



SEATTLE PACIFIC UNIVERSITY

MUSIC DEPARTMENT FACULTY HANDBOOK

2020-2021

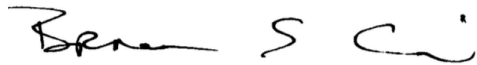
Introduction

The goal of this handbook is to provide adjunct faculty resources and information on the structures, policies, and procedures for the Music Department. It is not exhaustive and is only one of many tools that include the HR page, the student handbook, the university website, and the Music Department website.

In addition, please always seek assistance from your designated area head, the Program Coordinator, or the Chair of the Music Department. We will always do everything we can to solve the problem or answer the questions.

Like any organization, the structures and idiosyncrasies that govern our work can be complex. My hope is that this handbook will provide you with a helpful resource.

This handbook is a living document and can always be improved. I invite you to become part of the process of continually making our department more efficient, just, and effective. Please feel welcome to make suggestions to me on matters of organization or content that you think would be helpful.



Brian Kai Chin
Chair, Music Department
Seattle Pacific University

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Welcome to the Music Department at Seattle Pacific University. Know that you play a central role in the courses and programs we offer. This handbook is designed to help you become familiar with our operations and to serve as a reference guide for policies, procedures, and services. We are glad you have come on board and are here to assist you whenever possible.

DEPARTMENT CONTACTS

Music Department Chair: Dr. Brian Chin, chinb@spu.edu

Program Coordinator Music and Theatre, Bobbie Childers, bobbiec@spu.edu

Area Directors:

The SPU Music Department is divided into eight areas. Each area has a director who is in charge of communication, logistics, and coordination. These directors are your main point of contact and should be contacted first in case of questions. If there are still questions or concerns after reaching out to your area director, contact the Chair of the Music Department, Dr. Brian Chin, chinb@spu.edu, or the Program Coordinator, Bobbie Childers, bobbiec@spu.edu.

Director of Choral Music: Dr. Ryan Ellis, ellisr3@spu.edu

Director of Composition: Dr. Stephen Newby, newbys@spu.edu

Director of Instrumental Studies: Dr. Danny Helseth, dannyh@spu.edu

Director of Keyboard Studies: Dr. Dainius Vaičekonis, dainiusv@spu.edu

Director of Music Education: Professor Christopher Hanson, ctfhanson@spu.edu

Director of Music Therapy: Dr. Carlene Brown, browncj@spu.edu

Director of Music Production: Professor Micah Hayes, micahhayes@spu.edu

Director of Vocal Studies: Dr. Cherie Hughes, hughce4@spu.edu

Getting Started: Business Logistics

HUMAN RESOURCES WEBSITE LINKS:

1. [New Adjuncts: First Steps](#) - This page lists all the new hire tasks to complete, getting your email and Banner set up, and other important and helpful information.

ADJUNCT FACULTY STATUS

Adjunct faculty status operates on a quarter-to-quarter basis. It does not accrue toward regular faculty status or promotion as SPU and may not be accumulated for tenure, sabbaticals, or full-time faculty benefits.

CONTRACTING

Marci Walden (206-281-2350, mwalden@spu.edu), the College of Arts and Sciences (CAS) Budget Manager, issues all contracts for CAS adjunct faculty. Contracts are generally issued six to eight weeks prior to the start of the quarter. Contracts must be signed and returned by the date specified on the contract, and before the start date of the course. Contracts must be signed and returned by the date specified on the contract, and before the start date of the course so you are able to gain access to campus resources prior to the course beginning date.

If you are a first-time adjunct, Marci Walden will contact you to make an appointment to sign your I-9 form and W-4 form, and any other necessary paperwork.

Background checks are also required for new hires. These standard checks are performed by an outside vendor, and our Human Resources office will contact you with regard to this.

REQUIRED TRAINING MODULES FOR ALL FACULTY AND STAFF

All SPU employees are required to take the following training modules: Student privacy (FERPA), Preventing Harassment, Title IX, Accident Prevention, Campus Security Obligations Under Federal Law, and Coronaviruses and COVID-19. These will be taken online through SkillSoft. Details and links to required training modules are in [Adjunct's First Steps](#).

PAYROLL

If you have a question about a paycheck, contact Shawnda Antonucci, Payroll Supervisor at shawndar@spu.edu.

Receipt of your first paycheck is dependent upon the terms and timely completion of your contract. Your contract will detail anticipated payroll dates. Direct deposit is required for all SPU payroll processing and must be set up in Banner. Direct deposit instructions can be found on the Finance Office wiki site. <https://spu.edu/administration/finance/payroll>

EMAIL/FAX

A personal email account (*you@spu.edu*) is automatically generated for you once your contract and all necessary forms have been returned and processed through our Human Resources Department. Along with giving you access to your email, your user name, and email password are your credentials needed to access most campus computer services including Banner, Canvas, classroom podium computers, the computer available to you in the music adjunct office (Crawford 101) and the SPU library. You may wish to select a username more to your liking than the one automatically generated for you. This change can easily be made in Banner.

