

Lewis & Clark College



Music Department Student Handbook

2025-2026

Lewis & Clark College Department of Music

Student Handbook

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Learning Outcomes

Lewis & Clark music graduates are well-rounded, informed musicians, capable of higher-level analytical and creative thinking.

Upon graduation, students will demonstrate:

1. Foundational knowledge in music theory and aural skills, western music history, and non-western music.
2. Musicianship through applied lessons, participation in ensembles, and creative work such as composition and improvisation.
3. Proficiency in writing skills and research techniques.
4. Proficiency in the use of technologies available for music notation, composition, documentation, and analysis.

Music Personnel

Department Chair	Susan DeWitt Smith Associate Professor of Music; Director of Piano	Evans 125 susansmith@lclark.edu Ext. 7468
Choral Area Coordinator	Kathy FitzGibbon Professor of Music; Director of Choral Activities	Evans 18 klf@lclark.edu Ext. 7466
Strings Area Coordinator	Lance Inouye Associate Professor of Music; Director of Orchestral Activities	Evans 19 lanceinouye@lclark.edu Ext. 7608
Theory Area Coordinator	Michael Johanson Professor of Music; Director of Composition and Music Theory	Evans 12 johanson@lclark.edu Ext. 7459
Electronic Music and Jazz Area Coordinator	Jeffrey Leonard Director of Electronic Music and Jazz Studies; Instructor of Music, Acoustic Bass and Electric Bass	Evans 17 jleonard@lclark.edu Ext. 7463

World Music Area Coordinator	Kaley Mason Associate Professor of Music	Evans 15 kmason@lclark.edu Ext. 7417
Vocal Area Coordinator	Susan McBerry Coordinator of Vocal Studies; Director of Opera and Music Theatre Workshops; Instructor of Voice	Evans 11 mcberry@lclark.edu Ext. 7473
Winds and Percussion Area Coordinator	Brett EE Paschal Assistant Professor of Music with Term; Director of Bands and Percussion; Instructor of Music, Percussion, Drumset, and Mallets	Evans 16 paschal@lclark.edu Ext. 7470
Music History and Choirs	John K. Cox Visiting Professor of Music	Howard 343A johnkcox@lclark.edu Ext. 7467
Administrative Specialist	Becky Guderian	Evans 126 guderian@lclark.edu Ext. 7460
Performance Events Coordinator	Susan Nunes	Evans 127A snunes@lclark.edu Ext. 7788

For a complete list of music department instructors, please [click here](#).

Music Major Degree Requirements

Please note: Students who declared a music major prior to 2023 should adhere to the requirement of the catalog they started on. Previous catalogs can be found [here](#).

Credit Requirements

All students intending to major in music must first complete (or have waived by examination - see "Music Theory Placement Exam," below) MUS 100 and MUS 150. Credit earned in MUS 100 and MUS 150 does not apply toward the major, which requires a minimum of 45 semester credits, distributed as follows:

- MUS 200: Music Theory II
- MUS 250: Music Theory III
- MUS 162: History of Western Music I
- MUS 163: History of Western Music II
- MUS 106: Workshops in World Music
- 4 semester credits of a single instrument or voice lessons. Declared majors must enroll in on-campus studio instruction every semester, regardless of whether they have already accrued the required credits.
- MUP 102: Intermediate Keyboard Skills Class (note: this appears in WebAdvisor as “Keyboard Skills 2”)
 - Students with prior keyboard experience may take private lessons to fulfill this requirement. Please refer to the college catalog for a list of courses that qualify. Your advisor must approve of a substitution.
- 2 semester credits of Conducted Ensemble courses chosen from the following:
 - MUP 111: Orchestra
 - MUP 112: Wind Symphony
 - MUP 115: Voces Auream Treble Chorus
 - MUP 116: Community Chorale
 - MUP 117: Cappella Nova
- 1 semester credit of Guided Ensemble courses chosen from the following:
 - MUP 121: Gamelan Ensemble
 - MUP 127: Ghanaian Music Ensemble
 - MUP 128: Zimbabwean Music Ensemble
- 1 credit of Mentored Ensemble courses chosen from the following:
 - MUP 113: Jazz Combos
 - MUP 118: Vocal Performance Workshop
 - MUP 129: Indian Music Ensemble
 - MUP 135: Percussion Ensemble
 - MUP 214: Guitar Ensemble
 - MUP 215: Chamber Music Ensembles
 - MUP 293: Accompanying Class
- 2 additional credits of ensemble courses chosen from any ensemble category (Conducted, Guided, Mentored).

