



Collegium musicum
Cabell Midland High School
Handbook 2013-2014

Ed Harkless – Director 304-743-7400, ext. 7420

www.cmhscollegiummusicum.org

<http://cmhs.cabe.k12.wv.us/Academics/Music/collegium/collegium.htm>

tharkles@access.k12.wv.us

Discrimination Prohibited! As required by federal laws and regulations, the Cabell County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment or in the administration of any of its educational programs and activities. Inquiries may be referred to the County Title IX Coordinator, Frances Horton, 2850 5th Avenue, Huntington, WV 25702, phone - 528-5188; or to Kathy McCoy, Section 504 Coordinator, 2850 5th Avenue, Huntington, WV 25702, phone-528-5029; or to the West Virginia Elimination of Sexual Discrimination Project Coordinator, (304) 558-7864; or to the United States Department of Education Office of Civil Rights, (202) 720-5964; TTY (202) 402-0216.

Collegium musicum - course outline

Ed Harkless – teacher

tharkles@access.k12.wv.us 304-743-7400, ext. 7420

This is an advanced, audition/selected vocal ensemble that specializes in unaccompanied music of the late Middle Ages and Renaissance. Music from other eras is also used. However, the ensemble currently utilizes Gothic costuming and also has tuxes and black gowns for a wider range of repertoire.

Emphasis is placed upon quality singing and tone production, multiple languages in vocal repertoire, responsibility to an organizational effort, independence of thought, critical thinking and analysis of one's own and the ensembles' performance, and attention to detail and high expectation in performance and comprehension of the subject matter. Music reading skills are also addressed with extensive work on solfeggio and rhythm reading. All students must be music readers!

Collegium musicum annually presents the Christmas Madrigal Dinner and in the spring, the Collegium musicum Experience. These events have tremendous support from business and community.

All performances are required, graded events as are all rehearsals, whether they are during class, before school, break, lunchtime or outside the school day. Make-up work is required for ANY absence for ANY reason. There are no exceptions.

In addition, Collegium musicum takes an annual spring tour that provides opportunities for on-site educational experiences and performances. For example, in Medieval costume, the group presented a concert in a Toronto castle (Casa Loma); presented a prelude program of sacred Renaissance music at the Washington National Cathedral, several venues in Ireland, and has performed in other historical sites where they have had the opportunity to experience a slice of life and history approach to learning. In 2007, they participated in the Heritage Music Festival in San Francisco and won the Silver Award and in 2008 participated in the Heritage Music Festival in Atlanta and won the Gold Award. 2011 brought the long awaited return trip to Ireland! They were selected to perform in both Christchurch Cathedral, Dublin, and Bunratty Castle, Shannon. In 2012, they traveled to San Diego and again won Gold plus a director's achievement award (given to groups whose scores are 95% or higher) 2013 performances included Casa Loma, Toronto, and a joint performance of "Carmina Burana" with the WV Wesleyan College Choir.

This is augmented by up to 30+ programs each year (most on the student's own time) that are presented to/for community, church and civic organizations plus nursing homes, and other schools. Collegium musicum is often requested to be the example of Renaissance music and dress to social studies and literature classes county-wide.

1999 brought a request to perform at the Governors School of the Arts. We receive numerous invitations each to perform both locally and abroad. In 2011 Collegium musicum was selected as the Honor Choir for the WV Arts Alive Festival at the Clay Center in Charleston.

Goals:

(These are in addition/in conjunction with WV Department of Education CSO's and the National Standards for Music that are to be covered)

- I. Students will practice, master, and demonstrate proper breathing techniques for singing.
- II. Students will practice, master, and demonstrate proper singing posture.
- III. Students will be aware of major differences in early musical style, (Middle Ages, Renaissance) as compared to later time periods. (Classic, Romantic, 20th Century)

Students will perform complex literature of these major musical eras.
Students will explore the inter-disciplinary nature of music.

VI. Students will demonstrate their progress of the above goals; **individually and collectively**, through singing, written quizzes/exercises, and public performances.

