



THE UNIVERSITY OF  
SYDNEY

SYDNEY CONSERVATORIUM OF MUSIC

# 2011 Student Orientation Packet

SYDNEY  
CONSERVATORIUM  
OF MUSIC

Compiled by Paul Zaborac and Anna Reid



THE UNIVERSITY OF  
SYDNEY



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# MyUni

The MyUni website is a portal through which students can gain access to important information and resources.

## MyUni

MyUni is the university's portal that gives students access to their university email, student self-administration, eLearning, and many other resources.

### Accessing MyUni

MyUni can be accessed through the University of Sydney's home page, <http://sydney.edu.au>, under current students. Step by step instructions of how to access MyUni can be found here. [Click Here](#)

## UNIVERSITY EMAIL

It is important for students to check their university email regularly or forward it to an email that is checked regularly. All official university communication goes to this email. Your university email can be found on your MyUni page.

## eLEARNING

Your eLearning pages can also be accessed through the My Uni page. These pages are important because many classes and courses use them to provide information and resources to students.

## MY ADMINISTRATION

This is another service that can be accessed through MyUni. Through this service you can check your enrolment, check your grades, and update your contact information along with many other things.

# ACADEMICS

The following documents deal with information that you need to know about pertaining to academics.

## THE STUDENT HANDBOOK

This is an invaluable guide to all things pertaining to your academic studies at the Con. In it you will find information about your degree, academic procedures, and rules and policies in addition to other things. [Click Here](#)

### Courses and Enrolment

You can search for classes offered each year through the University of Sydney website and the Handbook. [\(Click Here\)](#)  
You can also search for classes and enrol for next semester through student administration on MyUni.

### Graduate Attributes

This outlines the goals of the Con in regards to what students should be able to do when they graduate. [Click Here](#)

### Sydney Conservatorium of Music Calendar

This is the academic calendar for the year that includes term dates and examination dates. [Click Here](#)

### Handing in a Picking up Assignments

Written assignments should be handed in and picked up from the faculty support office on level 2.

## People to Talk to

If you have any questions about things related to academia, you should talk to student administration on level 3, Professor Anna Reid (Associate Dean Learning and Teaching, or Professor Darryl Poulsen (Associate Dean Academic).

## Faculty and Staff

For a list of faculty and staff, [Click Here](#)

## POLICIES

These are some relevant academic policies that you should be aware of as a student.

### Assessment and Examination of Coursework

This is the university's policy on how coursework will be examined and assessed. [Click Here](#)

### Performance Grade Descriptors

These are the criteria used to determine marks for performances at the Con. [Click Here](#)

### Academic Grade Descriptors

These are the criteria used to determine marks for academic assignments at the Con. [Click Here](#)

### Student Appeals Against Academic Decisions

This is the university's policy on how to appeal academic decisions. Further enquiries should be directed towards Anna Reid. [Click Here](#)

### Academic Dishonesty and Plagiarism

This is the university's policy on and definition of academic dishonesty and plagiarism. [Click Here](#)



## ACADEMIC GUIDES AND RESOURCES

### Assignment Guide: “What’s Expected”

This is a resource and guide for formal academic writing.

[Click Here](#)

### Guide to Avoiding Plagiarism

The university’s guide about plagiarism. [Click Here](#)

### Guidelines for the Preparation of Performance Notes (Program, Critical, or Analytical)

This is a guide for how to create program notes for your recital.

[Click Here](#)

### Preparation and Examination of Theses/Portfolios -Graduate Studies

This outlines the procedures regarding thesis submission and examination. [Click Here](#)

### SUPRA Thesis Guide

This guide is to help students who are writing a thesis as part of their degree. [Click Here](#)

### Guidelines for Postgraduate Research Support Scheme

These are the guidelines for the eligibility to receive research funding. [Click Here](#)

### Guides and Information About Copyright

Educational Institutions Factsheet [Click Here](#)

Education: Concerts, Plays & Musicals [Click Here](#)

Music: playing music, APRA and PPCA [Click Here](#)

Music and Copyright [Click Here](#)

Music: Bands, Choirs & Private Music Teachers [Click Here](#)



Music: Concerts, Musicals & Plays [Click Here](#)

## **PLACES YOU CAN GO FOR HELP**

There are several places you can go to receive help with your academic endeavours. Both of these along with others can be found on the Conservatorium website. [Click Here](#)

### **The Learning Centre**

This is located on main campus and provides a wide array of academic support services

### **The Writing Centre**

This centre provides help with writing from essays to theses. They also offer courses over the summer to help you develop your writing skills.



