The information contained in this handbook is designed to familiarize you with departmental policies not included in the University catalog. Please save this document, as it will help guide you through your residency at Florida Atlantic University.
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**DEPARTMENT OF MUSIC FACULTY, STAFF AND GRADUATE ASSISTANTS**

*Area advisors are indicated by an asterisk (*)*

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CONTACT INFORMATION

Students will be contacted ONLY through their FAU email accounts. All students have an FAU email address. You may set up your student email account online at www.fau.edu. Students who experience difficulties may contact the Help Desk at 561-297-3999.

Students are required to provide up-to-date contact information (including email address, local phone numbers, and local address) to the MUSIC OFFICE. Students are responsible for the information and updates, which are sent to all students on a regular basis.

Students should also regularly check the display cabinet on the second floor of the AL building and other bulletin boards for important notices, including concert details, rehearsal schedules, guest artist events and employment opportunities.

GENERAL INFORMATION

I. Entrance Audition
Incoming students are required to audition with the appropriate music faculty for ALL degrees. Students cannot register as music majors until the audition is approved. Students will be assigned a specific degree track by the area advisor.

Transfer students are admitted upon audition, and must meet with the department chair for a transcript evaluation. Any deficiencies in coursework must be met in order to complete a music degree.

II. Selection of Major Course of Study
Retention in the Music Program is an ongoing evaluative process. Each semester, area directors will monitor the student’s progress in coursework and applicable performance areas. The area director will determine whether a student should continue in their present program, pursue another program in the Department, or move to another field of study.

III. Pre-requisites and Sequence of Courses
The FAU catalog clearly outlines the pre-requisites for all music courses. These pre-requisite requirements are strictly enforced. Please keep in mind that not all music courses are offered every semester. It is critical that the student meet with his/her advisor prior to registration each term to ensure that he/she is following the appropriate sequence of courses and has met the pre-requisite requirements for each course. Students must pass sequential courses with the letter grade of "C" or higher before being allowed to progress in the sequence. A grade of C- does not meet the grade requirement.

IV. Piano Proficiency Requirements and Exams
All music majors must pass, by examination, the piano proficiency requirements of their major. Students should contact the music office for information regarding piano proficiency materials. Students may register for class piano for only four (4) semesters and should register for it every semester until the requirement is satisfied. If the requirement is not completed after four semesters, the student will have to work on his/her own until the requirement is fulfilled. It is strongly recommended that the piano proficiency be completed prior to registration for upper division courses. Testing MUST be completed two weeks prior to anticipated graduation date or prior to receiving clearance to student-teach (for Music Education majors). Students are not required to enroll in class piano in order to complete the proficiency; however, it is the most organized way to do so. Students who do not enroll in the class who wish to test for proficiency MUST contact the appropriate piano instructor during their penultimate semester of study.

V. Grade requirements
All music courses must be passed with a grade of C or better. Any course for which a student has earned a C-
or lower must be retaken the following semester or whenever the course is offered. Please be advised that this will add time to degree completion, and may impact a student’s ability to register for other courses. Please refer to the FAU undergraduate catalog for further information.

VI. Repeated Courses
Two courses may be retaken (because of low grades) during a student's enrollment at FAU. Repeated course cards must be filled out in the Registrar's Office. The old grade will remain on the transcript, but will be deleted from the grade point average. This is referred to as the "forgiveness" policy.

VII. Probation
Students earning below a C in either applied lessons or the assigned ensembles will be placed on probation for the subsequent semester. A student will be removed from the music major if he/she is placed on probation more than once.

VIII. Medical Withdrawals / Academic Petition
Students experiencing an illness that lasts more than two weeks may be required to take a medical withdrawal from applied lessons and ensembles. A student may be withdrawn for medical reasons by the Vice President for Student Affairs upon recommendation of the Medical Advisory Committee. A medical withdrawal may be initiated by the Dean for Student Affairs with the approval of the Vice President for Student Affairs. The case will be presented to the committee as soon thereafter as possible for approval, modification, or revision. Any student whose registration is withdrawn by the Vice President upon the committee’s recommendation and whose withdrawal is after the published deadline for withdrawal will receive grades of W in his/her course work for the semester. Any student who is withdrawn under this procedure may be permitted to enroll at a future date after having satisfied the specific conditions required by the committee. W courses do not satisfy degree requirements. Only courses with letter grades or S satisfy degree requirements.