VII. Students will present research on outside reading and seniors present a project. *(Effective 1997-98 school year, senior honors students only due to site-based decision to remove original approval of course as honors to underclassmen. These are due in the 2nd, 4th and 5th 6 weeks grading periods. **Failure to have projects completed in the assigned 6 weeks will result in the loss of "Honors" credit for the year.***

VIII. All students will behave in a responsible, mature manner in class and at performances. Failure to do so may result in the student being removed from the course.

IX. Students will demonstrate music reading skills commensurate with a choir of the highest musical level. A variety of assessment tools will be used, including written, oral, and performance based (individually, in small groups and in sections).

X. Students will demonstrate a high level of understanding and application of solfeggio. A variety of assessment tools will be used, including written, oral, and performance based (individually, in small groups and in sections).

CLASSROOM EXPECTATIONS

Being a member of choir is being a member of a team. We must work together for our team to be successful and accomplish our goals. Teamwork takes cooperation, courtesy and commitment. Everyone is important to the team and everyone has responsibilities to the team.

These responsibilities can affect your grade and include (but are not limited to):

- Show respect for the director, other members of the ensemble, and yourself.
- Show respect for the choir room, the equipment, and the music.
- Be on time to all rehearsals and performances.
- Be prepared **with your Collegium musicum binder and be in your seat when it is time for class to begin**. Students are provided with a three-ring binder for this class. This binder is to be brought to class every day. In this binder, students are to keep all course materials distributed by the director and sharpened pencils. The student is to take care of this notebook. In case of damage or loss, the student is responsible for the replacement of the notebook and contents.
- Put forth your best effort every day with a positive attitude.
- Be responsible for all classroom materials including music, written work, handouts, permission slips, choir uniforms, etc.
- Absolutely no gum, food, or drink in the **MUSIC DEPARTMENT, PERIOD**.
- As a member of the Choral Department, students are expected to uphold all CMHS policies, both on and off campus.
- To maximize rehearsal time we must start on time, therefore, **when the bell rings for class to begin, each student will be in their assigned seats with their music**. All talking, etc. will cease.
- Cell phones, iPods, etc., **will NOT BE TOLERATED** in class, in rehearsal, in performance, or during any group meeting/event. When on trips, they are to be turned off at assigned times (i.e., students meetings, performances, rehearsals, etc.). Student use of these items (and similar gadgets) will result in confiscation of the item(s) (as per the CMHS student handbook policy) and/or exclusion from the current event. Repeat violations of this will result in the student being asked to change their schedule and be removed from the course.

•Students (and parents) will NOT post items on social networks (for example, Facebook, Twitter, etc.) or other media sites (YouTube, Vimeo, etc.) that identify individuals in Collegium musicum. Nor will students or parents post any “gripes”, “complaints”, etc., EVER on internet sites. This includes posting details about trips, location/times of performances, etc. You may post AFTER students have returned from trips – NOT BEFORE!

*** All decisions regarding repertoire and performances are solely Mr. Harkless'. ***

PHILOSOPHY

The CMHS Choirs are devoted to the study of music, vocal techniques and ensemble skills. Students will be exposed to a variety of music literature, including many different styles and cultures. The goals of our choral ensembles, through rehearsal and performance, are to achieve a high degree of learning and performance excellence, develop a love, understanding and appreciation of music and learn the skills and concepts necessary to successfully participate in a vocal ensemble. It is the responsibility of both the director and the ensemble members to be prepared for each rehearsal and to put forth their best effort at all times.

PERFORMANCES

Being on-time, in complete costume, and ready to perform are essential parts of each performance and is an important life-skill that responsible citizens need. We are training students to have these skills for the market-place. Please read this section carefully!

Attendance: Attendance is required at all performances and outside of class rehearsals.