Please note that Tholen scholarship recipients must participate each semester in the ensemble(s) to which they were assigned in their scholarship letters.

- 8 semester credits of upper-division theory or composition chosen from the following:

- MUS 300: Music Theory IV
- MUS 316: Jazz Theory
- MUS 333: Seminar in Electronic Music
- MUS 341: Orchestration
- MUS 342: Counterpoint
- MUS 346: Conducting
- MUS 347: Advanced Conducting
- 4 semester credits of upper-division music history or ethnomusicology chosen from the following:
 - MUS 301: Portland Music Scenes
 - MUS 307: Topics in Music
 - MUS 308: Topics in Music, Comparative and North American
 - MUS 361: Writing About Music
- 2 semester credits in MUS 490: Senior Project (also known as the Capstone Project - please see page 9 for more information.)

Music Theory Placement Assessment

The Music Theory Placement Assessment is required of all students hoping to place into Music Theory courses above Music Theory Fundamentals (MUS 100), with the exception of students who received a 4 or 5 on the Advanced Placement Music Theory Assessment. Please note that, should you exempt MUS 200, MUS 250, or MUS 300, you are required to enroll in a substitute course or courses approved by the Music Department Chair.

- If you have very little or no experience in Music Theory and will be taking Music Theory Fundamentals, you do NOT need to take the assessment.
- Students who received a score of 4 on the AP Music Theory Exam will automatically place out of Music Theory Fundamentals and into Theory I.
- Students who received a 5 on the AP Music Theory Exam will place into Music Theory I and may also be eligible to place into more advanced levels. Students hoping to exempt Music Theory I should contact the Music Theory Coordinator, Michael Johanson, at johanson@lclark.edu.

If you perform particularly well on the placement assessment, further testing in a proctored environment may be necessary to determine the level that is appropriate for you.

For information about how to prepare for the assessment or to access the assessment, please visit the [Theory Placement Assessment page](#).

Studio Placement

To begin the process of enrolling in lessons, please contact your instructor as early as possible to arrange a first meeting at the beginning of the semester. You'll find a full list of music faculty [here](#).

For instruments with multiple instructors, please contact the appropriate area coordinator or instructor shown below, who will ensure that you are placed with the instructor best suited to your needs.

Classical Piano: Susan Smith, susansmith@lclark.edu

Electric Bass: Jeff Leonard, jleonard@lclark.edu

Jazz Drumset: Brett Paschal, paschal@lclark.edu

Violin and Upright Bass: Lance Inouye, lanceinouye@lclark.edu

Voice: Susan McBerry, mcberry@lclark.edu

Sophomore Review

All music majors are reviewed by the music faculty in their sophomore year. Most students should be near the completion of core requirements at this time. Transfer students and those who decide to declare a music major after sophomore year are still required to complete a review, and should consult the department chair or their music advisor. Sophomores who declare the major in the fall will give a review in the spring.

The review involves a short performance in the student's primary area of studio instruction, work samples in their primary area of interest (for students interested in composition, musicology, or ethnomusicology), and an interview about intended areas of focus in the junior and senior years. A live performance is mandatory regardless of whether or not the student intends to focus on performance.

In the interview portion of the review, the student and faculty will discuss the student's progress toward fulfilling the requirements of the music major. Proficiency in the major is measured in the areas of music performance, music theory, music history, and the ability to think and write critically about music. The faculty will then ask about the student's plans for completing the core requirements and will help each student construct a plan to fulfill upper-division degree requirements and complete the senior project. If the faculty has concerns about a student's ability to meet the standards of the proposed area of focus for the senior project, alternatives will be discussed.

A satisfactory sophomore review results in faculty approval of upper-division status as a music major and is a prerequisite for MUS 490: Senior Project.

PREPARING FOR THE REVIEW

Consultations with music faculty prior to the review:

All students preparing for the Sophomore Review must consult with their private applied instrumental/vocal instructor as to the specific performance requirements involved in their review. This consultation should happen as soon as possible. In this consultation, instructor and student will work together in selecting two contrasting pieces to perform. The total duration should be no less than five minutes. The private instructor may require that a portion or even all of the music on the review be memorized.