The Music/Theatre FAX is (206) 281-2430

IDENTIFICATION CARDS (SEA PAC PASS) and BUSINESS CARDS

SPU photo ID cards (your SEAPAC Pass) may be obtained from [Falcon Card Services](#), located in our University Services Office at 3220 Sixth Ave. W (Bldg. #29 on [Seattle Pacific University 2020 Campus Map](#)). University Services hours are Monday-Friday 9:00 a.m. – 4:30 p.m. They can also be reached at (206) 281- 2188 or campuscards@spu.edu. The SEA PAC Pass serves as identification, library card, may be used for food purchases on campus through Falcon Funds (Falcon Cards Services), and most importantly allows building access. Please carry your ID card with you whenever you are on campus. The identification card is valid for the length of your contract.

With the SEA PAC Pass, adjunct faculty can also receive discounts on admission to various SPU athletic events. For more information, please call the Athletic Office at (206) 281-2085 or visit their website at [SPU Athletics - Official Athletics Website](#).

Business Cards: Contact Bobbie Childers

KEYS

Most buildings on campus are entry-by-card-access with your SPU ID card. If your card does not work, call Safety and Security at 206-281-2922 or push the red button on the yellow box next to the door for assistance while remaining at that entrance. They will be able to check remotely why your card is not working and make adjustments or buzz you in. If you forget your keys, push the red button or call them to be buzzed in.

Bobbie Childers will order you keys from Safety and Security for 1) the Music and Theatre Office; 2) Crawford 101, which is the Adjunct Office with a computer and phone for your use while you are on campus; and 3) any other keys you might need. Safety and Security will notify you via email when your keys are ready to pick up (from Safety and Security). You will need to show a picture ID to sign for them. If you lose a key, notify Bobbie Childers and Safety and Security ASAP.

DUAL AUTHENTICATION (REQUIRED)

Two-Factor Authentication is a process by which you use both a password (something you know) and a registered security device such as a smartphone (something you have) to log into services. This technology ensures that even if a malicious user manages to acquire your account password, they will still be unable to log into the account without the something you have as well. Follow these steps to set up your required two-factor authentication:

1. Log into Banner
2. Open Personal Menu → Computer Accounts Menu → Manage Your Accounts
3. Under the Resources section you should see Duo Two-Factor Authentication
4. Continue to Setting Up Duo 2FA to finish setup

If you encounter any issues or questions following these steps, contact the CIS Help Desk in person at Lower Marston Hall, by phone at (206) 281-2982, or via [CIS HelpDesk](#). The Help Desk is open Monday through Friday, from 7:30 a.m. to 5:00 p.m.

OFFICE/TEACHING SPACE

Because of COVID-19, all individual instruction is via online only.* If you need a space from which to teach your SPU students, please contact your Area Head or Bobbie Childers.

***Exception is limited rehearsal time in Crawford 211 or Nickerson 103 for students preparing for their Autumn quarter student recital. By reservation and prior approval only.**

During Non-Covid times:

Crawford 101: Adjunct Office with a computer and phone for your use.

Crawford 106: Shared teaching space: There is a schedule on the door to reserve teaching days and times.

Beagle 208: Shared teaching space. In Non-Covid times used for Strings, Woodwinds, and Brass. Also used as a small ensemble room for student practice during the evenings. A schedule is on the door to reserve teaching days and times.

Nickerson: Vocal Teaching Spaces

MAIL/MAILBOX

All music faculty have a mailbox in the Music and Theatre Office located in the Crawford Music Building. SPU employees may also have personal packages delivered to campus. The address is: (Your name) Seattle Pacific University; 3307 Third Ave. West; Suite 310; Seattle, WA 98119. For more information about Mailing services: [Mailing & Copying Services](#)

PHONE VOICE MAIL

If you are issued a phone, please change your voicemail when you first log in by dialing 2700, #, your phone extension, then 000000. Listen to the prompts on what to do next. To listen to your voicemail from another phone, dial 206-281-2700, and follow the prompts.

You can also have your voice messages go directly to your computer. If you would like this option, contact CIS at 206-281-2982. Note: SPU phone services will be changing to TEAMS starting Fall Quarter, 2020. More information and training to come.

KITCHEN FACILITIES

Due to COVID-19, there are no kitchen facilities available on campus at this time.

PARKING

Parking in any campus lot is free after 6:00 p.m. and during the summer. Please do not park in spots specifically reserved for service vehicles or other designated SPU personnel. These spaces are clearly marked “Reserved.”

All vehicles must be registered with the Office of Safety and Security, in case of an emergency. This may be done through Banner. Go to the **Personal Menu > Parking and Commuting Menu > Vehicle Registration**.

If your class meets during the middle of the day, street parking may be challenging. You may also purchase a parking pass in Banner. Go to the **Personal Menu > Parking and Commuting Menu > Apply for a Parking Permit**. There are options for quarterly passes or daily passes.

Faculty and Classroom Resources

TIME SCHEDULE

The [Time Schedule](#) is an efficient resource for identifying when and where classes meet.

ACADEMIC DATES

The [Academic Calendar](#) shows class start dates, grade submission due dates, holidays, and other highlights.

EXAMS/FINALS SCHEDULE

Details of the exam schedule are listed in the [Finals Schedule](#). Please follow this schedule and ask your Area Department Head if you need assistance in determining the final exam schedule for your class.

