



LYNN
UNIVERSITY

CONSERVATORY OF MUSIC

STUDENT HANDBOOK

Effective Fall 2010

The Lynn University Conservatory of Music will follow the academic policies and regulations as stated in the Lynn University Catalog and the Lynn University Student Handbook, with the following exceptions and additions.

TABLE OF CONTENTS

Welcome.....	2
Academic Requirements and Responsibilities.....	2
Performance Requirements	4
Degree Recitals	6
Performance Forum.....	7
Collaborative Piano Policies and Procedures.....	8
J Term	11
New Music Festival	11
Practice Rooms/Concert Hall Use	11
Concerto Competition	12
Academic Guidance	12
International Student Internships	12
Intent to Return/ Re-enrollment Policy	13
Applying for A New Program.....	13
Bulletin Board/Lockers/Mailboxes.....	13
Respect for Building and Equipment.....	13
Concert Attire.....	14
Wellness	14
Conservatory Staff	14
Conservatory Faculty	15

WELCOME

Welcome to Lynn University's Conservatory of Music. Our mission is to provide quality professional education for gifted young musicians and set a superior standard for music education worldwide. Primary among the goals of the conservatory is the nurture and education of the student body with a thorough attention to musicianship, artistry, and skills needed to be competitive in the field of music. The aim is to train instrumental music students of high achievement through programs of study of an intensive nature in preparation for careers in music. The conservatory faculty forms a community of exceptionally accomplished and dedicated individuals striving towards similar goals. The artist faculty maintain active performance careers and bring their experience and expertise to the aspiring student body.

ACADEMIC REQUIREMENTS AND RESPONSIBILITIES

Students enrolled in the Conservatory of Music are expected to conduct themselves in a manner appropriate to a member of a productive musical community as well as meet the following academic standards in order to remain in good standing and retain his/her music scholarship each year:

- 1) Maintain a minimum semester GPA of 2.75 for undergraduate and 3.0 for graduate students.
- 2) Earn a minimum grade of "B" in Applied lessons and all performing ensembles.
- 3) Attend classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other Conservatory performances and activities as required.

Students who do not maintain these minimum requirements shall be placed on academic probation within the Conservatory of Music and may lose their scholarship. Students who fail to meet the Conservatory's Minimum Academic Requirements for two consecutive semesters shall be dismissed from the Conservatory with an option to appeal to the Dean.

Music Scholarships

Music scholarships are awarded for a maximum of 8 semesters for undergraduate students and 4 semesters for graduate students. **Scholarships do not cover university fees and/or health insurance. These fees are the responsibility of the student.** Music scholarships may only be applied to those credits taken for the completion of one's degree program. Fees for courses taken outside the degree program or for the retaking of any failed courses are the responsibility of the student.

Participation and Attendance

Weekly assessment of your performance and progress in all courses requires consistent participation. Regular and punctual attendance is required at all lessons, coachings, ensemble and academic classes, rehearsals and performances. Any exceptions, such as an excused absence for documented illness or personal emergencies may be considered and granted by the individual course instructor.

Any student who misses lessons, coachings, academic classes, or rehearsals for more than ten percent of the semester for reasons the instructor finds insufficient, will need permission from the Dean to continue in the class. Students with excessive or unexcused absences may receive a withdrawal or failing grade and in extreme cases, may have their scholarship revoked or be subject to probation or dismissal. No student may be absent from performances of any kind unless prior permission has been granted for a limited or short term leave of absence.

Falsification of illness/injury or misrepresentation of any personal issue or professional engagement is considered a severe violation of the University Academic Honesty Policy as outlined in the Lynn University Student Handbook.

Limited Leave of Absence

A limited leave of absence may be requested for performance opportunities of significance or sudden medical or personal situations by any student who is in good standing in all classes. A limited leave of absence generally is not granted for more than six consecutive days. It is the student's responsibility to complete the Limited Leave of Absence Form which requires signatures from each of the student's instructors, the student's academic advisor and the Dean in addition to detailed written explanation with appropriate documentation of the event or situation. Students may obtain request forms from their academic advisor. Once the leave is approved, the student remains registered for the semester and is responsible for all course work, exams, juries, mock auditions and fees associated with that semester. Any leave not approved by the Conservatory may result in lowering of grades due to non-participation.

