

Maryland Conservatory of Music

Student Handbook 2010-2011



West Campus
701 E. Churchville Road
Bel Air, MD 21014

East Campus
500-A Warren St.
Havre de Grace, MD 21078

www.musicismagic.com

410-399-9900

Directed by Dr. Duke Thompson

Director's Welcome

It is a pleasure to be a contributing organization in the greater Harford County region with offerings in quality music training. Our 2010-2011 Academic Year runs from September 13, 2010 to June 4, 2011, with our Summer Session starting on June 6, 2011. Many programs have open registration so that students can start at any time. We have an excellent faculty as all of our teachers have highly accredited performance backgrounds and the gift to teach their specialty with passion and sincerity. Our faculty are listed in the back of this booklet. Our programs include Private Lessons, Music Together[®], and a variety of classes, ensembles, and workshops. Highlights this year include up to fifteen Student Recitals and our annual student showcase, "Music is Magic 2011", in Spring of 2011 which is televised on Harford Cable Network. As well, we bring in guests and have regular Musicianship classes which are open to all students in the Private Lessons program!

We are very proud of what we do, and we are very, VERY proud of our students. Quality music training builds self-esteem and confidence, and it significantly helps our youth develop good values that assist them in making smart life decisions. I hope the descriptions in the following pages are helpful as you study the virtues of music through an organization that is dedicated to the best music experiences possible.

Congratulations on being part of the Maryland Conservatory of Music family. We look forward to working with you and sharing the magic of music!

Duke Thompson

Duke Thompson

Founder and President

Experience the Magic!



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This Handbook is also available on the MCM website, www.musicismagic.com.

2010-2011
Maryland Conservatory of Music
Calendar

Sept. 11, 2009: Youth Arts Festival in HdG 10 am – 2 pm Golf Tourney at Wetlands in Aberdeen, 1 pm

Sept. 13: Classes and lessons begin for Main Academic Year

Oct. 9: MCM to perform at Graw Days Main Stage in Havre de Grace @ 10 am.

Oct. 29-30: Student Recitals, Friday evening and Saturday morning

Nov. 24-28: Thanksgiving Break – MCM closed

Dec. 17-18: Student Recitals, Friday evening and Saturday morning

Dec. 20-Jan 2: Winter Break – MCM closed

Jan. 3, 2010: Classes and lessons resume

Feb. 18-19: Student Recitals, Friday evening and Saturday morning

Feb 21-22: President's Day Break: MCM Closed (make-up lessons may occur if mutually agreed)

April 29,30: Auditions for "Music is Magic 2011" to take place during Musicianship Class

May 8: "Music is Magic 2011": Annual Showcase Recital, 3 p.m.

Jun. 3-4: Final Student Recitals of Main Academic Year, Friday/7 PM and Saturday/10 AM

Jun. 6: Start of MCM summer session

Aug. 1: Deadline for preferred scheduling (i.e. same lesson time as last year, if possible) with \$150 deposit

Aug. 15: Deadline to submit Financial Aid Application for full consideration for aid for 2011-2012 academic year

MCM will be closed for Thanksgiving Break, Winter Break, and President's Day Break **only**, as noted on this Calendar. Make ups may take place during these breaks if they are agreed to by both student/parent and the teacher for which the teacher needs to reserve a room through the MCM office. Please read policies for make-up lessons and missed lessons on page 11 and 12

Important Notes:

- 1). MCM is **not** closed for many civic holidays, such as Columbus Day, Martin Luther King Jr. Day.
- 2). MCM **does not** follow the weather closing schedule of local schools, including John Carroll. If you have a lesson that falls on a civic or religious holiday and you are not able to attend the lesson because of this holiday, be sure to communicate with your teacher to make alternative arrangements.

