



LAS POSITAS COLLEGE

**MUSIC DEPARTMENT**

# **Handbook for Music Majors**

Academic Year 2024-2025



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## Welcome

On behalf of the Las Positas College Music Faculty, we would like to extend a warm welcome to all music majors. As a music student, you have joined a community of student colleagues and faculty whose interest, enthusiasm, and achievement in all aspects of the musical art will serve to stimulate you toward the fullest development of your capacities as a musician and a professional person in the field you choose.

The purpose of this handbook is to guide you in your career as a music student at Las Positas College. The Full-Time (FT) Music Faculty are happy to assist you with any school questions and to assist you within LPC Guided Pathways. We urge you to consult regularly with the Music Department Coordinator to assure your completion of requirements for earning the AA-T/AA in Music and/or any of our Commercial Music Certificates in the following areas: Music Technology Fundamentals, Scoring for Film and Multimedia, Music Business, Jazz Studies, Piano Teaching Fundamentals, Teaching Beginning Piano, Teaching Intermediate Piano, and Piano Technology. In addition, FT faculty are available for more general advising about careers, transfer processes and institutions, and in general how to be successful as a student and musician.

For the 2024-25 Academic Year, the Music Department Coordinator will be:

Dan Marschak  
[dmarschak@laspositascollege.edu](mailto:dmarschak@laspositascollege.edu)  
925 424 1117  
Office 4227

Good luck and have a wonderful year!

Sincerely,

Dan Marschak, Cindy Browne Rosefield, Andreas Preponis, and all the LPC Music Faculty

\*An up-to-date list of all full-time and part-time music faculty with bios and email contacts can be found here: <http://www.laspositascollege.edu/music/faculty.php>

## **MUSIC DEPARTMENT MISSION & VISION**

Whether you are aiming for a degree in music or wanting to develop your skills to work in the music industry, or just further your understanding and appreciation of the musical arts, the Las Positas College Music Department offers courses and programs to serve every interest and need. The faculty is composed of accomplished performers, academics, composers, recording engineers, producers, and authors, who offer their students exceptional instruction in one or more of our 30 courses in music literature, applied music, recording, technology, pedagogy, and performance ensembles.

The music faculty and curriculum pursue the following goals:

- To provide an environment in which performance, composition, musical literacy and technology are integrated. The synthesis of these elements will prepare the student for a musical career as a performer, composer, writer, educator, producer, engineer, business person, etc. For more information about potential careers in music, please visit: <http://www.laspositascollege.edu/music/job.php>
- To offer a coherent musical education that provides knowledge and understanding of a variety of musical forms and styles. Students should be able to recognize the importance of music to their society and enable them to have a more informed worldview.
- To recognize music as a multicultural and multi-national art which fosters, through its performance, a respect for the diversity of all peoples, beliefs, and expressions.

## **MUSIC THEORY AND MUSICIANSHIP**

At LPC, written music theory is combined with musicianship (ear training) into a 4-semester sequence of 4-unit courses. Most students with no prior background in music theory will begin taking MUS 8A in the Fall, then move on to 8B, 10A, and 10B in subsequent semester.

Students are encouraged to take MUS 6 – Basic Music Skills over the summer before they enter their Freshman year for an in-depth review before beginning the traditional theory sequence.

Music theory is a required co-requisite of taking the Applied Lessons course MUS 38.

### **AP Music Theory Exam Credit**

- If you have taken the AP Music Theory Exam and earned a grade of 3 or higher, you are able to skip lower levels of music theory.
  - A grade of 3 or 4 on the AP Music Theory Exam allows you to skip MUS 8A and start with MUS 8B in your first Spring semester.

- A grade of 5 on the AP Music Theory Exam allows you to skip both MUS 8A and start with MUS 8B, and begin with MUS 10A in your Freshman year.
- If you are qualified to skip MUS 8A or 8B, you must fill out a prerequisite clearance form before enrolling:

<http://laspositascollege.edu/counseling/assets/docs/prerequisiteclearance.pdf>

- Note that skipping 8A and 8B is NOT the same as getting college credit for those courses.
- In order to earn **college credit** for those courses, you are encouraged to apply for [Credit for Prior Learning](#) and fill out the [Credit by Exam or Portfolio](#) option.
- Please discuss with the Department Coordinator if you are interested in this pathway.

