

PRE-COLLEGE DIVISION

Honors Music Program



DEVELOPING THE COMPLETE MUSICIAN

*Westminster Conservatory of Music
The Community Music School of
Westminster College of the Arts of Rider University*

STUDENT HANDBOOK 2021–2022

www.honorsmusicprogram.com

MESSAGE FROM THE DIRECTOR

Welcome to all new and returning students. You join over 500 young students before you who have treasured the enriching opportunities provided by this visionary program.

In 1988, Ena Barton, Carmen Mateiescu, and Rachel Heard conceived of a program for Westminster Conservatory's most serious students that could offer a curriculum then unavailable to classical music students in New Jersey. The resulting Young Artist Certificate Program (YAP) included: classes in Music History, Music Theory, and Chamber Music; master classes; and recitals. It served twenty-five eager students. Under the leadership of Directors Rita Shklar, Linda Alford, Bob Diefendorf, and Alison Neely the program developed into central New Jersey's premiere pre-college music program.

In the new millennium, Ms. Neely expanded the program's offerings, doubled its student body and faculty, and renamed it the Honors Music Program (HMP). HMP attracts students like you, who are interested in stretching their capacities in its vibrant environment. Students may now choose their major (from Instrumentalist, Composer, and Vocalist) and may participate in the Young Artist Vocal and Jazz programs, the Senior Year Curriculum, and HMP Outreach Concerts.

Esmá Pasić-Filipović

Director, The Honors Music Program

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AREAS OF STUDY

Dalcroze Training

Dalcroze classes give students an understanding of music's fundamental concepts, expressive meanings, and deep connections to other arts and human activities, in group classes that incorporate movement activities and hands-on materials to enhance ear-training, rhythm, and the embodiment of musical performance. All students enrolled from September 2018 forward are required to take at least one year of Dalcroze training. More than one year is highly recommended.

Music Theory

Students begin with four levels of theory fundamentals and use the theory method of the Royal Conservatory of Music. Students proceed with HMP's own Advanced Placement Curriculum, which includes two years of *Harmony* and *Ear Training*. After completion of these four courses, students may register for the Advanced Placement Music Theory Exam through their local school district. Students advance to theory courses in *Counterpoint*, *Composition*, and *Analysis*.

Students must spend adequate time on weekly assignments (25 minutes to an hour per week). We recommend that homework be completed early in the week, while the lesson is fresh. Homework will be discussed in class. Students may choose to register for a standardized theory exam at year's end (Royal Conservatory or the Associated Board of the Royal School of Music's exams). Registration fees for theory exams are not included in tuition.

Music History

In Music History, we develop students' ears and minds through listening and lively discussions about music. Weekly classes explore the evolution of western music, and encourage critical thinking about the repertoire in musical and historical contexts. Classes also include lectures, presentations, and performances. Assessments may include listening and brief written responses, quizzes and tests, and presentations.

Students take a two-year survey: I. *Music of the Baroque and Classical Periods*, and II. *Music of the Romantic and Contemporary Periods*. Advanced students attend electives: *Musical Style and Analysis*, *Contemporary Music Seminar*, *Ethnomusicology*, and *21st Century Music*.

Chamber Music

Chamber music study is the cornerstone for instrumentalists. Students are placed in an ensemble and meet weekly with their instructor. Ensembles prepare repertoire for performance in the HMP Chamber Music Concerts at the end of each semester.

Students' private instrument teachers will approve the chamber music repertoire as appropriate for the student and support the student's work on that repertoire.

HMP students are serious and dedicated about chamber preparation. Daily individual practice by each ensemble member and a monthly group rehearsal without the instructor is required. Failure to rehearse monthly will affect their grade. Students must exchange contact information and notify partners if they will be absent. Students may arrange for Conservatory rehearsal space through the office, or if that is unavailable, in homes, or an outside location. These extra group rehearsals must be reported to the coach and the HMP Assistant. A coach may require extra sessions prior to a performance; families register for extra sessions through the Conservatory office and will be billed for a share of the session(s).