It is mandatory that students planning to focus on areas other than performance arrange an additional meeting with the director of the area in question as soon as possible and well in advance of the review.

Securing an accompanist: All students requiring a piano accompanist must make such arrangements by contacting Stephanie Thompson (st@lclark.edu) at least three weeks in advance of the review.

Attire for the review: Students should dress in a manner appropriate for a job interview.

Additional requirements by potential senior project focus:

Performance: Students wishing to work toward a performance-based senior project should prepare two contrasting works with a total duration of no less than five minutes. Vocalists should be prepared to perform two contrasting songs, at least one of which must be in a foreign language.

Composition: One week before the date of the review, students wishing to work toward a composition-based senior project should provide the following: 1) at least one original score and 2) a brief essay about their experience, background and interests as a composer. All of the above should be provided to Michael Johanson (johanson@lclark.edu).

Musicology: Students wishing to work toward a musicology senior thesis should provide a writing sample to their music department advisor.

Ethnomusicology: Students wishing to work toward an ethnomusicology senior thesis should provide a writing sample to Kaley Mason.

RESULTS OF THE REVIEW

The faculty will approve continuance of the music major for those students who have demonstrated good progress toward fulfilling the major requirements and high-level work in the proposed area of concentration. Should a student not be approved, they may be given the option of undergoing a second review in the following semester.

Faculty advisors will contact students within a week after the review to inform them of the results of the review and to arrange further discussions as needed.

Piano Proficiency

Completion of MUP 102: Intermediate Keyboard Skills Class is required of the major. The music department will waive the cost of one semester of MUP 101: Beginning Keyboard Skills Class and one semester of MUP 102 for each major. Students with no piano experience should start their piano sequence with Beginning Keyboard Skills Class; students with some experience should start with MUP 102, but may opt to test out by playing for the piano area coordinator, Dr. Susan Smith.

Concert Attendance

Music majors are required to attend four department performances each semester. Concert attendance makes up 10% of their final grade in their primary lessons. Attendance must be distributed as follows:

- Two premier series performances
- One ensemble performance
- One free choice or instructor-assigned performance

Concerts that you perform in do not count toward the attendance requirement.

Only LC music department performances count toward this requirement (i.e. students cannot fulfill the requirement by attending a symphony performance, though their major instructor may still require it.)

During each performance, Stage Crew will post QR codes for students to scan on their way out so that the department can verify attendance. If the concert is in Evans Music Center, the code will be posted on the main office door (Evans 126); if the concert is in the chapel, the code will be posted on the table in the foyer. If you forgot to scan the code, you can drop off a program from the concert at the music office.

Capstone Project

All music majors must complete a senior project, also known as a capstone project, in one of three formats: recital performance, composition, and/or music research. Students must enroll in MUS 490 - Senior Project the semester of their capstone project. MUS 490 requires completion of at least one semester of 300-level study in the chosen area of study. Majors are also required to complete MUP 102 before enrolling in MUS 490.

Capstone recitals are graded by a committee of three music faculty members - your primary instructor/capstone advisor and two additional faculty members. This committee will be assigned to you. All committee members must be able to be present at your recital. You will work on the details of planning this event with the Performance Events Coordinator and your advisor. Please click [here](#) for recital-planning resources.

Requirements by area of focus are as follows:

Performance: Recital on the major instrument; graded by jury.

Composition: Preparation of professional-quality manuscripts. Recital of original musical works; graded by jury.

Music Research: Thesis in ethnomusicology, musicology, or music theory; graded by committee.

Self-Designed Senior Project: Lecture/recital or other proposed project; graded by jury.

In coordination with their advisors, students must submit the [Capstone Project Proposal Form](#) at least two weeks prior to the spring break of their junior year. Students will be informed as to whether or not the faculty approves their proposal after spring break. Students who turn in their capstone proposals on time will be given priority when choosing their recital dates; those who turn in their proposals late will have their recital date chosen for them by the department.

The music department will pay for each student's printed programs. All other expenses, such as professional recordings, accompanist fees, and posters, must be paid by the student.