The Conservatory of Music is supportive of external performance opportunities of significance that are in the student's best interest, however, the potential impact of the absence upon the Lynn community will be taken into account. Please note that prior commitments or remuneration will not be taken into consideration when determining the artistic significance of performance opportunities. It is expected when requesting leave for a performance that it be made in a timely fashion.

Short Term Professional Leave

Short Term Professional Leave is available for PPC students in good standing for professional performance opportunities of significance lasting more than six consecutive days. Short term professional leave generally is not granted for more than two weeks. It is the student's responsibility to complete the Short Term Professional Leave Form which requires signatures from each of the student's instructors, the student's academic advisor and the Dean in addition to documentation from the presenting organization and a personal statement of the professional significance of the event(s). Students may obtain request forms from their academic advisor. Once the leave is approved, the student remains registered for the semester and is responsible for all course work, exams, juries, mock auditions and fees associated with that semester. Any leave not approved by the Conservatory may result in lowering of grades due to non-participation. The Conservatory of Music is supportive of external performance opportunities of significance that are in the student's best interest, however, the potential impact of the absence upon the Lynn community will be taken into account. Please note that prior commitments or remuneration will not be taken into consideration when determining the

artistic significance of performance opportunities. It is expected when requesting leave for a performance that it be made in a timely fashion.

PERFORMANCE REQUIREMENTS

Students must earn a passing grade for all performance requirements (PR's) in their program of study in order to graduate.

Bachelor Of Music (BM) in Performance

Freshmen	Jury
Sophomores	Jury
Juniors	Jr. Recital, Mock Audition (non-pianists), Sight Reading Jury (pianists)
Seniors	Sr. Recital, Mock Audition (non-pianists), Sight Reading Jury (pianists)

Master Of Music (MM) in Performance

- Graduate Recital
- Concerto
- Chamber Work
- Mock Audition (instrumentalists only)/Sight Reading Jury (pianists only)

Professional Performance Certificate (PPC)

- Graduate Recital
- Concerto
- Chamber Work
- Mock Audition (instrumentalists only)/Sight Reading Jury (pianists only)
- Two additional performance requirements of student's choice (from list above*)

PPC students are encouraged to perform one of their additional performance requirements at an off campus venue. Acceptable performance activities include a concerto performance, professional orchestral audition, chamber music performance, solo recital or competition participation. Repertoire previously performed for PR or degree recital credit may not be used. To request permission to receive off campus performance credit, students must email their academic advisor in advance of the performance.

*Performing an additional recital (that meets the minimum requirements for a graduate degree recital) will be counted as two additional PR's. Repertoire previously performed for PR or degree recital credit may not be used.

Collaborative Piano Majors

- Please consult the Instrumental Collaborative Piano program handbook for requirements.

Performance Requirement Descriptions – Undergraduate

Mock Auditions

Mock auditions are held each year. A sign-up sheet will be posted by the Head of your department. Instrumentalists are required to receive a passing grade in all required mock auditions. Other students may be required and/or permitted to perform a mock audition at the discretion of his/her major teacher. Mock audition grades will be averaged into the student's final applied instrument grade. Failure to appear for a scheduled mock audition automatically results in a grade of "F". A repertoire list for mock auditions is available in the music library.

Juries

Juries are held in the spring semester. A sign-up sheet will be posted by the Head of your department. All freshmen and sophomores are required to receive a passing grade in each of their juries. Students perform their jury program for a committee of artist faculty members as assigned by the Dean. Jury grades will be averaged into the student's final applied instrument grade. Failure to appear for a scheduled jury will automatically result in a grade of "F". Students performing juries should prepare approximately twenty minutes of music. Memorization and repertoire requirements are at the discretion of the Artist Faculty and may include scales, arpeggios, etudes, sonatas and/or concerti.

Sight Reading Jury for Pianists

Undergraduate piano majors are required to play and pass a sight-reading jury in both the junior and senior year. Weekly sight-reading expectations exist in the undergraduate curriculum in the applied areas of solo piano study, chamber music, and also in the Keyboard Skills, Piano Literature and Pedagogy coursework. Sight Reading Jury grades will be averaged into the student's final applied instrument grade.

