

Yale INSTITUTE OF SACRED MUSIC

Student Handbook 2017-2018

Table of Contents

Letter from the Director	2
General Information	3
ISM Staff Directory	6
Advisor Assignments	7
Advising Customary	9
ISM Course List	12
Colloquium Presentation Procedures	14
ISM Student Grants	18
Choral Music Opportunities	20
Choral Library Policies	22

Yale INSTITUTE OF SACRED MUSIC

Letter from the Director

Fall, 2017

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 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 and the music student resource guide as references for various aspects of your life in the ISM. You will find general information to help you navigate the Institute and a list of staff who are here to support you. There is information on the myriad opportunities to sing on campus. And you will find 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 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 for these student 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!



Martin D. Jean
Director

General Information

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.

Community Events

Required ISM Orientation for New Students

Saturday, August 26, 9:45am – 4:15pm (Saint Thomas More Center, 268 Park St.)

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, Fellows, and Staff

Friday, September 6, 5:30 – 8:30pm (Eli Whitney Museum)

ISM Excursion to New York for All Students and Faculty

Saturday, November 11, 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 9, 6:00pm, at the Graduate Club.

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

ISM Commencement Banquet

Sunday, May 20, 2018, 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!

Event Invitations: You can expect to receive invitations to ISM events via an online survey tool (e.g., SurveyMonkey). Please be courteous and prompt in responding so that we have an accurate head count, and save staff time tracking down attendance information.

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.

Social Media:

- Follow the ISM's official Facebook page: www.facebook.com/Yale.Institute.of.Sacred.Music
- Follow the ISM on twitter: twitter.com/yaleism
- Follow the ISM on Instagram: yaleism

Financial Aid

The ISM's Financial Aid Administrator, Toni Abildgaard, is available in room N112 on Wednesday afternoons, by email (toni.abildgaard@yale.edu), phone (203-432-9154), or in her office at 246 Church St.

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 15-minute 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.

Anticipated positions available with the ISM Music Program and Concert Production Office include: Payroll Assistant, Video Assistant, Choral Library Assistant, Concert Usher, and Door Monitor (for rehearsal). Other positions at the Institute will occasionally be posted, 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. The PRISM newsletter will also present job postings online and in print.

Room Reservations

The ISM Great Hall and Organ Studio are 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. No other ISM facilities are available for student use, including the Seminar Room and Green Room, unless that privilege is specifically granted by a faculty or staff member and the room is reserved accordingly.

To check availability, visit this page on the ISM website and log-in with your NetID and password: <http://ism.yale.edu/people/current-faculty-students/room-reservations>.

To make reservations for the Great Hall or Organ studio, email ismroomreservations@yale.edu and include the name of the room in the subject line. Please reserve spaces at least one week in advance.

Lockers

Lockers adjacent to the ISM practice rooms are available on a first-come, first-serve basis. To request a locker, please contact Jacque Campoli (jacqueline.campoli@yale.edu) in the ISM main office (N201). 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.

General Information (cont'd)

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 Jacqueline Campoli. There is also a Divinity School lost and found located in the office of the Associate Dean of Student Affairs.

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 Study Trip in 2018 will take us to central Spain, May 22 – June 4. A brief Schola concert tour, as well as two departmental excursions will follow. Complete details will be available in the early fall.

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.** Help us to limit use of disposable cups.
- 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 containers supplied 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.

Music Student Resource Guide

Music students are encouraged to consult the supplementary resource guide for their program.