## Independent Music Theory Study

- Some entering Freshmen will have already had independent study of music theory and musicianship and may be allowed to skip a course or courses in the Music Theory sequence by passing the Final Exams. Most often, this will result in passing out of MUS 8A or MUS 8B and beginning in MUS 10A.
- To organize taking a final exam, students must contact the instructor for the course they are attempting to test out of. If they pass, and with the instructor's consent, a [course prerequisite challenge form](#) must be filled out as well as a [Credit by Exam](#) form.
- Consult the music department coordinator for more information.

## Transferring Theory Credits to 4-Year Programs

- Unlike other transferrable courses, music theory and musicianship courses are typically not *automatically* transferred to the 4-year institution with the exception of CSUEB, with whom we have an articulation agreement.
- Most institutions will require a placement exam for theory and piano to determine your level of music theory.
- Many students who take the entire theory sequence at LPC test out of 2 years of music theory, especially those who prepare and practice for their placement exams.

## PIANO

- Beginning Piano MUS 21A is a **required course** of the AA-T in Music. 21B is an additional requirement of the AA in Music.

- The faculty suggest you earn both the AA and AA-T since they are almost identical, and you will need to take piano at your transfer institution anyway.
- If you already are a skilled pianist, it may be possible to test out of (up to) the entire piano sequence MUS 21A, 21B, 28, and 31.
- Please schedule an appointment with Dan Marschak for an assessment appointment if you wish to test out.
- If students pass the assessment, a [course pre-requisite challenge form](#) must be filled out as well as a [Credit by Exam](#) form to earn credit for the piano course(s).

## **APPLIED MUSIC**

### **Overview**

Applied Lessons at Las Positas College MUS 38 consists of about 9 hours of one-on-one lessons in an instrument of your choice, voice, jazz voice, or composition. MUS 38 may be taken 4 times, and end-of-semester juries are required for the first 3 semesters. A public recital is required upon completion of the 4<sup>th</sup> semester, or students can elect to complete a 4<sup>th</sup> semester jury. In lieu of a recital, Composition students will create a 15-20 minute portfolio video where they discuss the pieces they have composed at LPC to be shared with all Applied Composition Faculty.

Note: Once you have decided on your specific instrument/voice/composition for MUS 38, you should continue your pathway. You should not change to another path except in rare cases in consultation with the Music Department Coordinator and your Applied instructor.

It is not possible to be enrolled in two different sections of MUS 38 simultaneously.

### **Audition**

**Returning students** will receive their add code in the week following a successful end-of-semester jury.

**New students** must upload a **short audition video** demonstrating their current ability on their instrument, voice, or composition into this [Dropbox Folder](#)

**Instrumentalists:** The video should consist of one major scale and its relative minor scale, and one piece of your choosing which showcases your skills, musicality and personal strengths.

**Vocalists:** Please perform one song that showcase your skills, musicality and personal strengths.

**Composers:** Please submit one score (any style) that showcases your compositional skill. MIDI realizations are OK.

## Concurrent Enrollment Requirements

Applied Lessons requires concurrent enrollment in a music theory course (MUS 8A, 8B, 10A, or 10B) and at least one performing ensemble (MUS 11, 14, 15, 16, 17A, 17B, 44, 45, 46, or 48).

## Add-Code

In order to obtain an add code for MUS 38, you must first enroll in your concurrent enrollment required courses on Class-Web. Once enrolled in theory and an ensemble, email a screenshot of your schedule to the department coordinator before classes begin. The coordinator will then email you back an add code for MUS 38 pending a successful audition.

## Forums

In addition to practice, jury, and recital requirements, Applied Lessons students will meet on most 1<sup>st</sup> Fridays of the month for Forum performances or other special activities.

## PERFORMANCE ENSEMBLES

- Music majors must be enrolled in at least one major ensemble each semester using their principal instrument or voice. Guitarists, pianists, and composers may choose any large ensemble that is practical for them.
- The LPC Music Department offers a variety of performance ensembles, ranging from classical to jazz, instrumental to vocal, and beginning to advanced. Collegiate ensembles are consistently a wonderful opportunity for musical, artistic, personal, and professional growth. Our groups perform multiple times each semester and regularly attend festivals, go on tour, and participate in community performances throughout the Tri-Valley area.
- We strive to find a musical home for anyone interested in our program by offering both auditioned and non-auditioned ensembles.
- LPC typically offers the ensembles listed below. Ensembles may be repeated up to 4 times, and it is strongly encouraged for students to enroll in more than one ensemble in a given semester.
- If you have maxxed out your repetitions on Class-Web, you may potentially enroll in a non-credit version of the ensemble or [audit](#) the ensemble with the consent of the instructor.
- Jazz Ensemble MUS 15
  - For instrumentalists who want experience in performing and interpreting large-group literature in the many styles of Big Band playing.
- Jazz Combos MUS 11/17A