Performance Requirement Descriptions - Graduate

The **Concerto** performance requirement consists of a minimum of 2 contrasting movements of a concerto or substantial work written for solo instrument and orchestra to be performed at Performance Forum. The performance may not exceed twenty minutes and **must** be performed from memory. Students are encouraged to give multiple performances of works; however, a concerto performed for graduate performance requirement credit may not be applied to the minimum amount of music required for a degree recital.

The **Mock Audition** performance requirement is offered each year. A sign-up sheet will be posted by the Head of your department. Instrumentalists are required to receive a passing grade in all required mock auditions. Mock audition grades will be averaged into the student's final applied instrument grade. Failure to appear for a scheduled mock audition automatically results in a grade of "F." A repertoire list for mock auditions is available in the music library.

The **Chamber Work** performance requirement consists of a minimum of 2 contrasting

movements of a chamber work to be performed at Performance Forum.

The **Sight Reading Jury for Pianists** is taken by performance majors in graduate (MM) and post-baccalaureate (PPC) programs in place of the Mock Audition performance requirement. Weekly sight reading assignments are given to piano students in preparation for the jury. These assignments will include a variety of repertoire encompassing the following style periods: Baroque~ Classical~ Romantic~ Impressionistic~ and 20th or 21st century music. Solo and chamber music repertoire (including vocal music) will be assigned to sight read throughout the semester. Sight Reading Jury grades will be averaged into the student's final applied instrument grade.

Master Of Music Examinations

Comprehensive Exam

- A proficiency test in music theory and history will be given and must be passed in order to graduate. Tests will be administered during theory and history electives.
- A comprehensive oral exam must be taken and passed by all Master of Music students during their final semester of study at Lynn University. Exam topics will include the student's major field of study, music theory and music history.

DEGREE RECITALS

- Students must register for recitals with their advisor during pre-registration weeks (April for fall recitals and November for spring recitals).
- Recitals will occur at 3:30, 5:30, and 7:30pm on all Tuesdays except during orchestra weeks (pianists may request a 7:30 recital during orchestra weeks).
- Chamber Music may not be performed as part of the minimum time requirement for degree recitals.

Recital Forms

Fall Recitals:

September 8th - Degree Recital Date Request Form due to the Concert and Events Mgr.

September 15th - The Recital Repertoire Form and piano scores for each piece due to the Head of Collaborative Piano.

Please note: Complete program (all mvt titles, opus #'s etc.), photo and biographical information must be emailed to the Concert and Events Manager no later than six weeks prior to the performance date.

Spring Recitals:

November 1st - Degree Recital Date Request Form due to the Concert and Events Mgr.

November 15th - The Recital Repertoire Form and piano scores for each piece due to the Head of Collaborative Piano for recitals occurring before spring break.

January 15th - The Recital Repertoire Form and piano scores for each piece due to the Head of Collaborative Piano for recitals occurring after spring break.

Please note: Complete program (all mvt titles, opus #'s etc.), photo and biographical information must be emailed to the Concert and Events Manager no later than six weeks prior to the performance date.

Failure to meet the following minimum requirements will automatically result in a failing grade:

The Junior Recital consists of a minimum of 40 minutes of music and may be played with or without an intermission. A minimum of one work **must** be memorized.

The Senior Recital consists of a minimum of 50 minutes of music and includes an intermission. A minimum of one work **must** be memorized.

Graduate Recital consists of a minimum of 60 minutes of music and includes an intermission. A minimum of one work **must** be memorized. Please note: Pieces performed for graduate performance requirement credit may not be applied to the minimum amount of music required for a degree recital.

PERFORMANCE FORUM

Throughout each semester students and faculty assemble for weekly performance forums.

Class Participation

Students are expected to attend all scheduled performance forums. **Class participation makes up one hundred percent of the grade for this class. In order to receive a passing grade, students may not miss more than 3 forums within a semester.** It's not necessary to receive permission to miss a forum. In order to be counted as present for performance forum, a student must be in attendance for the entire performance forum. Students who are performing must return to the hall as soon as possible after they perform in order to be counted as present. **Please note: There are no excused absences from performance forum (this includes lessons or coachings).**

Requesting time on Performance Forum

When ready to perform, students may submit a Performance Forum Request Form.