Performance Dates are posted on Ed Line and are announced in the choir room as well as being announced at monthly Choir Boosters Meetings. An ensemble depends on all of its members. All students are expected to fulfill their responsibility to their ensemble. Performances are the culmination of the classroom learning experience! ***They are an important assessment and a significant part of your grade.*** Cabell County Schools' policy allows for up to 60% of the student's grade to be from outside of class time performances, etc.

Students are expected to be fully dressed in the required choral wardrobe pieces in order to participate in performances and concerts. (This includes clear nails, assigned footwear, jewelry as explained, etc.

STUDENTS NOT IN COMPLETE PERFORMANCE ATTIRE WILL NOT BE ALLOWED TO PERFORM AND WILL NOT BE ALLOWED MAKE-UP WORK, BUT, INSTEAD, WILL RECEIVE A 0% FOR THAT PERFORMANCE!

You must let Mr. Harkless know with as much advance notice as possible if you will not be able to participate in a performance. Family vacations, birthdays, visiting relatives, too much homework, work and "I don't have a ride", etc. are NOT valid excuses for missing performances, please plan ahead.

Any and all missed performances and rehearsals WILL require make-up work, regardless of the reason for the absence. Make-up work is due **1 week from the missed performance.** In the case of a performance/rehearsal missed in the last week of a grading period, the make-up work must be submitted to Mr. Harkless in time to be graded and added to the student's 6 weeks grade.

Make-up work is:

Due one week after the missed performance/rehearsal. Topics are to be **approved in advance** by Mr. Harkless! Written work will be typed (or hand written using the same guidelines as typed papers)

- Times new Roman 12 point font
- Margins shall be 1" OR less on all sides of the paper
- Spacing will be 1.15 to 1.5 only – do not double space!

Freshmen/Sophomores: **3 complete pages plus 1 page bibliography** Juniors: **4 complete pages plus 1 page bibliography** Seniors: **5 complete pages plus 1 page bibliography.**

Only **one internet** source is allowed, other sources must also be used and cited.

Performance Behavior Expectations:

- Be on time for all performances (call times will be announced prior to concert dates).
- Wear appropriate attire. Complete costume is required for each performance.
- Demonstrate appropriate behavior as a performer and as an audience member.
- Represent the CMHS Choral Program with pride.

Collegium Musicum Annual Christmas Madrigal Dinner (SAMPLE ONLY)

Dear Parents,

The holiday season is almost here, and that means it's time for the annual Collegium Musicum Christmas Madrigal Dinner. This event is THE fundraiser for the group, and it's a great chance to raise money for trips and events the group will be taking part in. If you've never seen it before, we open the school cafeteria to the public (via ticket sales). The students serve a sit-down dinner, they perform a play that runs through the evening, and they perform a concert to close the evening. The performance covers two nights – Friday and Saturday, Dec. _____ (Typically the 2nd week-end in December) This year we will set up on-Friday afternoon, December. _____

We have a good-sized group, and that means we can make this fundraiser a big success if we all tackle a small part of the job at hand – and remember, the more money we raise through this event, the more the boosters can help with trips, awards, etc.

Here are the jobs we need to tackle:

Donations (a big job!) Businesses have always donated to the dinner with food and/or cash or discounts in the cost of items we need. This is one of the first groups to get busy!) *This committee should start their work this spring.*

Decorations -(creating the table and window decorations and hanging banners); **Cooking**-(preparing the food in the school's kitchen); **Serving** -(passing out the food); **Cleanup** -(after each night's dinner); **Publicity** -(getting out the word about the event); this needs to be thorough and start early! **Set Construction** -(the set is built, some lifting is required); **Plants** -(to decorate the set); and **Tickets** - (printing and selling, and collecting/selling at the door)

All Students are requested to bring the following the week of the dinner: 1 gallon apple cider 10# bag of large baking potatoes Other item(s) as needed In lieu of these items, a \$20.00 donation may be made to the Choir Boosters 7 – 10 days prior to the dinner.

Thanks for any help you can give - I look forward to working with you!