Contents include:

- Contact Information and Forms
- ISM Facilities
- ISM Instruments–Policies and Procedures
- Yale Choral Ensembles
- Student Job Descriptions
- Choral Conducting Recital Guidelines
- Voxtet Recital Guidelines
- Organ Recital Guidelines
- Publicity Guidelines for ISM Degree Recitals
- ISM Choral Library Policies

ISM STAFF DIRECTORY

Martin Jean <i>Director</i>	martin.jean@yale.edu	432-9681
Toni Abildgaard <i>ISM Financial Aid</i>	antonia.abildgaard@yale.edu	432-9154
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Stephen Gamboa-Diaz <i>Publications Assistant</i>	stephen.gamboa-diaz@yale.edu [Social media, publications]	432-7252
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Melissa Maier <i>Manager of Publications & Communications</i>	melissa.maier@yale.edu	432-3222
Laurie Ongley <i>Concert Production Coordinator</i>	laurie.ongley@yale.edu	432-9671
Sachin Ramabhadran <i>Audio-Visual Media Coordinator</i>	sachin.ramabhadran@yale.edu	432-8251
Liz Santamaria <i>Financial Assistant</i>	liz.santamaria@yale.edu	432-7244

[List is complete as of August, 2017.]

ISM Adviser List 2017-2018

First	Last	Degree	Major	Advisor
Gabriel	Benton	MM	org	Jean
Elizabeth	Bickley	MAR	comp	Promey
Ting (Hedy)	Bok	MARc	rellit	Hawkins
Stephanie	Burette	MDiv		Ross
Maggie	Burk	MM	chor	Brooks
Nia	Campinha-Bacote	MDiv		Ross
Peerawat	Chiaranunt	MARc	rellit	Wiman
Diana	Chou	MMA	org	Jean
Matthew	Daley	MM	org	Murray
Rosario Carmen	Denia	MARc	rellit	Wiman
Christian	Detisch	MDiv		Ross
Jack	Dewey	MARc	rellit	Wiman
Emily	Donato	MM	voice	Taylor
William	Doreza	MMA	voice	Taylor
Samuel	Ernest	MARc	rellit	Hawkins
Zachary	Fletcher	MAR	liturgy	Spinks
Sarah	Fox	MARc	relmus	Rathey
Chih Hao Victor	Gan	MAR	liturgy	Spinks
Dustin	Gavin	MAR	relarts	Promey
Jacob	Gelber	MM	chor	Brooks
Amy	Giuliano	MDiv		Marinis
Hannah	Goodwillie	MM	chor	Brooks
Haitham	Haidar	MMA	voice	Taylor
Josiah	Hamill	MM	org	Jean
Sally	Hansen	MARc	rellit	Wiman
Andrew	Hendrixson	MARc	relarts	Marinis
Chun Fung (Andrew)	Hon	MMA	chor	Brooks
Thomas	Ingui	MM	org	Murray
Joseph	Kemper	MM	chor	Brooks
Kathleen	Kilcup	MARc	rellit	Hawkins
Michael	Kurth	MDIV		Spinks
Simon (James)	Lee	MM	chor	Brooks
He	Li	MARc	relart	Marinis
Wonhee	Lim	MDiv		Jean
Octavia	McAloon	MM	chor	Brooks
Allison	McClain	MARc	relmus	Rathey
Megan	McDermott	MDIV		Ross
David	McNeil	DMA	chor	Brooks
Ashley	Mulcahy	MM	voice	Taylor

Nicholas	Quardokus	MM	org	Jean
Camille	Rabbat	STM	liturgy	Spinks
Jacob	Reed	MM	org	Jean
Paul	Reese	MDiv		Jean
James	Reese	MM	voice	Taylor
Sarah	Rodeo	MARc	liturgy	Berger
Hannah	Sachs	MDiv		Berger
Jonathan	Sanchez	MDIV		Rathey
Hans-Jacob	Schmidt	MARc	relarts	Marinis
Bradley	Sharpe	MM	voice	Taylor
David	Simon	DMA	org	Murray
Xiao	Situ	MAR	comp	Rathey
Samuel	Stella	STM		Spinks
Addy	Sterrett	MM	voice	Taylor
Abigail	Storch	MARc	rellit	Hawkins
Matthew	Sullivan	MM	voice	Taylor
Anna	Thurston	MAR	relarts	Promey
Edward	Vogel	MM	voice	Taylor
David	von Behren	MM	org	Jean
Rosemary	Williams	MARc	liturgy	Spinks
Emily	Wing	MARc	relarts	Promey
Sze-Long (Aaron)	Wong	MARc	liturgy	Berger
Laura	Worden	MARc	relarts	Marinis
Janet	Yieh	MMA	org	Murray

ISM Advising Customary 2017-2018

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

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.