- Fill out form completely
- Obtain signature from Head of Collaborative Piano
- Obtain signature from faculty or chamber coach

The collaborative piano head, faculty and/or chamber coach will only sign forms that are complete and for students that are well prepared and ready to perform.

Request forms may be submitted at the reception desk of the conservatory office at any time during business hours. **Forms must be date and time stamped at the time of submission by the conservatory staff.** Forms that are missing signatures or submitted with inaccurate or incomplete information will be returned to the student's mailbox without consideration.

Performance forum time for Graduate Performance Requirements (GPR) may be requested in advance. Please note: Students may only request advance time slots for performance requirements that still need to be fulfilled for your program of study. Once a requirement is fulfilled students may not request time slots in advance for that type of requirement.

All non-GPR performance requests will be filled on a first come, first served basis as forms are submitted. Students may not submit additional requests until current pending performances have been completed (excluding pending Graduate Performance Requirements)

Showcase Concerts

At the completion of a designated number of forums the Dean will choose students, based on the recommendation of faculty, for the Dean's and Chamber Music Showcase concerts. **Students chosen to perform on these Showcase concerts are required to do so. Please be sure to make note of all of the Showcase concerts for the year to avoid conflicts.**

COLLABORATIVE PIANO POLICIES AND PROCEDURES

The Conservatory community is extremely fortunate to have Mr. Tao Lin and Dr. Yang Shen as its artist-faculty collaborative pianists. Mr. Lin and Dr. Shen are available to attend lessons, studio classes and master classes in addition to performing on Performance Forum, Concerto Competition and degree recitals. The following outlined procedures and policies for requesting their time and skills provide an adequate amount of preparation and rehearsal time for all projects to be executed at the highest level. Each studio has an allotted number of collaborative piano faculty hours based upon the number of recitals and students per studio. Only instrumental faculty will be aware of their studio hours. It is important to plan ahead and be selective when deciding which projects will be best served by the faculty. Additional hours are available through the *Instrumental Collaborative Piano Program (ICPP)* and are ideal for long term projects that involve multiple lessons and performances. It is essential that everyone adhere to all policies so collaborations run smoothly and extraordinary music making can be the focus.

1. Procedure For Requesting A Collaborative Pianist

- Faculty members must contact Ms. Lisa Leonard by email: leonard@lynn.edu or phone: 561.237.9014 to request a pianist for a specific project. Based upon

repertoire and personnel requests either a faculty or ICPP pianist will be assigned to the project within 24 hours.

- Music should be delivered to the assigned pianist or Ms. Leonard immediately following the assignment. All pianists must have music a minimum of two weeks prior to the first rehearsal.

Concerto Competition Exception: It is not necessary to request pianists through Ms. Leonard for Concerto Competition. All strings should contact Mr. Lin directly and all winds, brass, percussion and pianists should contact Dr. Shen. Please note that hours used for Concerto Competition do count as studio hours.

Degree Recitals: All *Degree Recital Date Request Forms* must be signed by Ms. Leonard.

Your signed *Recital Repertoire Form* and all music must be given to Ms. Leonard according to the following schedule:

September 15th for all Fall recitals

November 15th for Spring recitals occurring before Spring Break (March 5)

January 15th for recitals occurring after spring break

Assignments will be based upon the selected repertoire and faculty personnel requests taking into consideration individual pianist workload. It is not uncommon to collaborate with more than one pianist on a recital.

Performance Forum: All *Performance Forum Request Forms* must be signed by Ms. Leonard.

2. Policies

- **REHEARSALS:** Please give the music to your assigned collaborative pianist or Ms. Leonard **2 weeks** before the first rehearsal.
- **LESSONS / STUDIO CLASSES:** Once you have had a minimum of one rehearsal you may request that the collaborative piano faculty member or ICPP student attend your lesson or studio class. Please have your professor contact the pianist by phone or email a minimum of one week, but preferably two weeks in advance. Take care to confirm exactly what will be played in the lesson and remember that the farther ahead you plan, the more likely they will be available. Please note that your weekly rehearsal time with the collaborative piano faculty will be modified based upon their availability for the week of the lesson/studio class.
- **CONCERTO COMPETITION:** Please notify your collaborative piano faculty pianist about your choice of concerto **1 month** prior to the preliminary round. Music must be given at that time as well. Please note that ICPP pianists are not available for Concerto Competition.
- **CANCELLATIONS:** On the rare occasion that it is necessary to cancel any type of appointment due to illness or personal emergency, it is your responsibility to inform all parties involved immediately. Please take care to have preferred contact

information for everyone you are working with at all times. With enough notice some rehearsals or lessons might be able to be rescheduled to accommodate your needs.

