



Desautels
FACULTY of MUSIC

Desautels Faculty of Music
Student Handbook

Post Baccalaureate

2020-2021

umanitoba.ca/music

Twitter: [Desautels@FacultyofMusic](https://twitter.com/Desautels@FacultyofMusic)

Facebook: [DesautelsFacultyofMusic](https://www.facebook.com/DesautelsFacultyofMusic) / [desautelsjazzstudies](https://www.facebook.com/desautelsjazzstudies)

Instagram: [@desautelsmusic](https://www.instagram.com/desautelsmusic)

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Contents

1. Introduction -----	4-8
Vision and Mission	
Message from the Dean	
Staff Contact List	
2. General Information -----	8-13
Registration and Fees	
Important Dates and Deadlines	
Photo Identification Card	
Activate UM Net ID	
Practice Rooms	
Allotted Time	
Terms and Conditions	
Middays	
Respectful Work and Learning Environment (RWLE)	
Scent-Free and Smoking on Campus	
Security Services	
3. Desautels Faculty of Music Student Association (FMSA) -----	13-15
Message from the FMSA Council	
Lockers	
Instrument Storage Lockers	
Books & Outerwear Lockers	
Kitchenette Facilities	
4. Eckhardt-Gramatté Music Library -----	15-16
Library Hours	
Loan Periods	
Fines	
Library Card	
Computer Facilities & Printing/Copying	
Writing Tutor	
5. Major Practical Study (Classical) -----	16-18
Lesson Format	
Accompanists	
Jury examinations	
Jury Length	
Major Practical Study Grading	
Jury Repertoire Booklets	
6. Major Practical Study (Jazz) -----	18-21
Lesson Format	
Masterclasses	
Jury examinations	
Jury Length	
Criteria for Jury Grading	

Jury Repertoire and Repertoire Booklets	
7. Credit Recitals	21-23
Lesson Format for Recitals	
Recital Booking	
Recital Times and Lengths	
Recital Grading	
Copyright Regulations	
8. Ensemble Placement	23
9. Academic Progress and Policies	24-26
Scholastic Progress	
Attendance	
Academic Dishonesty	
Undergraduate Grade Appeals	
Appeal of Final Grade	
Appeal of Term Work	
Professor/Course Evaluation	
10. Facilities and Equipment	26-27
Respect for Facilities and Equipment	
Room Bookings	
Middays	
Recording Session Information	
Equipment Loans	
11. Student Employment Opportunities	27-28
12. Student Support Services	28

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	204-474-7380	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
- Credit Recital programs
- Ensemble performance tickets
- Master's of Music Program requirements
- Forms for Faculty of Graduate Studies

Communications Assistant, Sarah Bumphrey

Sarah.Bumphrey@umanitoba.ca

- Changes/additions/corrections to the website
- News stories/events to advertise
- Weekly events
- 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

Area Heads

Area	Name	Contact Info
Brass	Richard Gillis	204-474-6215 Richard.Gillis@umanitoba.ca
Choir	Elroy Friesen	204-474-6016 Elroy.Friesen@umanitoba.ca
Collaborative Piano	Judy Kehler Siebert	204-474-8564 Judith.KehlerSiebert@umanitoba.ca
Composition	Orjan Sandred	204-474-9721 Orjan.Sandred@umanitoba.ca
	Gordon Fitzell	204-474-7281 Gordon.Fitzell@umanitoba.ca
Education	Jody Stark	204-474-6194 Jody.Stark@umanitoba.ca
Jazz	Will Bonness	204-474-9430 William.Bonness@umanitoba.ca
Music Research – Musicology & Music Theory	David Byrne	204-474-6015 David.Byrne@umanitoba.ca

Piano	David Moroz	204-474-9595 David.Moroz@umanitoba.ca
Strings	Oleg Pokhanovski	204-474-8637 Oleg.Pokhanovski@umanitoba.ca
Voice	Mel Braun	204-474-8774 Mel.Braun@umanitoba.ca
Bands	Jacque Dawson	204-474-1663 Jacqueline.Dawson@umanitoba.ca
Woodwinds	Allen Harrington	204-474-7359 Allen.Harrington@umanitoba.ca

For more information regarding the **Jury Examination and Credit Recital process**, please contact Allen Harrington at 204-474-7359 or Allen.Harrington@umanitoba.ca (for Classical) or Karly Epp at 204-272-1502 or Karly.Epp@umanitoba.ca (for Jazz).

Collaborative Pianists

Students are responsible for hiring a Collaborative Pianist for Credit Recitals and Jury Examinations. Please use the contact information below to connect with a Collaborative Pianist:

Cary Denby	204-223-8565	Cary.Denby@umanitoba.ca
Megan Duftrat	204-391-5507	MeganBeth.Duftrat@umanitoba.ca
Deena Grier	204-998-5590	Deena.grier@gmail.com
Lisa Rumpel	204-390-5121	Lisa.Rumpel@umanitoba.ca

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 below

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 they sit for examinations
- Bus Pass, along with a PEG-GO card
- Access to 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.