General Policies and Information

- A. Contact Information:** Please make sure that the MCM Office always has current contact information for you, particularly phone number and email address. We will be using current registration information, so please notify the MCM Office immediately if you have any changes.
- B. Phone Number Exchange:** The student/parent and teacher must be able to reach each other directly on all matters pertaining to lessons. At or before the first lesson, please be sure to exchange phone numbers/email addresses. The MCM Office does not deliver messages between students/parents and teachers.
- C. Parking:** At Bel Air campus, if arriving **before 2:30 p.m.** on weekdays when John Carroll is in session, please park only in the **reserved spaces surrounding the carport entrance** (designated for MCM use). If arriving after 2:30 p.m., you may park in any space. In Havre de Grace, use street parking 500 Warren St. on Warren St or Union Ave.
- D. Student Dress Code:** Students are expected to dress and present themselves in a way that is safe, non-offensive, and non-disruptive. For recitals and other performances, students are expected to dress in concert attire, such as they would for a church wedding.
- E. Studio Use:**
- 1. Food and Drink:** Please do not bring food or beverages into a lesson. The only exception is made for wind students and voice students who may have a closeable water bottle only. Water bottles or cups **must not** be placed on the pianos.
 - 2. Erasures:** Please do not erase at the piano. Erasures that get inside the instrument can interfere with the action.
 - 3. Practice:** If a student wants to practice while waiting for their lesson to begin, they must first check with the MCM Office regarding studio availability.
 - 4. Main Performance Room:** Students are not permitted in the Main Performance Room unless accompanied by their teacher.
- F. Non-Smoking:** MCM has a no-smoking policy that is consistent with the policy of the entire John Carroll School campus. The Harford Day School and Havre de Grace campuses are also non-smoking.
- G. MCM Office Access:** Students/parents should only be in the MCM Office if they have a pertinent question for Office staff (during open hours) or if accompanied by the private teacher. The Main Office at the John Carroll campus is open Mon., Tues, Wed, Thurs, from 3 to 6 PM.
- H. Copyrights and Photocopying:** MCM abides by all copyright laws. Scores should not be photocopied for private lesson repertoire. Students may only use photocopied scores in performance to assist in the efficiency of page turns.

I. Photographs and Recordings: All photos and recordings of students and/or faculty taken at MCM functions by MCM staff or MCM volunteers are the property of MCM, and may be used for the promotion of the Conservatory. Please advise the MCM Office if there are concerns about publishing a student's photograph or name for promotional purposes. Please note that students and parents may not publicize photos, video or other materials from MCM events without permission from MCM and all other families involved.

J. Teaching Locations: All MCM students are to be given lessons on the MCM campuses. If a teacher wishes to give a lesson at another location (such as a make-up lesson at the student's or teacher's home), this arrangement must be approved by MCM Admin.

K. MCM Gift Shop: MCM items are for sale. They include MCM t-shirts, golf shirts, faculty CDs, student CDs, CD cases, and posters of many famous composers. Please inquire at the MCM Office in Bel Air.

Program Descriptions

Private Lessons and PLEA: At MCM, our music instruction goes beyond private lessons to develop the whole musician. Students taking private lessons at MCM receive a number of Private Lesson Enhancement Activities (PLEA). In addition to the weekly private lesson, these include, regular group musicianship class, master classes, guest artist presentations, eligibility for all student recitals and community performances, and consideration of the sister-school exchange program. Students/parents are encouraged to discuss participation in these opportunities with the private teacher. Students receive free admission to most MCM events.

Academic Year: MCM's Academic Year 2010-2011 consists of 35 lesson weeks. Students may enter the program at any time. Those who begin lessons at the beginning of the year and sign up for a full year will receive 35 lessons. Those beginning during the year would receive as many lessons that are remaining from the time they sign up through the week ending June 5, 2010. MCM instructors will only be paid for the lessons for which the student has paid..

Lesson Lengths: Lesson lengths at MCM are 30, 45, 60, 75 or 90 minutes. Most lesson lengths are 45 or 60 minutes. Students age seven or younger, who have a shorter attention span may opt for a 30 minute lesson. In determining the lesson length, the teacher and the student/parent should discuss the appropriate lesson length in relation to the student's needs and abilities. Students age 8 and above must get MCM approval for lessons less than 45 minutes.