# FORMS

The following is a list of forms with a short description of what they are used for. Along with this, each entry is followed by a link to the related form.

## STUDENT ADMINISTRATION FORMS

### Assignment Cover Sheet

This form should be submitted with all written work handed in to the faculty support office on level 2. [Click Here](#)

### Application for Professional Activity Leave

This form is needed when you engage in professional musical activities that require you to not be in attendance at the Con. [Click Here](#)

### Online Recital Application Form

This form should be filled out when you are applying for a recital. A link to the form can be found on the Con website. [Click Here](#)

### Notification for SCM Touring Activity

This form should be submitted when you will not be in attendance at the Con because you are touring with a Con ensemble. This should be submitted before you leave. [Click Here](#)

### Application for Credit

This form should be used when transferring credit earned at a different institution. [Click Here](#)



### **Application for Exemption**

This form should be filled out when you want to ‘waive’ portions of a unit of study because you have successfully completed studies at another institution. [Click Here](#)

### **Application for Leave of Absence (Undergraduate Only)**

This form should be used when you will be absent for extended periods of time, such as a semester or more, due to extenuating circumstances. [Click Here](#)

### **Application for Special Consideration**

This form should be used when extenuating circumstances create the need for special consideration in regards to exams, papers, juries, and other academic assessment tasks. [Click Here](#)

### **Application for Special Leave (Undergraduate Only)**

This form should be used to apply for leaves of absence that are no more than 4 weeks. [Click Here](#)

### **Application for Transfer – Course or Principal Study**

This form should be used when applying for another course or principal study (different instrument). [Click Here](#)

### **Application to Waive pre-requisites and/or co-requisites**

This form should be used when you desire to opt out of a specific pre-requisite or co-requisite. [Click Here](#)

### **Late Enrolment form for Continuing Students**

This form should be filled out if you have missed the enrolment deadline for the upcoming semester or year. [Click Here](#)

### **Notification of Discontinuation of Enrolment (Undergraduate Only)**

This form should be completed if you intend to withdraw from a course and discontinue study. [Click Here](#)

## **Variation of Enrolment Form**

This form should be filled out if you would like to change your enrolment for next semester. [Click Here](#)

## **POSTGRADUATE FORMS**

These forms are specific to postgraduate students.

### **Application for Recommencement, Further Suspension, or Discontinuation**

This form should be filled out if you want to resume your candidature, suspend it further, or discontinue it entirely. [Click Here](#)

### **Coursework Students Only**

#### **Suspension or Leave of Absence**

This form is required if you intend to suspend your candidature or be absent from your courses for an extended period of time (semester to a year). [Click Here](#)

#### **Application for Transfer of Candidature**

This form should be used if you would like to transfer your candidature to a different degree. [Click Here](#)

### **Research Students Only**

#### **Change in Attendance**

This form should be filled out if you intend to change from part-time to full-time or full-time to part-time. [Click Here](#)

#### **Intention to Submit Research Thesis**

This form should be filled out and lodged at least 3 months before submitting your thesis. [Click Here](#)



### **MMus Supervisor Statement**

This form should be filled out by your research supervisor and submitted with your thesis. [Click Here](#)

### **PhD and DMA Supervisor Statement**

This form should be filled out by your research supervisor and submitted with your thesis. [Click Here](#)

### **Application for the Early Submission of a PhD Thesis**

This form should be filled out if you intend to submit your thesis early. [Click Here](#)

### **Extension of Candidature**

This form should be filled out if you intend to apply for an extension on the completion date of your candidature. [Click Here](#)

### **Suspension or Leave of Absence, Counting Time Away, Completing Time Away**

This form is required if you intend to suspend your candidature or be absent from your courses for an extended period of time (semester to a year). It is also necessary if you intend to complete portions of your degree outside the Con. [Click Here](#)

### **Application to Defer the Availability of a Thesis**

This form should be filled out if you want to make your thesis unavailable to the public for a certain period of time. [Click Here](#)

### **Request for Borrowing Rights**

This form should be submitted to obtain the rights to borrow materials for your research. [Click Here](#)



# STUDENT SUPPORT

There are many support services in place for students at the Con and University of Sydney. The Support for Students section of the learning and teaching page on the Con website has many links to these services. [Click Here](#) A significant amount of helpful information can also be found under the current students section of the University's main web page. [Click Here](#)

## FACULTY ADVISORS

A faculty member at the Con is available for each year of students to help with issues you may be having.

