

Conservatory Handbook

Conservatory Benefits

- Prestigious, needs-based scholarships
- Comprehensive and well-rounded music curriculum designed for long-term development
- Quality music instruction from the Conservatory's experienced faculty
- Credential for college admission through demonstration of sustained achievement
- Comprehensive, ongoing assessment of student progress
- Portfolio documentation
- Individual coaching and guidance in setting and reaching the highest musical goals
- Opportunities to perform
- Opportunities to attend concerts and performances
- Opportunities to attend the Conservatory's other events

Facility

Sun Building

The BART Center for Music is located on the ninth floor of the Sun Building, the Barthelmes Conservatory is housed within the BART. The address is 907 South Detroit Ave, Suite 910, Tulsa, OK, 74120. Free parking is available in all of the lots surrounding the building. Please feel free to park anywhere inside these lots.

Conservatory Division

The Barthelmes Conservatory division welcomes you to a unique and challenging program designed to guide and assist you toward your musical goals.

The Mission of the Conservatory is to promote artistic and academic excellence and to prepare musicians of the highest quality.

The Conservatory is designed to prepare students who wish to pursue music as a professional career. The Conservatory strives for excellence, high standards, accountability, and addresses special learning for selected students who demonstrate initial giftedness in music.

The Conservatory offers specialized and professional training and a comprehensive curriculum which includes instrument instruction, music theory, history, and ensemble/orchestra taught by experienced faculty. Attendance at a variety of musical events, concerts and performances is also a vital part of the holistic music curriculum. All students at the Conservatory receive a needs based scholarship. The students attend the Conservatory twice weekly, and the classes are conducted during the afternoon and evening hours, after the regular school day. The Conservatory runs for the duration of a normal academic year. The classes start in August and end in May. The Academic Year

in the Conservatory is comprised of two semesters: Fall (August - December) and Spring (January – May).

The Conservatory is committed to making quality music education accessible to students who desire to receive professional music training. It aims to promote life-long learning through a sequential curriculum and is proactive in promoting music as a unifying cultural and social activity to its students and their parents. We start with bi-weekly instrument instruction and theory during the first year and add music history and ensemble/orchestra the second year. We follow students' progress through practice books, Closed, Studio and Open Concerts, assessments and portfolio documentation.

Each year, the Conservatory awards a varying number of scholarships. The scholarship helps cover the cost of instruction, instruments (strings and flutes only), materials, supplies, and other direct expenditures relevant to the Conservatory curriculum. The Conservatory offers a seven-year program and prepares students for admission to the college music major.

Admission

Prospective Conservatory parents and students are encouraged to visit the Conservatory, meet with the Directors and the staff, request observations of classes/lessons, attend rehearsals and concerts, and meet with current parents and students to gain an understanding of the program expectations and requirements. All prospective students are then asked to audition and begin the application process.

Eligibility

All children ages 8 – 13 years old are eligible to apply to the Conservatory and apply for a scholarship. No prior experience or training in music is necessary to audition. The students are NOT asked to play an instrument or to demonstrate initial skills/training in music. The auditions are designed to identify students with innate aptitudes in pitch perception, rhythm, and physical coordination.

The Conservatory awards scholarships in the Conservatory division based on a sliding scale.

Audition

The Conservatory requires an entrance audition and interview from each student and his or her parent(s). The audition process for admission to the Conservatory is designed to identify students best suited for the Conservatory curriculum. While students need not have any prior experience or training in music, the auditions are designed to identify students with innate aptitudes in pitch perception, rhythm, and physical coordination, all of which are intrinsic to musical giftedness.

While musical aptitude is an extremely important component of the audition process, decisions to admit students to the Conservatory go beyond the simple assessment of

musical giftedness. The audition process also weighs other factors, including the student's overall attitude, motivation, willingness to practice and desire to enroll in the Conservatory, and the parent or guardian's ability to provide adequate supervision and moral support for the student's musical growth.

Students who successfully pass the audition become candidates for the full, merit-based scholarships awarded to those admitted to the Conservatory.