Musicianship Class: Private Lesson students are eligible to take part in MCM's Musicianship Classes which meet on Friday nights (7 pm in Havre de Grace) and Saturday mornings (10 AM in Bel Air). These classes do not take place on weekends that have Student Recitals (see the calendar). These classes are for all ages and they act primarily as an extension of the private lesson where the student can play/sing all or part of the music that they are working on in their private lessons. This invaluable experience of becoming familiar with performing for a group of people (in this case, fellow students and the teacher) is a big part of the MCM pedagogical philosophy. The private teacher is to be involved in requesting their students to "try out" all or part of their pieces/songs.

There are other aspects of Musicianship Class. These include ear training, games such as “Musical Jeopardy” or “Name that Tune”, discussion of our topics that are introduced each week. Topics may pertain to music theory, music history, musical styles, famous performers or something else related to music. Students are divided into teams (*Team Amadeus* is the team of students with last names beginning with A-Mn; *Team Mozart* is Mo-Z.) Correct answers to questions from Musical Jeopardy and Topic of the Week result in points for the student’s team. The scoreboard is posted on MCM’s front door and updated bi-weekly. This class is always under the direction and guidance of one of our faculty members.

Ensembles: These ensembles are available at MCM when enrollment requirements are met. The MCM Office will put interested students on a list and the ensemble will start when the enrollment quotas are reached. Some of these ensembles require an audition or a placement hearing. If your student is interested in one of the ensembles, please have him/her contact the MCM Office to confirm openings, days and times, age range, and whether or not there is an audition. Depending on interest and teacher availability, MCM ensembles may include:

- Musical Theater
- Drum Circle
- Chamber Orchestra
- Brass Ensemble
- Jazz Ensemble
- Guitar Ensemble
- Percussion Ensemble
- Classic Rock Ensemble
- Youth Ensemble – Orchestra Instruments
- Choir
- Adult Orchestra

Student Performance Opportunities

1). Student Recitals:

Recital Schedule: Student recital weekends take place at MCM approximately every seven weeks. Recitals will be held in lieu of Musicianship Class on recital weekends. These dates are listed on the Academic Calendar (page 3).

Recitals are held on Friday evenings at 7:00 p.m. in Havre de Grace and on Saturday mornings at 10:00 a.m. in Bel Air. If there is overflow and an additional recital is needed, there may be an added recital; either Friday at 5:00 p.m. and/or Saturday recital at Noon in the respective locations.

Auditions: To participate in any MCM recital, students must perform audition during Musicianship Class on the weekend immediately preceding scheduled Student Recital. If the student needs an accompanist, the accompanist must be there for the audition.

Each faculty member is responsible for deciding which students are prepared to audition. For students who are ready, the faculty member needs to:

- 1). Fill out the Audition Endorsement Form, available in the appendix of the Faculty Handbook (copies in FRR also)

Important! On the Audition Endorsement Form, obtain the student/parent's preferred Student Recital date (Friday/Havre de Grace or Saturday/Bel Air).

- 2). Submit the Audition Endorsement Form in the "Completed Forms" envelope (for Bel Air teachers this envelope is hanging on the wall by the MCM Office door and for Havre de Grace teachers this envelope is hanging on the wall next to the storage closet no later than Friday 5 p.m. the week of the Audition.

- 3). If the student needs an accompanist, the faculty member is to facilitate the process long before the audition. For more information, please see "Accompanying".

Audition Results: Private teachers will receive notification of the audition results through email by Noon on the Monday following the auditions. Students are to contact their private teachers after this time to find out the results of the audition.

Confirmation as to when and where the Student Recital will be is sent to all faculty by Wednesday at 5 p.m. This confirmation needs to be made to the students by the teacher by Thursday at Noon. On the Monday before the recital weekend, lists will be posted outside the Office by 5 p.m., indicating which students have been placed in which recitals.