### 1<sup>st</sup> Year:

Chris Coady

Email: [christopher.coady@sydney.edu.au](mailto:christopher.coady@sydney.edu.au)

Phone: 9351 1407

### 2<sup>nd</sup> Year:

Lewis Cornwell

Email: [lewis.cornwell@sydney.edu.au](mailto:lewis.cornwell@sydney.edu.au)

Phone: 9351 1275

### 3<sup>rd</sup> Year:

Alan Maddox

Email: [alan.maddox@sydney.edu.au](mailto:alan.maddox@sydney.edu.au)

Phone: 9351 1289

### 4<sup>th</sup> Year:

Dr Neal Peres Da Costa

Email: [neal.peresdacosta@sydneyd.edu.au](mailto:neal.peresdacosta@sydneyd.edu.au)



Phone: 9351 1273

**Graduate Student Advisor:**

Anna Reid

Email: [anna.reid@sydney.edu.au](mailto:anna.reid@sydney.edu.au)

Phone: 9351 1312

**Student Administration:**

Student Administration Office

Email: [coninfo@sydney.edu.au](mailto:coninfo@sydney.edu.au)

Phone: 9351 1216

## **COUNSELLING SERVICES**

Counselling is available at the Con every Thursday. Walk-in and appointment sessions are available. Bookings can be made through counselling service reception. Phone: 8627 8433.

Counselling is also available through the university at the main campus.

## **INTERNATIONAL STUDENTS**

International students can receive specific help at the International Office [Click Here](#) or the International Student Support Unit (ISSU). [Click Here](#)

## **UNIVERSITY SUPPORT SERVICES**

The University of Sydney also offers a wide range of support services that cover employment, finance, academics, and health and welfare. More information about these services can be found on the university's current students page. [Click Here](#)

## **DISABILITY SERVICES**

Disability Services provides information and support for students with disabilities. [Click Here](#)



# FACILITIES

This is a list of some things regarding the facilities and resources available to students at the Con.

## HEALTH AND SAFETY INFORMATION FOR STAFF AND STUDENTS

This document details information for staff and students relating to the safe use of the Sydney Conservatorium of Music premises at Macquarie Street, Sydney. The document is divided into the following sections:

1. Key safety personnel contact list
2. Emergency Evacuation
3. First Aid information
4. General Safety
5. Reporting of Incidents and Injuries
6. A quick guide to your options in any emergency

To view the document, [Click Here](#)

## MAPS

The following are maps of each level of the Con with useful areas and locations pointed out.

**Level 1** [Click Here](#)

**Level 2** [Click Here](#)

**Level 3** [Click Here](#)

**Level 4** [Click Here](#)



## **BOOKING A ROOM OR VENUE**

Students can book Venues and rooms for group rehearsals or meetings at the administrative office on level 4. The following link provides more information on the policies and processes regarding room bookings. [Click Here](#)

## **GENERAL FACILITY INFORMATION**

### **Piano Moving and Usage Policy**

This is the conservatorium's policy on the moving and use of pianos at the Con. [Click Here](#)

### **Opening Hours**

Mon – Fri: 7:00am – 10:00pm

Sat: 7:00am – 6:00pm

Sun: Closed

The Con may be open outside of these hours for events, but access to the practice rooms and other facilities are usually restricted.

### **Recital Recording and Photography Policy**

Photography is not permitted during performances except with the permission of performers before and after musical presentations. It should also be noted that examination recitals are not permitted to be photographed or recorded by students, friends or relatives, but only by the Conservatorium for reference in the event of reassessment due to appeals.

# LIBRARY

The library has many resources that are available to you as students of the Con.

