



Desautels
FACULTY of MUSIC

Desautels Faculty of Music
Bachelor Jazz Studies
Student Handbook

2020-2021

umanitoba.ca/music

Twitter: @FacultyofMusic

Facebook: DesautelsFacultyofMusic / desautelsjazzstudies

Instagram: @desautelsmusic

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Throughout this document you will find COVID specific guidelines highlighted in yellow. Please take note of these unique circumstances for Fall 2020. Policies used in previous years will be italicized.

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 Tache Arts Project, we are expanding our presence in our new, beautiful building located behind Tache 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.

Staff Contact List

General Office	204-474-9310	music@umanitoba.ca
Edward Jurkowski, Dean	204-474-7830	Edward.Jurkowski@umanitoba.ca
Laura Loewen, Associate Dean (Undergraduate)	204-474-9547	Laura.Loewen@umanitoba.ca
James Maiello, (Graduate Programs and Research)	204-474-6017	James.Maiello@umanitoba.ca
Kanchana Sankaranarayanan, Business Manager	204-474-7240	Kanchana.Sankaranarayanan@umanitoba.ca
Vanessa Perinot, Confidential Assistant to the Dean	204-474-9164	DFoM.ExecutiveAssistant@umanitoba.ca
Sarah Rout, HR Officer	204-474-8951	Sarah.Rout@umanitoba.ca
Jennifer Wang, Student Advisor	204-474-9133	Jennifer.Wang@umanitoba.ca
Louella Yambot, Admissions Coordinator & Recruitment Lead	204-474-9915	Louella.Yambot@umanitoba.ca
Sue Stone Scott, Facilities & Events Coordinator	204-474-9408	Sue.stoneScott@umanitoba.ca
Daniel Song, Financial Administrator	204-474-8062	Daniel.Song@umanitoba.ca
Carlos Dimawala, Financial Assistant	204-474-7801	Carlos.Dimawala@umanitoba.ca
Amanda Wiebe, Front Office Assistant	204-474-9310	Amanda.Wiebe@umanitoba.ca
Sarah Boumphrey, Communications & Program Support Assistant	204-474-6728	Sarah.Boumphrey@umanitoba.ca
Adam Mlodzinski, Recording Studio Technician		Kenneth.Mlodzinski@umanitoba.ca
Donnalynn Grills, Program Coordinator, Prep Studies	204-474-9403	Donnalynn.Grills@umanitoba.ca

Dean, Edward Jurkowski

- Contact Vanessa Perinot at DFoM.ExecutiveAssistant@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 (Undergraduate), Laura Loewen

- Academic standing
- Feedback on the student experience at the Desautels Faculty of Music
- Contact DFoM.ExecutiveAssistant@umanitoba.ca if you would like to make an appointment

Associate Dean (Graduate Program and Research), James Maiello

- Contact DFoM.ExecutiveAssistant@umanitoba.ca if you would like to make an appointment

Business Manager, Kanchana Sankaranarayanan

Kanchana.Sankaranarayanan@umanitoba.ca

- Provides overall guidance and strategic direction on all Finance, Administrative and Facilities matters for both the Desautels Faculty of Music and School of Art

Executive Assistant to the Dean, Vanessa Perinot

DFoM.ExecutiveAssistant@umanitoba.ca

- Contact to book a meeting with the Dean and/or Associate Deans

HR Officer, Sarah Rout

Sarah.Rout@umanitoba.ca

- Research Assistant hiring
- TA, Grader/Marker hiring

Student Advisor, Jennifer Wang

Jennifer.Wang@umanitoba.ca

- Academic standing
- Degree requirements for B. Mus., B. Jazz Studies, Post Bacc., M. Mus.
- Course registration
- 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
- 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

Financial Administrator, Daniel Song

Daniel.Song@umanitoba.ca

- Member of the Student Initiatives Fund Committee

Financial Assistant, Carlos Dimawala

Carlos.Dimawala@umanitoba.ca

- Payroll for student employees

Front Office Assistant, Amanda Wiebe

Amanda.wiebe@umanitoba.ca

- Competition applications and deadlines
- Sessional room bookings
- Student and faculty forms
- Concert Credits
- Recital programs
- Ensemble performance tickets
- Master's of Music Program requirements
- Forms for Faculty of Graduate Studies

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 DFOM
- Student Teaching Positions – Individual Lessons

2. General Information

Registration and Fee

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 for registration assistance (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 Credit

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>.