IX. Incompletes
Incompletes will be given at the discretion of the instructor and only in the case of emergency situations that occur at the end of the semester. Such emergencies include illness or death in the immediate family and must be documented. Outside employment or a heavy class schedule are not acceptable reasons for incompletes. It is the student’s responsibility to consult with the instructor if an incomplete is necessary. Incompletes can be made up by arrangement with the instructor and must be completed within one year.

X. General Graduation Requirements
All music students are reminded that departmental clearance to graduate will be given only after the following:
1. Completion of all coursework required for the degree
2. Completion of the Piano Proficiency Exam
3. Completion of Concert Attendance requirements
4. Completion of recital or research requirements

Progress Towards Degree Audit:
The MUSIC OFFICE will assess student progress to degree during the last 2-3 semesters of study. Students will be notified via email regarding this audit.

Graduation Checks:
Set a graduation check appointment with the Department Chair.
Set a graduation check appointment with Student Services.
The Department check MUST be completed before going to Student Services.
The appointments need to occur at least one semester prior to, and then again two weeks before forms
are due to the Registrar. Late paperwork may result in delayed graduation.

Research Projects
Students in the BA program and in the Commercial Music program must complete a research project during the last year of study. Students must satisfactorily complete Topic Research (MUS 4910, MUS 4911) in their penultimate semester, and Research Project (MUS 4912, MUS 4913) in their final semester. Each project will serve as an undergraduate thesis and will have an assigned committee. The project must be submitted to the committee according to the timeline established in the course syllabus. These courses are not available in summer terms.

Directed Independent Study
DIS courses are only offered in exceptional situations and must be pre-approved by the area advisor and the Department Chair. Students will not be permitted to take a course as a DIS if that course is offered during the current academic year.

Student Teaching
All Music Education majors are reminded that the piano proficiency examination and ALL required coursework must be complete prior to receipt of departmental clearance for student teaching. Students must enroll for student teaching through the College of Education. Deadlines are usually 4-6 months in advance of the student teaching.

XI. Leaves of absence

Any student who is not enrolled in the appropriate music courses for more than two consecutive semesters will need to re-audition for admittance into the Department of Music as a music major. Re-admitted students will enter under the catalog requirements in place at the time of re-admittance.

ADVISING & COUNSELING

Each music student is assigned a faculty advisor who will assist with registration and program planning procedures for the student's curriculum. The head of each applied area is the primary advisor for students in the area.

Important Information for Music Students
In order to graduate, students must fulfill all degree requirements as outlined in the FAU catalog.

1. Type of degree: Students may enroll in the following degrees at the approval of their area advisor: Bachelor of Arts in Music Education; Bachelor of Music with major in Music with concentrations in Performance: Bachelor of Music in Commercial Music (with concentrations in Music Business, Music Technology or Creative). The student's advisor MUST approve the degree choice. Students who wish to change from their current degree into Music Education or Performance must audition for the appropriate area head and faculty.

2. Catalog to be followed: Most students follow the FAU catalog from the year in which they began the program. In some cases, a student may follow the catalog from a subsequent year. A student who wishes to follow a subsequent catalog must be approved by the area advisor and the Music Department Chair.

Students are strongly urged to print out the appropriate pages from the FAU online catalog so that they have the correct catalog information with them at all times. Students should plan to take those pages with them to all advising appointments (both in the Department and with the Office of Student Services) so that they can be sure they are registering for the correct courses in the correct sequence. Curricular guides and course rotation schedules are available in the Music office. However, these do not take the place of advising.
PLEASE REMEMBER THAT THE PRIMARY AUTHORITY ON DEGREE REQUIREMENTS IS THE PRINTED CATALOG. IT IS ULTIMATELY THE STUDENT'S RESPONSIBILITY TO KEEP TRACK OF PROGRESS THROUGH THE SELECTED PROGRAM OF STUDY.