## RESOURCES

### Databases and Electronic Resources

Aside from the large collection of books, scores, CDs, and other media, you have access to a wide array of electronic resources to aid you in your academic pursuits. [Click Here](#)

### Tutorials

The library provides a number of tutorials on how to use referencing tools, research techniques, and how to use the resources provided at the library. [Click Here](#) Along with this, there are programs and services to help with research and information skills. [Click Here](#)

### Technology

The library provides computers with Internet access along with printing, photocopying, and scanning facilities.

### Helpful Staff

There are also staff members who can help you with your academic enquiries. Specific librarians are available as liaisons to specific units at the Con. [Click Here](#)

### Other Libraries



You also have access to all of the libraries and their facilities at the other campuses. The main campus library is Fisher Library. [Click Here](#)



# CONSERVATORIUM IT AND AV

## LOGGING ON TO LAB COMPUTERS

### User Name:

9-digit student ID number found on your student card

### Password:

The first time you log on to your account your password will be “password.” Immediately after you log on the first time you will be prompted to create a new password for your account.

### Note:

This is not your Unikey account. You will have to log in to that system after you have logged on to a computer.

### Mid-Year Graduate Students:

Graduate students entering the Con in the second semester for the year should contact Con IT support to set up an account.

[music.studentit@sydney.edu.au](mailto:music.studentit@sydney.edu.au)

## LOGGING ON TO WIRELESS INTERNET

The wireless internet is run through the university’s main campus IT. This system uses your Unikey username and password for log in



information. You will also have to set up your computer to access the wireless through main campus.

## **BOOKING RECORDING STUDIOS**

### **Booking Times:**

Studios can be booked 2 weeks in advance on the booking sheet outside each studio. They are available for use during the regular opening hours of the Con.

### **Equipment:**

Recording equipment can only be booked for use between 9:00am and 4:30pm Monday through Friday.

### **Use:**

You need to have sufficient knowledge to run the recording equipment yourself, or have a fellow student who is knowledgeable about recording help you. The staff will answer general questions, but will not operate the equipment or record for you.

### **Portable Recording Kits:**

Portable recording kits with instructions on how to use them are available to check out from the attendants' office.

### **Concert Hall Recording Systems**

The recording systems in the concert halls are only available for teacher use.

## **RECITAL EXAMINATION AV AND LIGHTING POLICY**

It is the student's responsibility to discuss suitable performance audio and visual requirements with the Conservatorium's AV

department **before** completing and submitting the [Online Recital Application Form](#).

AV requirements are not guaranteed to be available until a production meeting has been held with the Conservatorium's AV department.

If approved, the Conservatorium will supply AV systems and operators within the core business hours of 9am until 5pm Monday to Friday. For recitals outside this timeframe, approval will be dependent on relevant head of department's authorization and budget allowances.

If approved, the AV department can supply, set up and operate the following for your recital:

- CD/DVD playback equipment
- Voice reinforcement equipment
- Other basic reinforcement equipment
- Other basic projection equipment

## CON PRODUCTIONS

### Who We are

Con Productions provides High Definition video production services. We film and record almost every concert that occurs at the SCM as well as helping staff and students in achieving enhanced research activities and documentation.

### Recitals

Every end of semester student recital is recorded by Con Productions. However, as the University owns the rights to the assessment, these recordings cannot be given out to students, unless under very special circumstances. The University also prohibits you or anyone else from filming or recording these recitals.

### Recorded Concerts



Students are unable to obtain copies of concerts filmed or recorded, unless you are a PhD student, who was either filmed or had their work performed.



## HELPFUL INFO

### **Handing in and Picking up Assignments**

Written assignments should be handed in and picked up from the faculty support office on level 2.

### **If you are going to be absent**

You need to contact administration and your lecturer or ensemble director. You also need justification for your absence such as a doctor's certificate.

### **Printing and Photocopy Card**

Cards to pay for printing and photocopying can be bought and recharged at the library.

### **Hiring Instruments and Recording Kits**

Con owned instruments and digital recording kits are available for students to check out and use in the attendants' office.

### **Lockers**

Lockers are available for hire on a first come first served basis. They can be hired for an entire year for a nominal fee. This can be done at the attendants' office on level 3 next to student administration. For more information, [Click Here](#)

### **Computers**

Computers for student use can be found in the Library and in the computer labs on level 1.

