

**Music Student Handbook**  
**2024-2025**  
**CT State Community College**  
**A.A. Degree in Music Studies**

**Welcome Music Students!**

This Music Program Handbook will orient you to the CT State - Manchester Associate in Arts Music Studies Program and will outline what is required and expected of a music major. Please read the handbook carefully and become familiar with the Music Program policies and procedures. If you have any questions about the content of the handbook, please do not hesitate to contact the Music Program Coordinator or any music faculty member.

As a student of music at CT State Manchester, you will be part of a diverse community of hardworking musicians, dedicated to their instruments and the labor of becoming fine artists. Learn music theory and the technical skills to communicate through music, while participating in musical activities and performances that showcase your vocal or instrumental talents. You will have opportunities to perform in both small and large ensembles. The music faculty celebrates its connection to larger vocal and instrumental community music organizations.

We also offer a wide range of electives for any student with an interest in music.

***CT State- Manchester is an accredited institutional member of the National Association of Schools of Music (NASM).***

***Learning Outcomes:***

Upon successful completion of the Associate of Arts in Music Studies requirements, graduates will:

- Demonstrate a historical/cross-cultural awareness and appreciation of Western European and American contemporary music.
- Demonstrate skills and techniques that reflect an understanding of the theoretical aspect of music, including: an understanding of music theory fundamentals; exploration and development of voice leading principles; formal analysis/genres; aural skills and keyboard techniques.
- Demonstrate an ability to perform solo music selections and within a music ensemble group (vocal or instrumental).
- Demonstrate technical facility and knowledge on specified instrument or voice
- Demonstrate the ability to communicate and express through the medium of music.

### ***Mission***

CT State Manchester advances academic, economic, civic, personal and cultural growth by providing comprehensive, innovative and affordable learning opportunities to diverse populations. We are a learning-centered community committed to access, excellence and relevance.

### ***Getting Started in the Music Program at CT State- Manchester***

- Apply to CT State Manchester. You can apply online.  
<https://ctstate.edu/admissions-registration/how-to-apply>
- Complete the online orientation
- Contact Music Program Coordinator  
Dr. Deborah A. Simmons, Ed.D.  
[deborah.simmons@ctstate.edu](mailto:deborah.simmons@ctstate.edu)  
860-512-2674
- Complete audition application  
(Located at the back of the handbook)
- Schedule Audition with Program Coordinator to assess skill level, goals and courses of study.

NOTE: To enroll into core music courses, permission of the program coordinator is required.

- You will be assigned a Guided Pathway Advisor. However, your primary advisor is a member of the music faculty.

### **How to Succeed as a Music Major at CT State Manchester**

- Acknowledge the importance and comprehensiveness of Music Theory. Thorough knowledge of theory and a set of musicianship skills form the groundwork for all music learning.
- Acknowledge the significance of Music History in your professional life. Knowledge of music history places music in a historical and cultural context, facilitates the selection of literature for programs, informs the appropriate style of performance practice, and provides an invaluable perspective on any music being studied.
- Realize that applied lessons are essential groundwork for future growth.

Applied lessons are essential in developing vocal/instrumental skills as a solo performer and part of an ensemble.

- Commit to develop aural skills.  
These skills take the longest to develop, but the acquisition of keen aural discrimination skill is vital to success as a professional musician.
- Commit to develop basic keyboard skills.  
All professional musicians must be in possession of dependable keyboard skills. These skills are necessary for many important musical activities, such as score study and providing basic accompaniment.
- Develop the right attitude, passion, and dedication to music.

Students must realize being a musician is not only the thing that brings them (and others) great joy, but is also a vocation which involves discipline and the taking of responsibility. Keep in mind that your skills and knowledge

must be constantly developed in order to meet the changes and challenges of being a professional musician.

### **The Qualities of a Music Student**

- A Music Student is unique and celebrates the rich diversity and culture within our college community. A Music Student celebrates the differences that exist among our students, faculty, and staff.
- A Music Student is respectful of others and believes that free critical thinking promotes learning and academic success. A Music Student values each individual's right to his or her beliefs, opinion, culture, traditions, and property.
- A Music Student is committed to learning and to the success of each and every member of our learning community. A Music Student engages with others in an active and rewarding learning environment.
- A Music Student is honest and demonstrates honesty and integrity in and out of the classroom. A Music Student recognizes that cheating, lying, fraud, theft, and other dishonest behaviors undermine the rights, welfare, and worth of the CT State- Manchester learning community. A Music Student upholds the College Code of Conduct.
- A Music Student is considerate and contributes to a safe and comfortable learning environment by respecting all people and property. A Music Student discourages profanities, insults, and other disparaging remarks, is considerate of others, and ensures that his/her actions are not disruptive.
- A Music Student is cooperative and empowers him/herself and others in a spirit of cooperation. Music Students accomplish more together than alone. Music Students are a team.
- **Note: A letter grade of "C" or better is required in Music Theory, Ear Training, and Class Piano and Applied Music in order to continue to the next level.**