Music education majors must register with the College of Education after 60 credit hours and meet with the College of Education advisor every semester for advising in addition to meeting with their music advisor.

The Department of Music must have an advising form (pink sheet) on file each semester before the student is permitted to register for music courses. Only the assigned advisor can sign the advisement form. The student should make an appointment with his/her advisor whenever help is needed in any matter regarding the music curriculum. It is ultimately the student’s responsibility to keep track of his/her progress through the selected program of study. Students should register for the courses noted on their advising forms.

After being advised by the area director and secondary area advisor (for Music Education majors), students are required to make an appointment with the office of Student Services for the College of Arts and Letters. This office will advise students on core requirements outside of music.

Student Rights and Privileges

Each course syllabus is a contract between the faculty member and the student. Students should read all syllabi thoroughly to understand the instructor’s expectations for the course. For information regarding general student rights and privileges, contact the Office of Student Affairs (www.fau.edu/student).

Students with Disabilities: In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations due to a disability to properly execute course work must register with the Office for Students with Disabilities (OSD) located in Boca Raton - SU 133 (561-297-3880). Any student registered with the office of Student Disabilities should present verification and need of assistance during the first week of classes. All possible and reasonable accommodation will be offered to that student through the course of the semester. Information can be found at: http://osd.fau.edu/

Incomplete Policy: A grade of Incomplete will be assigned only in the case of extreme emergency or illness.

Code of Academic Integrity: Students at Florida Atlantic University are expected to maintain the highest ethical standards. Dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. For full details of the FAU Code of Academic Integrity, see University Regulation 4.001 at: http://wise.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf.

Religious Accommodation

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations and work assignments. Students who wish to be excused from course work, class activities, or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence. The instructor will provide a reasonable opportunity to make up such excused absences. Any student who feels aggrieved regarding religious accommodations may present a grievance to the
director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University’s established grievance procedure regarding alleged discrimination.

APPLIED MUSIC

Applied Music Lessons
Applied music study is open to all music majors who have not fulfilled their applied requirement. The total number of applied credits for which a student must register in his or her program of study is stipulated in each curriculum guide. Applied music study is not available during the summer. The area advisors will provide the appropriate applied music course number to students for registration during advising.

All applied lessons meet one hour per week. Specific lesson expectations will be outlined in the applied syllabus and in consultation with the applied instructor:

Bachelor of Arts in Music Education - 1 credit
Bachelor of Music in with Major in Music, Performance Concentrations - 2 credits
Bachelor of Music with Major in Commercial Music - 1 credit
Master of Arts in Music - 2 credits

Each student is responsible for contacting the appropriate applied instructor during the first week of classes to schedule lessons. Consult the music office or area advisor for the assigned instructor's name and phone number.

Studio Class
In addition to applied lessons, students must attend studio class. Attendance and participation in studio class is a significant part of the student's applied music grade. Students are required to attend and perform at weekly Studio Classes in their area throughout their course of study and may be selected to perform regularly for the Music at Noon program.

Collaborative Pianists
A collaborative pianist may be assigned to instrumentalists and vocalists whose degrees require recital performances. Requests for collaborative pianists must be made in consultation with the applied teacher and head of collaborative piano assignments.

Absences from Applied Lessons
It is the responsibility of the student to contact the applied instructor and collaborative pianist immediately in the event that the student must be absent from a lesson. Lessons missed by the student due to illness or cases of hardship will be made up at the discretion of the instructor. Teachers who miss regularly scheduled lessons are obligated to make up the lesson in a timely manner. The instructor determines the effect of student absences on the final grade. Specific attendance procedures are outlined in the applied lesson syllabus.

Juries (Final Examination in Applied Music)
At the end of each semester of applied study, each student is required to present a selection of assigned material covered during the semester. Students are not required to perform a jury during the semester that they present a junior or senior recital. Juries can only be rescheduled in the event of a documented emergency.

