



Study Abroad - Lamont School of Music

A Guide to the Application Process

Dear Lamont School of Music student:

We're happy that you're exploring the possibility of study abroad. A step-by-step pre-application process for you to study abroad is outlined below. In order for you to complete your application to study abroad, **you must turn in the forms on pages 3-4 with your study abroad program application (Study Abroad Private Lesson Proposal only if you are proposing to add private lessons and/or ensemble credits to your program)**. All approvals must be recorded on the attached *Approval of Study Abroad Credit-Music Majors* form. Remember to plan early. You should begin the process outlined below at least one year in advance.

1. Begin by attending a Study Abroad 101 Session offered by the Office of International Education (OIE) about 3 quarters in advance of study abroad or more. For the current schedule, please call the OIE (303-871-4912) or check the website (www.du.edu/intl/abroad/info_sessions.html). For programs particularly appropriate for music majors, see the Music Major Study Abroad Programs flyer here: http://www.du.edu/intl/abroad/pdf_docs/musicmajors.pdf.
2. If you are interested in study abroad programs in Australia, Italy, Ireland, the United Kingdom, or a Spanish-speaking country, you must attend a Regional Advising Session. For the current schedule, please call the OIE (303-871-4912) or check the website (www.du.edu/intl/abroad/info_sessions.html).
3. Early in this process, talk with your Studio Professor and your Lamont advisor about your musical and academic options/needs during study abroad. Review your APR and your Lamont degree status sheet to determine the academic requirements you need to meet on study abroad in order to continue along your degree plan.
4. Meet with an international education advisor to learn more about the programs available in your region(s) of interest.
5. Research available classes at your intended study abroad program and assess the program's ability to meet your academic needs. If you are seeking to fulfill a musicology requirement, send via e-mail a detailed course description to the Musicology Department Chair, Prof. Antonia L. Banducci (abanducc@du.edu), who will be able to assess whether or not the course can be used for musicology credit.
6. Meet with Levi Lindsey in the OIE, who is the designated international education contact for all Lamont students. He will help you with the course approval process and provide guidance to you as you work through your alternatives to meet your Lamont requirements while abroad.
7. Once you have selected a program to apply to, fill out the chart on page 4 of this document by meeting with the appropriate contact for each area (as is listed on page 2). *Meet with the contacts in the order that they are listed on the form.* Remember to bring course descriptions with you. If you are unable to fulfill some of your music requirements on your study abroad program, speak with that contact about your plans to fulfill the requirement when you return to DU or before you go abroad. If you've already fulfilled the requirement, have the contact verify by signing off.
8. When you've received approvals for all of your courses, present your completed form to your Studio Professor and, finally, to Associate Director for Academic Affairs at Lamont, Prof. Jack Sheinbaum for approval signatures.
9. Return your completed form **along with your application to study abroad** to the Office of International Education by the program deadline.

Should you have any questions about course approvals or Lamont study abroad policies, please contact:

Levi Lindsey, International Education Coordinator at (303) 871-4912 or levi.lindsey@du.edu.

This form is available online at http://www.du.edu/intl/abroad/pdf_docs/music_course_approval.pdf.

Lamont Course Approval Contacts

Lamont requirement	Contact to evaluate transferability of your course	Potential Equivalency Courses
Lessons	Your studio professor	BM students are required to continue with instrument instruction while abroad. You should select a program abroad that offers private lessons through a credit-bearing course. Course descriptions should indicate whether a course includes private instructions. Show the course description to your studio professor when you are attempting to gain approval. Often times, the same course includes both lessons and ensembles; this is acceptable, as long as you gain a signature from both your studio professor and an ensemble director. When in doubt, contact the program provider to confirm that instrument lessons are included in a course. (If your first-choice program does not offer credit-bearing instrument instruction, you may propose to be enrolled in the MUPR 2990 Study Abroad Lessons Course and arrange to have private lessons. See Study Abroad Private Lesson Proposal for more.)
Ensembles	BM students are required to continue with ensemble work while abroad. While BM students are encouraged to perform in two or more ensembles while abroad, you are only required to be in one while abroad. You should select a program abroad that offers ensembles through a credit-bearing course. Course descriptions should indicate whether a course includes one or more regular ensembles, and course descriptions should be shown to ensemble directors when you are attempting to gain their approval. Often times, the same course includes both lessons and ensembles; this is acceptable, as long as you gain approval from both your studio professor and an ensemble director. When in doubt, contact the program provider to confirm. (If your first-choice program does not offer credit-bearing ensemble, you may petition to be enrolled in the MUEN 3988 Study Abroad Ensembles and arrange to participate in an ensemble. See Study Abroad Private Lesson Proposal for more.)	
	All Chorale/Chorus Ensembles Howard Skinner (2007-8 only) Newman 411, hmskinner@comcast.net 303.871.6416	Symphony Orchestra Lawrence Golan Newman 317, lgolan@du.edu 303.871.6909
	Guitar Ensemble Ricardo Iznola Newman 300A, riznaola@du.edu 303.871.6959	Wind Ensemble Joseph Martin Newman 310, jmartin@du.edu 303.871.6419
	Percussion Ensemble John Kinzie Newman 400B, kinziedrum@aol.com 303.871.6972	Chamber Ensemble Richard Slavich Newman 311; rslavich@du.edu 303.871.6953
	Opera Theater Kenneth Cox Newman 429, kcpizza@aol.com 303.871.6954	Piano Accompaniment Alice Rybak Newman 432; arybak@du.edu 303.871.6245
	Ensembles Jazz Orchestra/Jazz Ensemble Malcolm Lynn Baker Newman 335, mbaker@du.edu 303.871.6997	
Area Requirements	Your Advisor	In some cases, area requirements are only offered every other year, therefore you must speak with your advisor about fulfilling this requirement if it is affected by studying abroad.
Musicology	Antonia L. Banducci Newman 319 abanducc@du.edu 303.871.6920	You may, with the approval of the Musicology Department Chair, fulfill your music history survey requirement with similar survey courses abroad (Medieval and Renaissance, Baroque, Classical, Nineteenth-Century, Modern, Jazz and Commercial Music history and/or World Musics). Specific topics courses, with the approval of the Musicology Department Chair, will fulfill general music elective requirements.
Music Electives	Antonia L. Banducci Newman 319 abanducc@du.edu 303.871.6920	Any other music course that you want to count towards your music elective category. Note that the Registrar requires that the Musicology Department Chair indicate that you will receive music elective credit for all music-related academic courses.
Non-Music Courses	See course approval webpage: http://www.du.edu/intl/abroad/pdf_docs/creditapproval.pdf	