- **LAST MINUTE REQUESTS:** The primary goal of the Collaborative Piano Department is to perform at a professional level at all occasions. Last minute requests make this impossible and will therefore not be taken into consideration.
- **RECORDING PROJECTS:** The Collaborative Piano faculty cannot accept any recording requests due to time constraints. Please accept our sincerest apologies for any inconvenience. ICPP students are available for recording projects for repertoire they are assigned to for a fee.

3. Scheduling/Sign-Up

PRE SIGN-UP CHECKLIST

- ✓ The assigned collaborative pianist has had the music for two weeks.
- ✓ You have prepared your part thoroughly and are familiar with the piano part which will allow you to get the most out of the rehearsal.
- ✓ You have your agenda/date book/PDA with you and are aware of all of your upcoming obligations.

SIGN-UP WITH THE COLLABORATIVE FACULTY

- The *Rehearsal Sign-up Form* will be posted outside of Mr. Lin's and Dr. Shen's studios (deh 108b and deh 211b) **every Monday** for the following two weeks. Ex. The sign-up form for the week of September 6th will be posted on August 30th.
- The *Sign-Up Form* will be taken down **5pm on Thursday**. Ex. The *Sign-Up Form* for the week of September 6th will be taken down on September 2nd.
- Please read the form carefully and pay special attention to the date and time you are selecting.
- Please use pencil only, writing your name clearly within the blanks on the form.
- Remember to notate your rehearsal time in your agenda/date book/PDA as the form will be removed the following Thursday. Do not treat the form as your personal calendar!
- Please remember and appreciate that this procedure cannot be altered for any reason.

ICPP PIANIST SCHEDULING

Please contact your assigned ICPP pianist directly to schedule rehearsals.

REHEARSAL ETIQUETTE

- Be well prepared. Bring a copy of the score if possible.
- Please arrive at your rehearsal on time. Remember- that means 5 minutes early.
- Like Mr. Cole says, "I have a pencil, that's why I'm a professional."

J TERM

J Term is a 2 ½ week term that occurs each January. Undergraduate and Graduate students register for and participate in the J Term. Students engage in departmental projects that address skills and activities that are not addressed in the curriculum. All students are required to fully participate in all assigned J Term projects. Electives will also be offered for interested students. J Term assignments and schedule will be posted no later than October 1st.

THE NEW MUSIC FESTIVAL

The New Music Festival is a weeklong event held in January that celebrates contemporary and modern music. The Conservatory generally commissions a chamber work from a guest composer-in residence who works with students in preparation for a concert featuring his or her works. Additional events include a program featuring young composers and a Forum which addresses the performance issues of contemporary music. Working with living composers is a wonderfully enlightening and inspiring opportunity that will help you become more comfortable working with new music, an important skill that should not be underestimated by those who wish to have diverse, successful careers.

PRACTICE ROOM/CONCERT HALL USE

For security and liability reasons, studios and practice rooms may not be used for private instruction of non-Lynn or non-Preparatory students. Failure to comply may result in loss of scholarship.

Practice room signup sheets are posted outside each room at 9am on Monday mornings. Rooms are reserved by signing up at each door on a first-come, first-served basis.

