Student Handbook 2013-2014

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Fall, 2013

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 which govern your Colloquium project, which you will do cooperatively with someone from the other professional school. Please read these especially carefully and 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!

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.

New ISM Student Orientation
Saturday, August 24, 10am-4:30pm
We will discuss key ISM procedures and teach you basic vocabulary in worship, music, arts and the Bible that you will use throughout the year. Returning students are welcome, though not required, to come as well. A cookout at Martin Jean’s house will follow.

ISM Opening Picnic
Friday, September 6, 5:30pm
Eli Whitney Museum

ISM Excursion to New York City (study trip related)
Saturday, October 5, all day
Details to follow.

ISM Italian Day at Yale (study trip related)
Saturday, November 16, all day

ISM Holiday Party
Friday, December 13, following Schola Cantorum concert
Graduate Club

ISM Day at Yale (study trip related)
Saturday, February 15, all day

Student Symposium and Community Picnic
Saturday, April 26

ISM Commencement Banquet
Sunday, May 18
New Haven Lawn Club

Study Trip to Italy
May 20 – June 2
(Schola Tour dates following TBA)
Communication

Email: The ISM will send important and official communications to you at 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 on twitter: 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), 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 each week. If you are interested in being contacted as opportunities arise, please notify Jenna-Claire Kemper via email (jenna.kemper@yale.edu). Community job possibilities are posted on our website: www.yale.edu/ism. The PRISM newsletter will also present job postings online and in print throughout the year.

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). Keys to the organ practice rooms will be provided to organists for a small deposit (see key borrowers form), and should be requested from the ISM receptionist.
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) to set up a user account.

**ISM Great Hall**
The ISM Great Hall is available for ISM student use at any time, provided that no prior event or class has been scheduled for the space. Administrative and faculty requests will take precedence over student requests. Reservations for the use of the Hall may be made by emailing jacqueline.campoli@yale.edu. Please reserve the Hall 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 specifically granted that privilege 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) 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.

**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 Dale Peterson’s office.

**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 between finals period and commencement of the spring semester. Many expenses are covered by the ISM for students and faculty; students may attend a maximum of two such study trips during their time at Yale.

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 are on 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.
YSM Academic Calendar 2013-2014

FALL 2013

Aug 26  Online course registration opens
Aug 28  Yale College classes begin
Sept 3  New and Returning students orientation
Sept 3–6 Placement testing, language exams, advisories and ensemble auditions
Sept 6  8:20 AM  YSM Classes Begin
Sept 9  Annual Opening Convocation & Reception ATTENDANCE MANDATORY
Sept 13  4 PM  Fall course schedules due
Sept 20  4 PM  Add/Drop deadline
Oct 23  Yale College recess begins
Oct 28  Yale College classes resume
Nov 8  4 PM  Last day to elect Pass/Fail option
Nov 23  November Recess begins
Dec 1  Deadline for Fall 2013 Applications
Dec 2  8:20 AM  Classes resume
Dec 2  Online course registration opens
Dec 6  4 PM  Last day to withdraw from a class
Dec 13  MMA Auditions
        Classes end
Dec 16-20 Exam Week
Dec 21  Winter recess begins
**SPRING 2014**

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan 13</td>
<td>8:20 AM YSM and Yale College Classes Begin</td>
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<td>Jan 17</td>
<td>4 PM Spring term course schedule due</td>
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<td>Jan 20</td>
<td>Martin Luther King Jr. Day</td>
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<td>(No Classes, University Offices Closed)</td>
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<td>Jan 24</td>
<td>4 PM Add/Drop deadline</td>
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<td>Feb 7-10</td>
<td>Written comprehensive examinations for MMA candidates in residence</td>
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<td>Feb 24–Mar 1</td>
<td>School of Music auditions</td>
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<td>Feb 26–Feb 28</td>
<td>No Classes</td>
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<td>Mar 1</td>
<td>DMA entrance exam</td>
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<td>Mar 8</td>
<td>Spring Recess begins</td>
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<td>Mar 24</td>
<td>8:20 AM Classes resume</td>
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<td>Apr 4</td>
<td>4 PM Last day to elect Pass/Fail option</td>
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<td>Apr 25</td>
<td>4 PM Last day to withdraw from a class</td>
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<td>May 2</td>
<td>Classes End, Last day of degree recitals</td>
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<td>May 4</td>
<td>Honors Dinner</td>
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<td>May 5–7</td>
<td>MMA Oral Examinations</td>
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<td>May 5–9</td>
<td>Exam Week</td>
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<td>May 18</td>
<td>Commencement Concert</td>
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<td>May 19</td>
<td>University Commencement</td>
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YALE DIVINITY SCHOOL
2013-2014 ACADEMIC CALENDAR