ISM and Divinity School Students

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.)

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.)

ISM Advising Customary (cont'd)

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 and School of Music Students

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 semester 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 in the ISM Bulletin. 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):

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

ISM Advising Customary (cont'd)

2. Liturgical Studies
 - Foundations of Christian Worship
 - Prayer Book

3. 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

4. Art of Ministry. Sample offerings:
 - Hymnody as a Resource 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 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, are addressed. Participation in selected worship opportunities is a key component in these discussions.

2017-2018 ISM Courses

(List is complete as of August 21, 2017)

ISM Courses Fall 2017			
(not including YSM required courses for organ, voice, choral conducting degree programs)			
Instructor	Course No.	Title	Day/Time
Markus Rathey	REL 643; MUS 617	Music and Theology in the 16th century	Tues., 1:30-3:20
Markus Rathey	REL 912; MUS 672	Sacred Music - Unity and Diversity	Thurs., 1:30-3:20
Christian Wiman	REL 971	Creative Faith: A Writing Course	Fri., 1:30-4:30
Teresa Berger	REL 607	The Theology of Vatican II	Tues., 1:30-3:20
Teresa Berger	REL 695	Daily Prayer: Liturgical Developments, Theological Principles, Contemporary Practices	Fri., 1:30-3:20
Peter Hawkins	REL 944	Religious Themes in Contemporary Fiction	Tues./Thurs., 9:00-10:20
Peter Hawkins, Vasileios Marinis	REL 997	Death and Afterlife: East and West	Wed., 1:30-3:20
Vasileios Marinis, Sally Promey	REL 945	From House Church to Medieval Cathedral	Tues., 1:30-3:20
Maggi Dawn	REL 656	Designing and Curating Worship	Wed., 1:30-3:20
Bryan Spinks	REL 687	English Reformation, Liturgical Traditions, and the Evolution of the Book of Common Prayer	Tues./Thurs., 1:30-2:50
Melanie Ross, Bryan Spinks	REL 682	Foundations of Christian Worship	Tues./Thurs., 9:00-10:20
Melanie Ross	REL 635	What Is a Sacrament?	Tues., 3:30-5:00
David Mahan	REL 915	Faith-[In]forming: Christian Poetics	Tues., 6:00-8:00
Ronald Jenkins	REL 943; THST 437	Performance Behind Bars	Mon., 4:30-9:30
Charrise Barron	REL 975; MUSI 234; AFAM 234	Gospel Music in Church and World	Wed., 1:30-3:20
Ramez Mikhail	REL 990	Coptic Christians of Egypt as a Worshiping Community	Tues., 3:30-5:20
Anderson Blanton	REL 750	Object Lessons	Thurs., 1:30-3:20

Please refer to <https://students.yale.edu/oci/search.jsp> for course descriptions, syllabi, and up-to-date schedules. You may also find courses that interest you in other departments, such as Rel. Studies, Art History, Medieval Studies, etc.