### **Graduation Requirements:**

In addition to satisfying the General Education Requirements and the following the Area of Concentration in Music, to earn an Associate of Arts Music Studies, you must meet the following minimum requirements in music:

#### Applied Music Competencies:

- Demonstrate proficiency on your instrument/voice determined by Applied Music placement
- Successful completion of at least four semesters (we recommend at least two at the 200 level) with a final grade of “C” or better.
- Recital Performance Recommendations:
- Applied Level IV: Performance in a Capstone Recital for the college community.

#### Theory Competencies

- Written: Successful completion (grade C or better) of Music Theory I - IV.
- Ear Training: Successful completion (grade C or better) of Ear Training I - IV.
- Piano Proficiency: Successful completion (grade of “C” or better) of Group Piano I-IV includes:
  - Major and minor scales in two octaves
  - Primary cadence in all major and minor keys
  - Tonic arpeggios in two octaves
- Performing Ensemble: 4 semesters of participation in a performing ensemble with a grade of “C” or better is required for the degree..

#### Applied Music Information:

Your Applied Music final grade is comprised of the following:

##### Music Majors

- Preparation throughout the semester (30%)
- Repertoire workshop participation (30%)

- Jury performance (30%)

### **Transferring to Another Institution:**

CT State- Manchester has relationships with area colleges and universities to which you may be interested in transferring and works with them to ensure that transfer will be smooth and effective. Area institutions in which CT State music students have successfully transferred core music courses include the following:

- Eastern Connecticut State University
- Western Connecticut State University
- Southern Connecticut State University
- Central Connecticut State University
- University of Bridgeport
- Hartt School of Music, University of Hartford

Music courses offered at CT State- Manchester follow rigor and standards established by the National Association of Schools of Music (NASM.). Over 600 institutions across the country are members of the organization.

### **Clarification of grades used at CT State Manchester**

- A excellent/superior work (90% or higher)
- B above average work (80-89%)
- C average work (70-79%)
- D below average work, but still passing (credit will be earned, 60-69%)
- F unsatisfactory/failing work (no credit earned, 59% and below)

### **Other Grades:**

#### I -Incomplete

*Students must request an incomplete before the end of the semester and have approval by the instructor. Students are*

*allowed 30 days into the next semester to complete the missed work. Otherwise the “incomplete” automatically becomes an “F”.*

***NOTE: Performance courses cannot be awarded an incomplete due to the active performance nature of the course.***

#### AU Audit

*Students are required to attend class but are not required to take exams or juries. No credits are earned for the course.*

#### W Withdrawal

*Issued when a student withdraws from a course within the first 10 weeks of the fall or spring semester, or the first two-thirds of winter, summer or late starting courses.*

### **Protecting Your Hearing Health**

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

Noise-induced hearing loss is largely preventable. You must avoid overexposure to loud sounds, especially for long periods of time. The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms.

Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing

Risk of hearing loss is based on a combination of sound or loudness intensity and duration.

Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows: ➤ \_85 dB (vacuum cleaner, **MP3 player at 1/3 volume**) – 8 hours

90 dB (blender, hair dryer) – 2 hours

94 dB (**MP3 player at 1/2 volume**) – 1 hour

100 dB (**MP3 player at full volume, lawnmower**) – 15 minutes

110 dB (rock concert, power tools) – 2 minutes  
120 dB (jet planes at take-off) – without ear protection,  
sound damage is almost immediate

Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss.

### **Be mindful of *Protecting Your Hearing Health***

- **Hearing health is essential to your lifelong success as a musician. 12**
- **Be mindful of MP3 earbuds. See chart above.**
  - The use of earplugs and earmuffs helps to protect your hearing health. Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily basis.
  - It is important to follow basic hearing health guidelines.
  - It is also important to study the issue and learn more.
  - If you are concerned about your personal hearing health, talk with a medical professional.
  - If you are concerned about your hearing health in relationship to your program of study, consult the Music Program Coordinator (Deborah Simmons AST D235).
  - This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, check out the other NASM-PAMA hearing health documents, located on the NASM Web site at the URL linked below.

<https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-hearing-health/>

### **Practice Room Policies and Procedures:**

- When the college is in session, practice rooms Village 2, V 123, 124, 125 & 126 are available to you for practicing on



Monday through Friday from 8 a.m. to 9 p.m., and on Saturday from 10 a.m. to 2 p.m. The rooms are closed when the College is not in session.