## Piano Tunings

Pianos at the Con are tuned to 441.



# GETTING INVOLVED

There are several opportunities to become involved in the Conservatorium and University community.

## GOING TO CONCERTS

There are many concerts that occur at the Con every year. As a student, you can get into many of these concerts for free or at a discounted price. This is a great opportunity to hear good music that will inform your own performances and practicing. A calendar of events at the Con is published each year and available on the website. To see the Con policy regarding complementary student tickets and how to obtain them, [Click Here](#)

## PERFORMANCE OPPORTUNITIES

There are many opportunities for students to perform at the Con.

### Wednesday Night Student Recitals

Students are able to give public recitals on Wednesday nights. For more information and to organize a recital, you should contact the Orchestral Studies office located in the level 2 administrative area.



### **Musician Referral Service**

This is a service that connects people desiring to hire musicians for events with Con musicians. This is a great opportunity to get gigs and professional experience. Documents detailing the procedures and policies of the service can be found here. [Click Here](#) For the application to apply for the musician referral service, [Click Here](#)

### **Concerto Competition**

The concerto competition is open to all students at the Con. For more information, talk to your teacher or unit chair.

## **STUDENT ORGANIZATIONS**

There are also many student organizations present at the university.

### **CSA (Con Student Association)**

This is a student run group at the Con that represents and supports students as well as providing social events. As a student at the Con you are automatically a member of CSA. For more information about the CSA and what they do, [Click Here](#)

### **SRC (Student Representative Council)**

This student organization represents the University of Sydney students' interests and offers advice and assistance for academic as well as other issues.

### **SUPRA (Sydney University Postgraduate Representative Association)**

This is a student organization specifically for graduate students. It provides support for academic and personal issues along with resources for writing your thesis.



### **USU (University of Sydney Union)**

This is the university's student union. It provides a wide range of activities and organizations for students.

#### **Access Card**

This is the USU membership card that also provides many discounts at local retailers and food vendors on and off campus.

#### **O-Week**

This is an orientation festival held during a week at the beginning of the year where many of the university's clubs and societies set up stalls to provide information about their group.

### **USUF (Sydney Uni Sport and Fitness)**

This is the university sporting club that provides access to a wide range of athletic and exercise facilities.

For more information about student life at the university, [Click Here.](#)



# ENSEMBLES

There are many musical ensembles at the Con. This is an overview of some important information regarding ensembles.

## ORCHESTRAL STUDIES

All students are enrolled in orchestral studies regardless of what ensemble they perform in. A single audition is done at the beginning of the year for all the ensembles. The following is some information that you should be aware of about orchestral studies

### **Orchestral Studies Handbook**

This is a separate handbook specific to orchestral studies. It lays out what is expected of students and provides information about procedures in orchestral studies. Some important points are:

#### **Assessment**

Students are assessed by their performance in each ensemble. The criteria of assessment can be found in the handbook.

#### **Etiquette**

Students are expected to be present and warming up 15 minutes before the rehearsal starts and seated 5 minutes before the rehearsal starts.

#### **Attendance**

Students are expected to be present at every rehearsal. Missing one rehearsal will severely affect your grade in a negative manner. If you have a justifiable reason for missing a



rehearsal, you should contact the concert coordinators and your ensemble director.

### **Concert Coordinators**

Isabella Vanossi

Rosalind Horton

Paige Shipway

### **Parts**

Each student is responsible for checking out their own part from the library. The part must be checked out at least 3 weeks before the first rehearsal. If the part is still in the library one week before the first rehearsal, your grade will be lowered.

## **CHAMBER MUSIC**

The Chamber music program explores small ensemble playing in a variety of settings. The Chamber Music Program is outlined in the 2011 Conservatorium Handbook. [Click Here](#)

**Students should particularly be aware of the following things.**

### **Online Registration**

When you enrol for any unit of Chamber Music you must also register on line. This second process provides information without which the program cannot function. Go to the Conservatorium Home Page then Current Students and Ensembles to do this. [Click Here](#)

### **eLearning Site**

All chamber music students must regularly consult the Chamber Music eLearning Site. Important information about the management, structure and assessment of the course will be posted here. eLearning Sites are on the University Home Page under eLearning or through your MyUni page.