FACULTY RESOURCES IN BANNER (CLASS ROSTERS, GRADING, ETC)

Adjunct faculty at Seattle Pacific University have online access to the "Faculty and Advisor Menu" in Banner. The Faculty and Advisor Menu enables faculty members to perform various functions. Some functions are exclusive to campus courses and faculty. Click [here](#) for instructions on looking up student information, viewing rosters, and entering grades.

CANVAS

The **Canvas** system is a web-based learning management system. Its primary uses include a location to distribute course documents, PowerPoint presentations, and other files via the web, yet restricted to your students alone. Canvas is a reliable communication tool for one-way email or online group discussions and provides grading management tools.

Initially, you may find only a few of the Canvas features useful for your class, but our students are very familiar with this resource and often expect to utilize it. Complete details about Canvas are available [on the SPU website](#).

Your students are automatically given access to your Canvas site. Only students who appear on your class roster in Banner should have access to your course materials in Canvas.

ZOOM PRO ACCOUNT FOR ONLINE CLASSES

If you have adjunct faculty status with the university, you can request a Zoom Pro account from Computer Information Systems (CIS) via Banner. Follow these [wiki steps](#) to request an account. A Pro account will allow you to host long meetings with dozens of participants, and gives you access to robust recording storage. For FERPA, confidentiality, and liability reasons, SPU classes should be taught (and recorded) within SPU systems (i.e. do not use your school district or other work account to teach an SPU class).

TEXTBOOK ORDERS

Textbooks may be ordered through the SPU Bookstore. Please email Christine Perkins at perkinc1@spu.edu to submit textbook information and initiate an order for your class. Feel free to call Emily at the SPU Bookstore at (206) 281-2172 with questions. In some cases, textbooks may have already been ordered based on materials used in previous quarters.

SYLLABI

A complete course syllabus is essential. The purpose of the syllabus is to provide clear communication about the goals and direction of the course and to formalize communication between the instructor and students in regard to academic and logistical expectations. This essential component to the academic experience, if clearly and carefully written, will enable the University to support the adjunct faculty if a concern or dispute arises from the participants.

Copies and samples of previous course syllabus are available, if needed. Please contact Bobbie Childers, Music and Theatre Program Coordinator for more information.

Each quarter, the department collects syllabi for all courses. Please email a copy of your syllabi to Bobbie Childers as soon as it is available.

Contact your Area Head (See next section) for the required content in a syllabi.

COPY MACHINE (MULTI-FUNCTION PRINTERS)

As an adjunct hire, you may use any/all Multi-Function Printers on campus. These units allow for printing, scanning, and faxing. Music's main MFP is located in the Music and Theatre Office in Crawford. To print to this copier, select "MFP-Crawford 202 on print-serv-01" as your desired print location. To make copies, tap your SPU ID card on the machine's card reader to activate the MFP.

You may make copies of materials there for your course, although as much as possible, please help us conserve paper and distribute things electronically whenever possible.

Please plan ahead for any special requests or large print projects. They must be copied through our FedEx Office Full Service Copying and require a minimum 24-hour turnaround time. Your completed copy requests will be returned to your mailbox.

Copies being made for personal use are available and will be charged to your SEA PAC card when accessing the copy machine.

Copyrighted Materials: You must verify that permission has been obtained to reproduce copyrighted materials. Details regarding copyright law can be found in the Academic Policy Manual: [Policies, Manuals, and Procedures](#).

LIBRARY/ MATERIALS ON RESERVE/ VIDEO RESERVE

SPU's Library offers collections, services and technology, as well as study/research/meeting space. Research assistance is provided by librarians with subject specialties in the sciences, humanities, religion, fine arts, social sciences, business, education, counseling and music.

Music has a librarian specialist, Liz Gruchala-Gilbert who is dedicated to our programs. She is an excellent resource. Contact Liz at lgg@spu.edu if you have questions or need support with library resources.

Adjunct faculty currently teaching for the university have access to library services. The open computer lab is available for students, faculty, and alumni use. Assigned class reading materials for students may be placed on reserve at the Circulation Desk. Forms are available at the library website.

Arrangements for videos are made with the staff member at the Reserves counter. Please allow 24 hours for processing your request. Please call the day supervisor at (206) 281-2415 or the evening supervisor at (206) 281-2786 for assistance.

LIBRARY HOURS

The Ames Library is currently closed due to COVID-19. Contactless pickup of library materials is available to the SPU community, and assistance is available.

For more information, call (206) 281-2228, or visit [Library](#) for updates and resources.

OFFICE SUPPLIES

Most supplies are available in the Music and Theatre Office. Contact Bobbie Childers (bobbiec@spu.edu) to acquire any additional office supplies you may need.

BOOKSTORE

Located across from the Student Union Building on West Berton, the SPU Bookstore supplies textbooks to support academic programs. A full array of supplies, general reading, books, gifts and personal items are available. Adjunct faculty or students with an SPU identification card receive a 10% discount on their purchases. Extended hours are available at the beginning of each quarter. Textbook buy-back is held the last three days of each academic quarter during finals week. SPU Bookstore phone (206) 281-2137, or visit the [The SPU Bookstore](#).