2017-2018 ISM Courses (cont'd)

ISM Courses Spring 2018			
(not including YSM required courses for organ, voice, choral conducting degree programs)			
Instructor	Course No.	Title	Day/Time
Awet Andemicael	REL 825	Music Skills and Vocal Development for Parish Ministry	
Markus Rathey	MUS 510	Music before 1700	Tues./Thurs., 9:00-10:15
Markus Rathey	MUS 561	Bach in the early 1730s	Tues., 1:30-3:20
Chris Wiman, Maggi Dawn	REL 977	Poetry for Ministry	Tues., 6:00-8:00
Chris Wiman	REL 901	Modern Faith	Mon./Wed., 1:30- 2:50
Bryan Spinks, Ramez Mikhail	REL 680	Churches of the East	Tues./Thurs., 1:30-2:50
Teresa Berger, Bryan Spinks	<i>pending</i>	Liturgical Movements of the Twentieth Century	
Teresa Berger	REL 693	Gender and Liturgy	Thursday, 1:30- 3:20
Vasileios Marinis, Felicity Harley	REL 955	Cult of Saints: Early Christianity and the Middle Ages	Tue, 1:30-3:20
Vasileios Marinis, Sally Promey	REL 947	Christian Art and Architecture: 13th-21st Centuries	Wed, 1:30-3:20
Sally Promey, Orgu Dalgic	<i>pending</i>	Pilgrimage and Religious Tourism	
Luly Feliciano	<i>pending</i>	<i>Title pending</i>	Wed, 1:30-3:20
Melanie Ross	REL 611	History of American Evangelical Worship	Wed, 1:30-3:20
Melanie Ross	REL 690	Liturgical Theology	Monday, 1:30- 3:20
David Mahan	REL 949	Spiritual Typographies in Modern Poetry and Fiction	Tue, 6:00-8:00
Hannah Chang	REL 962; MUSI 236; EAST 336	Performing Rituals in East Asian Traditions	Tue, 1:30-3:20
Anderson Blanton	<i>pending</i>	Child's Play: Ethnographies of Toys and Games	

Please refer to <https://students.yale.edu/oci/search.jsp> for course descriptions, syllabi, and up-to-date schedules. You may also find courses that interest you in other departments, such as Rel. Studies, Art History, Medieval Studies, etc.

ISM Colloquium Student Presentation Guidelines

Overview

The Colloquium student presentation is a requirement for all ISM students in their final year. Each student works collaboratively with a student from another discipline on a topic of their choice related to the ISM’s interdisciplinary focus on 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, we will require one or more teams of three (usually two Divinity students and one Music student). MAR and MDiv students who transfer to the ISM in their final year, STM, MMA, and DMA students present by themselves. The topic and bibliography for solo presentations are approved by the faculty advisor and the Director.

Presentations are graded pass with distinction, pass, pass with reservation, fail. Students receive a summary of faculty comments along with their grade. (See page 17 for grading rubric.) Excellent examples of past presentations can be found on this website: <https://vimeo.com/album/2515513>. The faculty conducts a Presentation Workshop during a Colloquium session in the fall to offer guidelines for the preparation and delivery of effective presentations.

Steps and Deadlines for Presentation Planning, Approval, and Delivery

	Step	Process and Considerations	Form	Deadline
1	Identify a partner	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. Take advantage of opportunities to become acquainted with students in the other discipline before and after Colloquium, at ISM events or performances, and social gatherings. Make an effort to reach out to potential partners early in your first year, as the Partner Request Form is due before spring recess in early March.	Partner & Topic Request Form	Early March (before Spring recess.)
2	Determine a topic or topics.	The faculty welcomes topic proposals related in the broadest possible way to sacred music, worship and the arts. You and your partner(s) 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 as an opportunity to learn from another discipline, and a chance to develop teaching skills.	Partner & Topic Request Form (same as above)	Same as above.

Colloquium Presentation Steps (cont'd)

