

Bachelor of Science in Music Senior Project (MST 496) Guidelines and Recommendations for Students and Advisors

The Senior Project is an opportunity for graduating seniors to work on a large-scale independent project or musical collaboration that demonstrates readiness, in terms of skills and habits of mind, for the music profession or further studies in music.

Students should:

- a) Demonstrate leadership in rehearsal and performance contexts appropriate to the instrument or ensemble.
or
- b) Pursue an independent project in composition, theory, history, or performance and present the results in a formal and professional manner.
and
- c) Evaluate and assess personal musical achievement; develop personal goals for future musical endeavors.

All senior projects are juried, that is, they are presented formally to a faculty committee consisting of the student's advisor plus at least two members of the full-time instructional faculty invited with the consultation of the student's faculty advisor. In the case of research papers and compositions that cannot be performed, students will present their work in a public forum to be held once per semester on the reading day immediately following the end of classes. Students will present their work in a formal talk which may be accompanied by slides, handouts, or short musical demonstrations. Presentations should be no longer than twenty minutes. All recitals and presentations are open to the public.

Recitals

- Scope: Working with a faculty advisor, students should prepare a recital of solo or small ensemble music of roughly 45 minutes in length.
- Planning: Students should start planning their recital as close to the beginning of the semester as possible. Students should book their chosen performance space with both Darina Qafleshi and Karl Watson **no fewer than six weeks** prior to their event. Darina keeps the room reservation schedule, and Karl keeps the performance calendar.
- Equipment: In consultation with their project advisor, students should compile and submit a complete and detailed equipment list and meet with Karl Watson or Alejandro Castro regarding same **no fewer than six weeks** prior to their event.
- Publicity: Students are responsible for advertising and promoting their event. Publicity materials include but are not limited to: publicity photo, performer bio, short description of event, long description of event, poster/flyer, program. Please refer to the Senior Recital Checklist to ensure a successful event. All publicity materials should be submitted to Karl Watson **no fewer than six weeks** prior to the event.

Research Papers

Working with a faculty advisor, students should prepare a research paper on a topic related to music (musicology, theory, ethnomusicology, education, therapy) or a collection of serious music criticism (journalism). Papers should follow the conventions of citation appropriate for the discipline (in most cases, *Chicago Style*), employ musical examples as necessary in a professional manner, and present at least fifteen pages of original prose.

Compositions

Working with a faculty advisor, students should prepare a portfolio of pieces (either a major composition or a series of smaller pieces) and either a) schedule a lecture-recital to present these pieces to the Lehman Music Department and Community or, if live performance is not feasible, b) present their work in a formal talk as outlined above.

The lecture-recital should be roughly 30 minutes in length and feature primarily live performances of the compositions, with the exception of works of computer music or large ensemble pieces which are impractical to perform. Pieces of computer music may be presented using loudspeakers. Students should start planning their lecture-recital as close to the beginning of the semester as possible. Students should coordinate with both of the College Lab Technicians as soon as possible by booking the Recital Hall with Darina Qafleshi **no fewer than six weeks** prior to their event AND at the same time talk to Karl Watson in order to book equipment and arrange publicity material. Students are responsible for advertising and promoting their event, and for selecting and rehearsing the participating musicians. Please follow the attached checklist to ensure a successful event.

Senior Recital Checklist

Scheduling Recital

- You will need to coordinate with both Karl and Darina to schedule your recital. He keeps the performance calendar; she keeps the space-utilization schedule. Most Senior Recitals will be held in either the Recital Hall or the Hearth Room.
- Check with Karl to see what dates are open in the Performance Calendar (NOTE: even if a date is free, it may not be an optimal choice considering what else is going on around that time).
- Check with Darina to ensure the venue you wish to use is available.
- Book your date with BOTH Karl and Darina. You may also need Alejandro's contact info:

karl.watson@lehman.cuny.edu	ext. 7793	office M-317
darina.qafleshi@lehman.cuny.edu	ext. 8247	office M-319
alejandro.castro@lehman.cuny.edu	ext. 8011	office M-401

Scheduling Rehearsals/ Guest Musicians

If you are performing with an accompanist or other guest musicians, you will need to communicate with them early and often regarding rehearsals. Find a mutually convenient rehearsal time and stick to it. (NOTE: Parts of your recital may need to be rehearsed at different times, depending upon your guest musicians' schedules).