Qualifying for Honors

To qualify for departmental honors, students must have a GPA of 3.500 or higher in the major. They must also produce an exceptional capstone project. All eligible senior music majors are reviewed for possible honors by the faculty. Students must have completed at least two semesters of coursework at Lewis & Clark to be eligible for honors consideration.

Sample Four-Year Plans

The following sample plans list required courses only. Majors are highly encouraged to take music courses not required of the major, such as 200-level MUS courses and additional 300-level courses. Please see the [Lewis & Clark Undergraduate Catalog](#) for more details.

Sample Plan 1

Freshman Year	
Fall	Spring
<ul style="list-style-type: none">• MUS 106: Workshops in World Music• Conducted Ensemble• Applied Lessons in Major Instrument/ Voice	<ul style="list-style-type: none">• MUS 100: Music Theory Fundamentals*• MUP 101: Beginning Keyboard Skills Class**• Guided Ensemble• Applied Lessons in Major Instrument/ Voice

* Not required, but necessary for some students to take prior to beginning the theory sequence.

** Not required, but necessary for some students to take prior to enrolling in Intermediate Keyboard Skills Class.

Sophomore Year	
Fall	Spring
<ul style="list-style-type: none">• MUS 150: Music Theory I*• MUS 162: History of Western Music I• MUP 102: Intermediate Keyboard Skills Class• Applied Lessons in Major Instrument/ Voice	<ul style="list-style-type: none">• MUS 200: Music Theory II• MUS 163: History of Western Music II• Conducted Ensemble• Applied Lessons in Major Instrument/ Voice

Junior Year	
Fall	Spring
<ul style="list-style-type: none"> • MUS 250: Music Theory III • MUS 346: Conducting • Mentored Ensemble • Applied Lessons in Major Instrument/ Voice 	<ul style="list-style-type: none"> • MUS 347: Advanced Conducting • Any Ensemble • Applied Lessons in Major Instrument/ Voice
Senior Year	
Fall	Spring
<ul style="list-style-type: none"> • Any Ensemble • Applied Lessons in Major Instrument/ Voice 	<ul style="list-style-type: none"> • MUS 490: Senior Project • MUS 307: Topics in Music • Applied Lessons in Major Instrument/ Voice

Sample Plan 2

Freshman Year	
Fall	Spring
<ul style="list-style-type: none"> • MUS 150: Music Theory I* • MUS 162: History of Western Music I • MUP 102: Intermediate Keyboard Skills Class • Applied Lessons in Major Instrument/ Voice 	<ul style="list-style-type: none"> • MUS 200: Music Theory II • MUS 163: History of Western Music II • Conducted Ensemble • Applied Lessons in Major Instrument/ Voice

* Not required, but necessary for some students to take prior to beginning the theory sequence.

Sophomore Year	
Fall	Spring
<ul style="list-style-type: none"> • MUS 250: Music Theory III • MUS 106: Workshops in World Music • Guided Ensemble • Applied Lessons in Major Instrument/ Voice 	<ul style="list-style-type: none"> • MUS 300: Music Theory IV • Mentored Ensemble • Applied Lessons in Major Instrument/ Voice

Junior Year	
Fall	Spring
<ul style="list-style-type: none"> • MUS 361: Writing About Music • Conducted Ensemble • Applied Lessons in Major Instrument/ Voice 	<ul style="list-style-type: none"> • MUS 333: Seminar in Electronic Music** • Any Ensemble • Applied Lessons in Major Instrument/ Voice
Senior Year	
Fall	Spring
<ul style="list-style-type: none"> • Any Ensemble • Applied Lessons in Major Instrument/ Voice 	<ul style="list-style-type: none"> • MUS 490: Senior Project • Applied Lessons in Major Instrument/ Voice

** Prerequisite: MUS 233: Introduction to Electronic Music

Scholarships and Lesson Waivers

Music Scholarships

Lewis & Clark offers merit-based music scholarships to students who demonstrate outstanding skill and potential in their instrument, voice part, and/or in music composition. Incoming students, transfer students, and current students are eligible to audition once per academic year. Applications for incoming students are typically due in January. Awarded scholarships will apply starting in the following fall semester.