Approval of Study Abroad Credit – Music Majors

Name: _____ Date: _____

DU Student #: _____ Class: (circle one) 1st year 2nd year 3rd year 4th year 5th year

Major (BM or BA): _____ Instrument: _____ E-mail Address: _____

Institution/program you plan to attend: _____ Term and year you plan to attend: _____

PLEASE READ THE FOLLOWING POLICIES CAREFULLY

- 1) You (the student) are required to turn in this form along with your study abroad program application.
- 2) You are ultimately responsible for understanding the requirements of your music degree, for gaining appropriate authorization to complete specific degree requirements abroad, and for knowing exactly what coursework you will need to complete when returning from abroad in order to graduate on time.
- 3) Lamont scholarship recipients may use a maximum of one quarter’s worth of their award for participation on a DU Partner Program. If you wish to study for longer than 1 term, you must get approval from your music major advisor, your studio professor, and ensemble director.
- 4) If you plan to take instrument lessons and/or perform in an ensemble while abroad, you are ultimately responsible for knowing whether or not these will appear on your transcript from the program/institution abroad and for communicating this information to Levi Lindsey at DU’s Office of International Education.
- 5) If your academic plan changes from what has been agreed to on this form, you must return to the relevant Lamont professor, discuss the changes, and get them approved. Re-approval from Prof. Jack Sheinbaum is not necessary for small adjustments (so long as you are doing the same study abroad program).
- 6) Students proposing to enroll in MUPR 2990 Private Study Abroad Lessons and/or MUEN 3988 Study Abroad Ensembles must submit the Study Abroad Private Lesson Proposal at the time of application.
- 7) Once you are abroad, should you not be able to take a course that has been approved as an equivalent course for required musicology credit (MUAC 2051-2059), you may request approval for a different course by sending an e-mail detailed course description or a syllabus (within the e-mail or via a link) to Prof. Banducci (abanducc@du.edu). You will not receive required musicology credit for the substitute course without this approval.

AGREEMENT

I have read the above policies carefully and fully understand them. I have obtained approval from the appropriate persons to take the course(s) listed on the reverse side of this document. I will carry out the plan that was discussed with my Lamont advisors and is outlined on the reverse side of this form. I acknowledge my responsibility—not Lamont School of Music nor the OIE’s—to plan academically so that I will complete my degree on time.

Student’s Signature _____ Date: _____

1. Primary Studio Professor’s Signature _____ Date: _____

I have read through this student’s completed course approval form and approve his/her academic plan for study abroad.

2. Associate Director for Academic Affairs at Lamont, Prof. Jack Sheinbaum’s Signature: _____ Date: _____

I have read through this student’s completed course approval form and approve his/her academic plan for study abroad. (Note: Prof. Sheinbaum signs last)

How You Plan to Study Abroad and Meet Lamont Music Major Degree Requirements

<i>Lamont Music Major's Degree Requirements</i>	Overseas course title, subject, and number	Lamont Course Equivalent <i>(including course number)</i>	<div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">OR</div> <p align="center">I plan to complete this requirement when I return to DU, or I have already fulfilled this requirement <i>(including how and when this requirement was/will be completed)</i></p>	Major Approval Signature <i>(see page 2 "Lamont Course Approval Contacts" for advisors)</i>
Instrument Lessons <i>(if proposing a MUPR 2990 course, write "Submitting Study Abroad Private Lesson Proposal")</i>				
Ensembles <i>(if proposing a MUEN 3988 course, write "Submitting Study Abroad Private Lesson Proposal")</i>				
Area Requirements <i>(if your area requirements will be affected by study abroad)</i>				
Musicology				
Music Electives				