

<b>Preucil School of Music</b> <b>CERTIFICATE PROGRAM</b> <b>Thursday Schedule – 2011-2012</b>
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Listed below is the Thursday schedule for the Certificate Program:

<u>TIME</u>	<u>CLASS</u>	<u>INSTRUCTOR</u>	<u>LOCATION</u>
TBA	Semester 2: Chamber Coachings	TBA	
5:15-6:45	Literature and Materials of Music	Brian Penkrot	Main Campus-Auditorium
7:00-7:45	Class Piano	Deb Hernstrom	Main Campus-LLRR
TBA	Semester 2: Chamber Coachings	TBA	

All classes will meet on Thursday evenings starting September 8 and run for 26 weeks thru April 12. Please note that the chamber coachings, which start second semester, will be scheduled (if at all possible and if desired) back-to-back with your Literature and Materials of Music/Piano Classes.

There will be 15-minute office hours prior-to and after the Literature and Material's of Music class. Deb's office hours will be on an as-needed basis prior-to and after class. You may arrange to meet individually with either instructor for help on assignments and concepts. Other office hours must be scheduled in advance with the instructor.

**Please check below for any important changes in this year's schedule.**

**Semester 1** (all classes run as normal unless indicated otherwise)

September 8	Certificate Program classes begin (both Literature and Materials of Music and Class Piano)
November 17	No Literature and Materials of Music/No Class Piano
November 24	Thanksgiving Break (no classes)
December 8	Last official class of first semester
December 15	Make-up class, if needed
December 22 / 29	Holiday Break

**Semester 2**

January 5	Classes resume (Literature and Materials of Music and Class Piano) Certificate Program's Chamber Program begins (runs 14 weeks)
March 15	Spring Break: No classes
April 5	Last class (final exams)
April 12	Certificate Program and Established Ensembles Chamber Concert 7:00 pm

**POLICIES**

A reminder that more than four absences in any class (per year) will result in being dropped from the program. Two times tardy equal one absence. All absences due to a participation in a school musical concert (orchestra, choir, band) are counted as an excused absence. An illness is counted as one of the four absences. If you plan to miss a class, please call the Preucil office (337-4156) and leave a message for your instructor (Literature and Materials of Music, Class Piano or your chamber coach). It is your responsibility to get notes from a fellow student when you miss a class (or arrange for the class to be tape recorded). In addition, assignments must be completed for all missed classes.

Regarding assignments, we expect that all students make their best attempt to turn assignments in on time. If the first deadline is missed, students have one additional week to turn in the assignment without being penalized. If the assignment is not turned in within two weeks from its original due date, then a 5% deduction will be taken. An additional 5% deduction will be taken for each week that an assignment remains outstanding. Please note that there will be opportunities to earn extra credit points during the semester. This policy applies to both excused and unexcused absences. As you know, students must maintain an 88% (A-) average for the two year program in order to receive a diploma for the Certificate Program. (Note: Students may remain in the program with a 75% average, but do not receive the diploma at graduation.)

All exams must be made up within seven days of the assigned exam date.