

TO: MSMTA Music Teachers participating in Student Day
FROM: Student Day Chairmen
SUBJECT: Student Day – Information Pages

1. **INTRODUCTION TO MUSIC STUDENT DAY** – This is a general information letter about MSMTA Music Student Day. Feel free to edit this letter, but be sure the main information gets to each student who is participating. You should write in the fee at the bottom before distributing the letter to the student. I would recommend that you request the fee and the bottom portion of the letter be returned to you. Copy one letter per family and please go over it with your students and their parents.
2. **TEACHERS' INFORMATION SHEET** – Please read these two pages carefully and follow each step to make the process as easy as possible.
3. **APPLICATION** – Complete each item. PRINT with PEN or TYPE all information. “Medium” means piano, voice, flute, etc. Fill in the last column IF NOT applying for the Certificate of Achievement. Certificate of Performance and Certificate of Theory are only for Levels 7-12. Adult entrants should be designated with (1) in front of level.

“MUSIC STUDENT DAY” – This letter is to be given to your students right before Student Day, containing all the final details and their appointment times. Instruct them to bring it with them to Florida College.

APPLICATION, fees and special scheduling requirements should be **postmarked no later than posted deadline**. This is the deadline and we need to have these items by that date or your application can not be accepted. **No changes whatsoever will be accepted after stated deadline.**

“STUDENT DAY EXAMINATION” forms (Judges' sheets) – Postmarked no later than stated deadline to Student Day Chairman. Use only the ones that say “Recommended for STATE HONORS” at the bottom. Besides the name, level and medium, be sure to list the repertoire on the front. Also list the repertoire ON THE BACK with plenty of space for the judge's comments between each selection. If you are entering students for the first time, the judges' sheets are found in the FSMTA Student Activities Handbook at the beginning of the section for each level.

STUDENT DAY RECITAL will be running concurrently with the judging throughout the day. Students will perform after they are judged, with the exception of students auditioning at the end of the day. Those students should come prepared to play the piece of their (your?) choice when they first arrive, so instruct them to come about 30-45 minutes before their first appointment (aural theory or audition). Let all other students know that they are to report back to the auditorium after they are finished with testing and judging so they will have an opportunity to perform for the parents and the audience. Please instruct your parents that students (and siblings) are to REMAIN SEATED while a student is performing. Proper concert etiquette is lacking many times, and we teachers can use this opportunity to instruct entire families on the need for **silence** when someone is performing. If someone needs to leave during the recital, please exit AFTER the student has finished his selection. We hope to run the recitals in 20-minute segments, allowing ‘intermission’ time between, but often this is not possible because of scheduling complications.

APPRENTICE JUDGING – If you plan to learn how to judge by serving as an apprentice, follow all guidelines in the FSMTA Student Activities Handbook.

CERTIFICATION – Please send the application to the chair.

MSMTA STUDENT DAY TEACHER INFORMATION SHEET

All requirements are listed in the FSMTA Handbook of Student Activities with new requirements as needed in the FSMTA newsletters.

Answers to frequently asked questions:

Determination of level:

- 1) The teacher may decide whether a student should be working for a Certificate of Progress or Achievement. Teachers are encouraged to enter students who do not meet ALL requirements for a particular level for a Certificate of Progress. This allows a student to be recognized for the work accomplished thus far. The teacher should indicate on the rating sheet, "CP," and then cross out the particular items that the student has not prepared so that the judge will not ask the student those items.
- 2) A student may skip a level at any time.
- 3) A student must progress to the next level if he/she has received a Certificate of Achievement.
- 4) A student may re-enter or progress to the next level if he/she last received a Certificate of Progress.
- 5) It is possible for a student above Level VI to enter for a Certificate of Performance in one level and a Certificate of Theory in a different level.

Repertoire requirements: Students at all levels must perform original literature by different composers. Even a Primary or Level I student may not perform two pieces by the same composer. This requirement offers students a wider exposure to repertoire at all levels.

The Audition consists of two sections: Skills and Repertoire. A student must receive in both sections at least 70% to be awarded a Certificate of Achievement or Performance, and 90% or higher for "Audition Honors." Sight Reading for Levels 3-12 is required to be tested, but is not included in determination of certificate. Sight-reading will be considered a one-point bonus on the keyboard skills portion of the exam.

Harmonization and Transposition: Students may choose one of the three examples to prepare and play for the judge. When skills state, "Solid or broken chords," it is the student's choice, not the judge's.

Each teacher entering students is expected to help on Student Day,

according to these guidelines:

- 1) Teachers with 1-5 students must work at least ½ day or send a substitute worker to work at least ½ day in their place.
- 2) Teachers with more than 5 students must work the whole day or send substitute worker(s) to work the whole day.
- 3) Teachers with more than 15 students must work the whole day or send a substitute worker and also must provide morning and afternoon help.
- 4) Lunch will be provided for all-day workers.

Everyone will be needed to help give tests, monitor, grade tests, collate, record grades on tally sheet, check judge's sheets and put in folders, coordinate the recital, etc. Please line up your workers as soon as possible and give their names and times they will work to the appropriate person by the stated deadline.