Continuing students who are non-majors involved in the music department may also audition for lesson scholarships (known as Tholen Lesson Scholarships) to offset the cost of private lessons on their voice or instrument for their remaining time at Lewis & Clark. Acceptance of a music scholarship will require the student to participate in the appropriate ensemble each semester they are on campus.

Scholarships are automatically renewed each academic year, provided the recipient continues to fulfill the obligations of their award – participating in private lessons and performing in their assigned ensemble(s). Students may audition on more than one instrument if they demonstrate outstanding skill on both. To do so, students must complete two separate applications.

Note: Tholen scholarships are often not applied to student accounts until several weeks into each semester. **If you are a lesson scholarship recipient and are being asked to pay**

the \$700 fee associated with your lessons, please contact Becky Guderian and guderian@lclark.edu.

For more information on scholarship auditions, please click [here](#).

Waivers for Majors

Music majors who audition for and receive merit scholarships will have their primary instrument lessons paid for as a Tholen Lesson Scholarship; majors who do not receive a merit scholarship will receive waivers for their primary instrument lessons. The department will also waive the cost of one semester each of MUP 101: Beginning Keyboard Skills Class and MUP 102: Intermediate Keyboard Skills Class. Composition-focused music majors receive one additional waiver per semester to cover the cost of their composition lessons. Non-composition music majors who wish to take lessons for an additional instrument that they study seriously can petition the department for an additional waiver, as limited funds are available for additional lessons. To do so, contact Becky Guderian at guderian@lclark.edu. Please note that freshmen who are in their first semester are not eligible for additional waivers.

Music minors do not receive lesson waivers.

Gerhardt Music Enrichment Fund

The Music Student Enrichment Fund was established in 2014 by Denise Gerhardt, M.M. '67, and Frederick Gerhardt '65 to support worthy music students with grants for various educational opportunities that will enhance the students' learning experience at and beyond Lewis & Clark. Both music majors and non-majors are eligible for a Gerhardt Fund grant.

Selection Process

Music Awards are to be given to students who are enrolled and eligible to continue at Lewis & Clark College or who have recently completed their degree. A committee of faculty from the music department serves as the grant committee to review applications and administer the awards for students. Students who are interested in applying must work in close consultation with a member of the music faculty throughout the application process.

Students must first apply for funding from the Student Academic Affairs Board (SAAB), if appropriate for their projects and goals. Students who do not receive full funding through SAAB grants may apply for partial or full funding through a Music Award.

Sample Grant Opportunities

- Music lessons—students may receive **one semester** of additional music lessons not otherwise provided by the department.
- Advanced or independent research projects—students may apply for funds to travel and/or purchase materials for advanced or independent research projects.
- Educational conferences, master classes, summer music programs, and workshops—students may apply for awards to support travel and registration fees associated with conferences, master classes, summer music programs, and workshops.
- Internship stipends—students may apply for awards to supplement income while employed at an unpaid internship.
- Examination assistance—students may apply for funding to assist with fees associated with examinations related to furthering their careers and may include the Graduate Record Examination (GRE).
- Graduate school application and travel expenses—students may apply for awards to cover fees and travel expenses associated with applying to graduate school.
- At the Chair’s discretion, other educational opportunities may be funded that will enhance students’ learning experiences at and beyond Lewis & Clark.

Number and Size of the Awards

Discretion is given to the committee of faculty from the music department in determining the merit and need of the applicants, with priority given to students who might otherwise be unable to afford to participate in these music-related endeavors. The number of grants awarded to students annually will depend upon the number of students who apply for funding and the amount of funds available. The size of the Music Awards will depend upon the proposed budgets for projects and the amount of funds available.

To apply for a Gerhardt Music Enrichment Fund grant, click [here](#). Please note that your application requires the endorsement of a member of the music faculty.

Facilities

Located on the north end of the undergraduate campus, Evans Music Center houses rehearsal rooms, classrooms, practice rooms, faculty offices and teaching studios, staff offices, and the 400-seat Evans Auditorium. The music department also makes use of Agnes Flanagan Chapel for some of its performances.

Evans Music Center is open daily from 7:00 AM to 11:00 PM, and is swipe-access only from 11:00 PM to 7:00 AM. All Lewis & Clark students and community members are granted swipe access during those evening hours.