Scheduling Dress Rehearsal

A dress rehearsal is a full run-through of your recital. It may or may not be possible to hold a dress rehearsal in the performance venue. Please check scheduling with both Karl and Darina as above. (NOTE: Immediately preceding your recital is NOT the best time for a dress rehearsal. You should use that time to set up, check sound/equipment, and perhaps touch upon a challenging spot or two with your fellow musicians. It is NOT the time for a full run-through of your program).

Scheduling Load-In/ Load-Out

You are responsible to move and set up the equipment you will need, and you need to plan how this will be done. It is STRONGLY recommended you reserve your chosen venue at least 1¹/₂ hours before your scheduled start time, and 1 hour after your anticipated end time, for set up and break down. But remember, more equipment requires more time AND more personnel! If you have a big setup, you may need to reserve an extra 2-3 hours on both the front and back ends. And don't forget to arrange for helpers – you will probably need them!

Equipment

You will need to provide the department with a detailed equipment list for your recital. (This should go to both Karl and Alejandro at least one month before your performance). Standard equipment available in both the Recital Hall and Hearth Room include: chairs, music stands, and piano. Other equipment such as drum kit, orchestral percussion, amps, etc. as well as audio/video can be made available upon request. Please think carefully about ALL the equipment you will need for your performance. What specifically will you bring, and what specifically will you request from the department? If you're not sure, ASK QUESTIONS, and/or schedule a production meeting with either Karl or Alejandro. NOTE: Even if your equipment needs are minimal, you still MUST submit a list.

Flow

How will one work on your program progress to the next? Will guest musicians need to enter or exit the stage? Will equipment need to be brought on, moved, or struck? Who will do this? These factors need to be considered when programming your recital. Work with your Project Advisor on this. If you have a particularly complicated setup, schedule a production meeting with Karl or Alejandro.

Recording

The Music Department routinely makes an audio recording of all departmental performances, using a one-point stereo digital recorder. The department will provide you with one digital copy of your recital. If you wish to have your performance recorded in a more sophisticated manner, you are welcome to make those arrangements on your own.

Publicity

Standard forms of publicity for our events include a printed flyer, a posting to the college's online events calendar, a posting on social media, and a press release. Recommended steps:

1. Obtain a high-resolution publicity photo. This is a tool you will need throughout your performance career. There are numerous options, the most common being either an action shot of the musician performing, or a professional studio headshot. But there are other equally acceptable possibilities. Bear in mind this photo represents you to your potential audience.
2. Write a 2-3 sentence description of your recital.
(See the department's "Performance Series" brochure for examples).
3. Write a full-length press release for your recital.
(For some examples, visit lehman.edu/music/concert-series.php. Click on any month for a listing of our events, then click on an event to see more details about it).

Then:

- Use your photo and 2 sentence description to create a flyer. Many examples are posted on the performance bulletin board, outside the main office. If you would like some feedback before finalizing your flyer, send Karl a draft and he will reply.
- Create a JPG of your flyer and post it on the department's Facebook group, along with the text of your press release.
- Send your photo, flyer, and press release to both Karl and Alejandro. They will forward them to the appropriate college offices for distribution to the public and posting on the online events calendar.

Remember, FINAL versions of all publicity materials are due one MONTH BEFORE your recital.

**** MORE EFFORT ON PUBLICITY = BETTER TURNOUT ON CONCERT DAY! ****

Program

The Music Department utilizes two types of printed programs: a folded booklet style, and a single-page style (often printed on the back of the flyer for that concert). For senior recitals, the folded booklet is recommended.

Programs should include:

- Composers
- Works to be performed (with opus and number, and movements if applicable. Think "bibliography.")
- Program order
- Your bio
- Guest musicians' names and instruments (double check SPELLING, please).
- Program notes, if appropriate. For example, if you will be singing in a language other than English, it is appropriate to include translations. Or, if there is some particular information about a piece that is germane to your performance, it is appropriate to include program notes. In some cases, verbally explaining such to the audience may be preferable. For written program notes, be sure to give attribution if you do not author them yourself. Either way, it should be discussed with your Project Advisor and PLANNED IN ADVANCE.
- Any thank-you or other personal statements you might wish to include.

Typically the cover will resemble your flyer, the next page will have the program order, followed by program notes, your bio, and any personal statements. Again if you would like feedback before finalizing, send a draft to Karl and he will reply.