found here: [http://umanitoba.ca/faculties/music/forms/224.html](http://umanitoba.ca/faculties/music/forms/224.html)