# INTERNATIONAL EXCHANGE

## INTERNATIONAL EXCHANGE PROGRAMS (CURRENT STUDENTS)

There are opportunities to study abroad when earning your degree at the Con. For more information, there are a few initial points of contact.

### **Con International Office**

This office can give you information about the opportunities available to you as a student. This office is located in the level 2 administrative area.

### **Student Administration**

This office will help you with the more academic information of studying abroad, particularly in regards to how it will relate to your degree and how credits will transfer.

### **International Office (Main Campus)**

This is the office that will help you organize all the necessary logistic information and documents necessary to study abroad.

[Click Here](#)



## INTERNATIONAL STUDENTS

Welcome to the Con. If you have any questions or problems that arise during your time here feel free to contact the following people.

### **International Student Advice (Administration):**

Student Administration Office

Email: [coninfo@sydney.edu.au](mailto:coninfo@sydney.edu.au)

Phone: 9351 1216

**International Office** [Click Here](#)

**International Student Support Unit (ISSU)** [Click Here](#)



# ACCOMPANISTS

## STAFF ACCOMPANISTS AND ENSEMBLE TUITION

Five highly experienced accompanists are available for all degree students to use for three major recital performances during their course. These staff members provide expert tuition in all matters of ensemble performance and play for final recitals. Students will gain first-hand experience working with another musician in preparation for their life in the profession.

### Professional Arrangement

The accompaniment staff may also be available to play for students by professional arrangement outside the degree course structure.

### Student Accompanists

The faculty can also recommend accompaniment students who may be able to assist with ensemble needs. Accompaniment students will perform for free if the engagement is part of their course, otherwise professional arrangements will also apply.

### Accompaniment Handbook

This handbook gives in depth information about working with accompanists and what is expected of students. [Click Here](#)

Any further inquiries regarding accompaniment should be directed to:

David Miller, Chair. Accompaniment and Chamber Music Unit  
Room.1.164 Ext.1260 Email [david.miller@sydney.edu.au](mailto:david.miller@sydney.edu.au)



# JAZZ STUDIES

Here are a few things that are unique to the jazz studies course at the conservatorium. More information can be found in the jazz studies handbook and on the relevant eLearning sites.

## JAZZ STUDIES HANDBOOK

This is a handbook that is specific to the jazz studies course and outlines many academic and administrative processes. It can be accessed through the Jazz Studies eLearning site.

## AUDITIONS

### Large Ensembles

Auditions for the large big band ensembles are open to all students. In 2011 they will take place at 10 am in the Music workshop on Friday 25<sup>th</sup> February.

### Small Ensembles

The small ensembles are built from students in the jazz studies course based on the number of rhythm sections available. They are open to all students, but are more difficult to get into because they are part of the jazz studies degree.

## EQUIPMENT AND FACILITIES

### Drum Kits, Amps, and PA systems

Drum Kits, amps, and PA systems are available for jazz studies students to use. They are available in rooms 1089, 1084, and 1085. All equipment **must** be returned after use.

### Practice Rooms

Practice rooms are not to be used to store equipment or personal belongings.

## PERFORMANCE OPPORTUNITIES

### Concert Practice

All students in the course should perform at least once in the course of a year. The sign up sheet for performance times is available at the first concert practice.

### Music Café

Students can sign up to perform during lunchtime in the conservatorium's café.

## ACADEMICS

### Jazz Performance Degree

This degree is a combination of principal study, tutorials, and concert practice.

### Jazz Ensemble

Ensemble is a unit of study that involves participation in a small and large ensemble. In first year non-piano students also take jazz piano 1 and 2 as part of this unit of study.



## **Music Skills – Aural/Harmony**

These two classes are combined. You must pass both to progress further in the degree.

### **Auralia**

The ear training software Auralia is available in the computer labs for students to use to develop their aural skills.

## **Jazz Improvisation**

This is a class that is taught in the ensemble setting.

## **ISSUES OR CONCERNS**

Any issues, concerns, or problems should be initially directed to Craig Scott.