Fall 2013

AUGUST
19 Mon BTFO Orientation begins
23 Fri BTFO Orientation ends
27 Tue On-line registration begins, 9 AM
       Opening Convocation, 4 PM
28 Wed Fall classes begin

SEPTEMBER
2 Mon Labor Day. No Classes
3 Tue Faculty meeting, 4 PM
9 Mon On-Line registration ends, midnight
       Last day for: downtown course permission, add/drop course without charge, approval of reading course
9 Tue Last day for tuition rebate for dropped courses
10 Tue Governing Board meeting, 4 PM
11 Wed Reading period ends, 8:20 AM
       Final exams begin, 8:30 AM
17 Tues Exams end/Semester ends, 6 PM
       All course work due

OCTOBER
1 Tue Faculty meeting, 4 PM
9 Wed Last day to drop a course
15 Tue Governing Board meeting, 4 PM
18 Fri Reading period begins, 9 PM
23 Weds Convocation begins
25 Fri Convocation ends
28 Mon Reading period ends, 8:20 AM
       Classes resume, 8:30 AM

DECEMBER
2 Mon Thanksgiving recess ends, 8:20 AM
       Classes resume, 8:30 AM
3 Tue Faculty meeting, 4PM
       Regular classes end at 9 PM
4 Wed Labor Day classes rescheduled
       Reading period begins 6PM
       Advent Service, 7 PM
6 Fri Advising period ends
10 Tue Governing Board meeting, 4 PM
11 Wed Reading period ends, 8:20 AM
       Final exams begin, 8:30 AM
17 Tues Exams end/Semester ends, 6 PM
       All course work due

Spring 2014

JANUARY
2 Thu Grades due for Fall 2013
13 Mon Spring classes begin, 8:30 AM
       On-line registration begins, 8:30 AM
14 Tue Faculty meeting, 4 PM
20 Mon Martin Luther King, Jr., Day. No classes
21 Tue Governing Board meeting, 4 PM
24 Fri On-line registration ends, midnight
       Last day for: downtown course permission, add/drop course without charge, approval of reading course

FEBRUARY
3 Mon Last day to add a course
10 Mon Last day for faculty to accept late work for Fall semester
11 Tue Reading period begins, 9 PM
17 Mon Reading period ends, 8:20 AM
       Classes resume, 8:30 AM
18 Tue Faculty meeting, 4 PM
25 Tue Governing Board meeting, 4 PM

MARCH
4 Tue Faculty meeting, 4 PM
7 Fri Spring recess begins, 9 PM
24 Mon Spring recess ends, 8:20 AM
       Classes resume, 8:30 AM
25 Tue Governing Board meeting, 4 PM
31 Mon Year-end consultations begin

APRIL
1 Tue Faculty meeting, 4 PM
8 Tue Governing Board meeting 4 PM
14 Mon Year end consultations end
18 Fri Good Friday. No classes
22 Tue Tuesday classes do not meet. Friday classes meet instead.
24 Thu Regular classes end at 9 PM
25 Fri Good Friday classes rescheduled
       Reading period begins, 9 PM

MAY
1 Thu Reading periods ends, 8:20 AM
6 Tue Final exams begin, 8:30 AM
8 Thu Senior grades due for Spring 2014
13 Tue Faculty meeting, 2 PM
17 Sat BDS Commencement Evensong, 4 PM
18 Sun YDS Commencement Service, 4 PM
19 Mon University and YDS Commencement
20 Tue All other grades due for Spring 2014