3	Seek faculty advisors	The presentation will be advised by two full-time faculty members from the ISM: one in Music, the other in Divinity. When you first determine a possible topic or topics, talk with ISM faculty members who might have expertise in a related area and get their input early on. The ISM director can also help guide you to appropriate advisors. In some cases, students are directed to a part-time faculty member for advising.		
4	Topic Proposal	Proposals must include the following: title, thesis, methodology, and bibliography and signatures of your two advisors.	Topic Proposal Form	Late April
5	Read and research.	Continue to read and conduct research on your topic during the summer months and communicate with your partner if possible.		Summer
6	Review progress with advisors.	When you return in the fall, student pairs/teams must schedule a meeting together with both advisors to review your work to date and obtain their guidance. They are there to help you but you are ultimately responsible for getting your work done.		Mid-September
7	Prepare for presentation Workshop Session.	For the Workshop Session during Colloquium early in the fall, each pair or trio will present their working thesis, methodology and an outline of their presentation in a small group, which will provide feedback. You must have your materials ready for this session and be prepared to discuss.		September or October (See Colloquium schedule for exact date)
8	Apply for Colloquium grant (if needed).	The ISM offers grants of up to \$750 per project (\$500 per solo presentations) to cover expenses related to Colloquium research or presentations. Allowable expenses include transportation, accommodations, singers or instrumentalists (for rehearsals and the presentation itself). ISM students cannot be paid for performing in Colloquium.	Colloquium Grant Form	One month before presentation
9	Complete outline and bibliography	<u>Submit presentation outline and bibliography</u> to advisors 2 months in advance. <u>Brief brio</u> due to advisors (for your intro) 2 days before.		Two months before presentation

Colloquium Presentation Steps (cont'd)

10	Complete writing script.	Write and refine the script for your presentation and share with your advisors at least 2 weeks in advance.		2 weeks before presentation
11	Schedule a coaching session.	The ISM encourages all teams to schedule a coaching session with Adrienne Milics, YDS Lecturer in Homiletics. The 90-minute session will focus on practicing your delivery and handling Q & A, pointers on posture and other non-verbal elements, a possible run-through, and videotaping for your review. The ISM office provides Professor Milics with your contact information, so please respond when she reaches out to you.		2-4 weeks before presentation.
12	Write a bio for your introduction.	Write a brief bio for your advisors to use as an introduction to your presentation. Send your bio to your advisor and to Jacque Campoli in the ISM office.		2 days before.
13	Deliver presentation and respond to questions.	<p>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, according to this schedule:</p> <p>3:30 – 4:00 First presentation 4:00 – 4:10 Discussion 4:10 – 4:20 ISM announcements, set-up change 4:20 – 4:50 Second presentation 4:50 – 5:00 Discussion</p> <p>Solo presentations are 20 minutes long, with 10 minutes for discussion; presentations by groups of 3 are 45 minutes followed by 15 minutes for discussion.</p>		Assigned date
13	Prepare to participate in the Small Group discussion about your topic.	Two small group discussions are scheduled during the year to provide feedback on the most recent student presentations. You will be asked to submit an abstract and two questions for discussion about your presentation.		1 week before Small Group session.

ISM Colloquium Student Presentation Grading Rubric

Faculty will evaluate student Colloquium presentations on the basis of five criteria, with attention to specific goals under each.

1. Organization

- Student/s captured the attention of the audience with a strong introduction.
- The presentation was logically organized so listeners could follow the line of reasoning.
- There was a clear conclusion summarizing the presentation.

2. Content

- Student/s articulated the main purpose of the presentation, including a clear thesis.
- Student/s drew upon relevant literature to provide accurate and complete explanations of key concepts and theories.
- Student/s answered audience questions knowledgeably, thoroughly, and concisely.

3. Delivery

- Student/s were fluent and poised, used language comfortably and appropriately, and spoke at an effective rate and volume.
- Visual and/or musical aids reinforced the message and added to the effectiveness of the presentation.
- Student/s stayed within the allotted time limit.

4. Collaborative Integration

- The presentation was a genuinely interdisciplinary effort, drawing deeply on different fields of study.
- The content and language of presentation were geared to an interdisciplinary audience.
- All partners participated equally in the presentation.

5. Student Preparation (for faculty advisors)

- Student/s solicited meetings with advisors and came well-prepared.
- Student/s submitted presentation drafts and other materials in a timely fashion.