The Conservatory Audition is an interactive assessment with the Director and the Faculty, during which students are evaluated for their ability to perform discrete musical tasks. Students are evaluated for their ability to (1) Sustain an even beat and steady tempo; (2) Accurately replicate rhythmic patterns; (3) Perceive pitch difference; (4) Vocally match pitches and replicate melodic phrases; and (5) Demonstrate coordination by simultaneously performing different rhythms with each hand.

The interactive audition also provides an indication of the degree to which the student is able to focus on given tasks and follow directions. At the end of the audition, the Faculty engages the student in a brief interview that yields a sense of the student's interest, eagerness, and ability to participate in the Conservatory curriculum.

Participation in the Conservatory requires commitment not only from the student but also from the parents and the entire family. While the student is auditioning, prospective parent(s) are asked to complete a short survey. After the student audition is complete, parents may also be interviewed.

Faculty members assign numerical ratings to each component of the student's performance during the interactive audition. Once auditions are completed, those ratings are tallied, compared, and considered alongside student interviews, and parent surveys/interviews. The faculty discusses and considers all of the available information in determining the scholarship nominees for the forthcoming year. The Director of Operations considers nominations and makes the final determination on scholarship awards, at which time, prospective families receive award letters.

The student is considered accepted once the parent(s) or guardian of each nominee meets individually with the Director of Operations, reads and signs the contractual Letter of Agreement, which outlines the terms, the conditions, and the responsibilities of the scholarship awarded. The parents agree to ensure student's regular and punctual attendance throughout the year by providing the transportation, parental guidance, time management, practice supervision and other support necessary for successful participation. They agree to provide the encouragement, structure, and environment necessary for the student to develop the habit of regular practice at home. In addition, they agree to supervise and document the student's practice time in the Practice Journal provided by the Conservatory.

Orientation

Parents of all entering first-year Conservatory students participate in the Orientation Session, lead by the Director of Operations, The Faculty Council, and faculty members prior to the start of classes in August.

Conservatory Office

The management and staff of the Conservatory are always available to help students and their families. Questions about auditions, admission, scheduling, rescheduling, makeups, instrument placement, etc. should be addressed directly to the Conservatory's office. It is the responsibility of the student and/or parent to notify the office when problems arise, whether instructional or personal. Every effort will be made to respond to individual needs.

Conservatory Administration & Faculty

Director of Operations and Programming

Ms. Candice Chinsethagid – cchinsethagid@tulsaconservatory.org
918-794-0331

Administrative Coordinator

Ms. Jessica Smith – info@tulsaconservatory.org
918-794-0330

Faculty Council –

918-794-0330 – info@tulsaconservatory.org

Ms. Tatyana Lantos (Piano Department Head)
Ms. Sheri Neubauer (Strings Department Head)
Mr. John Rush (Flute/Ensemble Department Head)
Dr. Robert Katz (Music Theory Department Head)

Teaching Faculty

Music Theory/History Faculty:

Ms. Jaime Carini
Dr. Robrt Katz

Cello Faculty:

Ms. Krassimira Figg
Mr. Kevin Jackson

Piano Faculty:

Mr. Kent Dennis
Dr. Allyson Eskitch
Ms. Tatyana Lantos

Flute Faculty:

Mr. John Rush

Violin Faculty:

Ms. Marcia Bucchianeri
Professor Sheri Neubauer

Viola Faculty:

Ms. Jennifer Sherman
Mr. Jeff Smith

Bass Faculty:

Mrs. Robin Smith

Ensemble Faculty:

Mr. John Rush
Mr. Kent Dennis
Dr. Allyson Eskitch

Conservatory Accompanist:

Mr. Aaron Beck

Curricula

The Conservatory offers a well-rounded curriculum comprised of bi-weekly individual instrument lessons, music theory, music history and ensemble/orchestra classes, concert attendance and portfolio documentation. The Director of Operations and the Conservatory Faculty collaboratively design the curriculum and set the requirements and expectations for each level in the Conservatory. This Handbook outlines important information and course requirements for all subjects taught at the Conservatory.