Students are limited to 3 hours of reserved time daily. Piano and tuba students may reserve practice rooms in advance for their next week's practice on Fridays at the Conservatory's reception desk. **Faculty that allow their students access to their studios will determine their sign out procedure.**

Conservatory Practice Room hours:

Sunday 9am-12am, Monday-Thursday 7am-12am, Friday 7am-2am, Sat. 9am-2am

The Amarnick-Goldstein Concert Hall (A/G) and large rehearsal spaces are available on a scheduled basis. Use of these spaces requires a reservation a minimum of fourteen days prior to the requested date. Reservations are requested by submitting a room request form to the Concert and Events Manager. Requests are granted on a first-come first-served basis and are subject to availability. Practice time on the Concert Grand Pianos in the A/G concert hall is limited to piano majors preparing for degree recitals. Graduate students and seniors are allowed a maximum of 2 hours and juniors are allowed 1 hour of rehearsal time before their recital date. In addition, pianists entering the concerto competition are allowed 1 hour of rehearsal before the competition. Reservations in the Amarnick-Goldstein Concert Hall are limited to 4 hours per semester.

Keith C. and Elaine Johnson Wold Performing Arts Center

Students may not reserve practice or rehearsal time in the Wold PAC. Any students found practicing or rehearsing in the Wold PAC at any time other than approved scheduled class times will be placed on probation and may be dismissed from the conservatory or lose their scholarship .

CONCERTO COMPETITION

The Conservatory's annual Concerto Competition is held each fall semester. Regulations are distributed at the beginning of each academic year by the Competition Coordinator.

ACADEMIC GUIDANCE

Students are responsible for understanding and implementing all requirements for the degree or certificate program in which they are enrolled. Students are required to meet with their academic advisor each semester to ensure appropriate progress is being made. advising weeks and pre-registration days are included on the academic calendar.

INTERNATIONAL STUDENT INTERNSHIPS

Internships for F-1 Conservatory Students – Curricular Practical Training (CPT)

General Information:

- Student must have been enrolled on a full-time basis for one full academic year (9 months) before being eligible for CPT. An exception exists for graduate students whose programs require immediate curricular training
- May be approved for a time period of no more than one year, or until employment end date, whichever is shorter
- Any full-time CPT approved for a cumulative total of one year or more eliminates eligibility for Optional Practical Training. Use of part-time CPT does not affect eligibility for Optional Practical Training

Process - Before the start date of your employment:

- Complete the student information section of the Conservatory Internship form – these forms are available from the Office of International Student Life
- Send the form to the prospective employer for completion and signature, and have them return the form to you
- Have either your faculty advisor or the Dean of the Conservatory sign the form
- Upon receipt of a completed form the office of International Student Life will issue a new page 3 of your I-20 authorizing Curricular Practical Training

Process – After approval:

- The new page 3 is your authorization to work in the United States for the time period indicated.
- You may have multiple employers during CPT as long as the total hours worked

during the week does not exceed 20 when classes are in session for part-time CPT, please provide the office of International Student Life with the names of all employers during one period of CPT.

INTENT TO RETURN/ RE-ENROLLMENT POLICY

All students enrolled in a conservatory program of study are required to indicate their intention to return or not return to their program in the following fall semester by **February 15th**. Any student who withdraws from a Conservatory of Music program of study for any reason, and consequently wishes to re-enroll must complete the entire application and audition process.

APPLYING FOR A NEW PROGRAM

Current Lynn students that would like to participate in a new program at Lynn must go through the entire application and audition process for that program (Degree recitals may be used as your audition if requested in writing before the recital). Please note: current Lynn students are not automatically accepted into new programs. Accepted student decisions will be made after all applicants have auditioned.

BULLETIN BOARD/LOCKERS/MAILBOXES

The Conservatory Bulletin Board is the central communication center for all departments including chamber music, large ensembles, the New Music Festival, library and important Conservatory announcements. It is located outside of the Conservatory office. Please take care to check the board every day to stay informed and prepared to the best of your ability.

On-campus instrument lockers are available to Conservatory students owning large instruments and to commuting students. Remaining lockers can be reserved on a first come, first served basis at the Conservatory's reception desk by paying a \$5.00 non-refundable fee. Student lockers must be cleaned out at the end of the year. Anything remaining in student lockers beyond commencement ceremonies will be discarded. Students are reminded that substances or items locked in student lockers are presumed to be in the possession of the student. Any suspicion of illegal possessions will result in a search of the locker conducted by Lynn University or by governmental employees, including law enforcement officials. This search may be conducted without notice to the student.

Each student will have 2 mailboxes located in the music wing (one for announcements and another for ensemble music). Check mailboxes often as announcements, updates and music will be placed in student mailboxes daily.