Faculty Recommendation:

- Pass with distinction (rare)
- Pass
- Pass with reservation
- Fail

ISM Student Grants

The Institute of Sacred Music offers a number of grants to support student participation in music competitions, professional events (conferences), summer language study, collaborative projects, and for Colloquium presentation research and/or performances. Each grant has specific guidelines and allowable expenses, as detailed below. Grant application forms are available on the [ISM website](http://ism.yale.edu/academic-life/current-faculty-students) (<http://ism.yale.edu/academic-life/current-faculty-students>), and must be accompanied by proposed budgets (list of expenses) and other documentation as specified. Forms must be submitted well in advance of proposed activities to Kristen Forman by email (kristen.forman@yale.edu) or by hard copy to the ISM office (N201). Students will be notified when their applications have been approved. Grant payments will be made in the form of reimbursements for approved expenses. Receipts must be submitted for each item.

COLLOQUIUM PRESENTATION GRANT

For research and/or presentations expenses (Up to \$500.00 per person or \$750 per project)

Appropriate research expenditures include 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 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/YSM MUSIC COMPETITION GRANT

For ISM School of Music students (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. Grants will cover registration costs, travel, and accommodation expenses only. A copy of the organization's invitation letter and conference/workshop regulations must be submitted with the grant application form. Students may apply for more than one music competition grant per year, for a combined total of \$500 maximum.

ISM/YDS PROFESSIONAL EVENT GRANT

For ISM Divinity School students (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. Grants will cover registration costs, travel, and accommodation expenses only. A copy of the organization's invitation letter and conference/workshop regulations must be provided with the grant application form. Students may apply for more than one professional event grant per year, for a combined total of \$500 maximum.

SUMMER LANGUAGE STUDY GRANT

For all ISM Students (up to \$2,750/year)

The ISM provides a grant for summer language courses, including the summer following a student's 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. **Application deadline is April 1.**

ISM Student Grants (cont'd)

STUDENT COLLABORATIONS GRANT

For all ISM students (maximum of \$5,000 per project)

The purpose of this grant is to foster interdisciplinary projects that extend the mission of the ISM to the New Haven region and to promote integrated learning between Music and Divinity students in the ISM.

A group of ISM students can apply for funding to support specific events/projects which they have conceived together. Projects may 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.

Requirements:

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 must 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.

Choral Music Opportunities

There is a myriad of opportunities to participate in choral ensembles at Yale, most of which require an audition. Click on ism.yale.edu/ensembles and the links below for more information. Auditions are held annually just before the start of the academic year. For audition information, email choral.auditions@yale.edu or call 203-432-9671.

Schola Cantorum: A stipended chorus open to students from any school of Yale. Conducted by David Hill, with regular appearances by Masaaki Suzuki. Concert and liturgical performances of oratorios, new commissions, and sacred polyphony from all eras. Six to eight local performances per year; overseas tours; annual collaborations with period orchestra Juilliard415.

ism.yale.edu/academics/ensembles/yale-schola-cantorum

Yale Camerata: A 70-voice volunteer chorus open to Yale students, faculty, and staff, and to community members; graduate students can receive course credit. Conducted by Marguerite L. Brooks. Concert performances of oratorios, new commissions, and choral works from all eras. Four to six performances per year. The Chamber Chorus, a subset of the Camerata, performs occasionally on its own and regularly as part of Camerata concerts. ism.yale.edu/ensembles/yale-camerata

Yale Glee Club: Yale's primary undergraduate chorus. Conducted by Jeffrey Douma. Concert performances of oratorios, new commissions, and choral works from all eras. Six to eight local performances per year; overseas and domestic tours.

gleeclub.yalecollege.yale.edu/about-us/welcome-yale-glee-club-auditions-2017

Recital Chorus: Performs for degree recitals of second-year choral conductors. Open primarily to students from any school of Yale. Singers receive either credit or remuneration. (Yale faculty and staff may not be paid.) Four performances per year.