A. Instrument Instruction

B. Music Theory

C. Music History (2nd year and up)

D. Ensemble (3rd year and up; depending on progress)

E. Concert Attendance

F. Portfolio documentation

A. Instrument Instruction

Conservatory students attend bi-weekly 30-minute individual instrument lessons. At the start of each term, Conservatory faculty members develop detailed semester objectives for each student according to the requirements of the curriculum. The objectives for individual instrument instruction include the study of scales, arpeggios, chromatic scales, etudes, a character piece, (or a polyphonic piece for piano students), a big form piece and sight-reading. The instructors submit their semester objectives to the Director of Operations in writing, and communicate the information to both students and parents.

Each individual instrument instructor determines the exact length and difficulty of the repertoire to be used in order to fulfill each required objective. However, the instructors select repertoire pieces only from the Barthelmes Instrument Resource Books, collaboratively compiled by the faculty for each grade level in each instrument. The

resource books are constantly updated. All additions to the books are discussed and agreed upon by the faculty.

Consistent class attendance, as well as daily study and practice, is expected. Each student is responsible for exerting maximum effort in order to insure maximum benefit. The teachers communicate the course objectives to parents through the Student Practice Journals.

B. Music Theory & Music History

The study of music theory is indispensable to the development of literate, well-rounded musicians. Additionally, the study of music history provides students with a sense of artistic chronology, repertoire, and an awareness of varied styles and style periods.

Music theory develops the “seeing ear” (the ability to hear music and know how it should look in notation) and the “hearing eye” (the ability to see music and know how it should sound.) The music theory curriculum begins with fundamentals including note recognition in treble, bass, and alto clefs, general keyboard orientation, scales and key signatures, intervals, triads, simple and compound meter, elementary composition, and transposition. After a thorough grounding in fundamentals, students progress to the study of music analysis, form, diatonic harmony, and part writing. By the end of the seven-year program, Conservatory students will have completed the equivalent of the first year of the undergraduate college music theory sequence.

Music theory also includes the study of ear training. Students learn both diatonic and chromatic solfege in the “Movable Do” system. Sight Singing and dictation exercises are given regularly.

The music history curriculum progresses from the Medieval to Contemporary style periods, and covers both the West-European repertoire and world music. Listening, score reading, and writing assignments are a part of the music history curriculum.

Homework assignments and grades are recorded in the Practice Journal, which parents must check and sign regularly.

C. Ensemble

As a part of overall musicianship, each student is expected to gain experience in playing in a group setting. For that reason, all students from third year and up are assigned to ensembles in addition to bi-weekly individual lessons and bi-weekly music theory/history classes. The number of students participating in each group might vary (from two-member duos to eight-member chamber groups). Assignment to a specific group depends on the individual student’s schedule and the student’s proficiency level on his/her instrument.

Each ensemble works on a minimum of two repertoire pieces per semester. The ensemble members are informed of the planned program and of other tasks to

accomplish, as students work better with definite goals in mind. Bowings, fingerings, slurs and phrasing are plainly marked before the music is given to the players. The ensemble teachers communicate the ensemble course objectives to parents through the Student Practice Journals.

In addition to the ensemble instructor/coach, each ensemble also has its own student leader and regularly scheduled rehearsals. Every student should realize his/her responsibility to the group. Ensemble performance is teamwork in the ultimate sense of the word. One person's lack of commitment delays the whole group from working toward the class goals. Ensemble teachers place great emphasis on ensemble etiquette and routine.

D. Concert/Event Attendance

Exposure to professional musical performances is an essential part of a complete music education. Such exposure provides modeling and inspiration, as well as familiarity with repertoire. Accordingly, the Conservatory requires each Conservatory student to attend a number of concerts/recitals, as part of the required curriculum in addition to regular classes and lessons. To fulfill the Concert Attendance Requirement, students must attend five concerts throughout their academic year.

To attend these events, our students and families are provided discount tickets through Conservatory partner organizations, such as Tulsa Symphony Orchestra, Chamber Music Tulsa, and others.