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

September 7, 2020	Labour Day (University Closed)
September 8, 2020	New Student Orientation Fall Term, Fort Garry Campus
September 9, 2020	First Day of Classes
September 22, 2020	Last date to drop Fall term and Fall/Winter term spanning courses with refunds
September 22, 2020	Deadline to apply online to graduate for Feb 2021 graduation
September 23, 2020	Last date to ADD course in revision period, Fall term and Fall/Winter term spanning courses
October 2, 2020	Fee Payment Deadline
October 12, 2020	Thanksgiving Day (University Closed)
October 20 - 22, 2020	Convocation Ceremony (Fort Garry Campus)
October 30, 2020	Convocation Ceremony (Bannatyne Campus)
November 11, 2020	Remembrance Day (University Closed)
November 9 - 13, 2020	Fall Term Break
November 23, 2020	Voluntary Withdrawal (VW) deadline Fall Term classes
November 23, 2020	Winter/Summer term Spanning Course registration opens
December 11, 2020	Last day of Classes
December 12 - 23, 2020	Examination and Test Dates
December 24, 2020 to January 4, 2021	Winter Holiday
January 5 - 15, 2021	Fall Term Labs
January 8, 2021	New Student Orientation Winter Term (Fort Garry Campus)
January 18, 2021	First Day of Classes
January 29, 2021	Fall/Winter Term spanning courses Voluntary Withdrawal deadline with Winter term refund
January 29, 2021	Last date to drop Winter Term and Winter/Summer Term spanning courses with refunds
February 1, 2021	Last date to ADD course in revision period, Winter and Winter/Summer Term spanning courses
February 1, 2021	Deadline to Apply Online to Graduate for Spring 2021 (most students)
February 3, 2021	Graduation Date for Students Graduating in February 2021
February 15, 2021	Louis Riel Day, University Closed
February 16 - 19, 2021	Winter Term Break

February 17, 2021	Winter Term Tuition Fee Payment Deadline
TBA	Summer Term Registration Access times available in Aurora
March 31, 2021	Winter Term Voluntary Withdrawal (VW) Deadline
TBA	Start of Summer Term Registration
April 2, 2021	Good Friday (University Closed)
April 16, 2021	Last Day of Classes for Winter Term
April 19 – May 1, 2021	Winter Term Exam Period

Student Identification Card

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

- Library Card
- Access to 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 now obtain their student card online. Please check the Registrar's Office website at http://umanitoba.ca/student/records/pii/photo_id.html for detailed information about obtaining a student card through Aurora.

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 make an appointment with Sue.StoneScott@umanitoba.ca to activate their cards.** The 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 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 Information Services and Technology website at <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 will only use your UM email account (@myumanitoba.ca) for official communications, including messages from your instructors, department or faculty, academic advisors, and other administrative offices. Please be sure to check it regularly for information on important deadlines, competition dates, etc.

Practice Rooms

Music students registered in Major Practical study and/or Recital are allowed to reserve time in practice rooms. Because of limited access in Fall 2020, only students without access to practice facilities outside the university are allowed to use the DFOM practice rooms. Please contact Laura.Loewen@umanitoba.ca for more information.