RESPECT FOR BUILDING AND EQUIPMENT

Food, drink and chewing gum are prohibited in the music wing as well as all rehearsal and recital rooms. This specifically includes all practice rooms, studios and large rehearsal and concert spaces. Pets and other animals are not allowed in the music wing

(except animals meant to assist with a disability). Students are expected to return desks, chairs, and other furniture to their proper places when they are done in the rooms. No instruments, equipment or furnishing (including stands and chairs) are to be removed from the Lynn campus. Students are solely responsible for their own musical instruments and other personal belongings. Instruments and other belongings should never be left unattended in concert halls, rehearsal rooms, hallways, practice rooms or classrooms.

CONCERT ATTIRE

In a formal performance situation, students are expected to dress in traditional formal attire. For all Philharmonia and Wind Ensemble concerts, the following attire is required: Gentlemen: Black suit or tuxedo, white dress shirt, black or white bow tie, black shoes and black socks.

Ladies: Black dress slacks or skirt (below the knees), black top (no spaghetti straps), black dress shoes.

WELLNESS

Conservatory training is mentally, emotionally and physically challenging. The intensity with which students tend to pursue work is a wonderful, but sometimes dangerous, thing. You must make time every day to strengthen and relax your body and free and focus your mind. Adequate rest is an absolute necessity as is a healthy diet. Efficient and effective practice should be of paramount importance in combination with adequate preparation time which helps reduce the stress associated with performance. The university has excellent health services including gym/work out facilities, two swimming pools and tennis courts. We encourage you to expose yourself to yoga, meditation and Alexander Technique. For full details and information about university therapists and counselors look up “Wellness” under the *Community* tab on the MyLynn portal. Please visit the Music Teacher’s National Association website at www.mtna.org for a comprehensive annotated bibliography of publications about musician wellness found under the resource tab on the home page.

CONSERVATORY STAFF

Luisa Sánchez de Fuentes	Preparatory Department Head
Manuel Capote	Administrative Assistant
Terence Kirchgessner	Stage Manager and Staff Conductor
Patricia McCarthy	Secretary to the Dean
Madeline Neely	Concert and Events Manager

CONSERVATORY FACULTY

Dr. Jon Robertson	Dean
Marc Reese	Assistant Dean
Dr. Thomas McKinley	Theory Department Head Music History Undergraduate Advisor
Dr. Barbara Barry	Music History Department Head
Dr. Albert-George Schram	Philharmonia Music Director
Michael Ellert	Woodwind Department Head, Bassoon
Renee Siebert	Flute
Joseph Robinson	Oboe
Jon Manasse	Clarinet
Marc Reese	Brass Department Head, Trumpet PPC Advisor
Gregory Miller	French Horn
Dan Satterwhite	Trombone MM Advisor
Kenneth Amis	Tuba Wind Ensemble Music Director
Edward Atkatz	Percussion
David Cole	String Department Head, Cello
Elmar Oliveira	Violin
Carol Cole	Violin
Ralph Fielding	Viola
Timothy Cobb	Double Bass

Dr. Roberta Rust

**Piano Department Head
Concerto Competition Coordinator**

Phillip Evans

**Piano Chamber Music
Keyboard Skills**

Lisa Leonard

**Instrumental Collaborative Piano Department Head
Chamber Music Coordinator
New Music Festival Director**

Tao Lin

Collaborative Piano

Dr. Yang Shen

**Collaborative Piano
Ear Training**

Lynn University is a private educational institution. The Conservatory of Music awards Bachelor of Music and Master of Music degrees and the Professional Performance Certificate.

Lynn University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone number (404) 679-4501
To award associate, baccalaureate, master and doctoral degrees

Lynn University Conservatory of Music is an accredited institutional member of The National Association of Schools of Music
11250 Robert Bacon Drive, Suite 21
Reston, Virginia 20190
Telephone number (703) 437-0700

Lynn University
Conservatory of Music
Dr. Jon Robertson, Dean
3601 North Military Trail
Boca Raton, Florida 33431-5598
www.lynn.edu/music
phone: (561) 237-9001 fax: (561) 237-9002
music@lynn.edu