CLASSROOM TECHNOLOGY RESOURCES

For assistance in using any classroom technology (computers, projectors, sound systems, etc.) contact Computer & Information Services located in Lower Marston Hall, (206) 281-2982.

Most media needs are handled out of our Computer and Information Systems department. Media equipment is available on a first-come, first-served basis. For more information about requesting equipment please go to <https://wiki.spu.edu/display/CIS/Equipment+Checkout>. Please arrange by 3:00 p.m. the day before your equipment is needed.

EDUCATION TECHNOLOGY & MEDIA (ETM)

Education technology and media [ETM – Educational Technology Services](#) is located on the lower level of the SPU Library and houses instructional development resource library and non-print materials, which can help give faculty new ideas and directions with their classroom teaching. In addition, ETM offers a range of creative production services, which give faculty new media options for their content delivery. If you need help working with the audio, video, multimedia and/or the Internet, ITS is ready to assist you. The ITS help desk can be reached at (206) 281-2211 and is open the same hours as the SPU Library.

ETM is also your “go to” department for using technology in your teaching. They can help with questions about Canvas, Turnitin, Google Drive, Adobe, TechSmith Relay, YouTube, SPU iTunes U, and Poll Everywhere and other resources.

DISABILITY SUPPORT SERVICES FOR STUDENTS

You may be notified by SPU's Disability Support Services that one or more of your students require instructional and/or testing accommodations. If so, please read and become familiar with [Faculty Disability Support FAQ](#). If you require guidance on how to offer appropriate levels of support to students who require accommodations, please contact the Center for Learning at cfl@spu.edu or 206-281-2475.

ENTERING GRADES

The quarterly deadline for grade submission can be found on [SPU's online Academic Calendar 2020-2021](#). To submit grades, log into Banner and follow these steps.

1. Faculty and Advisor Menu
2. Faculty/Advisor Control Center
3. Select the term in which you are submitting grades
4. Select the CRN and select the course in which you are submitting grades
5. Click the drop-down menu under the 'Grade' column next to each student's name
6. Once all the grades have been entered, select 'Submit Changes.'

PROCEDURES FOR INSTRUCTOR EVALUATION

An important tool used to evaluate the quality and effectiveness of all courses and events is the feedback we receive from course evaluations. The Office of Institutional Research manages the course evaluation process which is done through Banner each quarter. Quick start instructions are as follows:

1. Log into Canvas at spu.edu/canvas or click the link that was sent to your SPU email account to begin providing feedback.
2. Navigate to a current term course from your Dashboard and select Student Feedback from the left-hand navigation menu.
3. If you do not have any active courses, go to Accounts -> Settings -> Student Feedback.
4. When the feedback has been released, you'll be able to view your results by selecting the chart icon for the course section you wish to view.
5. During the open feedback period, you'll be able to view response rates for the entire course, but not whether a specific individual submitted feedback.
6. Use the Reports tab to view the responses and export the raw data as needed.

*Note: Courses that do not meet the (5) minimum responses threshold will not be released, unless there is an aggregate across multiple sections of the same course.

Important Campus Resources

SAFETY & SECURITY/EMERGENCIES

Open 24 hours seven days a week. For on-campus emergencies, contact the Safety and Security Office at (206) 281-2911. (Dial 2911 from any campus telephone.) *For situations that are not emergencies but need Security's services, please dial 2922.* During the weekend and evening hours, escort service can be provided for you and your students by dialing 2922. Instructors are responsible to determine how to report any accidents off campus to the agency upon whose premises they are teaching. In addition, instructors should send Safety and Security a report of any and all accidents or security incidents.

CENTER FOR LEARNING/ DISABILITY SUPPORT SERVICES

The Center for Learning (located in lower Moyer Hall) offers class-strategy consultations, learning and reading consultations, writing tutors and other services for all students, and with special concern for students with disabilities who need special attention. Useful teaching tips for students with disabilities can be found by clicking [here](#). Resources for faculty can be found at their [website](#).

SNOW CLOSURE HOTLINE

The snow school closure hotline is (206) 281-2800. The recorded message gives information regarding delayed or canceled classes due to snow or severe weather conditions.

SPU CALENDAR

All SPU activities are listed on the [SPU Calendar](#). These events include special meetings, colloquiums, etc. The music department also has an in-house calendar where all music department events are listed. See Bobbie Childers for directions for downloading the calendar to your Outlook is in the Appendix.

CASH MACHINE

There is a Bank of America ATM located in Weter Hall. A US Bank machine is located outside the US Bank adjacent to the SPU Bookstore. A BECU machine kiosk can be found outside the north side of the SPU Bookstore.

CAMPUS DINING SERVICES

There are several on-campus options available for dining, including:

Gwinn Commons (cafeteria style, faculty meal plan available for purchase)

Corner Place Market – Mini mart with some “to-go” meals; Falcon’s Landing (in the Student Union Bldg); and Academic Perks coffee

Subway (across from Tiffany Loop on Third Avenue)

Common Grounds coffee shop (located in the Weter lounge area)

For more information see: [Campus Dining Services](#).