Caretaking Standards Desautels Faculty of Music Fourth Floor

- Masks must be worn in all common areas and hallways at all times.
- Only approved students for use of fourth floor will have swipe access.
- Students will sign in upon arrival to the fourth floor and sign out upon exit.
- Under no circumstance are students allowed to let anyone into the fourth floor.
- Practice rooms to be single person use only.
- Wipes will be supplied in every room. Please do not remove them.
- Students must wipe down chair and stand upon start of rehearsal.
- Woodwind and brass instruments must use bell covers and have their own receptacle for spit which must be removed after rehearsal.
- If using the piano, you will wipe down piano keys, bench, lid and stick before and after each individual rehearsal. The piano shall be left in closed position with lid down and keys covered.
- Rehearsals must end 5 minutes before the end of the practice session, to accommodate cleaning before caretaking arrives.
- You will wipe down chair(s) and music stand(s) and leave neatly against a wall once done.
- You are responsible for in-room garbage removal to the nearest garbage receptacle. Hallway garbage bins will be emptied daily.
- Once you have finished you will vacate the room and leave the door open.
- Caretaking will wipe all common touched surfaces EI: light switches, door handles, mirrors, desks. Floors will be washed on a weekly basis.

Do not use a room that you have not signed up for. Do not use rooms with doors that are open. **If you are found in a room that you have not signed up for or during airing-out time, you will be asked to leave the fourth floor immediately. If a second such infraction occurs, fourth-level access will be taken away for the remainder of the term.**

Allotted Time:

Fourth year	2 hours/day if registered for Major Practical Study 4 AND Recital 2
Fourth year	1 hour/day if registered for Major Practical Study 4 OR Recital 2
Third year	2 hours/day if registered for Major Practical Study 3 AND Recital 1
Third Year	1 hour/day if registered in Major Practical Study 3 OR Recital 1
Second & First Year	1 hour/day if registered for Major Practical Study

Terms and Conditions:

- Students will use the practice rooms solely 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.
- 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 spaces.
- The Desautels Faculty of Music building is open from 8:30 AM – 4:30 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.

Policy previous to COVID-19: 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. Due to COVID-19, practice rooms may only be entered if booked and confirmed with the [Associate Dean \(Undergraduate\)](#).

Practice Room Sign Up Procedure:

Due to COVID-19, practice rooms will be reserved by contacting the [Associate Dean \(Undergraduate\)](#)

Policy previous to COVID-19:

1. *During the first week of Fall and Winter term students will receive an email about practice room sign up procedures. 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 DFOM 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:

- Respectful Work and Learning Environment (RWLE) Policy:
http://umanitoba.ca/human_rights/rwle/index.html
- 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 or vaping tobacco 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 with a prescription for marijuana 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.

Security Services

The University's Security Program is administered by Security Services located in the Welcome Centre, 423 University Crescent. 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 Students' 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 DFOM Radio show on 101.5 UFMF, 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

4. All are welcome to attend our meetings! Our meetings will be held digitally for the foreseeable future. Information on how to access these meetings can be found on our social media, or by contacting any council member via email.

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 <http://umanitoba.ca/faculties/music/current/index.html>. 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

Due to COVID-19, Instrument Storage Lockers are not available for 2020-2021 school year.

Policy previous to COVID-19:

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.

Book and Outerwear Lockers

Due to COVID-19, lockers are not available for 2020-2021 school year.

Policy previous to COVID-19:

Hallway lockers are located on the first floor of Taché Hall. 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 Hall (T115).

Kitchenette Facilities

Due to COVID-19, kitchenette facilities are not available for 2020-2021 school year.

Policy previous to COVID-19:

The Desautels Faculty of Music has three kitchenettes for student use, located in rooms T110, T408, 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 outlined below.

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 in 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) 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

Due to COVID-19, the Music Library is closed until further notice. You can search and place requests for print scores through the library catalogue, access online resources (scores, research materials, and recordings). See information here: <https://libguides.lib.umanitoba.ca/musicguide>

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>

Activate library account: <https://libguides.lib.umanitoba.ca/musicguide/libacct>

General library <http://umanitoba.ca/libraries/>

Policy previous to COVID-19:

Library Hours:

Monday - Thursday	8:30 am – 10:00 pm (no service* 6-10 pm)
Friday	8:30 am – 4:30 pm
Saturday	9:30 am – 5:00 pm (no service*)
Sunday	Closed

<p>*Library staff available: Mon-Thurs 8:30 am - 6:00 pm Fri 8:30 am - 4:30 pm</p>
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Loan Periods:

Item	Loan Period
Books and scores	Semester-long
Periodicals	7 days
VHS/DVD	14 days
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.