Jazz

Jazz study covers the basics of improvisation, beginning in *Musicianship Skills*, progressing to *Jazz 1* and *2*, and advancing to work in *Jazz Combos*. The hands-on style of learning chord progressions, jazz forms, techniques, and styles includes playing

with teachers and classmates each week. Through the study of jazz, students integrate their theory knowledge and enhance their total musicianship. Homework assignments include daily improvisation practice, listening, dictation, and composition.

Summer Preparation

Returning students should review last year's material, play through pieces with improvisation, practice scales and chord functions, and review worksheets. They must know and practice all major and natural minor scales and review seventh chords. Most importantly, listen to and enjoy jazz and blues music!

Classes for Vocalists

The HMP Vocal program offers performance-oriented and academic classes geared to the needs of the serious young classical singer. The curriculum includes HMP courses in *Music History* and *Music Theory*, attended with other HMP students, as well as *Vocal Skills*, *Vocal Diction*, and *Vocal Repertoire*, attended only by vocalists.

Vocal Development

In the *Vocal Skills* class, voice students work on vocal technique, poise and stage deportment, and vocal independence. Class work will include some ensemble singing and the opportunity to work on solo repertoire with a pianist.

Language and Diction for Singers

Vocal Diction presents students with the fundamentals of language and singing diction. IPA and pronunciation rules are studied for Italian, English, Latin, French, German, and Spanish, with Russian added later in their studies.

Vocal Repertoire

Students work on repertoire in this class, addressing performance practice and stage presence as well as musical, textual, and dramatic considerations. The instructor works in conjunction with the student's private teacher to select appropriate solo repertoire. In class, students work with an accompanist and benefit from a hands-on approach to style and literature. Upon recommendation by the vocal instructor, singers perform in the Solo Recitals at the end of each semester. Students also work together and rehearse in small chamber music ensembles. Polished repertoire is performed in the HMP Chamber Music Concerts.

Vocal Seminars

Four or five lecture/demonstration classes are presented during the year. Topics include Audition Skills, Monologues and Acting Basics, Vocal Health and Anatomy, Baroque Ornamentation, and Performance Anxiety.

Performance Classes

Instrumentalists only

Four times a year, instrumentalists will perform solo music in Performance Class following their Saturday classes. These classes develop performance skills in a friendly working environment, and students gain confidence and comfort with their repertoire. Classmates take turns performing and receiving feedback from the master clinician, which is advantageous in preparing for evaluations, competitions, or auditions.

The student's private teacher selects solo repertoire, prepares the student for each class, and makes reasonable performance cuts if a work exceeds five minutes. A student **may not repeat a piece** during the year. Memorization is preferred.

Students must bring their scores to class for the instructor's reference. They should take notes on comments and bring their own recording device. Performance Class assignments and locations are posted on the website's "Performance Classes" page.

Vocal and Composition majors do not participate in Performance Classes. Parents may not attend Performance Class.

Workshops and Special Events

A fall Masterclass and spring Jazz Workshop are included in the HMP tuition. Attendance at both is required.

These and other optional events, field trips, and concerts are posted on the website's "Announcements" page and in Google

Classroom. (Additional fees may be required for the optional ones.) All are special opportunities to experience music together and to enjoy the HMP community, and all may be attended by students' families.

PROGRAM PROGRESSION

Course Scheduling

HMP classes are held on Saturdays. On rare occasions, students are able to take theory classes or meet with their chamber group during the week. A student may have a free period on Saturdays between classes. The HMP staff tries its best to make an optimal schedule for all of our students, but there are situations when it is not possible. Generally, the younger students have classes in the morning hours and the older students in the late morning/early afternoon.

Acceleration

Some courses may be completed by registering for a tutorial and students have options for summer theory acceleration. High school students wishing to prepare for the AP exam or to complete the required two *Music History* Survey courses should consider acceleration. Students may also take classes beyond the regular course load during the school year. These options can be discussed with the HMP Director; additional tuition charges may apply.