- For instrumentalists and vocalists who want experience in performing and interpreting small-group jazz literature in a variety of styles.
- Instrumental Chamber Music/Orchestra MUS 41/16
  - Rehearsal, and public performance of the standard Classical orchestra literature, with an emphasis on the development of skills needed to perform within an ensemble
- Concert Choir MUS 44 (\*no audition required)
  - Concert Choir is a non-auditioned ensemble open to all interested parties regardless of experience or musical background. The class involves a strong emphasis on development of music fundamentals, vocal technique, and overall ensemble concepts.
- Chamber Choir MUS 45
  - Chamber Choir is the top choral ensemble at Las Positas College. Styles of music range from classic major works to modern contemporary compositions.
- Vocal Jazz Ensemble MUS 46
  - “Bay Bop” is the premiere vocal jazz ensemble of Las Positas College. A modern-day cross between choir and jazz band, this group explores repertoire from all types of music, including jazz, R&B, pop, rock, funk, and anything in between.
- Improvisation Lab MUS 48 (\*no audition required)
  - This non-auditioned Lab course exposes students to the fundamental concepts and skills any improviser needs to succeed in a group setting

## Auditions

Auditionees must enroll in their desired ensemble(s) **before** auditions are held to guarantee availability and placement and to ensure the ensemble has enough enrollment numbers to run as a class. Visit [Admissions & Records](#) to complete enrollment in ensembles.

Once enrolled, please review information specific to the ensemble by navigating to the Auditions Webpage: <http://laspositascollege.edu/music/auditions.php>.

## Concerts

- Each ensemble requires at least one public performance.
  - These usually occur in either the Mertes Main Stage
- We ask that you help promote your concert and encourage your friends and family to attend.
- Concert tickets can be purchased here <https://lpc.ludus.com/index.php>
- Be professional especially on concert days and show up early to help set up and soundcheck and stay after the performance to help put gear away after chatting with audience members.

## **FACILITIES**

- **Mertes Center (Building 4000) Hours**

- Building 4000 is open Monday through Friday, 8:00 a.m. to 10 p.m. Unless there is a special event, the building is closed on weekends and holidays.

- **Parking**

- There is a now a new online parking system in place where you can purchase parking online through this website:  
<https://www.tocite.net/laspositascollege/portal>
- The cost is \$45 for the semester.

- **Public Transportation**

- For information about the Wheels Bus (free to students!) and the ACE Train, visit: <http://www.laspositascollege.edu/students/wheels.php>

- **Staff**

- Arts and Humanities Dean Amy Mattern and Administrative Assistant Ralitsa Ivanova-Olsson are available to serve you with more general LPC information and procedures. The Dean's office is located downstairs in room 4111

- **Safety and Security**

- The Campus Safety and Security office is in building 1700  
<http://www.laspositascollege.edu/safety/>
- You are highly encouraged to sign up for emergency text alerts through Campus Safety and Security: <http://www.laspositascollege.edu/safety/alertu.php>

- **Covid 19 Policies**

- LPC follows Alameda County Health Guidelines to make all Covid determinations (i.e. masking, testing, etc.).  
<http://laspositascollege.edu/covidupdates/>
- If you have tested positive for Covid-19 DO NOT come to class. Email all of your instructors ASAP and follow [county guidelines](#).
- When returning to campus after having Covid, we ask that you mask for a week.

- **Practice Rooms**

- Las Positas College has 8 soundproofed practice rooms: 4218, 4219, 4220, 4221, 4222, 4223, 4131, and 4132
- All upstairs practice rooms are equipped with a Steinway-Designed Boston Piano, a Yamaha Clavinova, and an iMac with several music programs (Ableton Live, Logic, Sibelius, and ProTools) loaded on it.
- Room 4223 also has a grand piano for use by the Piano Technology majors.
- Percussionists and drummers have priority for the Large Practice Room 4131.
- We are now allowing students to reserve 4130 and 4138 when classes are not happening. Pianists will get priority for the Steinway Spirio |r that now resides in 4138, though it is available for others to use as well.
- Music Majors are encouraged to plan out their daily practice routine ahead of time and reserve practice rooms by writing with pen on the sign-up sheets that are posted by 3pm each Friday.
- Music Majors may reserve up to 2 hours a day for practicing. Additional hours will be first-come first-served.
- The keypad code for accessing the practice rooms is provided on your Applied Lessons syllabus. It is changed out each semester.
- There are security cameras outside in the hallway upstairs. If any damage or theft is suspected, the student will be held liable for damages or losses, Campus Safety is notified, and the student may be expelled from the music major.