Computer Facilities & Printing/Copying:

There will be no access to printing facilities in the Libraries this year, but computer labs are open for students at the Dafoe Library.

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 booking available online at:

<http://umanitoba.ca/student/academiclearning/>

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: performance, composition, arranging and pedagogy.

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.

6. Major Practical Study and Jury Examination

Courses MUSC 1400, MUSC 2400, MUSC 3470, MUSC 4470

Elements of these procedures may be altered in the Winter 2021 term, if necessitated by the COVID-19 pandemic. None of these changes will create precedents for future academic years.

Lesson Format

Fall 2020 term - Please note that one MPS lesson/month will be held in-person. If any instructor or student is ill or uncomfortable about coming into the building for lessons, this lesson can be offered remotely. The rest of the MPS lessons will be on-line. We will notify you of any changes to this schedule.

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.**

In order to be eligible for Major Practical Study, students are required to enroll in more than 50% (16 credits) of that year's regular credit hours, excluding the Major Practical Study.

Part-time study is available to music students. It is strongly advised to consult with the Student Advisor Jennifer.Wang@umanitoba.ca before choosing this option.

Each student will discuss with their professor the goals for the year in terms of technical achievement, repertoire development and practice time required.

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. It is required that every Jazz student attend this Masterclass each week as part of their Major Practical Study credit.

Jazz Masterclass Attendance Policy 2020 – 2021

Throughout this section, absences refer to students being absent from Zoom masterclasses, though the same will apply should masterclasses become in-person prior to the end of the school year.

Jazz masterclass takes place every Friday while classes are running from 2:30 – 4:30pm. It is mandatory for all students enrolled in Major Practical Study with a jazz faculty or sessional instructor in any year of their undergraduate or master's program. Students enrolled in the post bacc. program are not required to attend masterclass but are always welcome.

Masterclass is the one opportunity for all jazz students to come together. Classes are led by jazz faculty as well as local and non-local guest artists. These weekly sessions help to establish a sense of community, allow opportunity for both music-making and valuable discussion, and provide students with unique learning experiences they do not get elsewhere, often with guest artists they would not otherwise have the opportunity to learn from.

If a student believes they have a valid reason for missing masterclass, they are to email Karl.Kohut@umanitoba.ca at least 24 hours prior to the masterclass they would miss and ask if they can be marked with an excused absence upon explaining the reason for the absence. Excused absences are granted only in situations where a conflict cannot be changed (i.e. an appointment with a specialist, a funeral, etc.). Excused absences are not granted in situations where the conflict is avoidable (i.e. – a gig, a work shift, most appointments, a social event, a vacation, etc.). This also applies to students having to arrive late, leave early, or be excused from a portion of masterclass. If a student knows they will be late or absent, they should contact Karl Kohut in advance - regardless of whether they have reason to believe their absence will be excused or not - out of courtesy and for planning purposes.

Students who arrive late, leave early, or miss a portion of masterclass without prior approval will simply be marked as late. Three "lates" is the equivalent of one absence. Arriving late is considered arriving at 2:30pm or later. Leaving early is considered leaving any time prior to 4:30pm or the formal end of masterclass (whichever comes first). Missing a portion of masterclass is considered a departure for most reasons other than a washroom break. Any late arrival/departure of greater than twenty minutes will be marked as an absence. Should a masterclass unintentionally run past 4:30pm, students have permission to leave, though are encouraged to remain until things finish out of courtesy to the presenter.

Students who are sick are asked to submit notice to Karl Kohut via email *prior* to the start of masterclass. They will be generally be marked as absent due to illness. Repeated absences due to illness may require a doctor's note.

We recognize that in this unusual year, students may occasionally face challenges with their internet service. Should that be the case either prior to or during a masterclass, students are to use the Zoom phone numbers provided in UM Learn to call into the masterclass so they can still listen and participate via audio.

Should a student obtain three or more unexcused absences, the equivalent in lates, or a combination of both by the end of the year, their Major Practical Study grade will be lowered by one letter grade.

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 instrument area

coordinator 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 1 and 2 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.

Students in years 3 and 4 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.

