

# Yale INSTITUTE OF SACRED MUSIC

## Student Handbook 2016-2017

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Fall, 2016

Welcome to the Yale Institute of Sacred Music!

The life you lead as a student at the Institute of Sacred Music is automatically a life with a dual identity. You are at once a student in the Institute and a student in either the Yale Divinity School or Yale School of Music. For each of you, this will manifest itself in different specific ways, but it will surely mean that you will be engaged in common learning in our weekly Colloquium, in the classroom, in worship, in the studio or rehearsal hall, and in the various events sponsored by the ISM.

Please use this handbook as a guide for important aspects of your life in the ISM. You will find policies for use of our facilities, instruments, and other resources. There is information on Marquand Chapel and on the myriad opportunities to sing on campus, as well as information on the personnel that support the Institute. You will also find the guidelines for your Colloquium project, which you will do cooperatively with someone from the other professional school. Please read these especially carefully; if you are not in your last year at the ISM and, therefore, do not yet have a partner, we encourage you to start considering with whom you might like to do this work.

Real interdisciplinary work requires careful planning. Work carefully with your advisors to ensure that you follow both your degree requirements and those courses you need in order to guarantee continued financial aid and the awarding of the ISM certificate. To help you in your academic pursuits, we make available several different kinds of financial support. Please read carefully the stipulations on these grants and submit application forms and budgets in a timely manner.

It is my sincere hope that you will flourish in this unique environment. The Institute becomes, in large part, what we all put into it. The combinations of talents in this community are staggering, and we are so pleased you are part of it. There are countless opportunities for you to encounter and engage each other throughout the year, and I urge you to make full use of these for your education, your edification, and your enjoyment.

Again, welcome!

A handwritten signature in black ink, appearing to read "Martin D. Jean". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Martin D. Jean  
Director

# Yale Institute of Sacred Music

## Mission Statement

The Yale Institute of Sacred Music, an interdisciplinary graduate center, educates leaders who foster, explore, and study engagement with the sacred through music, worship, and the arts in Christian communities, diverse religious traditions, and public life. Partnering with the Yale School of Music and Yale Divinity School, as well as other academic and professional units at Yale, the Institute prepares its students for careers in church music and other sacred music, pastoral ministry, performance, and scholarship. The Institute's curriculum integrates the study and practice of religion with that of music and the arts. With a core focus on Christian sacred music, the ISM builds bridges among disciplines and vocations and makes creative space for scholarship, performance, and practice.

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## Required ISM Orientation for New Students

Saturday, August 27, 10am - 7pm (Linsly-Chittenden Hall, 63 High Street, Rm. 317)

We will discuss ISM procedures and cover basic vocabulary in worship, music, arts and the Bible that you will use throughout the year. To be followed by a barbeque at the home of Professor Martin Jean (954 Prospect Street, Hamden).

## Opening Picnic for All ISM Students, Faculty and Staff

Sunday, September 11, 5:30 – 8:30pm (Eli Whitney Museum)

## ISM Excursion for All Students and Faculty

Saturday, September 17, all day

The annual fall field trip is currently in planning and will be announced shortly. Watch for an email with RSVP information. .

## Annual ISM Holiday Party

Saturday, December 10, 6:00pm, at the Graduate Club.

For all students, faculty, staff, and their guests.

## ISM Commencement Banquet

Sunday, May 21, 2017, 6:30-9:30pm (New Haven Lawn Club)

A celebratory dinner for students and their families that includes awarding of ISM Certificates, prizes, and scholarships.

## Communication

*Email:* The ISM will send important and official communications to your **yale.edu** email address. Please be sure you check your Yale account regularly, or forward the email to the account you do use. Not checking email is not an excuse for being uninformed!

*Mailbox:* You have a mailbox in the lounge area outside the Great Hall. Please check it on your way to Colloquium. Whatever is left in the mailboxes on July 1 will be discarded.

*Facebook:* Please be friends with “Yale Ism” on Facebook. This is an internal communications profile. Updates will be posted there as well as sent by email. It’s a good alternative way to keep up with many of the official announcements/invitations, etc.

*ISM Goes Social:*

- Follow the ISM’s official page: [www.facebook.com/Yale.Institute.of.Sacred.Music](http://www.facebook.com/Yale.Institute.of.Sacred.Music)
- Follow the ISM on twitter: [twitter.com/yaleism](https://twitter.com/yaleism)

### **Financial Aid**

The ISM’s Financial Aid Administrator, Toni Abildgaard, will be at the ISM in room N112 on Wednesday afternoons and also available by email ([toni.abildgaard@yale.edu](mailto:toni.abildgaard@yale.edu)), phone (203-432-9154), or in her office at 246 Church Street.

### **Student Employment**

Students are paid based on hours entered into an on-line Time Entry System. A student work week runs Sunday through Saturday. Students may submit their timesheets for approval as soon as they have completed work for the week. ISM jobs that require students to work throughout the course of a week in 5-10min increments should log a tally of the actual (total sum of) minutes worked. The final deadline for entering hours in the Time Entry System is Monday morning at 8am. Please note that University policy does not allow students to work more than 19 hours/week unless on academic break.

Positions at the Institute will occasionally be made available, generally in support of events or for various larger projects (office assistants, colloquium archiving, etc). These job opportunities, when they exist, will be posted on bulletin boards or presented in colloquium announcements. Community job possibilities are posted on our website: [www.yale.edu/ism](http://www.yale.edu/ism). The PRISM newsletter will also present job postings online and in print.

### **Degree Recital Recordings**

Sprague and Sudler recitals are automatically recorded free of charge through YSM’s recording studio. Marquand recitals are also recorded free of charge through the ISM’s recording studio. If you should perform your degree recital in a non-YSM or non-ISM venue, the ISM will cover up to \$250.00 in recording expenses. Students may ask their recording engineer to bill the ISM directly and are responsible for any costs exceeding \$250.00.

### **Practice Rooms**

After-hours access to the ISM practice rooms is limited to ISM students or to students who have requested access from Jacqueline Campoli in the upstairs ISM office ([jacqueline.campoli@yale.edu](mailto:jacqueline.campoli@yale.edu)). Keys to the organ practice rooms will be provided to organists for a small deposit (see key borrowers form), and should be requested from Jacque.