- **Music Computer Lab/Recording Facilities**

- Lab facilities (The Keyboard/Technology Lab Room 4226 and Recording Studio Room 4239) are limited access rooms, and instructor consent is required to enable student access.

- **Lab/Studio Rules**

- No food or beverages will be allowed in the studios at any time. Closed containers, such as water bottles, should be stowed in backpacks.
- No writing upon or posting of notes on the workstations, hardware, furniture or walls is allowed.

- Users may not connect peripheral devices to studio hardware without permission. The repatching of cables and equipment other than the user accessible patch bays or the moving of cables, equipment, tables, or tampering with security devices within the studio is not allowed.
- Problems with any hardware or software should be reported to the instructor.
- No installation or removal of application and system software, or the changing of default video, printer, desktop, etc. parameters on studio workstations is allowed.
- File storage on workstations is limited to classroom defined procedures. All other material will be erased periodically.
- Lab use is an extension of instruction of the Department of Music, therefore, all work performed in the lab should support class assignments. Printing papers for other classes, personal e-mail, live-chat messaging, surfing the web, etc. in a manner that is not part of the Department of Music assignments is not allowed.

- **Music Library**

- The Music Library is in room # 4139. The library contains books, scores, and performance editions of a wide range and variety of musical styles and periods. Instructors have access to the library and may let students peruse and check out items as needed. Consult the Instrumental Music Director for check out procedures.

- **Music Section in Main LPC Library**

- In the main LPC Library (see map on last page of the handbook), there are also many scores, books, fake books, and other related music resources.

- **Lockers**

- There are several lockers for student use in the hallway by 4138 and 4130. These are intended for performing arts students.
- Priority will be given to those students who need to store their small instruments (the lockers are small). Otherwise, lockers are “first come first served”
- You are required to bring your own combination lock and are responsible for clearing it out each year.
- **Locks must be removed by June 1<sup>st</sup> each year. Locks which are left at that time will be cut off and belongings will be disposed of or sent to the Lost and Found at Campus Safety.**
- Do not leave food in the lockers.

- For those students with large instruments which will not fit in the lockers, consult the Director of Instrumental Music (Cindy Browne Rosefield) for alternative storage spaces.

## **EQUIPMENT**

- **Instrument Loans**

- The Music Department has a limited number of musical instruments for student use. The **Director of Instrumental Music** will oversee all instrument loans. For the Academic Year 2023-24, the Instrumental Music Coordinator is:

Cindy Browne Rosefield  
925 424 1119  
[crosefield@laspositascollege.edu](mailto:crosefield@laspositascollege.edu)  
Office #4229

- **Instruments are issued according to the following criteria:**
  - Ensemble needs.
  - Approval of applied music instructor.
  - Students must be using the instrument in a primary or secondary performing ensemble.
  - Students issued instruments must fill out an **Instrument Checkout Form (see Appendix)**. This form holds the student financially responsible for any loss or damage which may occur to the instrument/equipment while in his care.
  - Unpaid fees for lost and stolen equipment will freeze student records and put a hold on registration until all fees are paid. The student must keep school instruments in good and proper condition as to be determined by the ensemble conductor.
  - All instruments will be assessed for damage upon cleaning and billed to student upon completion of repairs.
  - The student must not have LPC equipment repaired or adjusted by any off-campus repair shop without prior approval of the Department of Music.
  - All LPC instruments and equipment must be checked in to the Instrumental Music Director no later than 3 p.m. on the final day of the semester.

- Summer use of instruments requires additional approval of the Instrumental Music Coordinator.
- Instrumentalists must purchase their own mouthpieces/reeds/bows/mallets.