Grades

The personal nature of HMP evaluation is a highlight of our program. Each semester students are awarded a grade of *High Honors*, *Honors*, *Merit*, *Pass*, or *Fail*.

High Honors (GPA Equivalent of 4): Student has demonstrated a comprehensive understanding of the course content and completed all assignments on time and to the satisfaction of the teacher, has been a leader in the classroom, consistently contributing to class discussion, and demonstrating a solid work ethic.

Honors (GPA Equivalent of 3): Student has demonstrated a comprehensive understanding of the course content, completed all assignments on time and to the satisfaction of the teacher, any absences have been excused and the missed work made up promptly.

Merit (GPA Equivalent of 2): Student has demonstrated a working knowledge of the course material and displays a solid work ethic, has shown consistent improvement throughout the semester, a majority of the homework was completed on time, most absences have been excused and all missed work made up.

Pass (GPA Equivalent of 1): Student has completed the minimum requirements of the course, but homework was not consistently completed to the teacher's satisfaction, absences have not been excused, and/or work was not always made up promptly.

Fail (GPA Equivalent of 0): Student has not completed the work necessary to pass the course.

Grades are based on preparation, test and quiz results, participation, and attendance. If a student fails a subject, it must be taken again as soon as it is next offered. (Juniors and Seniors should be aware that *Music History* classes are offered in alternating years, therefore cannot be taken the following year.)

The grade reports are mailed to the family, and grades are recorded on the student's transcript. Instructors' comments are both positive and constructive, designed to motivate the student towards achieving his or her potential, but are not part of the student's transcript.

Tutoring

If a student needs assistance with coursework, we encourage families to register for one or more tutoring sessions. Parents should contact the HMP instructor to discuss scheduling options, then send an email to the main office via Conservatory@Rider.edu. An online form will be available for use this academic year. Tutoring sessions are not covered in tuition.

CURRICULUM AND GRADUATION REQUIREMENTS

There are three levels of certificate in the program

- Graduate
- Graduate with Honors
- Graduate with High Honors

Graduation requires a minimum of 10 classes, which can normally be completed in three years. The student's theory level upon beginning the program determines the total time required to complete the course work. Many students choose to take theory tutorials over the summer in order to accelerate through the theory program.

A student's final year in the program is considered their "senior year."

Graduation Requirements for Instrumental Performance Majors

Graduate

Students must maintain a 2.0 GPA and complete:

- 2 years of Music History
- 2 years of Music Theory, including Harmony 2
- 1 Years of Jazz
- 2 years of Chamber Music
- 2 years of Aural Skills, including Ear Training 3
- 1 year of Dalcroze
- A half-hour recital (*See* recital requirements on page 10)

Graduate with Honors

In addition to finishing the requirements for graduation, students must obtain a 2.5 GPA and complete:

- 21st Century Music
- Jazz 2
- 2 academic electives
- A forty-five minute recital (*See* recital requirements on page 10)

Graduate with High Honors

In addition to finishing the requirements for graduation, students must obtain a 3.0 GPA and complete:

- 21st Century Music
- Jazz 2
- 3 academic electives
- 1 Jazz or Chamber Class
- A one-hour recital (*See* recital requirements on page 10)

Graduation Requirements for Composition Majors

Graduate

Students must maintain a 2.0 GPA and complete:

- 2 years of Music History, including 21st Century Music
- 2 years of Music Theory, including Harmony 2
- 2 years of composition
- Orchestration and Arranging
- 2 years of Aural Skills, including Ear Training 3
- 1 academic elective
- A half-hour recital featuring at least 2 original compositions (*See* recital requirements on page 10)
- 1 year of Dalcroze

Graduate with Honors

In addition to finishing the requirements for graduation, students must obtain a 2.5 GPA and complete:

- 1 year of Jazz
- 20th Century Theory
- 2 academic electives
- A forty-five minute recital featuring at least 3 original compositions (*See* recital requirements on page 10)

Graduate with High Honors

In addition to finishing the requirements for graduation, students must obtain a 3.0 GPA and complete:

- 1 year of Jazz
- 20th Century Theory
- Counterpoint
- 2 academic electives
- 1 performance class
- A one-hour recital featuring at least 3 original compositions (*See* recital requirements on page 10)

Graduation Requirements for Vocal Majors

Graduate

Students must maintain a 2.0 GPA and complete:

- 2 years of Music History
- 2 years of Music Theory, including Harmony 2
- 2 years of Aural Skills, including Ear Training 3
- 2 years of Diction
- 2 years of vocal repertoire
- A half-hour recital (*See* recital requirements on page 10)
- 1 year of Dalcroze

Graduate with Honors

In addition to finishing the requirements for graduation, students must obtain a 2.5 GPA and complete:

- 21st Century Music
- 2 academic electives
- A forty-five minute recital (*See* recital requirements on page 10)

Graduate with High Honors

In addition to finishing the requirements for graduation, students must obtain a 3.0 GPA and complete:

- 21st Century Music
- 3 academic electives
- A one-hour recital (*See* recital requirements below)

Electives (offered on a rotating basis)

- Counterpoint
- Conducting
- Composition
- Orchestration
- Special Topics (subjects vary by professor)
- 20th century Theory
- Form and analysis.

SENIOR YEAR

Senior Recitals

The crowning achievement for a young artist is the Senior Recital. This concert is produced entirely by the graduating student, who selects and executes every detail from the works to be performed to performers to be included. Senior Recitals are supervised by the Director. No more than 45 minutes of music should be prepared for presentation. A Westminster concert hall is provided and included in HMP tuition. Recital dates are requested by the student and are scheduled around Westminster College of the Arts events. A Senior Recital along with detailed program notes are required for graduation with all certificate levels.

College Admissions Support

Whether our students go on to conservatories or universities to major in other fields, their musical achievements and participation in HMP are valued by institutions of higher learning. Seniors who have fulfilled the requirements for HMP graduation may request college application support and recommendations. Families and seniors may meet with the Director to discuss options and to decide how to present the student's talent and accomplishments.

An HMP college packet is created and mailed to schools where the student is applying. The packet includes a Director's recommendation, the student's HMP transcript, community outreach participation if applicable, and press materials. The packet may be included as part of the "Arts Supplement" or may be used as a recommendation.

HMP DOUBLE MAJORS

Students may double major at HMP. While required to complete the graduation requirements for both programs, double majors may create a custom plan with the Director. Any student interested in a double major must follow the audition procedure for the both majors. Applicants for composition as a second major must submit their composition portfolio with three compositions to the Director by the application deadline. Double majors complete two evaluations, may perform on two instruments at the Solo Recitals, and play a single solo recital.

HMP POLICIES

Google Classroom

The Honors Music Program utilizes Google Classroom and requires all families to join the Family HMP Google Classroom and individual Google Classrooms as required by the teacher. Families will receive an invitation to join their classrooms at the beginning of each academic year.

On the HMP Family page you can easily access calendars, schedules, view announcements, and submit forms. Students over the age of 13 are also welcome to join all Honors Music Program Google Classrooms. Google Classroom contains no ads and never uses your content or student data for advertising purposes. Classroom is covered under the core G Suite for Education Terms of Service, which includes Family Educational Rights and Privacy Act of 1974 (FERPA) compliance.

The HMP Website: www.honorsmusicprogram.com

The HMP website is the main source of HMP information. Students and families must create their own accounts on our website and remain informed. There will be a delay after you request access as the Webmaster confirms all student accounts. Any website questions should be emailed to HMPAssistant@Rider.edu.

“MY HMP”

Access to this section of the website requires a password and contains weekly announcements, forms, and secure program information. Student photos and information are kept secure here.

Students are required to check the “Announcements” page and keep themselves informed weekly.