- Do not give the combination to anyone. The rooms are locked in order to keep them in good condition for your use.
- Only water, in containers with secure lids, is allowed in the practice rooms. **Please place containers on the floor—NEVER on the pianos! No food is allowed in the practice rooms.**
- Do not use the practice room as a personal office, storage space, or apartment.
- If you abuse a practice room in any way, you will lose practice room privileges.

### **Library:**

The Music Program has impressive library holdings, found in the music section (M, ML, MT) on the second floor of the library.

Music magazines are also available for your perusal as are several course reserve books and media items that are placed on shelves behind the information desk on the main floor. We encourage you to take advantage of these resources. Library personnel are happy to provide assistance.

### **Commitment to Writing Across the Curriculum:**

As you pursue your studies at CT State - Manchester, you will hone your written communication skills. We want our students to be able to express themselves clearly in all written work, regardless of the subject area. If you need assistance with writing, please take advantage of the services offered by the Academic Support Center.

### **Careers in Music**

Everyone loves music. We listen to music all the time; some of us sing or perform on instruments in order to express ourselves. The next step for many is to study music formally: to take lessons with a teacher in order to be a more proficient performer, composer, or technician. One of the most important questions a prospective

musician must ask him/herself is: what are some possible careers in music? Do I have the talent, qualifications, and training it takes to have a career in music? There is nothing more rewarding than finding a career that pays you to do something you would gladly do for free. But in order to find the right career in music, you have to be prepared with the right education, with clearly defined goals, and with determination and drive.

### **Careers in Music Education:**

**Job titles:** School band/orchestra/chorus teacher; private instrumental/vocal instructor; music supervisor/administrator; music historian, professor; church-related music education; and music therapist.

**Skills/training:** bachelor's degree/certification, teaching interest and ability.

### **Careers in Music Performance:**

**Job titles:** Popular musician: instrumentalist/vocalist; live performer/ recording artist; Classical musician: symphonic performer, opera performer; military service bands/orchestras/choruses; church music performer: instrumentalist/organist/vocalist; and hiring contractor.

**Skills/training:** talent, determination, marketing ability, public image, and degree credentials in some fields.

### **Careers in the Music Business:**

**Job titles:** Booking agent, music publisher, artist personal/business manager, concert promoter, music attorney, tour coordinator/manager, record company A&R representative, record company sales manager, music store sales/management, service/repair, piano tuner/technician, musical instrument development/production/ wholesaling/retailing, music publicist, journalist/critic, radio personality. Many graduates have been employed as fulltime employees at area music stores (i.e., Guitar Centers, Music and Arts.)

**Skills/training:** various; degree credentials in some fields.

### **Careers in Music Production:**

**Job titles:** Songwriter/lyricist; film/video/television composer, arranger, orchestrator, copyist; jingle writer; publishing editor; record producer, MIDI engineer/technician/ sequencer, sound designer, audio/recording/ live sound engineer/technician; recording/ production studio director/manager; road crew technician; music librarian for public/institutional libraries, orchestras, radio/TV.

**Skills/training:** various; degree credentials in some fields.

The National Association for Music Education has information on its website about careers in music; you can find it at:

**<http://www.nafme.org>**

### **Course of Study- Music**

The following requirements for the Associate of Arts Degree in Music Studies have been listed according to semester. Please note courses offered during the Fall or Spring semesters only. All courses listed below are offered on the Manchester campus.

#### 1st Semester

- |   |                            |
|---|----------------------------|
| • MUS 1501 Choral Ensemble I, <b>or</b><br><i>Hours</i><br>MUS 1521 Classical Chamber I, <b>or</b><br>MUS 1522 Jazz Combo I | <i>1 Credit, 2 Contact</i> |
| • <b>MUS 1101 Music Theory I</b> (Fall Semester)  | <b>3 Credits</b>           |
| • <b>MUS 1201 Ear Training I</b> (Fall Semester)<br><i>Hours</i><br>(The above co-register together)                        | <b>1 Credit, 2 Contact</b> |
| • MUS 1301 Group Piano I (Fall Semester)<br><i>Hours</i>  | <i>1 Credit, 2 Contact</i> |
| • MUS 1405 Applied Lessons I  | <i>2 Credits</i>           |
| • MUS 1001 Music History- Medieval-Baroque  | 3 Credits                  |
| • ENG 1010 Composition  | 3 Credits                  |
| • CCS 1001 College & Career Success   | <u>3 Credits</u>           |
|   | <i>17 Total</i>            |