WORKOUT FACILITY/ GYM

Royal Brougham Pavilion Facilities are currently closed due to COVID-19. To check updated information: [SPU Athletics - Official Athletics Website](#)

*During the year, hours are subject to change based on school closings, holidays, and break schedules. For more information on the gymnasium at Royal Brougham call (206) 281-2085.

Important Campus Policies

COPYRIGHT LAW

Seattle Pacific University urges all adjunct faculty to adhere to the University's copyright requirements. Please see the Academic Policy Manual at [Policies, Manuals, and Procedures](#) for the University’s copyright guidelines.

STUDENT PRIVACY - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

All adjunct faculty are required to successfully complete the SPU FERPA test which is administered through Skillsoft through the Office of Human Resources. See the [Adjunct's First Steps](#) page for a link to instructions on how to complete FERPA training.

Seattle Pacific University is committed to protecting the right of privacy of all individuals about whom it holds information. Adjunct faculty represents the University and has responsibilities regarding access to personal information. Certain information is considered "private" and cannot be disclosed without the written permission of the student. This information includes grades and student schedules.

NONDISCRIMINATION

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age or disability in admissions and access to, or treatment or employment in its programs or activities. More details regarding the University's non-discrimination policies can be found at the [Human Resources](#) website.

SEXUAL HARASSMENT

Seattle Pacific University is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study and communicate with one another in an atmosphere free from unsolicited and unwelcome communication of a sexual nature. The sexual harassment policy and procedures are intended to provide fair and equitable treatment for both the complainant and the alleged harasser. More details regarding the University's sexual harassment policy can be found at the [Human Resources](#) website.

Music Department Specifics

PERSONNEL

Rebekah Rice: Dean of Arts and Humanities — College of Arts and Sciences

Brian Chin: Professor of Music; Chair of Music Department; Trumpet

Bobbie Childers: Program Coordinator for Music and Theatre

Dan Adams: Director of Percussion Studies and Percussion Ensemble

Sarah Bassingthwaighe: Instructor of Flute

Ryan Bede: Instructor of Voice

Beth Ann Bonnecroy: Director of Treble Choir; Instructor of Voice

Carlene J. Brown: Professor of Music; Director of Music Therapy

Lacey Brown: Instructor of Music Technology

Rodger Burnett: Instructor of French Horn

Myrna Capp: Assistant Professor of Music; Instructor of Piano

Edward Castro: Instructor of Trumpet

Julian Catford: Instructor of Guitar

Tim Cromeenes: Collaborative Pianist

Ryan Ellis: Assistant Professor of Music; Director of Choral Studies

Phillip Ferrell: Director of Gospel Choir

Alyssa Fridenmaker: Collaborative Pianist

Todd Gowers: Instructor of Bass/Double Bass

Christopher Hanson: Assistant Professor of Music; Director of Music Education and Orchestra;

Micah Hayes: Director of Music Production
 Bradley Hawkins: Instructor of Cello and Music Technology
 Danny Helseth: Assistant Professor of Music; Director of Instrumental Studies and Bands;
 Instructor of Euphonium/ Tuba
 Chérie Hughes: Assistant Professor of Music; Director of Vocal Studies;
 Susanne Hussong: Instructor of Harp
 Dana Jackson; Instructor of Bassoon
 Mary Kantor: Instructor of Clarinet
 Ed Kerr: Director of Worship Band
 Dan Kramlich: Instructor of Jazz History and Jazz Piano, Director of Jazz Ensemble
 David Krosschell: Instructor of Music Theory and Trombone
 Riley Kua: Collaborative Pianist
 Leslie Martin: Instructor of Organ/Piano/Harpsichord
 Jocelyn Mori: Instructor of Ethnomusicology
 Jamie Namkung: Instructor of Piano and Collaborative Pianist
 Stephen Michael Newby: Professor of Music; Director of Composition;
 Director of the Center Worship; Senior Advisor for Missional Excellence
 Andrew Romanick: Collaborative Pianist
 Julie Kae Sigars: Instructor of Voice
 Evan Smith: Instructor of Saxophone
 Robert Swan: Instructor of Piano
 Ilkka Talvi: Instructor of Violin
 Asta Vaičekonis: Instructor of Piano and Collaborative Pianist
 Dainius Vaičekonis: Assistant Professor of Music; Director of Keyboard Studies
 Linnea Wentworth: Instructor of Oboe
 Wendy Woolsey: Instructor of Music Therapy

FACULTY ADVISORS

Carlene Brown: Music Therapy
 Brian Chin: Music Production and Music Minors
 Christopher Hanson: Music Education
 Chérie Hughes: Vocal Performance and Research
 Stephen Newby: Composition, and Worship Arts Minor
 Dainius Vaičekonis: Keyboard Performance
 Danny Helseth: Instrumental Performance

PERFORMANCE AREA DIRECTORS

The SPU Music Department is divided into three performance areas based on instrument / vocal types. Each area has a director that is in charge of communication, logistics, and coordination. These area directors are your main point of contact and should be contacted first in case of questions. If there are still questions or concerns after reaching out to your area head, you should contact the Chair of the Music Department or the Program Coordinator.

The Performance Area Heads in 2020-21 are as follows:

Instrumental Studies: Danny Helseth

Vocal Studies: Chérie Hughes

Keyboard Studies: Dainius Vaičekonis

ACADEMIC AREA HEADS

Additionally, SPU Music is divided into areas based on major types. These Area Heads are your main and first point of contact for academic and programmatic questions. Further questions can be directed to the Chair of the Music Department or the Program Coordinator.