2). “Music is Magic”: MCM’s Music is Magic concert is the annual student showcase performance. Deserving students will be chosen to participate in this performance through auditions, which will take place **during the Musicianship Class sessions on Friday, April 29, and Saturday, April 30, 2011.**

Please be aware that the performance expectations for the *Music is Magic* concert are high. Students auditioning must be thoroughly prepared and able to give polished, confident, musical performances. Students will be chosen based on the need for diverse programming combined with the student’s performance level and degree of preparation.

3). Community Performance: MCM often receives requests from area organizations, families, and individuals to have students perform at various events and venues. These are good opportunities for students to gain performance experience. Students should ask their teacher about upcoming opportunities as they will be shared with private teachers in the Faculty News each Monday. Normally students are chosen for these performances based on the faculty recommendations. In addition, students may be chosen based upon their performances in Musicianship Classes, student recitals, or other performances. Ensembles at MCM also perform in community events as appropriate. Faculty members should email their endorsement of a student or ensemble to <info@musicismagic.com>

Examples include the monthly “Anything Goes Music Show” at the Bliss Restaurant in Riverside, performing at The Athena Awards, Harford County’s Good Neighbor Awards, Art Crawls, Harford County Rotary Clubs, Bel Air Town Commissioner’s Open House, Highland School Gala, Harford Day School Arts Festival, Shamrock Park, Martin Luther King Jr. Breakfast, Barnes & Noble, CandleLight Tour, Bulle Rock Restaurant and more.

Accompanying

Many students will need an accompanist for an MCM audition/performance (Student Recitals, Community Performances, Musicianship Class, and Music is Magic). It is the private teacher’s responsibility to coordinate the student’s accompanying needs.

To find an accompanist, the private teacher can do any combination of the following:

- 1). Check the list of students and faculty members who accompany outside the Main Office door in Bel Air (Havre de Grace teachers can email info@musicismagic.com for this info.
- 2). Ask the student/parent about a friend or family member who can accompany
- 3). Suggest that the student/parent ask their music teacher at the school they attend

Compensation for accompanists is worked out between the student/parent and the accompanist. If the student’s private teacher is the accompanist, there is normally no charge to the student.

Missed Lessons

Faculty and students may miss lessons for planned or unplanned reasons. The following guidelines describe how to handle various types of missed lessons.

Faculty Absences

- 1. *Planned Absence:*** MCM faculty members are encouraged to pursue performance and other professional opportunities, which add to their expertise as MCM teachers. If a teacher must miss a lesson for such an activity, he/she is responsible for notifying the student/parent in advance and for scheduling a make-up lesson.
- 2. *Unplanned Absence:*** If a teacher must miss a lesson due to illness, family emergency, transportation problems, etc., he/she will notify the student/parent at the first opportunity and a make-up lesson will be scheduled.

Student Absences

- 1. *Planned Absence:*** If a student knows in advance that he/she will miss a lesson for a recognized civic or religious holiday, and wants to make that lesson up, he/she must notify the MCM Office in writing, at least 2 weeks in advance of the absence. If this is not done, the teacher is not obligated to make up the lesson. Other planned absences such as a family vacation, school trip, etc. are not normally made up.
- 2. *Unplanned Absence:*** If a student is unable to attend a lesson because of illness, family emergency, transportation problems, etc., the student or parent is expected to contact the teacher directly as soon as possible. Because of our large student body and the large number of MCM Office activities, the MCM Office will not relay a message.

Please note that it is MCM's policy that teachers do not make up lessons for last-minute student cancellations or no-shows.

Frequent Absence Policy

If a student has frequent absences, a meeting with the Director or President may be initiated. MCM reserves the right to dismiss students whose efforts do not meet the school's standards.

Snow Days and Other Emergency Closings

MCM does not necessarily follow other school closings due to many reasons such as the hours of the day that MCM is in session compared to the hours that other schools are in session.

If the school is closed, an announcement will be placed on MCM's answering machine and website (**www.musicismagic.com**). Additionally, in the event of an emergency closing (other than due to weather) it is the teacher's responsibility to contact the student/parent and to make up the lesson.