Email: [craig.scott@sydney.edu.au](mailto:craig.scott@sydney.edu.au), Phone: +61 2 93511267  
Room 1291



# MUSIC EDUCATION STUDENTS

As music education students there are a few things specific to your degree that you should be aware of.

## STUDENT HANDBOOK

The student handbook has a section that outlines requirements that are specific to your degree. An outline of the music education degree is on pages 11-15. Music education units of study descriptions are on pages 119-121. To view the handbook, [Click Here](#)

## Calendar

The handbook also contains a calendar that is specific to the Professional Experience component of the music education degree and different from the normal academic calendar of the Con. This calendar can be found on page v of the handbook.

## Professional Experience Handbooks

These are handbooks specifically for students undertaking professional experience.

Second Year [Click Here](#)

Third Year [Click Here](#)

Fourth Year [Click Here](#)

## Online Reporting Form

This is the PEX report that should be completed online by your supervising teacher at the end of each professional experience placement.

## E-PORTFOLIO

As a music education student you are expected to produce a portfolio that shows your competency as a teacher based on the standards of the NSW Institute of Teachers. This is done online through a Pebble Pad ePortfolio. To access your ePortfolio, go to <https://eportfolio.sydney.edu.au/pebblepad/> and use your Uni key username and password to log in.

## IMPORTANT WEBSITES

There are a few important websites that outline government requirements for teachers, curriculum requirements, professional development and student testing.

### **New South Wales Institute of Teachers (NSWIOT)**

<http://www.nswteachers.nsw.edu.au/>

This organization and website outlines professional teaching standards, gives information about accreditation, provides opportunities for continuing professional development, and other support services for teachers.

### **New South Wales Board of Studies**

<http://www.boardofstudies.nsw.edu.au/>

This website gives valuable information about curriculum requirements and HSC requirements, testing, and results.

### **Australian Curriculum Assessment Reporting Authority (ACARA)**

<http://www.acara.edu.au/default.asp>

This organization is the authority on the development of a national curriculum.

### **NSW Department of Education and Training**

<https://www.det.nsw.edu.au/home/>



This is an organization that promotes the development and advancement of education in NSW.



# PRACTICING

As a student of music, good practice habits are essential to one's development. The following are resources to help develop good practice habits and provide perspectives on music making.

## Practice Room Etiquette

One should also be courteous to fellow students when practicing. Don't leave your stuff in a practice room if you are going to be gone for a long time. Keeping your stuff in a practice room is not a way to reserve a practice room or a place to store your things.

## BOOKS

*Effortless Mastery* by Kenny Werner. New Albany: Jamey Aebersold Jazz, Inc., 1996.

■ Available in the Con library

*The Art of Practicing: A Guide to Making Music from the Heart* by Madeline Bruser. New York: Bell Tower, 1997.

■ Available in the Con and Fisher libraries

*The Inner Game of Music* by Barry Green and W. Timothy Gallwey. New York: Doubleday, 1986.

■ Available in the Con library



*The Mastery of Music: Ten Pathways to True Artistry* by Barry Green. New York: Broadway Books, 2003.

■ Available in the Con library

*The Music Lesson: A Spiritual Search for Growth Through Music* by Victor Wooten. New York: Berkley Books, 2006.

*Free Play: Improvisation in Life and Art* by Stephen Nachmanovitch. New York: Penguin Putnam Inc., 1990.

■ Available in Fisher library

## WEBSITES

<http://www.scena.org/lsm/sm10-2/Helene-Maltais-en.htm>

<http://www.deliberatepracticeblog.com/>

<http://tipsforclassicalmusicians.com/category/practice-discipline/>

<http://www.essential-music-practice.com/>

<http://audio.tutsplus.com/articles/general/14-sites-that-help-you-practice-music-more-effectively/>

## HEALTH

### Practicing Injuries

It is important to avoid injuries caused by practicing that might impact your career. If you feel any pain when practicing, you should stop immediately. Take breaks when you are practicing to let your body rest. Make sure that you are also using proper technique so that you do not injure yourself.

### General Health

As a musician, you are an athlete. You use your body to create music whether through singing or playing an instrument.



Therefore, it is important to stay healthy. Being healthy also allows you to perform better in academic and other areas as well. Make sure you are eating well, exercising, and getting enough rest.