The heads of these areas in 2020-21 are as follows.

Composition: Stephen Newby

Production: Micah Hayes

Music Research: Chérie Hughes

Music Therapy: Carlene Brown

Music Education: Christopher Hanson

INDIVIDUAL INSTRUCTION

Each quarter equals a minimum of nine lessons.

In quarters where a student performs a jury and/or recital, the jury and/or recital will count as one of the 9 lessons.

Individual instruction is a privilege for music majors, music minors, and students participating in a large ensemble. Exceptions may be made on an individual basis such as a student needing to further build/refresh prior instrumental skills in order to play in a large ensemble.

- A student registered for individual instruction (one-credit) takes one half-hour lesson per week and is expected to practice at least five hours per week.
- A student registered for two credits of individual instruction takes a one-hour lesson per week and is expected to practice at least ten hours per week.
- Regular lessons and practice throughout the quarter are expected, and missed lessons are mutually negotiated by student and professor.
- Lessons missed because of school holidays will be made up at the convenience of the professor and student.

Obtaining a Lesson Time and Lesson Fees

Individual instruction requires an audition, and students must contact individual instructors to find a mutually agreeable time for lessons.

Fees per quarter *in addition to tuition* will be added to the SPU student account:

Half Hour Lesson (1 credit) \$175.00
 One Hour Lesson (2 credits) \$350.00

This fee structure helps to offset the cost of private instruction and includes a certain amount of prepaid access to a collaborative pianist. Official Music Majors and minors are not charged the extra \$175 fee on their 2nd credit of a set of lessons (charge is a flat \$175 per quarter *per set* of lessons (CRN) whether 1/2 hour or 1- hour lesson is taken).

Adding or Dropping Individual Lessons

Student Academic Services processes course additions and drops. No refunds are made after the first five class days. If a lesson has been given during this five-day period, the student will be charged a \$25 instruction fee for each half hour lesson to be paid directly to the professor.

Change of Individual Lesson Professor

A student wishing to change music performance professors must follow consultation procedures in this order: Consult and seek approval of (1) the current private instructor, (2) the proposed private instructor, (3) the area director (vocal, instrumental, or piano), and (4) Chair of department. All attempts will be made to match student desires in this area, but in cases of conflicting schedules and overloads, such transfers may not be able to be made immediately.

Upper Division Credit

Upper-division credit in performance is determined by the decision of the music faculty. Students needing to give a recital for their degree program (Performance, Music Education, and Music Therapy) will need to pass an Upper Division Jury for the faculty in their area PRIOR to registering for upper division lesson credit. Please contact your area head for specific repertoire requirements. Upper Division Juries are heard ONLY during regularly scheduled jury times at the end of each quarter. The student should sign up for two adjacent jury times.

Transfer students may audition for upper division status during the first week of the entering quarter. They will need to bring a completed copy of the Music Department Jury Form with them to their jury. Forms are available outside the Fine Arts office.

Performance Juries

All students studying privately (individual instruction) are required to do juries, regardless of major/minor status or class standing.

Performance juries are held on the last Friday at the end of each quarter (autumn, winter, and spring). Juries are graded and count as 1/3 (one third) of the student's individual instruction grade for that quarter. The private teacher's grade counts as the other 2/3 (two thirds).

As per your contract, the student's jury counts as one of your lessons for the quarter. Juries are broken into sections (percussion, woodwind, brass, and strings). We ask that you join the juries for your instrument area (on average, this is only a few hours). Please coordinate with your area head to plan for this.

Appointment sign-up sheets will be available on the bulletin board on the first floor of Crawford Music Building (CMB) approximately four weeks in advance of the juries.

Repertoire sheets are available outside the Music and Theatre Office. A copy of the repertoire sheet must be submitted by the student to the private instructor by Friday before the exams for signature and then handed to the adjudicators at the time of the student's jury. Students who have given a junior or senior recital during the quarter preceding a jury exam will not be required to take a jury exam in their performance area. For more detailed information, see the Jury Brochure.

Private Lessons for Pass/Fail

Lessons for Pass/Fail grade are available to non-music majors and those taking lessons on a second instrument. No jury or practicum performance is required. Does not count toward the performance requirements.

STUDIO/PRACTICUM

The Music Department hosts a weekly Studio or Practicum session every **Thursday from 10:30 - 11:30** that all students are required to attend. While it is not a part of your contract to attend, we believe that adjunct participation is important and are aiming for as much engagement from all adjunct faculty as possible. Please reach out to your area head regarding this, and know that we do have the ability to reimburse you for your time.

PIANIST REQUEST FORM

Students who are taking lessons and in need of a collaborative pianist must fill out the online [Pianist Request Form](#) found on the Music Department page of the SPU Website under “Student Resources.”

STUDENT RECRUITMENT SCHOLARSHIPS

Incoming students are able to audition each year in February. This pool of scholarship funds comes from tuition waivers and is explicitly dedicated to incoming/recruiting scholarships. Please direct students to our website or to spu.edu/auditions to sign up for a time.