Sincerely,
Ed Harkless

I want to help! Sign me up for this job (check one): Decorations _____
Cooking _____ Serving _____ Cleanup _____ Publicity _____ Set
Const. _____ Plants _____ Tickets _____ Name:
_____ Phone # _____

Student's name _____
Email: _____

Collegium musicum 2013 - 2014

RENAISSANCE COSTUMES:

THESE COSTUMES ARE TO BE COMPLETED BEFORE THE FIRST DAY OF SCHOOL!

For ladies and gentlemen: Jewelry of *any type* is NOT to be worn. *For the Renaissance costumes – the exception will be pre-approved period pieces only.* This includes piercings, ear-rings, necklaces, bracelets, etc. If jewelry is used, it will be uniform by all, subject to Mr. Harkless' approval. Hair **MUST** be out of the face! Fingernails are to be natural/clear ONLY. *If a singer has any other nail polish, or fake nails, they must be removed or clear prior to performing. Piercings must be removed for performances.*

All costumes, patterns, material and trim must have approval from Mr. Harkless.

They are gothic in design, are primarily velvet, jewel tones, and include head-wear for the ladies and tights for the men. Appropriate shoes must also be worn. If a student is not in complete, approved costume he/she will not perform and will not receive credit for that performance, taking a 0% and will not be given make-up! *Please be completely prepared for all performances!!!!*

PATTERNS MUST BE APPROVED IN ADVANCE you are responsible for the ordering the correct yardage for your costume.

TRIM COLOR/STYLE:

Trim must be approved. Primary color for trim is gold. Brocade or “ribbon-type” trim is acceptable in a color that matches or compliments the overall color and style of the costume. Questions? Call Mr. Harkless @ 743-7400, ext. 7420 or e-mail tharkles@access.k12.wv.us I will work with each family as needed to insure costumes are of the proper material and style. If there are financial issues for any student, please contact Mr. Harkless directly. A payment plan and/or assistance are both available options. This will be held in complete confidence.

Material is the responsibility of each member!

(Be sure to have it pre- APPROVED before ordering/purchasing material to be sure it is acceptable!!!!!!
Mr. Harkless will meet as needed with students and parents to assist in material, pattern and trim selection. Call for help as needed: 304-412-0685 (Mr. Harkless' cell)

TUXES AND FORMAL GOWNS:

The second outfit (tuxes and gowns) is ordered through the Choir Boosters. Students may elect to use some of their credited fundraising money to help purchase these. For the ladies, the dress **MUST** touch the floor.

2013 - 2014 Tentative Dates Please check
www.EdLine.net for updates!

This is a typical year – please note that some items may change. DATES MAY BE CHANGED DUE TO CIRCUMSTANCES BEYOND MR. HARKLESS’ CONTROL – MAIN OFFICE SCHEDULING OF FACILITIES, ETC. Currently, 213-2014 dates are on the CMHS website calendar of events.

June - July	Bob Evans Fundraiser ?? Cabell County Fair Fundraiser ??
August 8 August 31	1st day of school for students ~ deadline to sign up to audition for ACDA National Honor Choir ~ deadline to sign up for WVACDA Chamber Choir auditions Chamber Choir prep rehearsals begin SOUTHERN DIVISION ACDA Honor Choir Audition Recordings practiced and prepared
September	TBA ~ Renaissance Festival (end of Sept or first of October)
October	TBA ~ typically in early October ~ CMHS Fall Open House TBA ~ Renaissance Festival Auditions for Madrigal Dinner parts and after school rehearsals begin Chamber Choir prep rehearsals continue Fall Fruit Sale Begins
November	Chamber Choir auditions (Saturday, Nov.__) Performance for Milton area Thanksgiving service. PM – TBA Madrigal Dinner rehearsals – after school as announced
December	Huntington Museum of Art (1 st Sunday in Dec) Afternoon Madrigal Dinner performances (entire week belongs to Madrigal Dinner for rehearsals, etc.!) Madrigal Dinner – December 13-14 All Choirs Holiday Concert Dec 2 <i>Multiple performances during December TBA ~ All required!!</i>
January	~ students return to school CMHS All State choir auditions for WVMEA All State (these may occur earlier due to the early date of the WVMEA Conference)
February	WVACDA Chamber Choir & Junior High Middle School Choirs – Charleston Regional Auditions for WVMEA All State Choir ~ TBA ~ CMHS Spring Open House ~ TBA ~
March	ACDA Southern Division Conference ~ Jacksonville, FL March 6-8, 2013 WVMEA All State ~ Morgantown, WV – March 20-22, 2013 All County Choir (plus 2-3 previous Monday night rehearsals)
April - May	All Choirs Spring Concert - April 29 Collegium musicum Banquet Annual Collegium musicum Experience May 8-11 Graduation