## 2nd Semester

- COMM 1301 Public Speaking Hours 3 Credits, 3 Contact
- ENG 1020 Composition II and Literature, **or**  
ENG 1030 Composition II and  
Non-fiction Texts 3 Credits
- MATH 1000 or higher 3-4 Credits
- MUS Music History - Classical- Contemporary 3 Credits
- MUS 1502 Choral Ensemble II, **or**  
Hours 1 Credit, 2 Contact
- MUS 1532 Classical Chamber II, **or**  
MUS 1531 Jazz Combo II
- MUS 1406 Applied Lessons II 2 Credits
- MUS 1302 Group Piano II (Spring Semester) 1 Credit, 2 Contact  
Hours
- **MUS 1102 Music Theory II** (Spring Semester) **3 Credits**
- **MUS 1202 Ear Training II** (Spring Semester) **1 Credit, 2 Contact  
Hours**
- (The above co-register together) 19-20 Total

## 3rd Semester

- Elective SCRX - Scientific Reasoning, **or**  
Elective SCKX - Scientific Knowledge Course 3-4 Credits
- MUS 2503 Choral Ensemble III, **or**  
Hours 1 Credit, 2 Contact
- MUS 2532 Classical Chamber III, **or**  
MUS 2533 Jazz Combo III
- MUS 1007 Today's Music 3 Credits
- MUS 2405 Applied Lessons III 2 Credits
- MUS 2303 Group Piano III (Spring Semester) 1 Credit, 2 Contact  
Hours
- **MUS 2103 Music Theory III** (Spring Semester) **3 Credits**
- **MUS 2201 Ear Training III** (Spring Semester) **1 Credit, 2 Contact  
Hours**
- *Designated Music Elective* 3 Credits
- 17 Total

#### 4th Semester

- Elective ARHX - Arts & Humanities Course 3-4 Credits  
(Highly Recommended to choose  
from the following Art courses listed  
under **Designated Electives**)
- PSY 1011 General Psychology I 3 Credits  
or Elective HISX - Historical Knowledge Course
- MUS 2504 Choral Ensemble IV, or 1 Credit, 2 Contact  
Hours  
MUS 2524 Classical Chamber IV, or  
MUS 2534 Jazz Combo IV
- MUS 2406 Applied Lessons IV 2 Credits
- MUS 2304 Group Piano IV (Spring Semester) 1 Credit, 2 Contact  
Hours
- **MUS 2104 Music Theory IV** (Spring Semester) **3 Credits**
- **MUS 2202 Ear Training IV** (Spring Semester) **1 Credit, 2 Contact**  
Hours 14 Total

#### **Designated Electives- Music**

- MUS 1004 - World Music Credits: 3
- MUS 1008 - Today's Music: Gospel, Ragtime, Blues, Jazz Credits: 3
- MUS 1100 - Fundamentals of Music Credits: 3
- MUS 1009 - History and Appreciation of Jazz Credits: 3
- MUS 1811 - Guitar I Credits: 3
- MUS 1812 - Guitar II Credits: 3
- MUS 1300 - Beginning Piano Credits: 3
- MUS 1530 - Jazz Ensemble Credits: 2
- MUS 1801 - Beginning Voice Credits: 3
- MUS 1803 - Language for Singers Credits: 2
- MUS 1511 - Madrigal/Chamber Singer I Credits: 1
- MUS 1512 - Madrigal/Chamber Singer II Credits: 1
- MUS 1831 - Introduction to Conducting Credits: 2
- MUS 1821 - Introduction to Music Education Credits: 2
- MUS 1602 - Electronic Music Composition I Credits: 3
- MUS 2603 - Electronic Music Composition II Credits: 3

- MUS 2513 - Madrigal/Chamber Singer III Credits: 1
- MUS 2514 - Madrigal/Chamber Singer IV Credits: 1
- MUS 2098 - Special Topics in Music Credits: 2
  
- **Visual Arts Electives (ART/ARHX)**
  - ART 1610-Ceramics I Credits:3, Contact Hours: 6
  - ART 1110- Drawing I Credits:3, Contact Hours: 6
  - ART 1410-Darkroom Photography I Credits:3, Contact Hours: 6
  - ART 1450 -Digital Photography I Credits:3, Contact Hours: 6
  - ART 1770 - Printmaking I Credits:3, Contact Hours: 6
  - ARTH 1001 Global Art History Prehistoric to1500 CE Credits:3
  - ARTH 1002- Global Art History 1500 CE to Present Credits:

### **Music Faculty**

Dr. Deborah Simmons, Ed.D. Program Coordinator

Music History, Chamber/Jazz Ensembles, Guitar Private Instructions

Dr. Nadia Aguilar-Steinberg-Voice, Chorale, Ear Training, Theory

Benjamin Bilella-Percussion

Marianne Vogel- Violin

Sam Sigman- String Bass

Matt Dwonszyk - Bass

Mark Loffredo- Guitar

Bridget Scarlato - Voice

Jordon Jacobs- Trombone

Francesca Scavone-Clarinet

Luke Scott-Voice

David Cid -Garrido/Dr. Nadia Aguilar/ Robert Arsenault-

Composition/Theory

Barbara Robbins-Piano