All ISM students also have access to a music composition workstation, which includes the software applications Sibelius and Finale, as well as a 61-key MIDI keyboard. The workstation is located in the practice hallway (N108). All users must sign up for an account to use the workstation. Please contact the ISM Media Coordinator ([sachin.ramabhadran@yale.edu](mailto:sachin.ramabhadran@yale.edu)) to set up a user account.

### **ISM Great Hall**

The ISM Great Hall is available to ISM students working on academic or musical projects, provided that no prior event or class has been scheduled in the space. Administrative and faculty requests will take precedence over student requests. Reservations may be made by emailing

[jacqueline.campoli@yale.edu](mailto:jacqueline.campoli@yale.edu). Please reserve the space at least one week in advance of your requested usage. No other ISM facilities are available for student use, including the ISM Green Room, ISM Seminar Room, and ISM Organ Studio, unless that privilege is specifically granted by faculty or administration.

### **Keys**

Keys may be signed out on a temporary or long-term basis. Temporary key sign-out (duration of less than one business day) for the purpose of accessing the Great Hall, organ practice rooms, or other purposes, will be accomplished by requesting the key from the receptionist and signing a key sign-out form. Students found not returning their keys within that business day will be fined and will be unable to request further keys. Keys which are to be signed out for longer periods (organ key sets, practice room keys, etc), require the completion of the included key borrowers form, and will require a small deposit based on the type of key/s. This refund will be returned to the student upon successful return of the key/s. Deposits may be made in exact cash or by check to the Yale Institute of Sacred Music. Deposits can be made and keys picked up or returned to the receptionist.

### **Lockers**

Lockers are available in the ISM practice room suite on a first-come, first-serve basis. To request a locker, please contact Derek Greten-Harrison ([derek.greten-harrison@yale.edu](mailto:derek.greten-harrison@yale.edu)) in the ISM Student Affairs Office (N112). Students are required to provide their own locks. The Institute is not responsible for any items missing/stolen from lockers. Please empty your locker at the end of the academic year; any items left in the lockers over the summer months will be discarded.

### **Lost and Found**

Items lost in the Great Hall will generally find their way up to the ISM reception area if they are turned in by students, or found by staff members. If you have lost something in the Great Hall, check with the ISM receptionist. There is also a Divinity School lost and found located in the office of the Associate Dean of Student Affairs.

### **ISM Instruments**

The use of ISM instruments is limited to ensembles or students who have obtained permission from Martin Jean or an ISM administrator. The Institute will only cover moving costs for music students who are using ISM instruments on-campus for a required or degree recital. When performing at the Institute or Divinity School, students may only use an instrument that is housed at the ISM. If the move is for an official Yale recital, the funds used to cover the cost will come from the student's departmental program budget. Should a student wish to use an instrument off-campus, he/she will be responsible for all costs associated with the move. The moving of all instruments must be coordinated and supervised by ISM staff or designated movers.

### **ISM Study Trip**

As it currently stands, the entire ISM participates in a study trip in even-numbered years, normally just after commencement. Most expenses (except lunch and dinner) are covered by the ISM for students and faculty; students may attend a maximum of two such study trips during their time at Yale. The next Study Trip will take us to central Spain, May 22 – June 3, 2018.

### **Sustainability**

The ISM is committed to Yale's ambitious sustainability goals (<http://sustainability.yale.edu/>) and you can assist us in the following ways:

- **Please bring your own drinking vessel with you to ISM events.** Cups are not provided at Colloquium, and those at our public events are intended for guests.
- Help prevent waste by making sure windows are closed when you leave the room.
- Don't take or make print copies of documents unless absolutely necessary.
- Please clean up after yourself – after Colloquium in the Great Hall, in our other spaces, throughout SDQ.
- Shut down computers, printers, etc., when not in use.
- Note that we utilize single-stream recycling – be sure to use the supplied containers for anything recyclable.
- **When you are invited to an ISM event, RSVP. And then come if you said you'd come!** It is very wasteful for us to order food and services for you that go unused. Please be considerate.

### ISM ADVISOR ASSIGNMENTS 2016-17

Last Name	First Name	Degree	Concentration	Advisor	Last Name	First Name	Degree	Concentration	Advisor
Abdus Shakur	Sakina	MAR	rellit	Hawkins	Lee	James	MM	chor	Brooks
Benton	Gabriel	MM	org	Jean	Marian	Oana	MDIV		Hawkins / Wiman
Bickley	Elizabeth	MAR	comp	Promey	McCarthy	Stephen	STM		Spinks
Bok	Ting (Hedy)	MARc	rellit	Hawkins / Wiman	McDermott	Megan	MDIV		Spinks
Brown	Emmalee	MAR	rellit	Promey / Marinis	McGrew	Daniel	MM	voice	Taylor
Burette	Stephanie	MDiv		Ross	McNeil	David	DMA	chor	Brooks
Burgess	Bradley	MM	org	Jean	Meditz	Jane	MAR	relmus	Ross / Rathey
Carr	Hannah	MM	chor	Brooks	Pan	Mary	MM	org	Murray
Channon	Molly	MAR	relarts	Promey	Pinsonneault	Julie	MM	org	Murray
Cogswell	Evan	MM	org	Jean	Quardokus	Nicholas	MM	org	Jean
Cramer	Matthew	MM	chor	Brooks	Reese	James	MM	voice	Taylor
Dempsey	Brendan	MAR	rellit	Hawkins	Reiff	Nathan	DMA	chor	Brooks
Doreza	William	MMA	voice	Taylor	Sanchez	Jonathan	MDIV		Spinks
Doss	Michael	MDIV		Hawkins	Scahill	Katherine	MAR	relmus	Jean / Rathey
Dromgoole	Ambre	MARc	other	Promey (ISM); Marshall Turman (primary)	Schmidt	Hans-Jacob	MARc	relarts	Promey / Marinis
Ernest	Samuel	MARc	rellit	Hawkins	Schnur	Natasha	MM	voice	Taylor
Fala	Joseph	MM	org	Murray	Schultz	Mark	MDIV		Spinks
Fletcher	Zachary	MAR	liturgy	Spinks	Sharpe	Bradley	MM	voice	Taylor
Gan	Chih Hao Victor	MAR	liturgy	Spinks	Simon	David	MM	org	Murray
Gavin	Dustin	MAR	relarts	Promey / Marinis	Situ	Xiao	MAR	comp	Berger / Rathey
Gierer	Emily	MDiv		Hawkins	Spitz	Elisabeth	MDIV		Berger
Gilbertson	Michael	DMA	comp	Jean (ISM)	Sterrett	Addy	MM	voice	Taylor
Grabowski	Adele	MM	voice	Taylor	Storch	Abigail	MARc	rellit	Hawkins
Hamill	Josiah	MM	org	Jean	Sullivan	Matthew	MM	voice	Taylor
Hansen	Sally	MARc	rellit	Hawkins / Wiman	Swindells	Jacob	MM	chor	Brooks
Hendrixson	Andrew	MARc	relarts	Promey / Marinis	Terss	Maria	MAR	relarts	Promey / Marinis
Houha-McAloon	Octavia	MM	chor	Brooks	Wing	Emily	MARc	relarts	Promey
Jennings	Weston	MM	org	Murray	Wong	Sze-Long	MARc	liturgy	Berger
Johnson	Karl	MAR	liturgy	Spinks	Worden	Laura	MARc	relarts	Promey / Marinis
Keady	Christopher	MM	org	Jean	Yieh	Janet	MM	org	Murray
Kemper	Joseph	MM	chor	Brooks					
Kilcup	Kathleen	MARc	rellit	Hawkins					
Kurth	Michael	MDIV		Spinks					