The student will perform for a panel consisting of faculty members, normally at the end of term in April. The student's instructor can be 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.

The student is expected to perform a balanced repertoire, and to prepare as though it were a public performance. Repertoire varies by year, student and experience level, and is determined in collaboration with the Major Practical Study instructor. While it is expected that the majority of the music performed at the Jury Examination will be solo literature, one ensemble work in which the student plays a prominent part may be included. Sight-reading may be required in Jury Examinations.

From year to year Jury Examination repertoire should be distinct and not overlapping, except in unusual circumstances approved in advance by the Dean's Office.

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.

At least two other musicians must support a student during the Jury Examination. Accompanying musicians may be students, professionals, or community musicians. University of Manitoba faculty and sessional instructors are excluded.

The student is responsible for assembling and rehearsing their ensemble.

Jury Length

MUSC 1400	20 minutes of music
MUSC 2400	20 minutes of music
MUSC 3470	30 minutes of music
MUSC 4470	30 minutes of music

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. e.g. If the full Jury Examination length is 30 minutes, then each half-jury will be 15 minutes.

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 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 examination 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 examination. 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.

Criteria for Jury Examination Grading

Students will be graded on:

Performance 50%

- technical command
- musical expressiveness
- improvisation
- melody

Preparation 25%

- arrangements
- charts

Organization 25%

- leadership of the ensemble
- presentation

Jury Examination Repertoire and Repertoire Booklets

The student must provide the Jury Examination Panel with three compositions charts they have prepared for the Jury Examination. The student must write these charts; photocopies from fake books are not acceptable. The charts will be graded on the clarity of the musical structure and legibility. The Jury Examination panel will do an evaluation of the charts.

From year to year Jury Examination repertoire should be distinct and not overlapping, except in unusual circumstances approved in advance by the Dean's Office.

Students are responsible to create and maintain their own repertoire booklets. A template is available at <http://umanitoba.ca/faculties/music/forms/224.html>

Each repertoire booklet should contain a list of 10 compositions that have been prepared for the Jury Examination: three contrasting compositions that the student plans to perform with supporting musicians, plus an additional seven that the Jury Examination panel may ask to be performed solo.

The Major Practical Study instructor must sign the repertoire booklet prior to the jury. Students must bring their repertoire booklets to their Jury Examination and are responsible for retrieving the books after their Jury Examination are complete.

Concert Attendance Policy for the 2020-2021 Academic Year

The Concert Credit Policy will not be in effect for any term in which the majority of our courses are remote.

Policy previous to COVID-19:

*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.*

Internal Concerts

(Minimum of 20 Concerts)

- *Midday Recitals*
- *Student Credit Recitals*
- *The Wednesday Night Hang*
- *University of Manitoba Ensemble Performances (ticket stub required)*
 - *Wind Ensemble & Concert Band*
 - *University of Manitoba Symphony Orchestra*
 - *University of Manitoba Jazz Orchestra*
 - *Collegium Musicum*
 - *University of Manitoba Musical Theatre*
 - *Choral Ensembles (ie. Sing! Concert)*
 - *University of Manitoba Opera Theatre*

- Concert attendance is taken at the door before the Midday recitals, student credit recitals and any un-ticketed University of Manitoba ensemble performance.

Approved External Concerts

(Maximum of 10 Concerts)

- *Asper Jazz Series*
- *Aurelia Productions*
- *Camerata Nova*
- *CanZona*
- *Cluster Festival*
- *GroundSwell*
- *Jazz Under the Roof Top*
- *Jazz Winnipeg*
- *Manitoba Chamber Orchestra*
- *Manitoba Opera*
- *Mardi Jazz*
- *Oleg & Friends*
- *Rainbow Stage*
- *Royal Winnipeg Ballet*
- *The Winnipeg Singers*
- *Virtuosi Concerts*
- *Winnipeg Chamber Music Society*
- *Winnipeg Classical Guitar Society*
- *Winnipeg Jazz Orchestra*
- *Winnipeg Symphony Orchestra (Including New Music Festival)*
- *Winnipeg Wind Ensemble*

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

Elements of these procedures may be altered in the Winter 2021 term, if necessitated by the COVID-19 pandemic. None of these changes will create precedents for future academic years.