Policy Regarding Unsatisfactory Work or Behavior

HMP students are expected to take class assignments seriously, practice consistently, and be well-prepared for ensemble work. Please note the Westminster Conservatory discontinuance policy, reserving “the right to discontinue any student whose work or behavior is unsatisfactory; this includes frequent absences, tardiness, behavioral problems, lack of progress, or failure to abide by Conservatory policies.”

Enrollment

Auditions are held in June for the following academic year. Students may only join the program at the beginning of the fall semester.

Contracts

Families sign a program contract accepting HMP’s nine-month commitment, calendar and policies. Contracts are due by the Monday after Labor Day. The contract is comprised of three Google Forms (student, parent, and private teacher).

Arrival and Dismissal

The Conservatory office opens at 9:00 AM on Saturdays, and teachers begin classes on time. Buffer periods are provided to assist students moving from class to class and building to building. Students may eat snacks while passing between classes. Pickup is in front of Princeton Hall. Families should not meet in the main office at dismissal.

Office Hours

The main Conservatory office hours are Monday–Friday, 9:00 AM–5:00 PM. Conservatory Administrators are only in the office Monday–Friday. If you contact the office after 5:00 PM or on Saturday, you may have to wait until the next business day for a response.

Course Materials

All students need:

- A binder, a folder, pens, pencils, erasers, a metronome, and weekly access to the internet.
- Performance majors need a recording device for use in Performance Class or Vocal Repertoire Class.
- Music scores will be needed for chamber music or jazz classes and texts for vocal majors.

Student Mailboxes

Each student has a file folder in the main office, in their HMP Student Mailbox. Music, homework, or notes may be left here for the student to pick up. Students should check their mailboxes each Saturday.

Class Attendance

Students are allowed no more than two absences per semester per class. If a student is absent more than twice per class per semester, they will be dropped from that class, and must take it again the following year. There will be no financial reimbursement in such case.

Class Absences

All absences, including one from a single class, must be reported through the HMP website. In the case of Chamber Music and Jazz Combo, an absence must also be reported directly to the coach.

Unanticipated absences, as in the case of illness, should be phoned into the Conservatory office first thing Saturday morning at (609) 921-7104. Please tell the person answering the phone that you are an HMP student. *Do not email the Director with absences.*

How to report an absence online

- Log in to “MY HMP” on the HMP website
- In the drop-down menu click on “Report an Absence”
- Fill out the form and submit

Absences from Recitals or Performance Classes

Students absent from any of the four annual Performance Classes must report the absence through the HMP website, and a make-up class must be scheduled directly with the teacher. There is a \$35 charge for a make-up Performance Class. Only one Performance Class may be made up each year.

Students absent from a Solo Recital performance must perform at the next available date in the Westminster Conservatory student recital series. They will be responsible for obtaining an accompanist and any associated fees.

No absence is permitted from a Chamber Music Recital or Jazz Showcase performance.

Making Up Work

Students are responsible for material covered in class and for making up assignments. Contact the teacher regarding missed work/assignments. Teachers may place homework in the student’s mailbox/folder in the Conservatory’s main office. *Please check your mailbox regularly.*

If a quiz or test make-up is offered, it must be through mutual agreement between teacher and student regarding time and place.

Use of Cell Phones

Cell phones **should not be used** in class, unless a teacher requires students to have internet access for the course.

Academic Integrity

Students are permitted to do research from all available resources, but all submitted work must be their own. Plagiarism is prohibited. The Conservatory faculty abides by Rider University's academic integrity code. Further information is available at <http://catalog.rider.edu/policies/code-academic-integrity>.

Withdrawal from HMP

In cases of emergency withdrawal, notify the Director immediately. If a student must withdraw from HMP, the request must be made in writing through the main office and follows the Conservatory's withdrawal policy listed in the Conservatory catalog. The student may be readmitted to HMP in the future.

Should a student withdraw for reasons not considered an emergency (Early Withdrawal), it is unlikely that the student will be admitted back into HMP in the future. A portion of tuition is forfeited. Early Withdrawal must be made in writing and completed through the main office, following Conservatory policy.