- **Pianos**

- LPC is an [All-Steinway School](#) and prides itself on quality pianos for performance and practice.
- Students noting any problems with pianos should let the Music Department Coordinator know immediately. The instruments are tuned and maintained regularly throughout the year.
- [Dampp-Chasers](#) are installed on all upright pianos in practice rooms to control humidity conditions and help keep pianos in tune. **Do not unplug the Dampp-Chasers from the electrical outlets. If you notice a light blinking, please notify the Coordinator.**
- When not in use for rehearsals and classes, Grand Pianos in 4130 Choir Room, 4138 Band Room, and 4127 Rehearsal Room should be covered with the large quilted covers.
- **Never place anything on top of the pianos**, and especially never place food or drink on a piano. You may be held liable if one is damaged.

- **Macbooks, Midi Controllers, and USB Microphones**

- The department has a small fleet of Macbooks (loaded with Sibelius and Logic), Blue USB Mics and Nektar Midi Controllers which may be lent out to qualifying students.
- Students in MUS 35/36 Music Technology, MUS 22A/B Scoring for Film and Multimedia, and MUS 19 Studies in Music Composition have priority.

## **ACADEMIC STANDARDS**

Music students are expected and encouraged to maintain high academic standards and level of applied performance. While an average of “C” in all major course work is required, students are encouraged to maintain a minimum of 3.0 GPA in order to meet minimum standards for many schools you may want to transfer to.

All music majors will be required to pass jury examinations in respective applied areas at the end of each semester.

## • Departmental Attendance and Grading Policies

- If you do not earn a passing grade in a core music course (major ensemble, applied lessons, music theory), that course must be repeated. Consult the music department coordinator for details.
- Class attendance is a vital component in a complete musical education; students are expected to promptly attend all meetings of their classes in the music major.
- Attendance at all rehearsals and performances of primary and secondary ensembles is absolutely mandatory. While each director institutes different policies, unexcused absences from rehearsals, concerts, and soundchecks are totally unacceptable and carry consequences for the student's grade.

## • Degrees and Certificates

- Required classes for the Associate of Arts for Transfer (AA-T) in Music and the Associates of Arts in Music can be found at:  
<http://laspositascollege.edu/music/program.php>
- Students are encouraged to earn both of these degrees since the only additions for earning the AA are Mus 21B and 4 units of Electives.
- There are additional General Education (GE) Requirements to earn AA and AA-T degrees. Some GE's are Music Classes and can also 'double-dip' for some certificates
- Required classes for the 8 Certificates we offer ([Music Business](#), [Music Technology](#), [Scoring for Film and Multimedia](#), [Jazz Studies](#), and [Piano Teaching Fundamentals](#), [Teaching Beginning Piano](#), [Teaching Intermediate Piano](#), and [Piano Technology](#) can be found here: <http://laspositascollege.edu/music/commercial-music.php>
- Certificates are "Stackable" – meaning one class can count towards multiple certificates and degrees. Use the color coding in the [Guided Pathways](#) document for ease of reference, and consult with Music Department Coordinator.
- Degrees and Certificates are not awarded automatically even if you've completed the required course work. You must fill this form out to officially obtain any degree or certificate, and if you're earning multiple degrees and certificates, you may have to fill out multiple forms.  
<http://www.laspositascollege.edu/admissions/assets/docs/Degree-for-Degree-Cert.pdf>
- Please see a counselor for additional guidance about how to earn your degree(s) and/or certificates as well as transfer, though you are also encouraged to meet with the FT faculty. <http://laspositascollege.edu/counseling/>

## **STAFF COLLABORATIVE PIANIST**

Jeremiah Trujillo serves as the LPC Staff Collaborative Pianist (Accompanist) and is available weekly to help all students. He is an accomplished vocal coach, an incredible musician, and can sight read just about anything.

If you need help with having accompaniment recorded, help with rehearsing a certain section, or would just like his feedback, consider emailing him to attend his office hours:  
jtrujillo@laspositascollege.edu.

## **SCHOLARSHIPS**

Many scholarships are available for music students including the very generous Mertes Scholarship for Transfer which offers as much as \$15,000 per year of study at a BA or BM program in Music. More information is available at:

<http://www.laspositascollege.edu/performingarts/scholarships.php>

## **SOCIAL MEDIA**

The LPC Music Department has several social media platforms. Please follow us and tag yourself!

Instagram: laspositasmusic

<https://www.instagram.com/laspositasmusic/>

Facebook: Las Positas College Music Department

@LPCMUSICDepartment

<https://www.facebook.com/LPCmusicdepartment>

We also have a Discord Channel specifically for music majors and instructors. This is used extensively so please join and contribute! Please no profanity or explicit images.