Juries are graded, and jury grades are factored into the final applied lesson grade. In addition, students are required to demonstrate verbal competence each semester by presenting an artist statement at the time of the jury. This statement should be 1-2 minutes in length. A written summary or outline of the statement should
be handed in at the same time. The artist statement needs to address one of four topic areas regarding one of the repertoire selections: 1) historical background of the selection; 2) theoretical or analytical information about the selection; 3) technical challenges of the selection; 4) interpretive challenges of the selection. Sample artist statements are included in this handbook. Artist statements will be graded as “satisfactory” or “unsatisfactory.”

Medical Withdrawal
Students who miss more than two lessons due to illness (or other inability to perform on their instrument or sing) must provide medical documentation to the instructor. After consultation with the instructor, students may be required to take a medical withdrawal from their applied lessons. If this occurs, students will also be required to withdraw from their ensemble. An incomplete grade will not be an option. A medical withdrawal under these circumstances does not require that the student withdraw from any other courses. It will, however, impact the anticipated graduation date.

ENSEMBLES

The Department of Music offers the following ensembles:
Brazilian Percussion Ensemble
Chamber Singers
Chamber Ensembles (Piano, Woodwind, Brass, String, and Percussion)
Classical Guitar Ensemble
Commercial Music Ensemble
Jazz Band
Jazz Combos
Jazz Guitar Ensemble
Marching Band
Pep Band
Percussion Concert Ensemble
Symphony Orchestra
Symphony Band
Wind Ensemble
Women’s Chorus
¡Cantemos!

Ensemble Participation
Students must register for the appropriate assigned ensemble each semester in residence and as required in the specific degree. In cases where students enroll in more than one ensemble, the area director designates which counts towards degree completion.

Mandatory placement auditions for instrumental ensembles are held during the first week of each semester and students are placed in the appropriate ensemble following auditions.

Absence from Ensembles
Students must meet the attendance requirements outlined in the ensemble’s syllabus, noting policies regarding religious accommodation, excused or unexcused absences, etc.

Medical Withdrawal
Students who miss more than four rehearsals due to illness (or other inability to perform on their instrument or sing) must provide medical documentation to the instructor. After consultation with the instructor and the applied area chair, students may be required to take a medical withdrawal from the ensemble. If this occurs, students will also be required to withdraw from their applied lessons. An incomplete grade will not be an option. A medical withdrawal under these circumstances will not require that the student withdraw from any
other courses. It will, however, impact the anticipated graduation date

**RECITALS REQUIREMENTS**

Performance Concentration:
Junior recital (30 minutes) must include works from two to three style periods. Senior recital (60 minutes) must include music from three style periods. Honors students may perform 70 minute recitals as approved by the area director.

Music Education (30 minutes) must include works from two to three style periods.

All student recitals **are scheduled by the music office during the first two weeks the Fall semester of each academic year, regardless of the semester it is to be presented.** Students will receive a recital checklist form, which provides a timeline to follow in preparing for the performance. Students must follow the recital program template and all timeline requirements in order to present the recital.

There is a mandatory recital recording fee of $75 (due at the pre-hearing) for each recital. The $75 payment must be given to Fookloy Ford in the Commercial Music office. Checks are to be made out to “FAU Foundation”. All costs of the recital are solely the responsibility of the student, including the printing of all programs.

Pre-Hearing
A pre-hearing must be scheduled at least two weeks before the date of the recital, approved by the applied instructor and area advisor. The student is responsible for arranging that three faculty members attend the pre-hearing. This panel should be comprised of at least two full-time faculty members and the student’s applied teacher. Students may ask their area director for assistance in scheduling the prehearing.

Recording Services
All students are required to have their recital recorded for archival purposes by Recording Services (a division of Hoot Recordings). Confirmations of recital dates and times must be received in the commercial music office immediately after the successful recital pre-hearing. For further information please contact Fookloy Ford in the Commercial Music Office. Additional recording options (video, etc.) are the responsibility of the student. Recordings from outside sources cannot be submitted in lieu of the required archival recording.