Carry your Photo 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. If you are having trouble with any of these services [chat with IST here](#). (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:

Post-Baccalaureate	2 hours/day if registered for Major Practical Study AND Recital
Post-Baccalaureate	1 hour/day if registered for Major Practical Study OR Recital

Terms and Conditions:

- The student shall use the practice rooms only for their intended purpose of musical development and study.
- Students shall not allow non-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.

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 be 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 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. 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 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@gamil.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 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

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. 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).

Book & 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, 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 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.

Policy previous to COVID-19:

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>

Please visit us if you need help! The primary responsibility of all our staff is to assist you in using library materials for your coursework, ensembles, and major practical study.

Online Resource Guide: <https://libguides.lib.umanitoba.ca/musicguide>

Activate your 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

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

Loan Periods

Item	Loan Period
<i>Books and scores</i>	<i>Semester-long</i>
<i>Periodicals</i>	<i>7 days</i>
<i>VHS/DVD</i>	<i>14 days</i>
<i>Music CDs</i>	<i>3 days</i>
<i>Other materials</i>	<i>Consult staff</i>

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

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 tutors

This is a completely free, very useful service for all students. Appointment bookings and more information are available online at: <http://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study#individual-tutoring>

5. Major Practical Study (Classical): MUSC 5400

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

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.**

It is expected that each student will prepare an average of 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 and repertoire development.

Please note that for the Fall 2020 term, 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.

Collaborative Pianists

Students are responsible for hiring a Collaborative Pianist for their Credit Recitals and Jury Examinations.

Jury Examinations

Students are NOT required to perform a Jury Examination for Major Practical Study course MUSC 5400 if they are registered in a credit recital that year. However, students who are registered in Major Practical Study, but not in Recital in the same year are required to have a Jury Examination.

When performing a Jury Examination, the student will perform for a jury panel consisting of faculty members, normally at the end of term in April. The student's instructor can be present at the jury, but does not participate in the jury mark. Members of the jury give marks independently without consultation. To arrive at the final jury mark, the Desautels Faculty of Music office averages the jurors' 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. While it is expected that the majority of the music performed on the Major Practical Study 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. Juries and recitals for Post-Baccalaureate Students will demonstrate a quality that represents progress beyond the fourth year level.

Jury and Recital 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 juries may be allowed with the permission of the Associate Dean. A deferred jury is considered an incomplete in the course and this (incomplete) will constitute the grade submitted until the deferred exam is taken.

Jury Length

MUSC 5400	25 minutes of music if NOT registered for Post- Bacc. Recital in the same academic year
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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 5400 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

Further Major Practical Study Grading Policies

1. 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.
2. 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.

Repertoire Booklets

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 all the repertoire that has been prepared for the examination and repertoire that has been studied throughout the year. **The Major Practical Study instructor must sign the repertoire booklet prior to the jury.**

Students must bring their repertoire booklets to their juries and are responsible for retrieving the books after their jury exams are complete.

6. Major Practical Study (Jazz Studies): MUSC 5400

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

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.**

It is expected that each student will prepare an average of two to three hours per day for a total of 14 to 21 hours per week. Each student will discuss with his/her professor the goals for the year in terms of technical achievement and repertoire development.

Please note that for the Fall 2020 term, 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.

Masterclasses

All masterclasses during the Fall 2020 term will be remote, with the exception of one monthly in-person Masterclass in each area. Your Area Head will contact you with information about the remote and in-person Masterclasses.

Attending Masterclasses is an important part of Major Practical Study at the Desautels Faculty of Music.

Woodwind	Fridays	2:30 pm – 4:00 pm	T2-166
Guitar	Tuesdays	3:00 pm – 5:00 pm	Eva Clare Hall
Voice	Thursdays	3:30 pm – 5:00 pm	T2-266
Cello	Thursday	1:00 pm – 3:00 pm	Eva Clare Hall
Violin/Viola	Tuesdays	1:00 pm – 3:00 pm	T2-166
Percussion	Fridays	2:30 pm – 4:30 pm	T2-145
Brass	Fridays	2:30 pm – 4:00 pm	T2-166
Piano	Fridays	2:30 pm – 4:30 pm	Individual Studios

Jazz Masterclass Attendance Policy 2020 – 2021

Throughout this document, 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.

Jury Examinations

Students are not required to perform a jury for Major Practical Study course if they are registered in a credit recital that year.

When playing a jury examination the student will perform for a jury panel consisting of faculty members, normally at the end of term in April. The student's instructor is present at the jury, but does not participate in the jury mark. Members of the jury give marks independently without consultation. To arrive at the final jury mark, the Desautels Faculty of Music office averages the jurors' 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 juries may be allowed with the permission of the Associate Dean. 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.