<https://discord.gg/rAG7fpegGA>

## **APPENDIX**

### **Jury Information for Instrumentalists and Vocalists**

Jury performance serves as the final cumulative “test” of a semester of individual instruction. This allows you to showcase your overall progress, growth, and performance ability while also receiving informed feedback from multiple members of the LPC music faculty. Think of this as a positive opportunity and something to look forward to, much like an important performance.

### In Advance of the Jury

- Make clean copies of music for everyone that may need them (accompanist or accompanying instruments.) Your panelists do not need copies, but still have an extra set just in case.
- Fill out the Jury Repertoire Form (located in this document.) Have 3 copies total for your Jury panel, with the backside of each page as the Jury Evaluation Form applicable to your performance. **Do not print all of the Evaluation forms available in this document,** only print the single Evaluation page for your personal Jury.
  - Example: I am a 2<sup>nd</sup> semester jazz drummer, so I need to print the “Jazz Drums II” Evaluation form on the back of the 3 copies of my Jury Repertoire Form.
- Be prepared, rehearsed, and performance ready on repertoire selected
- Review all jury requirements for your semester of study (located on Canvas)

### Day of the Jury

- Be dressed professionally and appropriately for performance
- Be 15 minutes early to your assigned jury time
- Be warmed up and mentally alert BEFORE your jury

### In the Jury

- Give completed Repertoire+Evaluation forms to jury panel
- First piece = Student’s choice
  - Know what song you’re starting with BEFORE you get to your jury
- Second piece = Jury panel’s choice
  - To be selected from repertoire listed
- Other requirements (scales, sight reading, etc.)
- Jury panel will give verbal feedback, as well as give you a copy of their
- A jury is a performance – OWN IT
- You may be cut short on a piece of music – this is for the sake of staying on schedule. Do not be alarmed if this happens.

### What the jury panel is looking for/grading on:

- Musical Elements
  - Intonation
  - Rhythm
  - Dynamics

- Accuracy
- Phrasing
- Articulation/Diction
- Breathing (if applicable)
- Text
- Memorization
- Style/Feel
- Artistry/Expression
- Overall Performance
- Command of Instrument
  - Technique
  - Tone
  - Overall Proficiency
- Intangibles
  - Preparation
  - Professionalism
  - Working with Accompanist/Rhythm Section
  - Appropriate Attire and Demeanor

#### Things to Avoid

- Overly casual conversation with jury panel (unless they initiate it)
- Being late
- Being unprepared
- Negativity
- Disclaimers for your performance

#### Post-Jury

- You are allowed a final “wrap-up” lesson with your instructor, to be completed sometime in the two weeks remaining in the semester. This lesson is for jury breakdown time, completion of any remaining assignments, and for the chance to ask for work to do over the break.
- **Signed Lesson Attendance sheets are due to your private instructor a week after your jury.**

<b>LAS POSITAS COLLEGE MUSIC DEPARTMENT</b> <b>MUS 38 – Applied Lessons</b>
<b>JURY REPERTOIRE FORM (All Juries)</b>

Name (print) \_\_\_\_\_

Years of Study (primary instrument) \_\_\_\_\_ MUS 38 Semester: \_\_\_\_\_

Applied Instructor \_\_\_\_\_

**Your Choice of Song for Jury Performance:**

**Title:** \_\_\_\_\_

**Composer:** \_\_\_\_\_

Other Repertoire Studied:

Title:

Composer:

## **Composition Jury Information and Forms**

### MUS 38 – Applied Music

Jury performance serves as the final cumulative “test” of a semester of individual instruction. This allows you to showcase your overall progress, growth, and performance ability while also receiving informed feedback from multiple members of the LPC music faculty. Think of this as a positive opportunity and something to look forward to, much like an important performance.

### **Jury Information**

#### In Advance of the Jury

- Put completed piece (with mp3 mockup or live performance) and any sketches or parts into the google drive link provided.
- Fill out jury forms and make 3 copies for your jury panel.
- Be prepared to speak briefly about your piece. What is it scored for? What is it ‘about’ if anything? What is the significance of its title? Etc.

#### Day of the Jury

- Be dressed professionally and appropriately for performance
- Be 15 minutes early to your assigned jury time
- Be warmed up and mentally alert BEFORE your jury

#### In the Jury

- Give completed forms to jury panel
- Jury panel will give verbal feedback about your piece and your presentation, as well as give you a copy of their written comments
- You are encouraged to record or video your jury for your own review
- You may be cut short on a piece of music – this is for the sake of staying on schedule. Do not be alarmed if this happens.