Recital Program
Students are responsible for developing their own programs and posters, BUT all such materials **MUST** be approved and proofread by the applied instructor, the student’s advisor and the Department Chair. Students must use the approved departmental recital templates for the recital program. These materials must be approved by the Music Office no later than one week prior to the recital date.

Music at Noon (Concert Attendance)
The Music at Noon schedule is posted on the music department website and on the Concert Attendance Blackboard site.

Concert Attendance
All students must complete 6 (six) semesters of Concert Attendance MUS 1011. Transfer students must meet with the department chair to determine Concert Attendance requirements applicable to their transfer status. The Concert Attendance syllabus outlines the specific requirements towards successful completion each semester.
INSTRUMENTS AND EQUIPMENT

Present facilities at the University do not allow for secure storage of student equipment. Personal equipment and items should not be stored in practice rooms, offices or classrooms. The University is not responsible for loss, damage or misplacement of personal equipment; if private equipment is stored or left at the University, it is done at the risk of the owner. Students are encouraged to report any inappropriate, unsanitary or potentially hazardous and dangerous situations to the music office. For your personal safety, please report any suspicious persons or activities to the University Police at 297-3500. If you feel threatened or uncomfortable with any activities or persons in the practice area, please leave if possible and report the situation immediately. Call 911 immediately if you feel you or others are in danger.

Please report any university instruments/equipment in need of repair or maintenance to the area director or music office as appropriate.

Wind and Percussion:  Dr. Kyle Prescott
Commercial Music equipment:  Alejandro Sanchez-Samper
Pianos and Keyboards:  Rebecca Lautar
String instruments:  Rebecca Lautar
World Music instruments:  Dr. James Cunningham

Students are generally required to provide their own equipment (instruments, drums, amplifiers, etc.). University instruments should only be used by authorization of the appropriate area directors. Students MAY NOT remove University instruments from campus or use for non-Departmental events without express permission of the appropriate area director.

Practice Rooms
Practice rooms are located on the third floor of the AL Building. Access will be granted on a per-semester basis with active Owl card. Students are responsible for keeping Owl cards active and up to date. It is vital that all music students take responsibility for the cleanliness and security of the practice rooms observing the following:

- No food or drink (except water)
- No water containers on top of a piano.
- Do not remove chairs, benches or stands from practice rooms.
- Windows in practice room doors must remain unobstructed at all times.
- Do not grant access to any student without Owl card.
- Do not prop open any security doors.

Lockers
Students may reserve individual lockers located on the second and third floors of the AL building. FAU’s chapter of CMENC distributes and monitors locks.

FINANCIAL ASSISTANCE

Music Scholarships
The Department of Music annually awards numerous music scholarships. In some cases, scholarships will not be released until a thank-you letter to the donor has been handed in to the music office. Registration by the student in all ensembles and/or courses stipulated in the scholarship contract is required before the scholarship stipend can be released. Any student failing to meet the retention requirements of a scholarship contract will be ineligible for further scholarship assistance through the department.

Scholarship amounts indicated on the contract are intended to be dispersed in two equal installments (half
during the fall semester and half during the spring semester). However, students who fail to meet the requirements as stipulated in the scholarship contract in the fall semester will not be eligible to receive the spring semester portion of the award. Scholarships are not available for summer session.

Retention Requirements
In order to maintain scholarship eligibility students must:
1. earn a grade of B or better in applied lessons and ensemble/s
2. earn a 3.0 current GPA in music courses
3. earn a 2.5 current overall GPA
4. demonstrate satisfactory progress towards graduation
5. demonstrate a positive attitude and exemplary behavior as an ambassador of the Department (respect, enthusiasm, commitment)
6. receive a recommendation for continued scholarship by area advisor and applied teacher

Financial Aid
Additional financial aid resources may be available. Contact the Office of Financial Aid for detailed information regarding loans, grants, work/study and other forms of financial aid.