Electronic video auditions are also accepted, and you will be contacted annually as students in your area apply.

All adjunct professors are encouraged to attend our auditions each year. We block off our auditions by area, so contact your heads for details. We group like instruments together so your time will not be wasted.

Each student accepted is awarded \$1500, and this award comes with a requirement to perform with us in ensembles of some sort and to take individual instruction. Awards are for all four years assuming the student is participating in good standing.

STUDENT MERIT ENDOWED SCHOLARSHIPS

Additionally, the music department has around ten endowed scholarship lines. The amounts awarded each year vary based on the stock market’s performance and each line comes with heavy stipulations on recipients. Contact your area heads for more information and to make recommendations.

ANNUAL GATHERING

The SPU Music Department hosts a gathering once per year at the beginning of the academic season. We ask you to attend - or write for permission to miss - as your only free service to the university. We will provide coffee and food!

FACULTY MEETINGS

As an adjunct, you are invited and welcome to attend the Faculty Meetings if you wish. Please contact the chair of the department if you would like to participate.

RECRUITMENT

We offer subsidies for those who wish to participate in recruiting for SPU Music (for example, if you would like to pitch in high schools).

We will pay \$25 for any 30-minute lesson with any prospective students. Again, connect with your area head.

MUSICIAN'S HEALTH AND SAFETY

Musician's Health and Injury Prevention

Within the past decade the number — and seriousness — of performance injuries has grown. This is an issue all musicians in all fields need to take seriously. The information on this page is provided to offer you resources in avoiding performance injuries.

If you believe you are developing a performance injury, don't hesitate to talk with your studio instructor and/or ensemble director. We also urge you to take advantage of resources and services available on campus to help you.

Campus Resources

Appointments can be made with the [Student Counseling Center](#) and [Health Services](#), both located in Watson Hall.

General

Musician's Health: <http://musicianshealth.com>

This website is an excellent resource that encompasses Musician's health, self-care for the musician, nutritional issues, stretches, and more.

Alexander Technique

The Complete Guide to the Alexander Technique: <https://alexandertechnique.com>

American Society for the Alexander Technique:
https://www.amsatonline.org/aws/AMSAT/pt/sp/what_is

Alexander Technique Constructive Rest Talk-Through:

<http://bodylearning.buzzsprout.com/382/222748-alexander-technique-constructive-rest-talk-through>

More links on General Musician's Health:

- [Performing Arts Medicine Association](#)

Hearing (Also see Appendix II below)

Basic Information on Hearing Health: <https://nasm.arts-accredit.org>

This site was created by NASM and PAMA as an in-depth resource regarding Musician's Hearing Health. It covers facts, basic information, information on protection of hearing for faculty and students alike.

More links on Musician's Hearing Health:

- Decibel Loudness Comparison Chart
<https://www.gcaudio.com/tips-tricks/decibel-loudness-comparison-chart/>
- Hearing Loss and Decibel Levels
<https://neworleansmusiciansclinic.org/wp-content/uploads/2019/08/Hearing.pdf>
- NASM-PAMA Advisories on Hearing Health <https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-hearing-health/>
- Study Finds Music Teachers at Risk of Hearing Loss
<https://www.sciencedaily.com/releases/2004/05/040519071721.htm>

Vocal Health

Protecting Your Vocal Health: Student Information Sheet: https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/6a_NASM_PAMA_NMH-Student_Information_Sheet-Standard-Vocal_June-2014.pdf

This resource created by NASM and PAMA gives basic information and helpful tips for vocalists.

More links on Vocal Health:

- Bastian Medical Media for Laryngology: <https://laryngopedia.com/>
- The National Center for Voice and Speech: http://www.ncvs.org/products_tutorial.html
- Singers Health: <http://www.singershealth.com/>

Musculoskeletal Health & Prevention (Also see Appendix III below)

Musicians and MSI: Symptoms and Types of Injuries:

<https://www.actsafe.ca/wp-content/uploads/2017/10/PA-Primer-Musicians-MSI.pdf>

An excellent description of the symptoms and pain levels associated with musculoskeletal injuries including detailed descriptions of tendon and muscle disorders, as well as nerve compression and entrapment.

More Links on Musculoskeletal Health:

- A Painful Melody: Repetitive Strain Injury Among Musicians <http://www.working-well.org/articles/pdf/Musicians.pdf>
- Alexander Technique: <https://www.alexandertechnique.com/>
- Body Map: <http://bodymap.org/main/>
- The Feldenkrais Method: <https://www.feldenkrais.com/>
- NASM-PAMA Advisories on Neuromusculoskeletal and Vocal Health <https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/>
- Rickover, Robert. *The Complete Guide to the Alexander Technique: Musicians and the Alexander Technique*. A great guide to the Alexander Technique and its application to vocalists and instrumentalists.
- Rush, Michelle. *Treatise*. This composition gives an excellent introduction to musician injuries in string players and reviews a large quantity of books and articles for further research.
- What Makes Musicians Prone to Repetitive Strain Injuries? <https://www.musicianshealth.com/rsi-prevention-guidelines/>

Psychological Health

Coping with Music Performance Anxiety:

<https://people.uwec.edu/rasarla/research/stress/index.htm>

This website created by the University of Wisconsin Eau-Claire covers the topic of performance anxiety. It gives a definition of anxiety disorders, ways to manage anxiety, and more resources on the subject.