Repertory Chorus: Performs for recitals of first-year choral conductors. Open primarily to students from any school of Yale. Singers receive either credit or remuneration. (Yale faculty and staff may not be paid.) Two performances per year.

Battell Chapel Choir: Provides music for Sunday services at the University Church in Yale. A combination of paid singers and volunteers, open to students and community members. Conducted by graduate students in the ISM choral conducting program.

Marquand Chapel Choir: Provides music for ecumenical worship services at the Yale Divinity School. A combination of paid singers and volunteers, open to students and community members. Students in the Divinity School can receive credit. Conducted by graduate students in the ISM choral conducting program.

Berkeley Chapel Choir: Provides music for Eucharist services of the Berkeley Divinity School in Marquand Chapel. Conducted by graduate students in the ISM or in the Yale Divinity School. Section leaders are paid. Open primarily to students from any school of Yale.

Marquand Gospel & Inspirational Ensemble: A primarily volunteer choir that focuses on joyful singing and celebration of diversity. Provides music for Marquand Chapel services twice a month during the academic term. Students in the Divinity School can receive credit. Conducted by Mark Miller. Open to students and community members.

Episcopal Church at Yale (ECY) Choir: Provides music for ECY worship services. Conducted by graduate students in the ISM or Music School. 8 members are paid. Open primarily to students from any school of Yale.

Ensemble Rehearsal Times

Following are the normal rehearsal times and venues for the major choruses on campus.

Monday

4:05 pm–6:05 pm	Repertory Chorus	Glee Club Room
7 pm–9 pm	Yale Glee Club	Glee Club Room
7–9 pm (alt. weeks)	Marquand Gospel Choir rehearsal	Marquand Chapel

Tuesday

10–11 am (alt. weeks)	Marquand Gospel Choir chapel service	Marquand Chapel
6:30 pm–7:30 pm	Camerata Chamber Chorus	Glee Club Room
7:30 pm–10 pm	Yale Camerata	Glee Club Room

Wednesday

5:00 pm–6:00 pm	Berkeley Chapel Choir rehearsal	Organ Studio
6:00 pm–7:00 pm	Berkeley Community Eucharist service	Marquand Chapel
6:30 pm–9 pm	Schola Cantorum	ISM Great Hall
7 pm–9 pm	Yale Glee Club	Glee Club Room

Thursday

9 am–10:15 am	Marquand Chapel Choir rehearsal	Marquand Chapel
10:30 am–11 am	Marquand Chapel: Sung Morning Prayer	Marquand Chapel
4:05 pm–6:05 pm	Recital Chorus	Glee Club Room

Friday

9 am–10 am	Marquand Chapel Choir rehearsal	Marquand Chapel
10:30 am–11:15 am	Marquand Chapel: Sung Eucharist service	Marquand Chapel
3 pm–5:30 pm	Schola Cantorum	ISM Great Hall

Sunday

9 am–10 am	Battell Chapel Choir rehearsal	Battell Chapel
10:30 am–11:45 am	Battell Chapel Choir: Sung Worship	Battell Chapel
3:30 pm–4:30 pm	Episcopal Church at Yale (ECY) rehearsal	Trinity on the Green
5 pm–6 pm	ECY: Sung Eucharist	Trinity on the Green
6:45 pm–8:15 pm	Marquand Chapel Choir	Marquand Chapel

ISM Choral Library Policies

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

Online catalog: ism.yale.insignailsusa.com

Access and Fees:

- The ISM choral 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 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 five 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 Choral Librarian reserves the right to recall materials at any time.
- Renewals must be requested on or before the due date. Borrowers may renew materials by e-mailing laurie.ongley@yale.edu or by presenting the materials to the Choral 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.insignailsusacom/Library/Home>
- Loaned materials should be returned to the ISM, room N112.

Notices:

- The library sends a notice by e-mail shortly before the due date and weekly thereafter.
- 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 are assessed beginning the day following the due date.
 - Fines are \$.50 per day per item, or \$2.00 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.