Not listed: Numerous other performances throughout the year
(Especially between Thanksgiving and Christmas!)
Other fundraising opportunities.

Probable Spring Trip – usually during Spring Break – please keep this time available!

Senior Honors Credit

Senior students will select books from the following list and prepare a typed book review and/or an oral report to the class on each. (In the case of an oral report, a written, typed outline will be submitted) A journal for may be accepted in lieu of report. Select one from each list: (other books may be added or approved with consultation with instructor) In addition, an approved project must be completed.

MUSIC

Ades: Choral Arranging
Garretson: Conducting Choral Music
Bernstein: The Joy of Music
Copland: What to Listen for in Music
Garretson: Conducting Choral Music
Kamien: Music An Appreciation
Krehbiel: How to Listen to Music
C. Moulton: Music in Time-A Survey of Western Music
Siegmeister: Invitation to Music
Hoffer: A Concise Introduction to Music Listening
Randolph: This Is Music
Munrow: Instruments of the Middle Ages and Renaissance
Individual biographies of composers may be used with prior approval!
Campbell The Mozart Effect

RELATED AREAS

**Rothero: Medieval Military Dress Jones: Knights
and Castles Chamberlin: Everyday Life in
Renaissance Times Bishop: The Middle Ages
Chamberlin: Everyday Life in the Middle Ages
Davis: Life On A Medieval Barony Tierney:
Western Europe in the Middle Ages Adams:
Civilization during the Middle Ages Baldwin: The
Mediaeval Church Boardman: Castles Cantor:
Inventing the Middle Ages**

A student may elect to do 3 projects; each must be approved in advance by Mr. Harkless, in lieu of the reading assignments. Projects *may* include: ACDA Honor Choirs, WVACDA Honor Choirs, WVMEA All State Chorus, Madrigal Dinner Script writing or others as approved by Mr. Harkless in advance.

Cabell Midland High School

Collegium musicum 2013-- 2014 Parent - Student Contract

Page 1
Mr. Harkless - instructor

PLEASE PRINT CLEARLY!

Student name _____ grade _____

Student e-mail address: (complete and printed) _____ Student cell _____

Address (complete) _____

City _____ State _____ Zip _____

Parent/guardian name(s) _____

(father) _____ (mother) _____

Parent e-mail addresses: (complete and printed)

1 During the course of the year, all students will be given the opportunity to participate in fund raising events. Part of their effort will be applied to a choir trip (if approved) and part will go to purchase extra needed music and supplies, etc. Students are encouraged to participate fully in these group events. The only individual use of fundraising is for costumes or Collegium musicum travel. Any monies raised by the student's fundraising efforts not used for these purposes shall be a part of the CMHS Choir Boosters general revenue. Funds raised DO NOT carry over from one year to the next in students' accounts.

2 Students' images may be used for promoting Collegium musicum but at no time will a student be identified individually by name and image combined unless express consent is granted by the parent or legal guardian.

3 We *may* at various times in the year record the group. Any subsequent proceeds from this will be designated as Collegium musicum income and not personal.

4 Required events include: outside of class rehearsals and performances, reading assignments, listening to particular music, etc. These will be computed in the grade for the class.