EXTERNAL REQUIREMENTS

Private Study

All HMP Students

Students are required to study in weekly 45– or 60–minute private lessons with a teacher (instrumental or vocal) of their choice. Composition students are required to study with a composition teacher. The private teacher may be a member of the Westminster Conservatory faculty or a teacher unaffiliated with Westminster Conservatory. The teacher's support of the student's work is essential for success, and we value each teacher's opinion about the student's experience in HMP.

At the start of the semester the private teacher must approve, and may reject, the selected chamber music repertoire. We encourage teachers to communicate directly with HMP instructors or with the Director. Families serve as the link between HMP and the private teacher. *Be certain that your teacher has been informed of HMP performance requirements and dates.* Assure in the fall that a plan for the year is created providing ample preparation time for performances.

Attendance at a Professional Concert

Every student must attend at least one professional concert of classical music per year and write a report on it of no less than 400 words. This can include Westminster faculty concerts. The report must be submitted via the Google Form on the Honors Music Program website (the My HMP/Handbook and Forms page).

ONLINE SUBMISSION OF REPERTOIRE FOR PERFORMANCE CLASSES AND SOLO RECITALS

Students must submit their repertoire information through the HMP Google Classroom. *Please do not email it to the HMP Program Assistants or Director.* Observe deadlines listed in "Important Dates and Deadlines" document (available in Google Classroom).

How to Submit:

- Login to the Honors Music Program Google Classroom
- Go to the topic, Repertoire Submission
- Fill out the appropriate dated form for each performance by the listed deadline

CONCERTS

Solo Recitals

Each semester, the HMP presents concerts featuring students in solo performance. Private teachers select the repertoire and prepare the student to perform, with the total performance time not to exceed seven minutes. These performances are required and fulfill the Public Performance part of the Evaluation.

There are two concerts each semester. Students may request a specific time slot, but no guarantee is made for accommodation. Email the request and reason for it to HMPAssistant@Rider.edu at least one month in advance.

Deadlines Must Be Observed

Repertoire must be submitted online by the deadline. Students performing with the accompanist must also give the piano score to the office by the deadline. *Failure to meet deadlines will result in omission from the concert.*

Performing with the HMP Accompanist

Instrumentalists may perform with the HMP accompanist, Ms. Kathy Shanklin. One rehearsal and the performance are included in tuition. Students may choose to schedule additional rehearsals throughout the semester. These arrangements and associated fees are handled directly with Ms. Shanklin. Contact her by email at kathyss2424@gmail.com.

HMP Chamber Music Concerts

The Chamber Music Concerts feature all students enrolled in the HMP Chamber Music program. Two concerts are presented at the end of each semester.

Jazz Showcase

In March we feature our Jazz program in this special concert, where students in the Jazz program perform alongside our faculty. This event is funded by Mrs. Po Bharvaney and the Anil T. Bharvaney Memorial Fund in honor of HMP donor Anil T. Bharvaney, a jazz lover who lost his life on 9/11. John Paul Velez, the HMP Jazz Coordinator, directs the concert.

Community Outreach Concerts

Performance majors may participate in Outreach Concerts at local elder-care institutions or schools. Coordination of these service events is by HMP students and parent volunteers. Contact the Program Assistant if you would like to assist in Outreach concerts or have a suggestion for a location. Families provide transportation to and from the concert. Outreach Concert opportunities are posted on the “Announcements” section of the HMP website. *Westminster Conservatory is not responsible for students off-site and requires families to accept full responsibility for their child.*

Guidelines For Concert Performances

For Performers

Students must be in their seats 15 minutes before concerts, with instruments tuned and ready. **They may not perform and leave, but must remain through the conclusion of the concert.** Students may request a specific concert time in advance, if necessary, by emailing the Program Assistant one month ahead. The list of performers in each concert will be posted on the website’s “Announcement” page at least one week prior to the concert.

HMP Concert Dress

Semi-formal attire

Girls: Dress slacks or dress and dress shoes. Skirt length must be appropriate for an elevated stage.