Medical Withdrawal
Students who take a medical withdrawal from their ensemble(s) and/or applied lessons MAY lose their scholarship eligibility for the subsequent semester

MUSIC CLUBS

FCMENC
Florida Collegiate Music Educators National Conference is a state component of the national organization that is dedicated to assisting university students in investigating the field of music education as a career. Faculty advisor: Dr. Sean Murray.

This organization is important to music education students and offers the following benefits:
1. FMEA Clinic/Conference
2. Association with members of the music education profession
3. Association with members from other schools
4. Publications
   a. Music Education Journal
   b. Soundpost
   c. Florida Music Director

Kappa Kappa Psi
Kappa Kappa Psi is the National Honorary Fraternity for College Band members. The club operates exclusively in the field of college and university bands, and for the purpose of promoting FAU’s bands, their activities and their members. Faculty advisor: Dr. Kyle Prescott.

The Jazz Club
The FAU Jazz Club was formed to help promote jazz at FAU. The club is open to interested students, faculty, and community members. In addition to promoting the existing jazz program, the jazz club plans improvisation clinics, jam sessions, concerts, and trips. Students interested in playing, listening or learning about one of America’s original art forms are invited to join the FAU Jazz Club. Faculty advisor: Dr. Tim Walters.
American Choral Directors Association
This student chapter of the national organization is dedicated to promoting and enhancing the choral genre. ACDA members receive publications, attend local, regional, and national conventions and are eligible for the Student Conducting Competition. Faculty advisor: Dr. Patricia Fleitas.

Hoot Recordings
Hoot Recordings is a student-operated record label (with faculty supervision), which is one of the few full-service labels at any university in the United States. The label is an interdisciplinary venture between the Music, Art and Communication Departments and the College of Business. Students will have the opportunity to work in all creative and business aspects of the music industry. All Commercial Music students must work on Hoot Recordings each semester they are enrolled, but all students are welcome to participate in some aspect. Faculty advisor: Alejandro Sanchez-Samper.

Classical Guitar Society
The FAU Classical Guitar Society is devoted to the study, performance, and promotion of classical guitar. Activities include performance classes, lectures, recitals, master classes, and social interaction. Membership is open to anyone who loves the guitar, and is not limited to FAU students. Faculty advisor: Dr. Ken Keaton.

Sigma Alpha Iota
Sigma Alpha Iota, an International Professional Music Fraternity for Women, was founded in 1903 and promotes interaction among those who share a lifelong commitment to music. Members of SAI are active in all areas of campus music, working closely with faculty, administration, campus organizations, community groups, music professionals and patrons. SAI has long been recognized as a leader in the field of music and provides a lifetime of fraternity contact. Music majors and other undergraduate women with an interest in music who have taken at least one college class in music and who maintain the required grade point average are eligible to pledge the fraternity. Pledge classes are held twice each academic year. The Florida Atlantic Chapter is Lambda Pi and information about the chapter activities may be obtained from the music office. Faculty advisor: Dr. Sandra McClain

Phi Mu Alpha
Phi Mu Alpha Sinfonia is the world's oldest and largest secret national fraternal society in music. The fraternity is dedicated to the development of the best and truest fraternal spirit; the mutual welfare and brotherhood of musical students; the advancement of music in America and a loyalty to the Alma Mater. The Brothers of Phi Mu Alpha are committed to the service of the FAU Department of Music and to the Art of Music and its essential role in society. Faculty advisor: Dr. Ken Keaton

PROBATION/EXPULSION POLICY

1. Students must maintain a letter grade of C or better in all music courses each semester. Students who do not maintain the minimum grade requirement will be put on probation for one semester. If a student's grades do not meet the standard during the probation period, the student may be removed from the music program.

2. Students may repeat any music class as allowed by the university forgiveness policy, which may be applied twice during a student's study at Florida Atlantic University. Any student who cannot pass a music class with a letter grade of C or better after two attempts may be removed from the program.

