

**UCF Music Department
Recital Hearing Request**

Student Name: _____

Enrolled in: ☐ MUS 3953 Recital Perf. I ☐ MUS 6976L Graduate Recital
(Check one) ☐ MUS 4954 Recital Perf. II ☐ MUC 4950 Composition Recital
☐ MUS 4900 BA Capstone

Recital Hearing for: ☐ BM Recital I ☐ BM Recital II ☐ MA Recital
☐ BME Recital ☐ BA Recital/Lecture ☐ BM Comp. Recital

Requested hearing date: _____, 20____ Time: _____

Requested recital date: _____, 20____ Time: _____

Instrument/Voice: _____ (Performance students only)

Student Signature: _____ (By signing this form you confirm that you have read and understand all of the policies and procedures for recitals listed in the student handbook. (www.music.ucf.edu/forms/studenthandbook.pdf))

☐ Recital Program Attached

Attach sheet to this form. It must include composer (for performance students), title and duration of each of your pieces. Performance students should mark any memorized works with an asterisk (*)
Composition students should include a full list of performers.

Total Duration: _____

_____, 20____
Date submitted

Studio Teacher's Signature

Name of Accompanist (if applicable)

Recital date cleared: _____
(Accompanist, if applicable)

Hearing date cleared: _____
(Chair, Recital Hearing Committee)

Hearing Report (Individual examiners' signatures)

	<u>Recital</u>	<u>Program Notes & E-Portfolio</u> <i>(if applicable)</i>
_____	☐ Approved ☐ Not Approved	☐ Approved ☐ Not Approved
_____	☐ Approved ☐ Not Approved	☐ Approved ☐ Not Approved
_____	☐ Approved ☐ Not Approved	☐ Approved ☐ Not Approved
_____	☐ Approved ☐ Not Approved	☐ Approved ☐ Not Approved

Was this the first attempted hearing? ☐ Yes No, because: ☐ Performance ☐ Program ☐ Portfolio

Recital Approved ☐ Not Approved ☐

Chair's/Undergraduate Coord. Signature _____ Date _____

Senior BM Portfolio Evaluation

Directions: Check the rating that best describes the student's knowledge/skill level for each competency measure. Provide comments as needed to identify strengths and areas for improvement.

1. Biography: Comments:
☐ 2 – Exceeds
☐ 1 – Meets
☐ 0 – Does Not Meet

2. Music analysis: Comments:
☐ 2 – Exceeds
☐ 1 – Meets
☐ 0 – Does Not Meet

3. Career objectives: Comments:
☐ 2 – Exceeds
☐ 1 – Meets
☐ 0 – Does Not Meet

4. Career promotion: Comments:
☐ 2 – Exceeds
☐ 1 – Meets
☐ 0 – Does Not Meet

5. Professional resume: Comments:
☐ 2 – Exceeds
☐ 1 – Meets
☐ 0 – Does Not Meet

6. Pedagogy: Comments:
☐ 2 – Exceeds
☐ 1 – Meets
☐ 0 – Does Not Meet

7. Literature: Comments:
☐ 2 – Exceeds
☐ 1 – Meets
☐ 0 – Does Not Meet

8. Technology: Comments:
☐ 2 – Exceeds
☐ 1 – Meets
☐ 0 – Does Not Meet

If two or more competency measures are considered "Does Not Meet," the Senior BM Portfolio does not pass and needs to be corrected to in order to proceed with the senior recital performance.

UCF Recital Checklist

(After Recital Hearing keep this sheet and do not turn in with the approval form)

- _____ 1. ☐ **Make sure you are registered for the appropriate recital course.**
- _____ 2. ☐ Finalize repertoire with your teacher.
- _____ 3. ☐ Read the recital policies and procedures section in the student handbook.
(www.music.ucf.edu/forms/studenthandbook.pdf)
- _____ 4. ☐ With your teacher find dates/times on the calendar that work with both of your schedules. Your teacher will then go to the Music Department event calendar to request the recital date and time.
- _____ 5. ☐ Choose additional faculty to serve on your Recital Hearing Committee.
The committee is made up of a minimum of three faculty members (your teacher plus two). The Recital Hearing Committee must have at least two full-time professors. Coordinate a Recital Hearing date and time with your teacher and the rest of the committee. (Complete this no later than the first four weeks of the recital semester)
- _____ 6. ☐ Secure accompanist and assisting performer(s), as required.
- _____ 7. ☐ Prepare program notes. (MUS 4954 & 4900, MUC 4950 & MUS 6976L only)
- _____ 8. ☐ Finalize the Senior BM Portfolio. (MUS 4954 only)
- _____ 9. ☐ Fill out and turn in to your teacher the Recital Hearing Approval Form (available in the Music Office and on the Webcourses Page). This document must be signed by your teacher. (Complete 2 weeks before the Hearing)
- _____ 10. ☐ Perform/present the Recital Hearing. All performers must be available and all compositions ready for review. (2-4 weeks before recital date)
- _____ 11. ☐ If the Recital Hearing is passed, turn in the hearing request paperwork into Kirk Gay and email program and program notes, if applicable, to recital@ucf.edu immediately after the Recital Hearing. Please make sure to include all information for the program.
- _____ 12. ☐ Prepare advertising fliers and have them approved by studio teacher. Post them and send electronic version to Dave Schreier for posting on video screens. (1-2 weeks, but after Hearing)
- _____ 13. ☐ Proofread and approve draft of program from the Recital Graduate Assistants. (1-2 weeks)