More links on Psychological Health:

- Performance Anxiety <https://www.webmd.com/anxiety-panic/guide/stage-fright-performance-anxiety#1>
- Books: *Inner Game of Tennis*; *Playing Your Best When It Counts*; *The Musician's Way*; *Performance Success: Performing Your Best Under Pressure*; *Fight Your Fear and Win: Seven Skills for Performing Your Best Under Pressure—At Work, In Sports, On Stage*; *A Soprano on Her Head*

APPENDIX I

Noise-Induced Hearing Loss: Student Information

- Welcome to music study at Seattle Pacific University.
- Hearing health is essential to your lifelong success as a musician.
- Noise-induced hearing loss is largely preventable. You must avoid overexposure to loud sounds, especially for long periods of time.
- The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms.
- Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing.
- Risk of hearing loss is based on a combination of sound or loudness intensity and duration.
- Recommended maximum daily exposure times (NIOSH)* to sounds at or above 85 dB are as follows:
 85 dB (vacuum cleaner, MP3 player at 1/3 volume) – 8 hours
 90 dB (blender, hair dryer) – 2 hours
 94 dB (MP3 player at 1/2 volume) – 1 hour
 100 dB (MP3 player at full volume, lawnmower) – 15 minutes
 110 dB (rock concert, power tools) – 2 minutes
 120 dB (jet planes at take-off) – without ear protection, sound damage is almost immediate
- Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss. Be mindful of those MP3 earbuds. See chart above.
- The use of earplugs and earmuffs helps to protect your hearing health.
- Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily basis.
- It is important to follow basic hearing health guidelines established by OSHA*.
- It is also important to study this issue and learn more (see resources below).
- If you are concerned about your personal hearing health, talk with a medical professional.

- If you are concerned about your hearing health in relationship to your program of study, consult your private instruction faculty member or any faculty member in the department.
- This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA)*.

APPENDIX II

Protecting Your Neuromusculoskeletal Health: Student Information Sheet

- Neuromusculoskeletal health is essential to your lifelong success as a musician.
- Practicing and performing music is physically demanding.
- Musicians are susceptible to numerous neuromusculoskeletal disorders.
- Some musculoskeletal disorders are related to behavior; others are genetic; still others are the result of trauma or injury. Some genetic conditions can increase a person's risk of developing certain behavior-related neuromusculoskeletal disorders.
- Many neuromusculoskeletal disorders and conditions are preventable and/or treatable.
- Sufficient physical and musical warm-up time is important.
- Proper body alignment and correct physical technique are essential.
- Regular breaks during practice and rehearsal are vital in order to prevent undue physical stress and strain.
- It is important to set a reasonable limit on the amount of time that you will practice in a day.
- Avoid sudden increases in practice times.
- Know your body and its limits, and avoid "overdoing it."
- Maintain healthy habits. Safeguard your physical and mental health.
- Day-to-day decisions can impact your neuro-musculoskeletal health, both now and in the future. Since muscle and joint strains and a myriad of other injuries can occur in and out of school, you also need to learn more and take care of your own neuromusculoskeletal health on a daily basis, particularly with regard to your performing medium and area of specialization.

- If you are concerned about your personal neuromusculoskeletal health, talk with a medical professional.
- If you are concerned about your neuromusculoskeletal health in relationship to your program of study, consult your private instruction faculty member or any faculty member in the department.
- This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, check out other NASM-PAMA health documents, located on the NASM Web site at:
<https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/>

APPENDIX III

Protecting Your Vocal Health: Student Information

- Vocal health is important for all musicians and essential to lifelong success for singers.
- Understanding basic care of the voice is essential for musicians who speak, sing, and rehearse or teach others.
- Practicing, rehearsing, and performing music is physically demanding.
- Musicians are susceptible to numerous vocal disorders.
- Many vocal disorders and conditions are preventable and/or treatable.
- Sufficient warm-up time is important.
- Begin warming up mid-range, and then slowly work outward to vocal pitch extremes.
- Proper alignment, adequate breath support, and correct physical technique are essential.
- Regular breaks during practice and rehearsal are vital in order to prevent undue physical or vocal stress and strain.
- It is important to set a reasonable limit on the amount of time that you will practice in a day.
- Avoid sudden increases in practice times.
- Know your voice and its limits, and avoid overdoing it or misusing it.

- Maintain healthy habits. Safeguard your physical and mental health.
- Drink plenty of water in order to keep your vocal folds adequately lubricated. Limit your use of alcohol, and avoid smoking.
- Day-to-day decisions can impact your vocal health, both now and in the future. Since vocal strain and a myriad of other injuries can occur in and out of school, you also need to learn more and take care of your own vocal health on a daily basis. Avoid shouting, screaming, or other strenuous vocal use.
- If you are concerned about your personal vocal health, talk with a medical professional.
- If you are concerned about your vocal health in relationship to your program of study, consult your private instruction faculty member or any faculty member in the department.
- This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, check out other NASM-PAMA health documents, located on the NASM website at:

<https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/>