## **ISM Advising Customary 2016-17**

for Yale Institute of Sacred Music students seeking to qualify for the ISM certificate

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Institute students are enrolled both in the Institute and in the School of Music and/or the Divinity School. Institute students must follow the curriculum of their respective schools to receive their degrees. They must also follow the curriculum of the ISM to receive the ISM Certificate and maintain their financial aid.

Institute students must pass all terms of the ISM Colloquium. Students are required to give a joint colloquium presentation in their final year in the ISM. Students whose presentations do not pass do not receive credit for the term of colloquium in which they presented; therefore they do not receive the ISM Certificate.

### **The ISM and the School of Music**

Working with their adviser, choral conducting and voice majors elect two courses, and organ majors elect three, from the ISM, Yale Divinity School, or Department of Religious Studies course guides. With the approval of the adviser and ISM director, required School of Music Hearing and History courses may take the place of one or more of these electives. Students may petition the ISM director for exceptions to these expectations. Also note that completion of four semesters of the ISM Colloquium counts as one non-performance (NP) course for the MM degree.

### ***Church Music Studies***

An organ, choral, or vocal major follows the normal programs for the Master of Music degree as required by the School of Music. The electives in the program are guided by the requirements for Church Music Studies. Students will develop their individual program of study in collaboration with the Church Music adviser.

The curriculum is designed so that an organ major can complete it concurrently with the M.M. degree program in two years of full-time enrollment. A choral or vocal major will need to enroll for a fifth term as a nondegree student following graduation with the Master of Music in order to complete the requirements. For information about enrolling for the fifth term, see the special section under Expenses and Financial Aid. Students will not continue studio lessons during this fifth term.

Four-credit courses: Students will elect one course from each of the following four categories (4 credits each):

#### Biblical Studies

- One course from the O.T./N.T. Interpretation sequence

#### Liturgical Studies

- Foundations of Christian Worship
- Prayer Book

History of Sacred Music or Religion and the Arts. Sample offerings:

- Bach's Cantatas

- Gregorian Chant at the Keyboard
- Music and Theology
- From House Churches to Medieval Cathedrals: Christian Art and Architecture from the Third Century to the End of Gothic

Art of Ministry. Sample offerings:

- Hymnody as Resources for Preaching and Worship
- Vocal Skills: Leading Congregational Song

Two-credit courses: Students will also elect three skills-based courses (2 credits each); for example:

- Elements of Choral Conducting (for organ majors)
- Voice for Non-Majors
- Organ Improvisation
- Choral Ensembles
- Organ for Non-Majors
- Liturgical Keyboard Playing

Proseminar: A one-credit course will be offered each year for Divinity and Music students alike, in which issues including the theology and practice of liturgy, music, and the arts, as well as program development and staff leadership, will be addressed. Participation in selected worship opportunities will be a key component in these discussions.

## **The ISM and the Divinity School**

### ***The Comprehensive Master of Arts in Religion (M.A.R.)***

The Comprehensive M.A.R. Program emphasizes general studies in the basic theological disciplines and offers maximum curricular flexibility. Institute students in this program use their electives for further graduate-level study in music and the arts. Some matriculate in doctoral programs in religious studies or musicology or other fields. By the time of graduation, all ISM/YDS students in the Master of Arts in Religion comprehensive program will have taken four 3-credit courses from ISM faculty. One course may be substituted with participation for one year in one of the following vocal ensembles: Marquand Choir, Marquand Gospel Choir, Recital Chorus, Repertory Chorus, Yale Schola Cantorum, Yale Camerata.

### ***The Concentrated Master of Arts in Religion (M.A.R.)***

Master of Arts in Religion, Concentration in Religion and the Arts. Students in the Religion and the Arts concentration elect one of three tracks: Literature, Visual Arts, or Music. The emphasis in each track is upon history, criticism, and analysis of past and present practice. Each requires twenty-one credits in the area of concentration: in Visual Arts or Music, twelve of these credits must be taken with ISM faculty; in literature, six must be taken with ISM faculty. In addition, at least fifteen credits shall be devoted to general theological studies: six credits in Area I, six credits in Area II, and three credits in Area III. Twelve credits of electives may be taken from anywhere in the University, though the number of electives allowed in studio art, creative writing, or musical performance is at the discretion of the adviser and permission of the instructor. In total, one-half of the student's course load must be Divinity School credits. An undergraduate major in the field of concentration or its equivalent is required.

The concentration in Liturgical Studies requires eighteen credit hours of study in the major area, including the introductory core course of the program, Foundations of Christian Worship. Students must take nine credit hours of limited electives in liturgical studies, three with an historical focus, three with a theological focus, and three with a strong methodological or practical component. The remaining six credits may be taken as electives, but students are strongly encouraged to seek out a course in their own denominational worship tradition.

Master of Arts in Religion (other concentrations): By the time of graduation, all ISM/YDS students in all concentrations other than those listed above will have taken at least two 3-credit courses from ISM faculty. (Participation in a vocal ensemble does not count toward this requirement.)

