

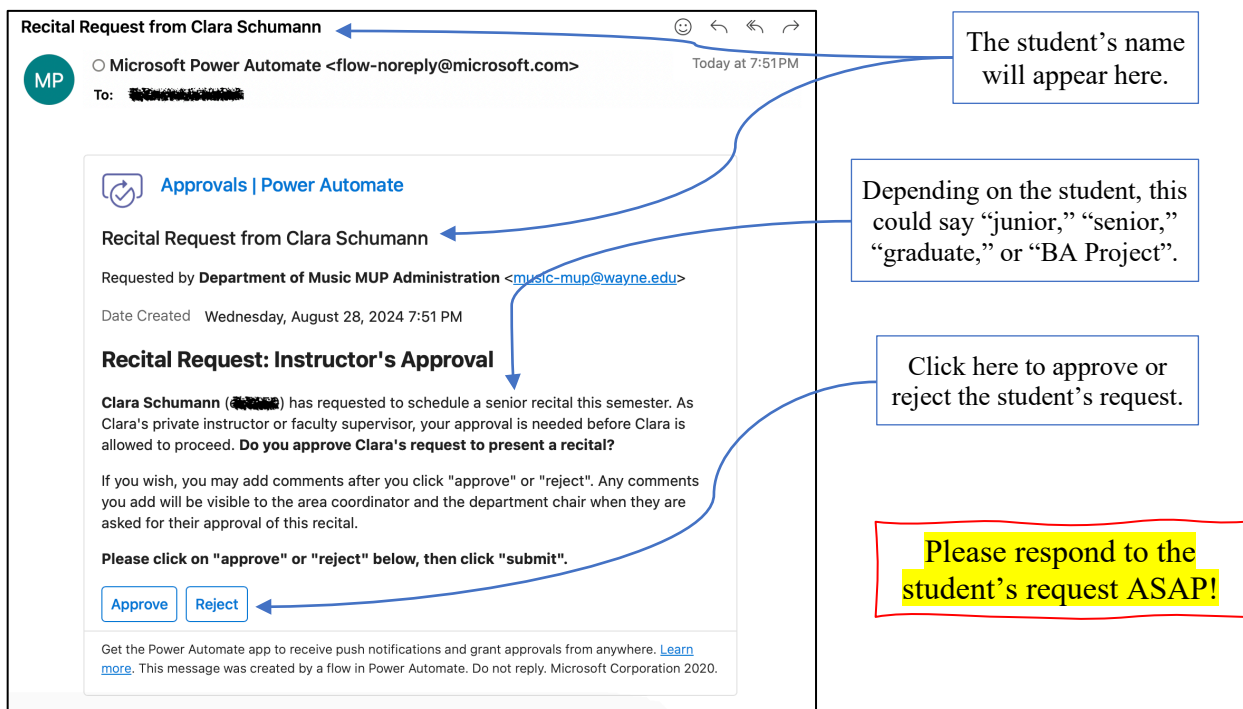
PLANNING YOUR STUDENT’S RECITAL
A Quick Guide for Instructors

At least one semester before the student’s recital...

- Guide the student in the selection and preparation of their recital repertory.
- Some students complete their pre-recital hearings at juries during the semester before their recitals; this is ideal.

At the beginning of the semester of the student’s recital...

- Visit the department’s [Recital Planning](#) page to review the process and deadlines.
- The student will submit a “Recital Request Form,” which starts the process of seeking approval from their private instructor or faculty supervisor, the [area coordinator](#), and the Department Chair.
 - You will receive an automated message in your WSU email from “Microsoft Power Automate” with the subject line “Recital Scheduling Request.”
 - The body of the message explains that the student is requesting to perform a recital and requires your approval. **Click “Approve” to approve the request or “Reject” to reject it.** You’ll also have the option to add a comment. Finally, **click “submit” to send your response.**



The screenshot shows an email from Microsoft Power Automate with the subject "Recital Request from Clara Schumann". The email body contains the following text:

Recital Request from Clara Schumann

Requested by Department of Music MUP Administration <music-mup@wayne.edu>

Date Created Wednesday, August 28, 2024 7:51 PM

Recital Request: Instructor's Approval

Clara Schumann (BA Project) has requested to schedule a senior recital this semester. As Clara's private instructor or faculty supervisor, your approval is needed before Clara is allowed to proceed. **Do you approve Clara's request to present a recital?**

If you wish, you may add comments after you click "approve" or "reject". Any comments you add will be visible to the area coordinator and the department chair when they are asked for their approval of this recital.

Please click on "approve" or "reject" below, then click "submit".

At the bottom of the email are two buttons: "Approve" and "Reject".

Callout boxes on the right side of the screenshot provide the following information:

- The student’s name will appear here. (Points to the subject line)
- Depending on the student, this could say “junior,” “senior,” “graduate,” or “BA Project”. (Points to the student name in the subject line)
- Click here to approve or reject the student’s request. (Points to the "Approve" and "Reject" buttons)
- Please respond to the student’s request ASAP! (A red-bordered box with yellow background at the bottom right)

- Guide the student as they assemble a recital committee. For undergraduates, the recital committee typically consists of their private instructor, the area coordinator, and one additional full-time faculty member. For graduate recitals, please consult the [Graduate Student Handbook](#).
- The student should check the [Recital Availability Calendar](#) to see which dates/times are available for recitals, and then coordinate with their recital committee to determine the date/time at which all committee members can attend. Then they will submit the “Recital Scheduling Form” to reserve the Schaver Music Recital Hall.
- Students must complete a pre-recital hearing at least **four weeks** before their recital (MUP 4470, junior recital, does not require a hearing). The hearing should be 15-25 minutes in length; students should be prepared to perform any portion of their program.

At least four weeks before the student’s recital date...

- Guide the student in finalizing their repertory and program order, along with any translations and/or program notes, if required. They will then complete the “Recital Program Information Form,” which must be submitted at least **four weeks** before the recital date.
 - After the recital program is prepared in the department office, the student and their private instructor will have the opportunity to review it.