Students must be supported by at least two other musicians: Accompanying musicians may be students, professionals, or community musicians. U of M Faculty and sessional instructors are excluded.

The student is responsible for assembling and rehearsing his or her ensemble.

Jury Length

MUSC 5400	30 minutes if NOT registered for Post- Bacc. Recital in the same academic year
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Criteria for Jury 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 Repertoire and Repertoire Booklets

The student must provide the jury panel with charts for three compositions that 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 will do an evaluation of the charts.

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

For students registered in MUSC 5400, one of the three required compositions must be an original. As students progress through the program, they must be prepared to perform any tune listed in the repertoire book at the jury as a solo.

The Major Practical Study instructor must sign the repertoire booklet prior to the jury.

7. Credit Recital: MUSC 5560

Elements of this procedure 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.

Post-Baccalaureate students are required to present one credit recital.

Lesson Format for Recitals

Students registered for MUSC 5560 (Recital) will receive 0.5 hours of instruction per week (13 hours of instruction per academic year). 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.

Recital Booking

Elements of this procedure 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.

To book the 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 month 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 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 Student Advisor a **minimum of one month before the Credit Recital.** <http://umanitoba.ca/faculties/music/forms/224.html>)

Finalized 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 Faculty of Music office will print 30 copies of the recital programs.

Classical Credit Recital Completion Checklist

- Work with Major Practical Study teacher to set up a date.
- Students are responsible for hiring a Collaborative Pianist and confirming their availability.
- Complete the Undergraduate Credit Recital Booking Form (Classical) at least two months prior to the date of the Credit Recital. Please note that January 31 is the final date for booking of Credit Recitals, even if the Credit Recital occurs more than two months past that date. The form can be found at the Reception Office or online: <https://umanitoba.ca/faculties/music/forms/224.html>.

- Book the venue with Sue Stone Scott (Sue.StoneScott@umanitoba.ca).
- Pay the \$100 fee at the Reception Office.
- Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) to book the dress rehearsal. (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.)
- Prepare the Recital Program Approval Form in conjunction with your Major Practical Study Instructor (<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:
 - Classical: Allen Harrington at Allen.Harrington@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. The office is open from 8:30 am – 4:30 pm, Monday to Friday.

Jazz Student (Undergraduate and Post-Baccalaureate) 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.

Recital times and Lengths

The MUSC 5560 Credit Recitals will normally contain 50-65 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.

Policy previous to COVID-19:

Credit Recital for MUSC 5560: Monday-Saturday at 8:00 pm.

*The MUSC 5560 recitals will contain 65-70 minutes of repertoire depending on the instrument or voice. This should include all pauses, and will have a ten minute intermission and **not** exceed 90 minutes in length.*

Credit recitals should be treated as professional engagements. Students 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 and room in Tache building 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 Eva Clare Hall, it is the student's responsibility to provide a recording of the recital for the Music library archives.

Recital Grading

A recital panel (which has been approved by the Desautels Faculty of Music) will assign grades for credit recitals. This panel may include the student's MPS instructor.

The members of the panel will meet after the recital and determine a single letter grade. A comment sheet from each of the panel members will be returned to the student within two weeks of the performance. Comments are written so that the mark given is reflective of the weight of the comments.

Copyright Regulations

Copyright regulations require that performers be in possession of original scores of music to be performed. While you may perform from copies, they 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 to be provided to the Student Advisor when submitting the Recital Program Approval Form. The Eckhardt-Gramatté Music Library is a good source for scores.

8. Ensemble Placement

Ensemble placement will normally be in an ensemble relevant to the student's major practical study area/program of study. Students wishing to participate in more than two ensembles or in an area other than their major practical study area must complete the **Request for Exception to Undergraduate Ensemble Regulations** form by the end of the first full week of classes. All students are expected to complete an audition for at least one large ensemble, regardless of any requests for exception.

Final decisions regarding special requests will be made by the Associate Dean in consultation with ensemble directors where necessary. The Associate Dean will communicate this decision to the student

9. 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 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). 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 Faculty of Music, with the following exception: where a jury mark of “D” has been assigned in Major Practical Study, the juried examination may be reheard prior to the next registration.

Repeat Rule

Subject to Faculty regulations, required Music 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.

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, (online) 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

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.

10. 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

Due to COVID-19, Eva Clare Hall is currently unavailable for bookings.

Policy previous to COVID-19:

To book Eva Clare Hall and Rooms in Tache 2, email Sue.StoneScott@umanitoba.ca with your booking request.

Please note: With the exception of Eva Clare Hall, our faculty's facilities and equipment are used only for credit-related activities.

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

Middays

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

Policy previous to COVID-19:

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

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.

11. 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

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.

12. 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>