Practice Rooms

Evans Music Center's 17 practice rooms are located on the ground floor, most easily accessible from the building's north entrance. Each room comes equipped with an upright piano, with the exception of rooms 28, 29, and 30, which each contain two grand pianos; these three rooms are to be used by students enrolled in piano lessons only. Practice rooms are available on a first come, first served basis and are available to all Lewis & Clark students, faculty, and staff. Occupants are expected to adhere to the posted guidelines, including:

- No smoking, eating, or drinking in practice rooms. Water is allowed but must not be kept on top of a piano.
- Do not remove chairs, stands, or mirrors from the practice rooms.
- Do not reserve a room by leaving your personal belongings inside for an extended period of time; if you need to vacate a practice room for more than ten minutes, take your belongings with you.
- Do not congregate in practice room hallways.

Failure to observe these guidelines may result in revocation of practice room privileges.

Practice rooms H, L, and M each contain a drum kit. There is an additional percussion practice room adjacent to the band room on the main floor, which contains a vibraphone and a space to practice hand drums. Use of percussion practice rooms is restricted to percussionists enrolled in private percussion lessons, Wind Symphony, Orchestra, Jazz Combos, and Percussion Ensemble, or with special permission by Brett Paschal. For access, please see/email Brett at paschal@lclark.edu.

Room Reservations

Students may reserve rooms in Evans Music Center for rehearsals, performances, or private study. Any person who reserves a space in Evans is expected to observe the posted guidelines in each room and reset the space to its neutral position before leaving, a diagram of which is posted in each room. Failure to adhere to these guidelines will result in the loss of room reservation privileges.

To make a room reservation, email Becky Guderian at guderian@lclark.edu.

Electronic Music Studio

Electronic music classes are available to all students at Lewis & Clark. Music production software makes it possible for a student with little or no previous musical experience to create effective pieces of music, while a trained musician's abilities will only be enhanced by the tools electronic music provides. Students enrolled in an electronic music course are authorized to use the Electronic Music Studio (EMS) for their work. The EMS contains

three workstations, each consisting of a Mac computer with audio and MIDI interfaces and a synthesizer keyboard for inputting data. A variety of software is used, including Reason and Ableton Live Suite. As these and other programs evolve, the EMS is continuously upgraded to improve the tools available to students. While students are expected to spend two hours per week in the studio, the EMS is accessible during normal building hours, so motivated students have the opportunity to create more ambitious works.

For more information about the EMS, contact Jeff Leonard at jleonard@lclark.edu.

Composition Suite

The composition suite is located on the ground floor of Evans Music Center. It houses four workstations, each of which are equipped with a Mac computer with a midi interface, an 88-key Yamaha P-95 digital piano, and music notation software, including Finale and Sibelius. The lab is available to students enrolled in Private Composition Lessons and Songwriting Lessons.

For more information about the composition suite, contact Michael Johanson at johanson@lclark.edu.

Accompanists

Vocalists and students presenting performance recitals will need to procure an accompanist. You can email the department's staff accompanist, Stephanie Thompson, to inquire about her availability and/or ask for recommendations (st@lclark.edu). Please check with your applied lesson teacher as to the requirements for accompaniment in your course.

Students are expected to provide their accompanists with clean, clear copies of music as soon as the repertoire is chosen. Students should arrive to rehearsals with their music learned; **it is not the responsibility of an accompanist to teach a singer or instrumentalist their part.**

Students in music lessons who wish to have a student accompanist must complete a [Student Accompanist Request Form](#) and submit it to the music office.

Please click [here](#) to be taken to the Vocal Studies Handbook, which includes more information on accompanists on page 8.

Non-Degree Recitals

Students who wish to give a non-degree recital (junior recital, joint recital, etc.) must first connect with their primary lesson teacher and faculty advisor for approval and recommendation. Once you have approval, you will need to complete the appropriate Recital Authorization Form, linked below. For joint recitals, each performer must submit their own form.

[Recital Authorization Form \(Non-Degree\)](#)

[Joint Recital Authorization Form \(Non-Degree\)](#)

After you have submitted the authorization form, you will be contacted by the Performance Events Coordinator (PEC) to discuss venue availability. Please be sure to discuss available times with your primary teacher, faculty advisor, and accompanist before confirming your chosen date with the PEC (this includes any dress rehearsals). The [Event Logistics Form](#) must be submitted six to eight weeks in advance of your recital date (be sure to read the “Things to Know” section below prior to completing your Event Logistics Form.) After they review the form, the PEC will contact you with any other clarifying questions about your event and confirm your plans.