HAVE THE FOLLOWING INFORMATION POSTMARKED BY STATED DEADLINE TO THE APPROPRIATE PERSON:

One Application per teacher (you might want to keep one copy for yourself)

- (1) One stamped, self-addressed business size envelope (SASE) IF YOU DO NOT HAVE AN EMAIL ADDRESS. Times will be sent via email ASAP.
- (2) One non-refundable check per teacher made out to "MSMTA":
 - \$10.00 – primary level only
 - \$15.00 – Levels I through V
 - \$18.00 – Levels VI through VIII
 - \$20.00 – Levels IX – XII
 - \$10.00 – Certificate of Theory
 - \$17.00 – Certificate of Performance, levels VII through XII
- (3) Indicate special scheduling requests on one sheet of paper. List the first and last names of these particular students, levels and teacher name. Please do not make any special scheduling requests unless absolutely necessary. Siblings with same last names will automatically be scheduled within the same 2 ½ - hour time block without a special request. Also list the names of students 7 years old or younger who are entered in Level I or higher so they can receive help reading their tests.
- (4) Send judges' sheets ("Achievement Evaluation") to appropriate person postmarked no later than the stated deadline. One copy is required per student. Please write the audition selection titles on the back of the judges' sheets, leaving room for judge comments. Please also detail your teacher number and the student's audition time on the top right corner of each judge's sheet. Students who are entering only for Certificate of Theory will not need an Achievement Evaluation form.

INTRODUCTION TO MUSIC STUDENT DAY

Each year the Florida State Music Teachers Association offers to the students of its members the opportunity to receive an evaluation of the student's musical accomplishments through auditions and tests held in the spring.

Each student participating in Music Student Day is given an appointment for a private audition, at which time they will be judged by a highly qualified music teacher from outside the local association on performance of repertoire, sight-reading ability, technical skills and theory achievement. In addition, students are given an Aural Theory Test and a Written Theory Test. While the audition is one-on-one with no audience, the student will also have the opportunity to perform one of his/her best pieces for an audience after the audition is completed. All students who meet the requirements for their level are awarded a Certificate of Achievement, while students who need more time to complete a particular level will be awarded a Certificate of Progress to recognize their progress made.

Students entering at levels VII through XII have an option to enter for a Certificate of Performance or a Certificate of Theory if they choose to not prepare both for the Certificate of Achievement at these higher levels. They must have previously passed at least Level VI Aural and Written Theory Exams or a review theory test. To receive either of these certificates they must pass either the performance portion or the written and aural theory portions of their audition, respectively.

Special recognition is given to students who earn at least 90% on the Theory Tests in Levels I through XII with stickers on their certificate. A very nice medal on a ribbon is awarded to students who earn 90% or above on all four aspects tested.

As a member of the Florida State Music Teachers Association and the local chapter of Mid-State Music Teachers Association, it is my privilege to offer this opportunity to my students. I recommend that you take advantage of this worthwhile opportunity for performance and evaluation. If you are able to participate, please detach the form below, listing the student's name as it should appear on the certificate, and return it to me with the entry fee indicated. This should be returned to me no later than _____. Checks should be made payable to the teacher. Unfortunately, checks are non-refundable because judges will have been secured on the number of students enrolled. You will be given the appointment time and specific information as soon as it is available.

Please encourage your student(s) to practice faithfully and enthusiastically so they can enjoy the reward gained from putting their best into this wonderful event.

_____ would like to participate in

Music Student Day. I will accept responsibility for being present at the appointed time(s).

Enclosed is the non-refundable fee of \$_____ for Level _____.

MUSIC STUDENT DAY

Student's Name: _____

Place: Florida College, 119 Glen Arven, Temple Terrace in the Music Building

Time: Your audition time is _____ with Judge _____ You are in Level _____.

Your teacher's ID number is _____.

Be sure to write this number at the top of your written and aural theory exams.

Theory Exams: Your Aural Theory Exam is scheduled for _____.

The Aural Theory Exam takes about 20 minutes for each group. A score of 60% is passing. If you earn 90% or above you will receive an "honors" seal on your certificate. Please be alert to your Aural Theory exam time so you don't miss this test. If you are released from your audition after Aural Theory exam is scheduled to have begun, go to the Aural Theory room and let a teacher know this so that you can be tested immediately after the group is finished. Written Theory Exams can be taken anytime from 9:00 to 3:00. You must be responsible to go to the Written Theory room upstairs when you have about 20 – 30 free minutes. A passing score is 75% or above on the Written Theory test, with 90% earning an "honors" seal on your certificate.

Audition: Please check in at the Registration desk (located in the auditorium) when you arrive, at least 20 minutes before your first scheduled time. Be in the auditorium about 15 minutes before your scheduled audition time and also in time to be called for your Aural Theory Exam. Your name will be called and you will be escorted to the appropriate room for either your Audition or your Aural Theory exam. No one else may accompany you upstairs. Parents should wait in the auditorium. No students or parents should be in the halls unnecessarily. You may wish to bring a book to read while you are waiting.

Recital: There will be on-going recitals in the auditorium while students and parents are waiting. Please plan on performing one of your pieces for recital. The purpose of this recital is to give each student the opportunity to share their hard work with other students and parents. Each on-stage performance opportunity helps you to become a better musician, and remember that everyone gets a little nervous, but your audience is friendly and supportive.

Music: Music must be memorized. Be sure to bring all the music you are performing with you to your audition and give it to the Judge. Have it paper-clipped open, and measures numbered.

Food: You may bring food to eat outside or you may leave the campus. The Florida College Dining Hall will have food available if you choose to eat on campus. No food is permitted in the music building.

Phone: There is no phone available in the Music Building.

Results: Teachers will receive the tests and judges' evaluations at the end of the day and can distribute them at your next lesson. Your teacher will award your certificate at the time appropriate for his/her studio.

FLORIDA STATE MUSIC TEACHERS ASSOCIATION

APPLICATION FOR
MUSIC STUDENT DAY

TEACHER: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

THIS FORM TO BE POSTMARKED BY STATED DEADLINE

WITH CHECK MADE OUT TO "MSMTA."

Primary: \$10.00; Levels I-V: \$15.00; Levels VI – VIII: \$18.00; Levels IX-XII: \$20.00;
Certificate of Performance only - \$17.00; Certificate of Theory only: \$10.00.

Medium	Last Name	First Name	Level	Certificate (if not CA)