Students are required to write reflective essays during the music theory/history class the week following the concert. When a student is unable to attend a required event, the following two guidelines should be observed: 1) The parent should notify the office and arrange an attendance to a similar substitute event and 2) A reflective essay along with the program of a substitute event/concert should be submitted.

Other Required Events: Throughout the year, the Conservatory may inform parents of additional opportunities to attend outside and in-house concerts that do not presently appear on the Calendar, such as the in-house master classes, guest speakers, and other educational programs, all of which are open to our families and to the general public to attend. These events will be added to the Calendar of Events on an on-going basis. The Open Concert performance is a required concert for all Conservatory students regardless of whether or not the student is performing.

E. Portfolio Documentation

From the first date of the student's enrollment, copies of the audition worksheets, repertoire forms, and concert programs are entered into the student's file to build a portfolio.

In addition, parents are advised to maintain an archive of student(s)' concert program brochures, photo/video materials, articles, publicity materials and any other materials concerning the Conservatory.

End of Semester Exams

Instructors keep written records of each student's progress throughout the semester, and at the end of the semester, each student undergoes assessments in instrument performance, music theory, music history (where applicable), and ensemble.

A. Music Theory/History Exams

At the conclusion of each semester, all Conservatory first-year students complete written assessments in music theory. From second year and up, all Conservatory students complete written assessments in both theory and music history. Theory assessments include an aural component which requires students to transcribe music into notation according to their level of skill. Parents are not allowed in the examination classroom. Music theory and history exams are scheduled during the last class period of music theory and history.

B. Closed Concerts

Students perform at the Closed Concerts for a jury of faculty members (including the student's individual instrument instructor). The performance assessments are otherwise known as the Closed Concerts. Similar to college-level juries, the Closed Concerts are the most important performance assessment held during the term. The purpose of the Closed Concert is to evaluate the entire semester's work on the student's given instrument. All Conservatory students are asked to play items in accordance with the semester objectives submitted by his or her studio instructor, which includes scales and arpeggios, two etudes; two character pieces for the Fall Semester and a Character Piece and a Big form Piece for the Spring Semester. A Character Piece for the Fall Semester and the Big Form Piece for the Spring Semester should be performed by memory. Students also will need to sight-read simple exercises.

Note: Piano students might be assigned a polyphonic piece as a second Character Piece for the Fall Semester.

During Closed Concerts, students appear in standard uniform (See **Concert Dress Code** below) to perform before a faculty jury.

The students are asked to arrive at least 30-40 minutes early to warm up and be ready. No Conservatory classes/lessons are conducted during the Closed Concerts week. Parents are not allowed in the Closed Concert classroom.

C. Ensemble Closed Concerts

During the end of year activities, in addition to assessments on their instruments, all Conservatory students, from the third (sometimes fourth) year on, participate in Ensemble Closed Concerts. Parents are not allowed in the ensemble classroom.

Important Notice: Student no-shows during any of the exams listed above are automatically considered to have failed. Missed exams will NOT be rescheduled. Any exceptions will be subject to the Director's approval.

End of Semester Student Recitals/Concerts

Concert Dress Code

There is no required dress code for attending Conservatory classes. However, for Studio, Closed and Open Concerts, the required dress code is black pants/skirts with white shirt and black shoes (with low or flat heel). Also, the performers' posture should be professional. No distractive objects such as gum, excessive jewelry, etc. on stage. Poor stage presence is painfully obvious. Good stage presence, like music itself, is an art, a clear expression of the disciplined musician's respect for the music, the audience, for other musicians, and for him or herself.

Concert Etiquette

Proper concert etiquette must be observed in order to ensure the most orderly and pleasant experience for all. Proper concert etiquette requires that audience members (1) Refrain from talking, walking, cell phone use, and the use of flash photography during performances; (2) Hold applause until each performance (including all movements) is completed; (3) Take younger children outside the concert hall in an event they become disruptive; (4) Display general respect and appreciation for the hard work that each student has done to prepare his or her piece for performance.

