

**UND – Department of Music
Sophomore Review
List of Responsibilities**

Department Office

- Assemble list of students who have triggered the Sophomore Review process using course rosters from MUSC 230, 231 & 233 no later than the 3rd week of the previous semester.
- Confirm with students' instructors as to whether they'll be doing the Performance Evaluation Portion in the Fall or Spring semester.
 - This must be done no less than a semester in advance of the Performance Portion of the Sophomore Review, i.e. for SP10, notify no later than beginning of FA09.
 - Pass this information along to the Sophomore Review Coordinator

Sophomore Review Coordinator

- Communicate process and responsibilities to pertinent faculty/advisors
- Get list of candidates from Department Office Determine who must go through Sophomore Review process
- Inform, guide & remind Advisors & Applied Instructors no less than a semester in advance of possible Sophomore Review
- Proctor the Performance Evaluation Day
 - Use document reader & projector to enable jurors to see sight-reading, Repertoire List & score(s) of solo work(s)
- Collect Performance Evaluation forms and tabulate decision
 - Notify Chair of results and turn in all forms to Chair
 - Proctor discussion, if requested by Adjudicating Faculty

Applied Instructor

- Prepare student to perform standard repertoire for their primary instrument displaying the cumulative effort put forth during their applied study at UND.
 - Instrumentalists: Prepared piece(s), étude(s) of contrasting styles, scales (major, & minor), and sight-reading.
 - Vocalists: 8 memorized pieces (see Applied Voice Syllabus), scales (major & minor, one octave), and sight-reading.
- Make at least six (6) of copies of student's Repertoire List & Performance Evaluation Form for Adjudicating Faculty.
- Proctor the student's Performance Jury lasting no more than 15 minutes
 - Give Performance Evaluation forms to Adjudicating Faculty
 - Choose selections for and proctor the sight-reading and scales portions

Student

- Complete Repertoire List
 - Give completed Repertoire List to Applied Instructor
- Enter student information on Performance Evaluation Form
 - Give completed Performance Evaluation Form to Applied Instructor
- Bring one original of each solo work to the Performance Jury

Advisor

- Complete the Academic Evaluation Form
 - **Must** solicit strength/weakness/potential comments from instructors in area of concentration, i.e. applied instructor, ensemble director, methods courses, et al.
 - Give completed form no later than a week prior to the Performance Jury date to the Chair. (Fall 2009: December ?? and Spring 2010: May ??.

Chair

- Receive Academic Evaluation forms from Advisors and place in student's file
- Receive Performance Evaluation results from Coordinator and place in student's file
- Notify Advisors, Students and Instructors of Sophomore Review Outcome by the following Monday.

Adjudicating Faculty

- No fewer than five (5) faculty must be present
 - The student's applied instructor's presence is required
- Listen to and assess all portions of the Performance Jury
 - Complete the Performance Evaluation form provided
 - Return completed forms to Sophomore Review Coordinator