5 ***Absences are simply absences. For any reason will a missed rehearsal or performance will require make-up work.*** No exceptions will be made! Make up work will be explained and assigned. All make up work is due no later than one week from the missed event. It is expected that the time involved in completing makeup work should reflect the amount of time missed in a particular event and the grade level of the student, i.e. Seniors will be required a higher level of make-up work than underclassmen, etc.

6 Collegium musicum at times will be off campus for performances, etc. Parents and other adults will be asked to drive (STUDENTS DO NOT DRIVE DURING THE SCHOOL DAY!) or we will be in a school bus or motor coach.

7 Parents/guardians assume complete responsibility for having their child at concerts that are outside the school day.

8 An electronic copy of signed documents for Collegium musicum will be accepted as equal to originals.

9 I understand it is **my responsibility as a parent** to maintain my own Edline account and to do my best to be active in the Choir Boosters so that I will be up-to-date and involved in my child's role as a member of the Cabell Midland High School Collegium musicum.

I have read, understand, and agree to all of the above items pertaining to this class. I have also been given access to the 2013-2014 Collegium musicum Handbook and agree that both my child and I (we) will do our best to abide by the guidelines included in the Collegium musicum Handbook and the CMHS Student Handbook.


The handbook will be posted on the Collegium musicum websi


Signed _____ date _____


Signed _____ date _____


(legal parent/guardian of the above named student)


CABELL MIDLAND HIGH SCHOOL COLLEGIUM MUSICUM PARENT/STUDENT CONTRACT PAGE 2


 I have read the classroom procedures and agree to follow them at all times. Respect for all at all times. I represent CMHS Collegium musicum.

 The teacher for this course is Mr. Harkless. Students will only address him as Mr. Harkless or Mr. "H".


 I have reviewed the grading procedures and understand how I will be graded. If I have questions about my grade, I will contact Mr. Harkless immediately.


 To receive an "A", I must participate in all required activities, including outside of school day rehearsals and performances.


 I have/will share the calendar with my parents and will attend all mandatory rehearsals and concerts. I understand and agree to abide by the concert attendance policy and expectations. I will share the schedule with my coach/activity sponsor. I understand it is **my** responsibility as a responsible member of Collegium musicum to keep all appropriate people (other teachers, coaches, employers, parents, etc.) informed regarding Collegium musicum schedule requirements. I understand that ALL missed PERFORMANCES AND REHEARSALS will require me to do make-up work as assigned.


 I have shared the costume information with my parents and will come to concerts on time and be dressed appropriately.

PARENT AGREEMENT


 I have reviewed the classroom and grading procedures. I understand how my child will be assessed. If there are questions, I will contact Mr. Harkless immediately for a conference.

 I understand that attendance at all rehearsals and all concerts is mandatory, and my child has shared the calendar with me. My child will be picked up immediately after the performance/rehearsal ends. I have read and accept and support the concert/rehearsal attendance policy.

 I understand and agree that fund-raising is a necessary part of keeping the Collegium musicum program at level it is and agree that my child should always participate to his/her fullest for every fundraising activity. This helps in travel, music purchases, etc.

 I have reviewed the outfit information and will pay for the purchase and making of the required costume. If there are financial concerns, I can discuss arrangements in confidence with Mr. Harkless. I understand that every effort is made to assist students in need.

 We also agree to make all payments on time (fundraising, trip payments, etc.)

 **WE have read, understand, and agree to abide by the information in this handbook for the 2013-2014 school year in addition to following all guidelines in the CMHS school handbook.**

Student signature _____

Parent(s) signature(s) _____

Student Name: _____ **Student E-Mail** _____

Home address: _____ **Zip** _____ **Student Cell** _____

Home phone number: _____ **Father cell** _____ **Mother cell** _____

Parents Name(s): _____

Parent E-mail(s): (father) _____ **(mother)** _____

Parent(s) Work phone number: _____ **Parent cell phone(s) (Mother)** _____

Father cell _____