A. Studio Concerts

Studio Concerts are unique, small-scale, informal recitals featuring the students of the particular teacher in his or her studio/classroom. Families and friends of performing students are welcome to attend. These concerts offer each student at least one performance opportunity per semester. No Conservatory classes/lessons are conducted during the Studio Concerts. All Conservatory students are required to perform at the Studio Concerts. Concert Dress (See **Concert Dress Code**, above) is required. There are blocks of Studio Concerts scheduled for each day during different time intervals. As a courtesy to performing students and their teachers, please plan for you and your guests to arrive on time and stay for the entire duration of the block.

B. Open Concert

After or during the Closed Concerts, the students have the opportunity to audition to perform at the Open Concert, which is the most important student recital of the Semester. The Open Concert is for parents, relatives, friends and the general public to attend.

All students are required to be in their designated seats an hour in advance of the Open Concert. Concert Dress Code is required.

The Open Concert may feature as many as thirty student performers, and the Conservatory wishes to ensure that each student is given sufficient time on the stage.

Therefore, to facilitate proper timing of the program, students may be asked to shorten their performances by omitting repeats.

Progress Reports & Parent/Faculty Conferences

Following the Closed Concerts, the Open Concert, the collection of practice books and completion of all assessments, members of the Conservatory Faculty meet to complete and discuss progress reports. The completed evaluations are then discussed with all parents during the scheduled Parent/Faculty conferences. During the conferences at the end of the Fall term, parents are notified if a student is to be placed on probation. During the conferences at the end of the Spring term, parents are notified of scholarship renewals. Parents are notified in advance of their individual Parent/Faculty conference appointment times.

Participation In Other Conservatory Performances

Conservatory students are often invited to perform for community organizations and venues outside the Conservatory. Previous engagements include participation in OK Mozart International Festival, Performing Arts Center's "Brown Bag it" Series, Tuesdays at Trinity Concert series, Tulsa Metro Chamber and Tulsa Public Schools, Partners in Education Reception, nursing homes and retirement centers, churches, private and public Schools, and many other community venues. Before a student is invited to do an outside performance, the individual lesson instructor of that student is consulted for a nomination.

Conservatory Policies

Each student's success in the Conservatory is absolutely dependent upon consistent parental support, interest, guidance and supervision. The parent, the child and the teacher must work together to achieve success. Although the teacher meets twice a week with the student, most of the work occurs at home. For best results, a minimum required practice schedule of 40 minutes per day, seven days a week should be established. However, the instructor may recommend increasing practice time as it becomes necessary for each student's progress.

Conservatory students and their families should note the following:

- Regular attendance at lessons, daily practice, and parental support are the essential elements necessary for educational progress and skill development. Therefore, students are expected to attend all lessons/classes as scheduled. Lessons missed by the Conservatory will be rescheduled at a mutually convenient time. The Conservatory assumes no obligation to make up or reschedule lessons missed by the student. Parents must ensure that students bring all necessary musical materials to the lessons, including music books, string instruments, Repertoire Portfolio, Practice Journal, handouts and any other materials that the Conservatory finds necessary.
- Lessons/Classes must start on time. It is suggested that you arrive 10 minutes prior to the lesson so that the student can warm up (if a room is available) or simply get

mentally prepared for the lesson/classes. Parents are expected to be present and guarantee the punctual arrival, transition and departure of their child(ren), especially for those young students who may not be able to understand the necessity of being “on time.” Please be aware that there are various classes and lessons preceding and following your child’s lesson. Punctuality – except for emergencies – is a necessary prerequisite for smooth operation of the Conservatory. Please note that if your child fails to appear on time, the teacher will have to proceed with the rest of the schedule as is, which will result in reduced lesson time for your child (ren). Our teachers are very dedicated and find it disappointing when the lesson time “runs out” due to tardiness.

- Conservatory parents are required to attend the individual lessons during the beginning 1-2 months in order to receive guidance on how best to supervise their child’s lessons.
- Parents are responsible for escorting their children to and from the floor of the assigned classroom. The Conservatory is not responsible for students outside the Conservatory premises.
- By signing the registration form, students/parents give permission to the Conservatory to use photo and audio/video materials for documentation, publicity, and marketing purposes.