Things to Know:

- The Department of Music will provide the Standard Event Level of publicity for non-degree recitals (see [Publicity Options](#)).
- The PEC is available to guide you in the creation of your poster and/or the formatting of your program, but it is ultimately the responsibility of the student to create and compile them (see the [Poster Layout Guidelines](#) and [Program Formatting Guide](#) for tips.)
- The Department of Music does not cover the cost of printed materials for non-degree recitals. The PEC can help guide you to economical ways of getting your poster/programs printed.
- The Department of Music does not cover the cost of a professional recording for non-degree recitals. If you would like a basic recording (one camera, no panning or zooming), that can be arranged via the PEC. If you would like to hire a professional recording engineer to record your performance, please connect with the PEC to discuss your options.
- The PEC will assign one or two trained Stage Crew students to assist with your performance. If you need assistance in your dress rehearsal, please notify the PEC ahead of time so that it can be arranged.
- Student recitals are never ticketed events.

- The Department of Music does not cover the cost of catered receptions. If you would like to have a small reception following your recital, please discuss available venues and options with the PEC.

Instrument Loans

The music department owns a variety of instruments that can be borrowed by students on the basis of each academic year. Instruments are available on a first come, first served basis and are available at no charge.

Lewis & Clark College instruments fall under three categories: Winds/Percussion/Guitar; Strings; and World Music. The instruments for each category are under the direct supervision of the designated area coordinator, as follows:

- For wind instruments and string instruments, contact Becky Guderian at guderian@lclark.edu
- For percussion instruments, contact Brett Paschal at paschal@lclark.edu
- For world music instruments, contact Kaley Mason at kmason@lclark.edu.

Students who wish to borrow a Lewis & Clark College instrument must complete a [Musical Instrument Loan Agreement](#) form to be submitted to the Administrative Specialist for approval. Students are responsible for returning the instrument without damage and are liable for any necessary repair or replacement costs. Unless other arrangements are made with the Administrative Specialist, students are expected to store department instruments in the locker provided for that instrument.

In cases where an instrument is required for lessons or an ensemble and the instrument cannot be provided by the music department, the department will pay for a student to rent an instrument from a local music shop.

Lockers

The Music Department has many lockers measuring 35"x12"x14" in which students can store smaller instruments and belongings. If you would like to check out a locker for the academic year, you can stop by the main office (Evans 126) and the Administrative Specialist will assign you a locker and give you a combination lock. The department has a limited number of lockers that can accommodate larger instruments like cellos, guitars, and low brass. We cannot accommodate storage of large instruments for students not involved in an ensemble or taking lessons for credit. Please contact Becky Guderian

(guderian@lclark.edu) for further information **before** you arrive on campus with a large instrument.

Juries

A jury is a final performance given at the end of each semester for a panel of music faculty. The purpose of a jury is to demonstrate your growth over the course of the semester and to receive valuable feedback from the faculty. Juries are graded and make up a portion of a student's final grade. Music majors and those wishing to test into 300-level lessons must perform a jury.

Attire

You must wear professional attire for your juries. Attire should be business casual, i.e. no jeans, shorts, flip-flops, or sneakers. If in doubt, you can consult your teacher about what kind of attire is appropriate for a jury performance.

Please see below for information on each area's jury expectations.

Voice

Students are required to sing at juries every semester they study voice, except the first. Jury requirements vary depending on a student's major and how long a student has studied. Jury forms and comments will be in a digital format. Proper attire is expected. Please refer to the [vocal studies handbook](#) for more information.

Winds

As previously stated, music majors and students who want to test into 300-level lessons **must** perform a jury; whether other students need to perform a jury will be determined by their lesson instructor. Jury repertoire for wind players will also be determined by their applied lesson teacher.

If you wish to test into 300-level lessons, contact Brett Paschal at paschal@lclark.edu.

Strings

Jury repertoire for string players will be determined by their applied lesson teacher. String juries are usually on a reading day. The signup sheet will be posted outside the main office (Evans 126) toward the end of each semester.