Lesson Format for 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 0.5 hours of instruction for Recital will be offered remotely throughout the Fall 2020 term

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

To book the Credit Recital date, please submit the *Undergraduate Credit Recital Booking Form* (<http://umanitoba.ca/faculties/music/forms/224.html>) to the Facilities and Events Coordinator (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 31 is the final date for booking of Credit Recitals, even if the Credit Recital occurs more than two months later. A late fee of \$75 will apply after January 31st.

The *Recital Approval Form* must be submitted to Jazz Jury Examination and Credit Recital Coordinator (Karly.Epp@umanitoba.ca) a **minimum of one month before the Credit Recital.** <http://umanitoba.ca/faculties/music/forms/224.html>

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: <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.

Jazz Student (Undergraduate) Credit Recital Completion Checklist

- Find a Jazz student Credit Recital partner to share the evening with.
- Choose a date for the Credit Recital (must be a Monday – Saturday evening).
- Confirm availability of all musicians involved as well as Major Practical Study instructor.
- Complete the Undergraduate Credit Recital Booking Form (Jazz) at least two months prior to the date of the Credit Recital or by January 31st.
- Book the venue with Sue Stone Scott (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).
- Prepare the Recital Program Approval Form in conjunction with your Major Practical Study Instructor.
- 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 Time and Lengths

Due to COVID-19 the following changes have been made to the Credit Recital requirements for the Bachelor of Music:

- The Credit Recital Length for MUSC 3554 (Recital 1): It is recommended that the total length of the repertoire played be roughly 30 – 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.
- The Credit Recital Length for MUSC 4562 (Recital 2): It is recommended that the total length of the repertoire played be roughly 50-65 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

Policy previous to COVID-19:

Credit Recital for MUSC 4562:

- *Monday-Saturday at 8:00 pm.*
- *The MUSC 4562 recital will contain 65-70 minutes of repertoire depending on the instrument or voice. This should include all pauses, and will have a 10 minute intermission and **not** exceed 90 minutes in length.*

Credit Recital for MUSC 3554:

- *Monday- Friday at 5:30 pm.*
- *The recital for MUSC 3554 will contain 42-45 minutes of repertoire with the total length of the recital including all pauses (no intermission) **not** exceeding 60 minutes.*

Credit recitals should be treated as professional engagements. You are fully responsible for all organization. Start early! Book the hall only after confirming the date with any musicians who will be assisting you. **The date may not be changed except with a doctor's note.**

Plan any assistance you will need to help your recital run smoothly well ahead of time. Please remember that moving certain instruments, such as the harpsichord, requires several people. Those students who use Eva Clare Hall are responsible for ensuring that it is in order when they leave, including the clearance of all chairs and stands on stage, any debris, and the return of the piano to the rear of stage left, post down. **Leaving a piano or harpsichord in front of the window in the Artist's Room will result in a tuning fee of \$90.00.**

Any formal booking of Eva Clare Hall or another Tache Hall room requires a \$100 non-refundable, non-transferable recording technician fee. Failure to return the Hall and Artist Room to good order, or failure to clear equipment and personal belongings immediately after the recital will result in additional charges. When using a venue other than rooms in Tache Hall or Eva Clare Hall, it is the student's responsibility to provide a recording of the recital for the Music library archives.

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 Recital Repertoire

Programs must be balanced historically and stylistically. If the time constraints of the MUSC 3554 Credit Recital Exam do not allow coverage of all relevant stylistic eras, this balance must be achieved by the repertoire of the MUSC 4562 recital. Repertoire varies by year, student and experience level, and is determined in collaboration with the Credit Recital instructor.

From year to year, Credit Recital Exam repertoire should be distinct and not overlapping, except in unusual circumstances approved in advance by the Dean's Office.

Copyright Regulations

Copyright regulations require that performers be in possession of original scores of music to be performed. While a student may perform from copies, students must show the originals to their credit recital instructor when submitting a program. Students may use a borrowed score. If out-of-print music is used, a letter or e-mail of permission from the publisher is required. The Eckhardt-Grammatté Music Library is a good source for scores.