Boys: Jacket, dress shirt, tie, dress slacks, dress shoes/dark socks.

Students must practice in concert attire to be sure clothes, jewelry, hairstyle, and shoes are comfortable and effective on stage. Shoes must be practical for walking on stairs or operating the piano pedal, hair pulled away from the face, and jewelry kept out of the way during bows. Instrumentalists should avoid rings and bracelets.

For Audience Members

Please bring family and friends to HMP concerts! Our mission includes developing classical music audiences.

For those of you new to the classical music concert setting, we provide the following information:

The hall must be quiet during performance. Silence cell phones or devices, and please also refrain from using them (for texting, games, reading, etc.). We encourage parents to bring children but request that children who may not be able to stay quiet for a two-hour concert remain at home. Latecomers wait until applause to quietly enter the hall and take seats. Applaud only at the conclusion of an entire piece—longer pieces may have sections (movements) separated by silence. **No flash photos may be taken during a performance.** Video recording is acceptable, but must be set up before the concert begins or at intermission. Please be considerate of others.

EVALUATIONS

Each year during Westminster Conservatory's spring evaluation week, students are evaluated in the area of their HMP major. Three members of the faculty provide written feedback on performances or on composers' compositions. Works for the evaluation are selected by the student and his/her private teacher, who prepare them together during the course of the year.

Scheduling the Evaluation

Students registered for private lessons through the Conservatory take their evaluation during evaluation week at a time close to the time of their weekly lesson. Students receive the evaluation time from their private teacher. Composition majors and students who study privately outside the Conservatory usually take their evaluation on the Saturday of evaluation week. These students will be notified of their evaluation time by the HMP Assistant.

Make-up Evaluations

If a student is unable to attend or to perform the required repertoire on their scheduled evaluation day, it is the student's responsibility to request a make-up date by emailing HMPAssistant@rider.edu. Make-up evaluations are scheduled during the summer and must be completed by July 1st. There is a \$60 charge for a make-up evaluation.

HMP Student Evaluation

HMP performance skills are evaluated on two occasions: in public performance at the Solo Recitals, and by faculty panel during evaluation week. Instrumentalists follow the *HMP Performance Curriculum* for their instrument, which includes repertoire guidelines as well as evaluation requirements, divided into levels.

Students need not advance through the levels sequentially; they may advance one level, repeat a level, or skip a level, at their private teacher's discretion. Student performances at the Solo Recitals are evaluated by the Director.

For the Evaluation, pieces performed on the Solo Recitals are not played again, but only the remaining repertoire of their level. Most Evaluations are 15 minutes; Evaluations for advanced students are 20 minutes.

Steps in Selecting Evaluation Levels

1. In the fall, the private teacher and student consult the *HMP Performance Curriculum** and select the most appropriate level for the student to complete that year.
2. The student submits that information through the *HMP Level Declaration Form*.*
3. The teacher chooses which pieces will be performed at the winter and spring Solo Recitals.
4. The student performs the remaining repertoire at the Evaluation.

*The *HMP Performance Curriculum* and *Evaluation Level Declaration Form* are located in on the website. Go to “MY HMP” and click on “Performance Curriculum.”

Evaluations for Composition Majors

Two weeks prior to Composition majors’ evaluations, each student submits his/her portfolio to Dr. Levesque. A panel reviews the portfolio and the student attends a 15–minute Evaluation with that faculty.

Portfolios must include three representative works composed within the last year and recordings of those works. Students must prepare to answer questions about aspects of their compositions including, but not limited to: compositional intent, pitch and rhythmic organization, harmony, and instrumentation. Students will receive written feedback on an evaluation form or notes written on the submitted score.

Parcia 3^{da} a Violino Solo sem q. Dobra

Westminster Conservatory Main Office

(609) 921-7104

101 Walnut Lane, Princeton, NJ 08540

HMP Administrative Staff

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Weather or Emergency Closing Hotline

(609) 219-2000, ext. 1

Information about emergency closings is posted on the "Announcement" page of the HMP website and is also available by calling the hotline.