Make-up Lessons

The following guidelines summarize MCM's policy on scheduling make-up lessons.

When Lessons Will Be Made Up: Lessons missed for any of the following reasons must be made up:

- 1). Faculty absence (for any reason)
- 2). Snow day or other emergency school closing
- 3). Student absence if:

The student missed the lesson for a recognized civic or religious holiday,

and

The Private Teacher received written notice about the absence from the student / parent at least 2 weeks in advance,

and

The missed lesson is needed to give the student his/her full quota of lessons for the year.

No more than three make-up lessons will be given to any given student during the course of the year. This works out to be one make-up is possible for every ten lessons.

Student Recognition

General Assessment of Student Progress: Faculty are asked to assess their students' progress and encouraged to recognize outstanding accomplishments. Written comments on a student's performance and participation will be requested for students receiving scholarship aid. Attendance at weekly lessons is documented in the Faculty Teaching Record, and instructors of courses, ensembles, workshops and camps may be asked to provide comment sheets at the end of the activity.

Student of the Month: Teachers are asked to nominate students who have demonstrated outstanding achievement for Student of the Month. Criteria for this award is attendance and participation in Musicianship Class and good preparation for the private lessons. These students are listed in MCM print and on the website (musicismagic.com).

Student Highlights: If a student has received an award or recognition for accomplishments outside MCM, we would like to acknowledge that accomplishment. The private teacher and/or parent should fill out, sign and submit the Student Success Story form. The private teacher has these forms in their Faculty Handbook or through the MCM Office.

MCM Faculty and Staff

(at the time of this printing)

| Instrument | Name | Degree | School |
|-------------------|----------------------|--------------------------|---------------------------------|
| Bagpipes | Andy McIntyre | Master of Modern Studies | Loyola College |
| Bassoon | Kimberly Kelley | Doctor of Musical Arts | University of Illinois, U-C |
| Flute | Beth Baker | Bachelor of Arts | University of Maryland |
| Flute | Alicia Kosack | Master of Music | Peabody Conservatory |
| French Horn | Kurt Wittstadt | Master of Music | Towson University |
| Guitar | Mark Edwards | Master of Music | Peabody Conservatory |
| Guitar | Chris Sengstacke | Master of Music | Peabody Conservatory |
| Guitar/classical | Serap Esin-Gray | Master of Music | Peabody Conservatory |
| Music Together | Bonnie Gease | Master of Education | Johns Hopkins University |
| Oboe | Emily Madsen | Master of Music | Yale School of Music |
| Percussion | Jay DeWitt | Bachelor of Arts eq. | Berklee College of Music/career |
| Piano, Voice | Barbara Ballard | Master of Arts | Towson University |
| Piano | Peggy Mukai | Master of Music | Oberlin College |
| Piano | Joseph Satava | Doctor of Musical Arts | Peabody Conservatory |
| Piano | Elizabeth Borowsky | Master of Music | Indiana University |
| Piano | Duke Thompson | Doctor of Musical Arts | Arizona State University |
| Saxophone, Jazz | Gina Parks | Master of Arts | University of Iowa |
| Trumpet | Chris Sengstacke | Master of Music | Peabody Conservatory |
| Tuba, Low Brass | Randy Harrison | Bachelor of Arts | University of Maryland |
| Violin, Viola | Christine Robbins | Bachelor of Arts | Glassboro State College |
| Violin, Viola | Dennis Hertzog | Master of Music | Towson University |
| Voice | Bonnie McNaughton | Master of Music | Peabody Conservatory |
| Voice | Monica Szabo | Master of Music | Catholic University of America |
| Voice | Samantha Heere-Beyer | Master of Music | University of Pittsburgh |
| Voice | Patrick Klink | Master of Music | Towson University |
| Voice | Katharine Woodward | Master of Music | Peabody Conservatory |

President: Dr. Duke Thompson**Vice-President Operations: Beth Kennedy**