9. Ensemble Placement

Ensemble placement will normally be in an ensemble relevant to the student's major practical study area/ program of study. Exceptions to the above policy must be submitted to the Associate Dean by the end of the first full week of classes outlining the nature of the request. 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. Students wishing to participate in more than two large ensembles must complete the **Request for Exception to Undergraduate Ensemble Regulations** form.

Any students requesting exceptions to the normal ensemble placement must complete the “**Request for Exception to Undergraduate Ensemble Regulations**” form. Students wishing to participate in more than two ensembles must complete the request form and obtain approval from their MPS teachers and pertaining ensemble directors. The following signatures are needed:

- The student, who needs to briefly explain the reasons for the request
- The student's MPS teacher
- The Ensemble Committee chair, who can communicate with the ensemble directors

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

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 instructors.** Inappropriate behavior will not be tolerated, 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 his/her 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 for the 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 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 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 I until all required first year music courses have been successfully completed, nor for fourth year Major Practical Study or Recital II 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:

You are expected to attend remote classes regularly, as outlined by the instructor. Please contact your instructor if your circumstances make it impossible to attend all classes. Do not come to campus if you experience any symptoms of COVID-19 or have been exposed to someone diagnosed with COVID-19. Medical notes are not required for illnesses or if you are unable to meet a course requirement on time.

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 Major Practical Study courses, or three hours of unexcused absences from any other DFOM course, may result in the student being required to withdraw from the course or ensemble, or may result in a failing grade being assigned. 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 extenuating circumstances.

Illness:

Prior to COVID-19, 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.

Medical notes are not required for illnesses or if you are unable to meet a course requirement on time.

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 him/herself, 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, 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 for 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:

- Final Grade Appeal: http://umanitoba.ca/student/resource/student_advocacy/final_grade_appeal.html
- Term Work Grade Appeal: http://umanitoba.ca/student/resource/student_advocacy/1784.html

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.

Student Rating of Instruction (SRI) and Internal Desautels Faculty of Music 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. The SRI is available via your UM Learn course homepage and replaces the former SEEQ/eSEEQ tool for student feedback for degree-credit courses. The SRI has been added to every UM Learn course (this includes non-credit courses).

Major Practical Study and Ensemble evaluations can be obtained at the Reception Office, two weeks prior to the last day of classes in the winter term. These are internal evaluations only. Please contact the [Front Office Assistant](#) if you have questions about this procedure.

Dean's Honour 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

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 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, 2020**. Please check the Financial Aid & Award website at http://umanitoba.ca/student/fin_awards/bursaries/ for detailed bursary information or contact the Admissions Coordinator at 204-474-9915.

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 Endowment Fund committee. The application form and submission deadline are available at:

<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 Tache Arts Complex, email the Facilities and Events Coordinator (Sue.StoneScott@umanitoba.ca) with your booking request.

Fourth year students may book a maximum of four hours for dress rehearsal in Eva Clare Hall prior to a credit recital. Third year students may book a maximum of two hours for dress rehearsal in the Eva Clare Hall.

Middays

Due to COVID-19, Middays will be cancelled until further notice.

Policy previous to COVID-19:

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 General 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

Due to COVID-19, the Recording Studio is closed.

Policy previous to COVID-19:

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

With some exceptions, 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 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 9 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

All Grader/Marker positions are posted and applied to through UM Careers, found here: (<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). Check Career Services at <http://umanitoba.ca/student/careerservices/about-us/index.html> for other employment opportunities.

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>

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/>

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-supports/academic-supports/academic-learning> 201 Tier Building.

Phone: 204-480-1481. academic_learning@umanitoba.ca.

Career Services: assists all University of Manitoba students with career planning and job search questions. <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

Sexual Violence Support & Education

<http://umanitoba.ca/sexual-violence/>

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/> 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/> 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/> , 520 University Centre (204) 474-7423

Health and Wellness Educator: <http://umanitoba.ca/student-supports/student-health-and-wellness>
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>