### ***Master of Divinity***

The degree of Master of Divinity (M.Div.) certifies completion of a program of theological studies designed primarily, although not exclusively, to prepare the candidate for ordination to the Christian ministry. Students are offered many electives in this program to explore the full range of studies in sacred music, worship, and the arts. By the time of graduation, all ISM/YDS students in the Master of Divinity program will have taken one 3-credit course from ISM faculty in *each* of the following areas:

- Sacred Music
- Worship
- Religion and the Arts (Visual Arts or Literature)

In addition, students will have taken a total of 9 credits in other ISM courses. This requirement may be fulfilled by applied music lessons for credit; by participation in any of the listed vocal ensembles; or by upper-level homiletics courses. (Those pursuing the Berkeley certificate are only required to take 3 credits in other ISM courses.)

### ***Master of Sacred Theology***

This program is available to graduates of theological schools who have completed the Master of Divinity degree or equivalent. It is designed to provide advanced training for a specialized form of service. The area of specialization should be proposed at the time of application. ISM provides a maximum of one year or equivalent of financial support to students in this degree.

## ISM Faculty & Fellows Courses for 2016-2017 - YDS and other departments

*(not inc. YSM required courses for organ, voice, choral conducting degree programs)*

### FALL 2016

Course no.	Title	Faculty
REL 3910 / MUS 519, 619, 719	ISM Colloquium (Required)	Jean
REL 651	Digital Media, Liturgy, and Theology (W)	Berger and Tanner
REL 688	Catholic Liturgy (W)	Berger
REL 945	From House Churches to Medieval Cathedrals: Christian Art and Architecture from the Third Century to the End of the Gothic (A)	Harley
REL 950a	Dante's Journey to God (A)	Hawkins
REL 935	Religious Lyric in Britain (A)	Hawkins
REL 953	Reading Poetry Theologically (A)	Mahan
MUSI 350	History of Western Music: Middle Ages and Renaissance	Parkes
REL 900	Sacred Music in the Western Christian Tradition: From the Bible to Modernity (W, M)	Parkes
REL 966 / AMST 805 / HSAR 720 / RLST 699 / WGSS 799	Sensational Materialities: Sensory Cultures in History, Theory, and Method (A)	Promey
REL 675	Baptism and Eucharist in Ecumenical Dialogue (W)	Ross
REL 682	Foundations of Christian Worship (W)	Ross and Spinks
REL 687	English Reformation, Liturgical Traditions, and the Evolution of the Books of Common Prayer (W)	Spinks
MUS 520	Keyboard Music of the 17th and 18th Centuries (M)	Moira Hill
MUS 554	German Passions of the 18th Century (M)	Moira Hill
REL 943 / THST 437	Performance behind Bars: Sacred Music, Sacred Texts, and Social Justice (A)	Ronald Jenkins
MUSI 346 / RLST 360	Sacred Musics of South Asia (M)	Rehanna Kheshgi (fellow)
<b>ON LEAVE: Marinis, Wiman, Rathey</b>		

Please refer to <https://students.yale.edu/oci/search.jsp> for course descriptions, syllabi, and up-to-date schedules. The above website can also provide you with information about courses that may interest you in other departments, such as Religious Studies, Art History, Medieval Studies, and the Department of Music.

**SPRING 2017**

REL 3910 / MUS 519, 619, 719	ISM Colloquium (Required)	Jean
REL 648	Reel Presence: Explorations in Liturgy and Film (W, A)	Berger
REL 685/MUS 518	In the Face of Death: Worship, Music, Art (W, M, A)	Berger and Rathey
REL 946	Passion of Christ in Scripture, Literature, and Visual Arts (A)	Hawkins and Marinis
REL 950b	Dante's Journey to God (A)	Hawkins
REL 963	Literature of Trauma (A)	Mahan
REL 942 / HSAR 584	The Cult of Saints in Early Christianity and the Middle Ages (W, A)	Marinis and Harley
REL 751	Liturgical Books of the Middle Ages (M)	Parkes
REL 967 / AMST 692 / HSAR 730 / JDST 799 / RLST 788	Religion and Performance of Space (A)	Promey and Olin
MUS 510	Music before 1700 (M)	Rathey
REL 655	Liturgy and Life (W)	Ross
REL 604	Ritual Theory for Liturgical Studies (W)	Ross
REL 683 / MUSI 627	The Liturgy, Ritual, and Chant of Medieval England (Sarum Use) (W, M)	Spinks and Parkes
REL 697	Eucharistic Prayer and Eucharistic Theology (W)	Spinks
REL 992	If I Cannot Fly, Let Me Sing: Poetry in Music (M, A)	Wiman and Taylor
REL 989	Accidental Theologies (A)	Wiman
REL 653	Words for Worship (W)	Juliette Day (fellow)
MUSI 347 / RLST 361	Music in Indigenous Religions: Global Perspectives from Asia (M)	Rehanna Kheshgi (fellow)
MUSI 348 / AFAM 303 / THST 307	Orisa Worship and Afro-Cuban Folkloric Dance (M, A)	Maya Berry (fellow)
MUSI 349 / RLST 365	Sound, Religion, and Colonial Encounter (M)	Jim Sykes (fellow)
RLST 345	Gospel Music in Modern American (M, A)	Josef Sorett (fellow)
REL 750	Object Lessons: Materiality and Aesthetic Formation in the American Sunday School (W, A)	Anderson Blanton (fellow)

Please refer to <https://students.yale.edu/oci/search.jsp> for course descriptions, syllabi, and up-to-date schedules. The above website can also provide you with information about courses that may interest you in other departments, such as Religious Studies, Art History, Medieval Studies, and the Department of Music.

## **Yale Institute of Sacred Music Colloquium Guidelines for Student Presentations in 2017-2018**

*(revised August 26, 2016)*

These guidelines govern the joint presentations given by ISM students in their senior year. They reflect the Institute's commitment to enhancing interaction among its students. Note the special guidelines for MMA or STM students on page two.