Piano

- Repertoire requirements: Students enrolled in MUP-371 are required to perform two pieces at the end of each semester, one of them memorized, for the piano faculty. Written feedback will be provided for each student.
- Scheduling: Juries will take place during the final week of each semester. A sign-up sheet for juries will be posted outside the main office two weeks prior to the jury date.
- Grading: Juries are not graded, however students enrolled in MUP-371 must participate in juries to receive credit for lessons.
- Other expectations: Students enrolled in MUP-171 piano lessons are not required to perform a jury. Instead, they will participate in the end-of-semester piano recital, in which they will perform one memorized piece.

Leaves of Absence

The music department's policies concerning leaves of absence are the same as the college's, which can be found [here](#). Please note that you must meet with your music faculty advisor prior to filing a request for a leave of absence.

Music scholarships are not affected by leaves of absence. If a student takes a temporary leave, any music scholarships they have will continue to be applied upon their return to Lewis & Clark. Likewise, music majors who have lesson fees waived will continue to have those fees waived upon their return to the college. As per the college's policy, the maximum length of a temporary leave is two consecutive fall/spring semesters, including the partial semester if the student is taking a mid-semester withdrawal. Scholarship recipients who are on leave for longer than two consecutive semesters must re-audit for their scholarship(s) if they choose to return to Lewis & Clark.

Student Employment

The music department offers a number of work-study positions for students. Open positions will be posted in [Workday](#) shortly before each fall semester, though some positions become available between the fall and spring semesters. Not every position will be open every year, as some student workers continue in their positions throughout their time at Lewis & Clark. Please see below for further information on each position, and be sure to review the college's [student employment policies](#).

Band Librarian

- **Supervisor:** Brett Paschal

- **General duties:** This position assists our Director of Bands, Brett EE Paschal. Duties include organizing the Wind Symphony music library, cataloging new music acquisitions, photocopying/scanning music for the ensemble, setting up chairs and stands for each Wind Symphony rehearsal (Tuesdays and Thursdays from 6:00-7:15), checking out college-owned instruments to students and ensuring their return using FileMaker Pro software, and conducting office hours to meet with students when necessary.

Choral Librarian

- **Supervisor:** Kathy FitzGibbon
- **General duties:** This position assists the Director of Choral Activities and supports the Lewis & Clark College choirs. Duties include organizing the choral music library, cataloging new music acquisitions, photocopying/scanning, and preparing packets of music for each ensemble.

Orchestra Librarian

- **Supervisor:** Lance Inouye
- **General duties:** This position assists the Director of Orchestral Activities. Duties include organizing the orchestral music library, cataloging new music acquisitions, photocopying/scanning, distributing and collecting music folders at rehearsals and concert, helping to set up and chair down stands at rehearsals (Tuesdays and Thursdays from 7:30-9:00 pm), and checking out college-owned instruments to students and ensuring their return using FileMaker Pro software.

Music Marketing Assistant

- **Supervisor:** Susan Nunes
- **General duties:** This position is responsible for the polished and professional publicity of concerts and events by managing and preparing content for social media accounts (Facebook and Instagram), planning and building a publicity schedule, helping to organize campaigns, and developing marketing strategies. The assistant will work with a team to develop marketing strategies through weekly meetings with the Performance Events Coordinator. Candidates should be highly organized and communicative, demonstrate the ability to multitask, adhere to deadlines, and have a keen eye for quality video, as well as photography skills.

Music Photographer/Videographer

- **Supervisor:** Susan Nunes
- **General duties:** This position is responsible for visiting music performances (and sometimes classes and ensemble rehearsals) to safely capture video and/or photography from a distance while not disrupting musicians. They provide edited

video and/or photography for use in department marketing and reels for department social media platforms. Other duties include weekly meetings with the Performance Events Coordinator to discuss current projects, upcoming tasks, and deadlines. Candidates must have access to their own camera(s) and editing software, and be familiar with both.

Stage Crew

- **Supervisor:** Susan Nunes
- **General duties:** The Stage Crew is responsible for setting up and running the technical aspects of concert/events at Lewis & Clark including basic lights and sound, setting up equipment (instruments, risers, stands, mics, cords, etc), lobby/house management, and box office. Other behind-the-scenes duties may be assigned. Training is provided. Knowledge of music/behind the scenes of performances is preferred.