#### What the jury panel is looking for/grading on:

- Preparation
- Overall craft of composition and orchestration
- Diversity of style, texture, rhythm
- Idiomatic writing for specific instruments
- Professionalism
- Clear scores with professional engraving standards in Sibelius notation software
- A developed musical form that seems well conceived and complete

- Creativity
- Musical Details (dynamics, accents, techniques, extended techniques)

#### Things to Avoid

- Overly casual conversation with jury panel (unless they initiate it)
- Being late
- Being unprepared
- Negativity
- Disclaimers for your work

<b>LAS POSITAS COLLEGE</b> <b>MUSIC DEPARTMENT</b> <b>INSTRUMENT CHECK OUT FORM</b>
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Instrument \_\_\_\_\_ Serial No. \_\_\_\_\_  
 Make \_\_\_\_\_ Ligature \_\_\_\_\_ Mouthpiece \_\_\_\_\_ Strap \_\_\_\_\_  
 Condition of Instrument Assessed by Borrower:

The Signer Accepts full responsibility for any damage or loss of this property while in their possession and agrees to replace the property with one of equal value or to reimburse the College at the fair value stated by the college. The signer also agrees to pay for repairs made necessary by damage while in their possession. Failure or refusal to return will result in criminal prosecution under California law (#496 PC). All instruments must be returned by the final class meeting date of the semester.

**REPAIRS** – Turn in instrument immediately back to the Music department as well as a detailed description of what type of repair needs to be done.

Name. \_\_\_\_\_ Date: \_\_\_\_\_  
 Borrowers Phone No. \_\_\_\_\_ W # \_\_\_\_\_

Email: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Signature of Borrower: \_\_\_\_\_

Instrumental Music Director Authorization: \_\_\_\_\_

To be completed at time of return

Signature of Borrower:

Damages \_\_\_\_\_ Fee \_\_\_\_\_

Total Amount Owed \_\_\_\_\_ Date of Payment \_\_\_\_\_

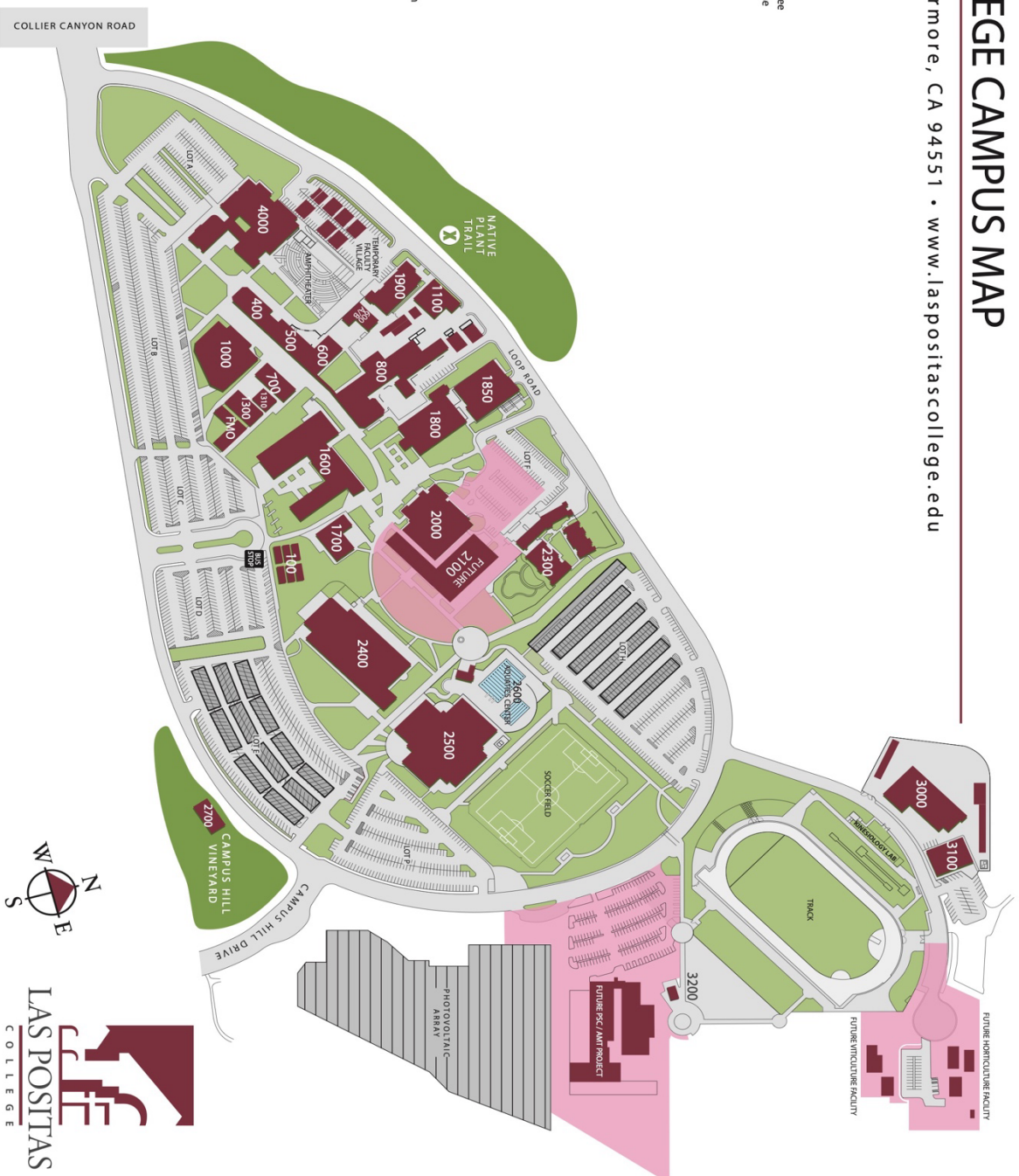
Signature of Assessor

# LAS POSITAS COLLEGE CAMPUS MAP

3000 Campus Hill Drive, Livermore, CA 94551 • [www.laspositascollege.edu](http://www.laspositascollege.edu)

## KEY TO BUILDINGS

100	Classrooms
400	English Classrooms & Lab
500	Fine Arts
600	Classrooms, ILC (Integrated Learning Center), Open Math Lab
600 A/B	Fire Service Technology Training
700	Visual Communications, Photography Studio, Computer Lab
800	Lecture Hall, Computer Labs, Auto & Welding Labs, Smog Referee Center, Horticulture Viticulture, Garden Classrooms, Greenhouse
1000	Classroom Building
1100	Central Utility Plant
1300	Bookstore
1310	Veterans Resource Center
1600	Student Services & Administration Building
	1690 Academic Services, Vice President's Office
	1699 Administrative Services, Vice President's Office
	1670 Admissions & Records
	1642 Assessment Center
	1620 Cafeteria
	1604 Career/Transfer Center
	1663 Community Education
	1616 Counseling Center
	1615 DSPS High Tech Center
	1668 EOPS, CARE, CAWORKS
	1650 Financial Aid
	1658 International Student Program
	1672 Online Service Center
	1680 President's Office
	1643 Student Government (ASLPC)
	1669 Student Services, Vice President's Office
	1643 Welcome Center
1700	Campus Safety, Student Health Center, Copy Center, Mail Room
	1710 Student Health Center
	1717 Copy Center
	1725 Campus Safety
	1726 Black Cultural Resource Center
1800	Science Technology Center 1
1850	Science Technology Center 2
1900	Information Technology Services (ITS)
2000	Library (Learning Resource Center)
2300	Child Development Center
2400	Multi-Disciplinary Education Building
	2401 Tutorial Center
	2420 Lecture Hall
2500	Physical Education Complex (Gym)
2600	Aquatic Center
2700	Campus Hill Vineyard
3000	Maintenance & Operations Building
3100	Maintenance & Operations Building
3200	Field House
4000	Merets Center for the Arts
	4119 Main Theater
	4128 Black Box Theater
TRACK	Track & Field - Kinestology Lab
FMO	Facilities Management Office
*Pink/Current Construction Projects	
82100	Academic Support and Office Building
PSC/AMT	Public Safety Complex/Advanced Manufacturing and Transportation Facilities





### **Handbook for Music Majors Contract**

I, \_\_\_\_\_ have read and agree to follow the policies found in the 2024-25 Handbook for Music Majors. I understand that I am responsible for knowing the information in this handbook, and will abide by the policies stated herein.

**Print Name**

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**Signature & Date**

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**Please sign and return this to the Music Department Coordinator (Dan Marschak Room 4227). You may slip under the door.**