### ***Important 2017 Deadlines:***

**March 10 Partner and Topic Request Form and/or Questionnaires due**

April 3 Students notified of their approved presentation partners

**April 28 Topic Proposal Form due to ISM office**

May 12 Students notified of faculty response to topic proposals

June/July Colloquium schedule finalized and distributed

### ***Overview***

Each student will work collaboratively with a student from another discipline, on a topic related to the ISM's mission of sacred music, worship and the related arts. Students work in pairs comprised of one Music student and one YDS student in the ISM. When numbers in the senior class are uneven, as in next year, we permit students to work in trios. **In 2017-2018, we anticipate there will be 9 pairs, and 2 slots for trio presentations.**

The faculty will welcome topic proposals related in the broadest possible way to sacred music, worship and the arts. As you think about your partner for this project, think first about whom it would be enjoyable to work with, and less about finding someone who wants to work on something you want to work on. You should choose a topic **together**, to which you can both contribute something equally. It's a good idea to concentrate on some question or theme that can provide a topic of conversation between disciplines. Consider this an opportunity not only to learn from another discipline, but also as a chance to develop teaching skills. The presentation will be advised by two faculty members from the ISM: one in Music, the other in Divinity. The presentations will be graded no credit, credit and (in extraordinary cases) credit with distinction. Students are required to offer a substantial bibliography. Excellent examples of past presentations can be found on this website: <https://vimeo.com/album/2515513>. The faculty will conduct a workshop early in the fall to offer guidelines for the preparation and delivery of your presentations.

### ***How to Find Your Partner***

You are encouraged, first, to make your own pairing with one another. Please use the Partner and Topic Request Form on the Web site to submit your request for review by the faculty. The ISM Student Council usually organizes a mixer in order to facilitate these pairings. Stay tuned for details. If you have not found a partner, please complete the Questionnaire on page two of the request form to indicate your academic interests and ideas for a possible topic. Please be sure to return the form/questionnaire by March 11. A faculty committee will make matches on the basis of this information. The more information you can provide us, the easier the task of pairing will be.

***\*STM, MMA, or transfer students***

MAR and M.Div students who transfer to the ISM in their final year, STM and MMA students will present by themselves. The topic and bibliography are approved by the faculty advisor and the Director.

### ***The Presentation***

Presentations done by pairs will be 30 minutes long, with a further 10 minutes for discussion. There will be two presentations per session. The first will begin promptly at 3:30. After a short break, the second presentation and response will commence. Thus, the Colloquium time each week will look like this:

- 3:30 – 4:00** First presentation
- 4:00 – 4:10** Discussion
- 4:10 – 4:20** ISM announcements and set-up change
- 4:20 – 4:50** Second presentation
- 4:50 – 5:00** Discussion

Solo presentations (for example MMA, DMA or STM presentations) are 20 minutes long, with 10 minutes for discussion; presentations by groups of 3 are 45 minutes followed by 15 minutes for discussion.

### ***Advising***

Two faculty members will serve as advisers for each student team working on a single presentation. You must obtain agreement from both faculty advisors before submitting your final Topic Proposal. (Keep in mind, we may need to shift some advising if any faculty have overloads.) Students will meet jointly with both advisors early in the fall semester, and must submit a bibliography and an outline of the presentation to both at least two months prior to the presentation date. A complete script is due two weeks before the presentation. All members of the student team and faculty advisors should be part of every consultation throughout the development of your presentation.

### ***Grading***

Student presentations will be graded by the entire faculty on the system: fail, credit and credit with distinction. All ISM faculty members will grade your presentation and submit one or two remarks. The Director will collate all the information, adjudicate the grade and convey their comments to the students.

### ***Timetable***

You will request a partner (or have one selected for you by the faculty) and propose a topic by mid-term of the spring semester before your final year. The faculty will deliberate on these requests and respond shortly after spring break. You will then have very little time to submit the full proposal for your topic, which must include a **title, thesis, methodology, and bibliography**. Either you will request your faculty advisors or they will be assigned to you. (Use the "Topic Proposal Form" on the Colloquium website.) Dates for presentations will be assigned in June or July in coordination with the schedules of guest speakers.

Yale Institute of Sacred Music  
2017–2018 Colloquium

**Partner and Topic Request Form**

*(One completed form per presentation group is due in the ISM administrative office  
by **March 10, 2017.**)*

Student 1: \_\_\_\_\_

Student 2: \_\_\_\_\_

Student 3: \_\_\_\_\_  
*(only for those requesting a trio presentation slot, if available)*

Proposed Topic (2-3 sentence description):

Please explain what resources each presenter would bring to this topic. You must demonstrate that each person can contribute equally to the process:

Faculty advisors you plan to request: 1) \_\_\_\_\_

2) \_\_\_\_\_

In which semester would you prefer to present?      Fall 2017 \_\_\_\_\_ Spring 2018 \_\_\_\_\_

## ISM Colloquium Questionnaire

(PLEASE COMPLETE IF YOU DON'T HAVE A PARTNER!)

This form will also be distributed electronically. Additionally, you may download it from the ISM Colloquium website. Please complete it and return to Jacqueline Campoli by **March 10, 2017**.

*(Please note that you don't have to answer every question, but be aware that the more information you give us, the more suitable a match we can make. Please feel free to add information that you feel we should know, even if we haven't asked for it. Finally, please be aware that all questionnaires will be circulated among the faculty, but they will not be shown to other students, including your colloquium partner.)*

1. Name:
2. Degree Program and Concentration:
3. What paper or project have you most enjoyed working on lately? Why?
4. Tell us which of your classes has been the most thought-provoking for you and your work and explain why.
5. Which colloquium speakers (invited, student, or both) have you found most appealing? Please explain why.
6. Of the subjects that the ISM teaches that are not in your field, tell us which are of particular interest to you. What do you wish you knew more about?
7. What's most interesting, appealing, or exciting to you about the prospect of working on this project? What's most worrisome about it?
8. What are your post-degree plans? (Note: sentences that begin "I'm not so sure, but I think that..." are perfectly acceptable, as is absolute certainty.)
9. Briefly describe your work habits. What times of day and days of the week do you set aside for work? (For example, if you're a commuter, you might limit our workdays to the days that you're on campus.)
10. Have you engaged in collaborative research before? If so, please tell us a bit about your experience. What did you like about it? What frustrated you?
11. Before you discovered that your colloquium presentation would be collaborative, how did you envision your final colloquium project? Tell us, briefly, anything you can about what your presentation would have been about, what it would have sounded like, how you would have prepared for it.
12. Please feel free to add below any additional information that you think might help us as we match you up with another student.
13. Please feel free to add below any additional information that you think might help us as we match you up with another student.