Instruments

The Conservatory currently offers specialization in the following instruments: piano, violin, viola, cello, bass, and flute. The Conservatory loans string and flute instruments free of charge for the entire seven years of study to all Conservatory strings/flute students. Periodically, it might be necessary for a student to change the size of the instrument. When the individual instrument instructor requests a change of the instrument, the old instrument is returned and the new instrument is issued. The Conservatory provides for the maintenance of the loaned instruments.

Note: In instances in which damage to the instrument results from negligence, parents (not the Conservatory) are responsible for the ensuing repairs/replacement. Before a string instrument is loaned, the parents sign an Instrument Loan Agreement and students are taught how to take care of the instrument.

Piano Students: Parents whose children are assigned to piano must own a standard piano or be prepared to purchase or rent a piano. Parents must consult with the instructor to ensure that the student has the proper instrument at home.

Instrument Placement

At the initial audition, each student states his or her instrument preference. The final determination for instrument placement, however, is made after considering the faculty recommendations and scholarship availability of a particular instrument.

Calendar of Events

The Conservatory Calendar of Events is available online at <http://www.tulsaconservatory.org>. For the list of current events and concerts, please visit the Conservatory page on our website.

Email Communication & Bulletin Boards

Email is the sole communication device used by the Conservatory. It is imperative you have keep an updated email address on file and consistently check your email for updated information. Additionally, prompt response is expected and appreciated. The official Conservatory Bulletin Board is located in the main Parent Lounge . Each parent is responsible for reading and knowing any information posted in this location that applies to them. Please check the board at every visit for information concerning Conservatory events.

Practice Rooms

There are several practice rooms available to Conservatory students. All the Practice Rooms have door signs. It should be noticed that certain rooms are reserved for a specific use, such as ensemble practice or piano practice. Students are required to treat the room and equipment with care. **Students are not to eat or drink in the practice rooms.**

Student Study Area

A student study area is available for all students to use; it is equipped with desks and chairs.

Piano Accompanist

In preparation for Concerts, a piano accompanist will be available for rehearsals with the string students. The students will be assigned required rehearsals with the accompanist. The parents will be notified of the rehearsal schedule a week prior to the Studio Concerts.

Scholarship Continuation

At the end of each year in May, the Conservatory Director and the Conservatory faculty examine the work of each scholarship Conservatory student and make a recommendation for the following year. These awards (initially for one year) may be renewable to a maximum of seven years, assuming the student has met the requirements of the award.

Upper Level Examinations

In some cases, advanced students are recommended (or may request) to skip a year by completing barrier examinations and meeting the requirements of the next level. Through examination students might accelerate or fulfill the prerequisites to the higher courses in less time.

Note: Students should be in good standing on all Curriculum areas and subjects, including instrument, Music Theory/History, ensemble, Attendance to events/concerts, etc.

Withdrawing From the Conservatory

All students at the Conservatory are required to compete the entire school year (August - May). If for any reason the parent chooses to withdraw a student from the Conservatory prior to the completion of the Open Concerts at the end of the academic year, the parent agrees to pay an Early Withdrawal Fee equal to 20 % of the dollar value of the scholarship that the student was originally awarded.

Parents of Conservatory Students

Parents are an integral part of the Conservatory program. As part of the scholarship obligation, the Conservatory parents contribute significantly to the Conservatory by monitoring during the lesson/class time in the commons area (parent monitoring schedule will be available prior to the start of classes), by chaperoning for the outside Conservatory events, by carpooling students to and from the Conservatory, by organizing fundraising events, by providing receptions at the end of Open Concerts and by contributing financially towards the cost of their child's Conservatory education.

Inclement Weather & Holidays

In the instance of inclement weather it may be necessary to cancel lessons and classes. Closings due to inclement weather will be announced by recorded message at 918-794-0330. Any classes that are cancelled due to inclement weather will not be made up. Regular Holiday closings and breaks are listed in the Calendar of Events and on the website.

have read and understand these stated policies and procedures.

_____	_____	_____
Parent Signature	Parent Signature	Date