Student Code of Conduct
The Department of Music has instituted the following policy regarding student conduct. The principles of this code are concurrent with those in the Florida Atlantic University Student Handbook. Please also review the policy regarding academic irregularities in the Advising and Counseling section.
Students who intentionally act to impair, interfere with or obstruct the mission, purposes, order, academic atmosphere, operations, processes or functions of Florida Atlantic University or the Department of Music shall be subject to appropriate disciplinary action by University authorities for disruptive conduct as set forth in the University Student Handbook.

Disruptive conduct includes any actions that interfere with the rights of others to carry out their activities, studies or duties at or on behalf of the University Department. It is the professor’s prerogative to define the conduct deemed disruptive. Examples of disruptive conduct include:

- Making loud or distracting noises
- Persisting in speaking out in class
- Repeatedly leaving and entering the classroom
- Use of electronic devises in a manner that disrupts others in class.
- Physical threats or verbal insults and any other activity the faculty may deem disruptive to the class

Non-compliance with all federal, state, and local laws and ordinances, including those governing equal opportunity, religious freedom, sexual harassment, etc.

Protecting Your Neuromusculoskeletal Health
An NASM – PAMA 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.
  - Good posture 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 neuromusculoskeletal 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 the appropriate contact person at your institution.

• 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 the other NASM-PAMA neuromusculoskeletal health documents, located on the NASM Web site at the URL linked below.

• See also the NASM/PAMA Student Information Sheet on “Protecting Your Vocal Health.” Vocal health is an aspect of neuromusculoskeletal health.

Protecting Your Vocal Health
An NASM – PAMA Student Information Sheet

• 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.

• Good posture, 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 the appropriate contact person at your institution.

• 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 the other NASM-PAMA neuromusculoskeletal health documents, located on the NASM Web site at the URL linked below.

• See also the NASM/PAMA Student Information Sheet on “Protecting Your Neuromusculoskeletal Health.” Vocal health is an aspect of neuromusculoskeletal health.

Protecting Your Hearing Health
An NASM – PAMA Student Information Sheet on Noise-Induced Hearing Loss

Hearing health is essential to your lifelong success as a musician.

Your hearing can be permanently damaged by loud sounds, including music. Technically, this is called Noise-Induced Hearing Loss (NIHL). Such danger is constant.

Noise-induced hearing loss is generally 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, even hourly basis.

It is important to follow basic hearing health guidelines.

It is also important to study this issue and learn more.

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 the
appropriate contact person at your institution.

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 the other NASM-PAMA hearing health documents, located on the NASM Web site at the URL linked below.

http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA_Hearing_Health

Department of Music Hearing Health Policy

We are strongly committed to a proactive and educational approach towards hearing health based on consultation with experts in the fields of audiology and acoustics. The following hearing health policy, which pertains to faculty, staff, students, and visitors, has been adopted by the Department of Music at Florida Atlantic University.

1. Schedule a hearing health Music @ Noon presentation for all students by an Audiologist at the beginning-of-each-school year.

2. Encourage faculty, staff, and students to get regular hearing examinations.

3. Make available free hearing protection for concert, rehearsal, and practice room situations that involve sustained high sound pressure levels.

4. Purchase electronic drums, low-wattage guitar and bass amplifiers, and wide-dispersion-array PA systems whenever possible to optimize control of sound levels in practice, rehearsal, and concert situations.

5. Facilitate the use of appropriate indoor and outdoor venues for departmental courses and events.

6. Utilize acoustic shielding in high-decibel ensemble circumstances to isolate and protect musicians from close-range direct sound exposure.

7. Include the departmental hearing health warning in all syllabi, and post said warning in all music studios, practice rooms, and rehearsal spaces:

WARNING! Loud music (amplified or acoustic) can lead to permanent hearing loss. Although many factors contribute to hearing loss, including time of exposure, volume/decibel levels, proximity to sources, and hereditary predisposition, we urge departmental students, faculty, staff, and visitors to wear hearing protection when exposed to high sound levels for extended periods. Good hearing health requires regular examinations, proper diagnosis, and advice from a licensed audiologist.