Yale Institute of Sacred Music  
2017–2018 Colloquium

**Topic Proposal Form**

*After your group has been approved by the faculty, please use this form to submit your detailed topic proposal (including bibliography) to Jacqueline Campoli at the ISM reception desk by **Friday, April 28, 2016**. (Only one form per group, please.) Refer to the Colloquium Guidelines on the ISM website at <http://ism.yale.edu/academic-life/current-faculty-students>.*

Student 1: \_\_\_\_\_

Major and Degree: \_\_\_\_\_

Student 2: \_\_\_\_\_

Major and Degree: \_\_\_\_\_

*For groups of three only:*

Student 3: \_\_\_\_\_

Major and Degree: \_\_\_\_\_

Preferred semester for presentation: Fall 2017 \_\_\_\_\_ Spring 2018 \_\_\_\_\_

1. Proposed Title of Presentation:

2. Topic. Write a short paragraph explaining your **topic, thesis and methodology**. (Use reverse side if necessary.)

3. Indicate your two ISM advisors (ideally, one should be in Music and the other in Divinity).

4. Please attach a bibliography of readings, pieces, works of art and/or recordings that will aid you in your preparation.

5. Please indicate coursework (if any) in which you have been, are, or will be enrolled that will relate to this topic.

Advisor 1 Signature: \_\_\_\_\_

Advisor 2 Signature: \_\_\_\_\_

Colloquium grants of up to \$500 per student may be requested in preparation of this presentation. Students may apply for this grant by submitting the application form available on the ISM website following approval of their topic proposal.

## **ISM Student Grants: COLLOQUIUM**

Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201). Please submit original receipts/documentation for reimbursement.

***Colloquium Grants (up to \$500.00 per person or \$750 per project):*** All proposals and budgets must be signed and approved at least two months in advance. Please attach a budget proposal to your request to include a description and an itemized account of each expense. Grant money will be processed as a reimbursement after the presentation has occurred.

***Colloquium - Appropriate Expenditures:*** The following are appropriate expenses for reimbursement: transportation (air, train, taxi services, parking, and mileage) and accommodation expenses. The ISM will not reimburse students for textbooks / CDs, computer software, purchase of A/V equipment, or food. Students with A/V needs should contact the ISM A/V coordinator, Sachin Ramabhadran, for information regarding ISM equipment that may be used. Students may hire singers or instrumentalists, by the hour, for participation in rehearsals leading up to a presentation, and for participation in the presentation itself. Flat fees may not be negotiated. The singer / instrumentalist hourly rate for payment is \$18/hr. ISM students cannot be paid for the actual performance in Colloquium.

# ISM Colloquium Grant Request

*(up to \$750.00 per project – solo presentations up to \$500.00)*

Grant money will be processed as a reimbursement after the presentation is given. Reimbursements will not be awarded without approval one month in advance of the presentation date. Please submit original receipts/documentation for reimbursement. Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201)

Budget Submission Due Date: \_\_\_\_\_

Actual Date of Submission: \_\_\_\_\_

Presenters: \_\_\_\_\_

Presentation Date: \_\_\_\_\_

Degree/Concentration: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a budget proposal to include a description and an itemized account of each expense.** The following are appropriate expenses for reimbursement: transportation (air, train, taxi services, parking, and mileage) and accommodation expenses. The ISM will not reimburse students for food, textbooks / CDs, computer programs or equipment.

Are you receiving funding from another entity? YES  NO

If yes, please describe level of support:

\_\_\_\_\_  
\_\_\_\_\_

Administrator Approval/Date

Faculty Advisor Approval/ Date

\_\_\_\_\_

\_\_\_\_\_

## **ISM Student Grants: MUSIC COMPETITION**

Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201). Please submit original receipts/documentation for reimbursement.

***Music Competition Grant for School of Music students in the ISM (up to \$500.00/year):*** Grants will be awarded to music students who have been invited to compete in a competition for which the organizer is not funding the performer's expenses. Please submit a copy of the organization's invitation letter and conference/workshop regulations with this form. Students may use any remaining balance on a travel grant for other competitions; in this case the student should resubmit a grant request noting the remaining balance that can be applied. Grants will cover registration costs, travel, and accommodation expenses only. Please also attach a budget proposal to include an itemized description of each expense.

**Yale Institute of Sacred Music**  
409 Prospect Street, New Haven, CT 06511  
**ISM/YSM Competition Grant Request**  
*Competition (up to \$500.00/year)*

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Grants will be awarded to music students who have been invited to compete in a competition and for which the organizer is not funding the performer's expenses. Please submit a copy of the organization's invitation letter and conference/workshop regulations with this form. Students may use any remaining balance on a travel grant for other competitions; in this case the student should resubmit a grant request noting the remaining balance that can be applied. Grants will cover registration costs, travel, and accommodation expenses only. Please also attach a budget proposal to include an itemized description of each expense. Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201).

---

Date \_\_\_\_\_

Name and Local Address:

Degree/Concentration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Reason for Request and Location of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please also attach a copy of the organizer's invitation letter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you receiving funding from another entity? YES  NO

If yes, please describe level of support:

\_\_\_\_\_

If you have previously been awarded a grant by the ISM, please list the date and purpose of funding.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator Approval/ Date

\_\_\_\_\_  
Director Approval/ Date

*Please submit a copy of the competition rules and regulations with this form. Grant money will be processed as a reimbursement after the event has occurred. Original receipts/documentation are required for reimbursement. If you are being reimbursed for a flight, please submit your boarding pass or credit card statement as documentation; e-mail confirmation of the flight itinerary is not sufficient documentation.*

## **ISM Student Grants: PROFESSIONAL EVENT**

Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201). Please submit original receipts/documentation for reimbursement.

***Professional Event Grants for Divinity School students in the ISM (up to \$500.00/ year):*** Divinity students may use the grant to cover costs associated with professional conferences in which they are invited to present a paper. Students may use any remaining balance on a travel grant for other professional events; in this case the student should resubmit a grant request noting the remaining balance that can be applied. Please submit a copy of the organization's invitation letter and conference/workshop regulations with this form. Grants will cover registration costs, travel, and accommodation expenses only. Please also attach a budget proposal to include an itemized description of each expense.

**Yale Institute of Sacred Music**  
409 Prospect Street, New Haven, CT 06511  
**ISM/YDS Professional Event Grant Request**  
*(up to \$500.00/ year)*

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Divinity students may use the grant to cover costs associated with professional conferences in which they are invited to present a paper. Students may use any remaining balance on a travel grant for other professional events; in this case the student should resubmit a grant request noting the remaining balance that can be applied.

Please submit a copy of the organization's invitation letter and conference/workshop regulations with this form. Grants will cover registration costs, airfare, and accommodation expenses only. Please also attach a budget proposal to include an itemized description of each expense. Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201).

---

Date \_\_\_\_\_

Name and Local Address:

Degree/Concentration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Reason for Request and Location of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you receiving funding from another entity? YES  NO

If yes, please describe level of support:

\_\_\_\_\_

If you have previously been awarded a grant by the ISM, please list the date and purpose of funding.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator Approval/ Date

\_\_\_\_\_  
Director Approval/ Date

*Grant money will be processed as a reimbursement after the event has occurred. Original receipts/documentation are required for reimbursement. If you are being reimbursed for a flight, please submit your boarding pass or credit card statement as documentation; an e-mail confirmation of the flight itinerary is not sufficient documentation.*

## **ISM Student Grants: SUMMER LANGUAGE STUDY**

Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201). Please submit original receipts/documentation for reimbursement.

***Summer Language Study Grants for all ISM Students:*** Students enrolling in language courses at the Divinity School must pay a deposit prior to the course. Students may use the language grant for study prior to their enrollment at Yale, during their study, and the summer following graduation. After the completion of your course, please send a copy of your transcript to the ISM Admissions Office. For study abroad, grants may be used to cover registration, airfare, ground transportation, and accommodation expenses only. Grants may not be used to cover food or textbook expenses.

Yale Institute of Sacred Music  
409 Prospect Street, New Haven, CT 06511

**ISM Language Grant Request for Yale Summer Language Study**  
*(Up to \$2,750)*

**Application Deadline: April 3**

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**Approval from the director must be obtained in advance to request money for non-credit courses or courses outside of Yale.**

The ISM provides a grant for summer language courses including the summer following a students' graduation. For a Yale language program, the grant is applied to the student's tuition bill. In the case of language study at other universities in the U.S. or abroad, reimbursement is given once the student completes the course and presents a transcript with a passing grade. For language study abroad, the ISM reimburses only up to \$275.00 for housing and travel. The maximum total grant is still \$2,750. No other expenses are eligible for reimbursement. Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201).

---

Date \_\_\_\_\_

Name and Local Address:

Degree/Concentration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Course Description (name/course number; duration of study, number of classroom hours required by week; please also submit a budget):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you receiving funding from another entity? YES  NO

If yes, please describe level of support:

\_\_\_\_\_  
\_\_\_\_\_

If you have previously been awarded a language study grant from the ISM, specify course and dates of study.

\_\_\_\_\_

\_\_\_\_\_  
Administrator Approval/ Date

\_\_\_\_\_  
Director Approval/ Date

*If you taking a Yale affiliated course, your student account will be credited. For courses outside of Yale, please submit an invoice from your instructor or school, or submit original receipts/documentation of payment if you are being reimbursed.*

## ISM Grants: STUDENT COLLABORATIONS

*Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201). Please submit original receipts/documentation for reimbursement.*

**Student Collaborations Grants (maximum of \$5,000 per project):** All proposals and budgets must be signed and approved by the Director in advance. Please attach a budget proposal to your request to include a description and an itemized account of each expense. Grant money will be processed as a reimbursement after the presentation has occurred.

Purpose: to foster interdisciplinary projects that extend the mission of the ISM to the New Haven region and foster integrated learning between Music and Divinity students in the ISM.

A group of ISM students can apply for funding that would support specific events/projects which they have conceived together. Projects could include a wide range of things: literary readings, film projects, hymn festivals, choral evensongs, art shows, educational events in local schools or churches, small symposia, etc. Since a limited number of slots are available, applications that relate to the ISM theme of the year will be most favored.

### Stipulations

1. Each project must be planned by a minimum of 4 ISM students: at least 2 Divinity and 2 Music students. The proposal must show that the students are equal partners in planning and execution.
2. Each project must have a minimum of two faculty advisers, at least one of whom is in the ISM. Advisers are responsible for guiding the project at every level and must be consulted constantly throughout the project.
3. The Project must be completed within a 12-month period and before the students have graduated, and students must prove in their application that this work will not interfere with their other areas of study.
4. The Project may relate to the students' Colloquium presentations.
5. Students would bear all the work for the development and publicity of the project, though staff will be needed to coordinate room reservations, calendar, and assist in budget preparation. The staff is not available for any further support than these items.
6. All publicity and use of the ISM name must be approved by the Director.
7. An application with a 350-word essay describing the nature of the project, the beneficiaries, and the way this relates to the ISM mission, along with a detailed budget and complete list of active participants, would be due Oct. 15.
8. Should the project need to hire outside participants, ISM pay scales must be used. No part of the grant may be used as a donation to other people or organizations. As a rule, the grant will not cover travel for any of the grantees, nor can more than 10% of the grant be used for food or drink.

**Yale Institute of Sacred Music**  
409 Prospect Street, New Haven, CT 06511

## **Student Collaborations Grant Request** *(maximum of \$5,000 per project)*

Grant money will be processed as a reimbursement after the project is completed. Please submit original receipts/documentation for reimbursement. Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201).

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**Date of Form Submission:** \_\_\_\_\_

**Project Planners:**

ISM Divinity Student #1: \_\_\_\_\_

ISM Divinity Student #2: \_\_\_\_\_

ISM Music Student #1: \_\_\_\_\_

ISM Music Student #2: \_\_\_\_\_

**Planned Project Date:** \_\_\_\_\_

**Due October 15:** Along with this form, please attach a 350-word essay describing the nature of the project, the beneficiaries, and the way this relates to the ISM mission. Please also include a detailed budget and complete list of active participants.

Are you receiving funding from another entity? YES  NO

If yes, please describe level of support:

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**Adviser #1 Approval/Date**

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**Adviser #2 Approval/Date**

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**Administrator Approval/Date**

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**Director Approval/Date**

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**Yale Institute of Sacred Music**  
409 Prospect Street, New Haven, CT 06511

## **Intent to Enroll in Church Music Studies**

*All those interested in enrolling in the Church Music Studies track must complete this form and return it to Kristen Forman in the ISM administrative office (N201) by December 9th.*

Name: \_\_\_\_\_

I would like to enroll in the Church Music Studies program. I will complete all requirements within:

- four semesters (organists only)
- five semesters

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Office Use Only

Biblical Studies Course: \_\_\_\_\_

Liturgical Studies Course: \_\_\_\_\_

Sacred Music/Religion & Arts Course: \_\_\_\_\_

Art of Ministry Course: \_\_\_\_\_

Skill-Based Course #1: \_\_\_\_\_

Skill-Based Course #2: \_\_\_\_\_

Skill-Based Course #3: \_\_\_\_\_

Proseminar: \_\_\_\_\_

## ISM Instrument Policies and Procedures

ISM students may request to use any of the following instruments for rehearsals and performances on the Yale campus. Requests should be made through the choral / vocal assistant.

### Harpsichords

- Dowd
- Kingston
- Dudash

### Positiv Organ

- Taylor & Boody

### Pianos

- The ISM has three practice rooms with pianos. Students may use these at any time. The practice room area is locked after hours, but your id will swipe you in.
- Every performing venue on campus, *except for Dwight Hall*, is equipped with at least one piano.
- The piano in the ISM Great Hall is kept locked. Permission for its use and a key must be obtained from the receptionist.

### Moving an Instrument

- All harpsichords and the Taylor & Boody organ may be moved to any location on the Yale campus. We highly urge you to submit all moving requests at the beginning of the semester, or as soon as your recital venue has been secured. Because a professional moving service must be hired, we cannot guarantee that requests placed at late dates will be honored.
- The cost incurred by moving instruments will not be factored into your allotted recital budgets.
- All requests to move instruments must be placed with the choral/vocal Assistant.

### Tuning

- Tunings for degree recitals must be booked at least one month in advance. Please reserve tuning time with the choral/vocal assistant.
- Instruments at the ISM are tuned on a regular basis. Please notify the choral/vocal assistant of any noticed irregularities in instruments.

### Other Policies

- Large performing groups such as the Schola Cantorum and the Camerata will receive first preference of instrument usage. However, since these ensembles usually reserve instruments and venues well in advance of the school term, conflicts should easily be avoided by checking the master calendar on the ISM website.
- Students will be allotted instrument use in venues outside of the ISM for one dress rehearsal, preceding his or her recital. Any student who requires the use of an instrument for more than one rehearsal must first get approval with James Taylor.

- Students using ISM instruments must make sure that all instruments are securely covered and stowed in a corner at the end of every rehearsal.
- Students using any instrument in MARQUAND CHAPEL may be asked to move the instrument to the hall outside of the chapel in between the dress rehearsal and recital.

## ISM Choral / Vocal Library Policies

ISM Choral/Vocal Librarian: laurie.ongley@yale.edu or 203-432-9671

### Access and Fees:

- The ISM choral/vocal library is open to Yale affiliates and representatives of local organizations who register with the ISM. Registration can be completed by e-mailing the choral/vocal librarian with the borrower's name, mailing address, e-mail address, phone number, and name of organization.
- Registration does not entitle borrowers to access to the library stacks. A registered borrower may request titles by sending a request to laurie.ongley@yale.edu. Allow 5 working days for the request to be processed.
- Priority for library materials is given to ISM performing groups.
- Library materials may not be marked with anything other than gray pencil. Before returning the materials, the borrower is responsible for erasing any markings.
- The ISM reserves the right to terminate borrowing privileges at any time.

### Borrowing and Circulation:

- The initial loan period for students, staff, and non-Yale individuals is four weeks; faculty may borrow for a semester.
- The ISM librarian reserves the right to recall materials at any time.
- Renewals must be done on or before the due date. Borrowers may renew materials by emailing laurie.ongley@yale.edu or by presenting the materials to the ISM librarian.
- Borrowers with overdue materials are not permitted to check out additional materials.
- Borrowers may view their loan history and due dates by logging into the library software at <http://ism.yale.insignailsusa.com/Library/Home>.
- Loaned materials should be returned to the ISM, room N112.

### Notices:

- The library sends a notice by e-mail on the due date.
- Borrowers are responsible for informing the library promptly of changes in e-mail addresses.
- Failure to receive a notice does not release the borrower from overdue fines.

Fines:

- Fines are assessed beginning the day following the due date.
- Fines are \$.50 per day per item, or \$2 per day for recalled items.
- Materials unreturned one month after the due date are declared lost, and patrons will be billed for their replacement plus a \$20 processing fee.

## Publicity Guidelines for ISM Degree Recitals

The ISM does not publicize individual student recitals in general. We do list them in our calendar (if we have the information before press time), and we do submit the information to some online arts calendars in the area who will accept this type of information. Please refer to the Yale School of Music Handbook for recital policies and procedures.

- ◇ Students may want to prepare their own materials.
  - **Posters.** These should all mention that the recital is presented by Yale Institute of Sacred Music and Yale School of Music.
  - **Programs.** These, too, should mention the ISM and YSM as sponsoring entities.
  - **Press releases.** The format of a press release is given below.
    - It should mention the ISM and YSM as sponsoring entities.
    - Please let Melissa Maier see your release before sending, since it is an ISM-sponsored event. ***Yale is fussy about the use of its name.***
    - Melissa can give you e-mails of some local outlets to send it to.
  - **Logo.** The ISM logo is downloadable in print as well as web format at <http://www.yale.edu/schola/press.htm>.
  - **Facebook.** As well as pushing your recital out through your own Facebook page, become a fan of the ISM and post your recital at <http://tinyurl.com/ISMFacebook>.

Use this format for press releases – ***please use your stationery, not ISM stationery:***



**Contact:**

Your name  
Your e-mail  
Your phone

FOR IMMEDIATE RELEASE – photo available {only say it if it's true}

**Headline Goes Here**

More descriptive text goes here..... Be sure to include the **date, time, and place!** On the program will be works of X, Y, and Z.

The recital, presented by Yale Institute of Sacred Music {and others if applicable} {with support from the other sponsors if applicable}, is free and open to the public; no tickets are required. For more information call {insert your phone number here – NOT the ISM number!}

### {this signifies the end of the text}

# Sterling Divinity Quadrangle GUIDE TO THE CAMPUS