JUNE
30 Mon Last day for faculty to accept late work for spring semester

Approved by the Faculty 2/19/2013
<table>
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<th>Name</th>
<th>Degree</th>
<th>Year</th>
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<td>Staten, Summerlee</td>
<td>STM</td>
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<td>Stegall, Kyle</td>
<td>AD</td>
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<td>2015</td>
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<td>Sutterfield, Knox</td>
<td>MM</td>
<td>2014</td>
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<td>Svendsen, Sarah</td>
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<td>Vos, Stacie</td>
<td>MAR</td>
<td>2014</td>
<td>Rel/Lit</td>
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<td>2015</td>
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<td>Widelitz, Nathaniel</td>
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<td>Wright-Haynes, Jeremiah</td>
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<td>2015</td>
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<td>Yanovitch, Sarah</td>
<td>MM</td>
<td>2015</td>
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</tbody>
</table>
ISM Advising Customary
for Yale Institute of Sacred Music students seeking 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.

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.

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:
- J.S. Bach’s First Year in Leipzig
- Mozart’s Sacred Music
- 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
- The Parish Musician
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
- Leading Congregational Song (a course team-taught by an organist and one skilled in global hymnody)
- Church Music Skills (administration, working with instruments, handbells, praise band, etc.)

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.
Yale Institute of Sacred Music  
Courses offered by ISM faculty 2013-14

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 510</td>
<td>Music before 1700</td>
<td>S</td>
<td>M Rathey</td>
</tr>
<tr>
<td>MUS 517</td>
<td>Mary in the Middle Ages</td>
<td>S</td>
<td>M Rathey / V Marinis</td>
</tr>
<tr>
<td>MUS 519</td>
<td>ISM Colloquium</td>
<td>F/S</td>
<td>M Jean</td>
</tr>
<tr>
<td>MUS 531</td>
<td>Repertory Chorus</td>
<td>F/S</td>
<td>M Brooks</td>
</tr>
<tr>
<td>MUS 535</td>
<td>Recital Chorus</td>
<td>F/S</td>
<td>M Brooks / J Douma</td>
</tr>
<tr>
<td>MUS 546</td>
<td>Yale Camerata</td>
<td>F/S</td>
<td>M Brooks</td>
</tr>
<tr>
<td>MUS 571</td>
<td>Yale Schola Cantorum</td>
<td>F/S</td>
<td>M Suzuki</td>
</tr>
<tr>
<td>MUS 595</td>
<td>Perf. Practice for Singers: Music before 1800</td>
<td>F/S</td>
<td>J Malafrongete</td>
</tr>
<tr>
<td>MUS 601</td>
<td>J.S. Bach’s Chorale Cantatas</td>
<td>F</td>
<td>M Rathey</td>
</tr>
<tr>
<td>MUS 617</td>
<td>Music and Theology in the 16th Century</td>
<td>F</td>
<td>M Rathey</td>
</tr>
<tr>
<td>REL 604</td>
<td>Ritual Theory for Liturgical Studies</td>
<td>F</td>
<td>M Ross</td>
</tr>
<tr>
<td>REL 643</td>
<td>Music and Theology in the 16th Century</td>
<td>F</td>
<td>M Rathey</td>
</tr>
<tr>
<td>REL 669</td>
<td>Women in the Byzantine Liturgical Tradition</td>
<td>S</td>
<td>N Glibetic</td>
</tr>
<tr>
<td>REL 675</td>
<td>Baptism and Eucharist in Ecumenical Dialogue</td>
<td>F</td>
<td>M Ross</td>
</tr>
<tr>
<td>REL 680</td>
<td>Churches of the East</td>
<td>S</td>
<td>B Spinks</td>
</tr>
<tr>
<td>REL 682</td>
<td>Foundations of Christian Worship</td>
<td>F</td>
<td>B Spinks / T Berger</td>
</tr>
<tr>
<td>REL 686</td>
<td>Christian Marriage</td>
<td>S</td>
<td>B Spinks</td>
</tr>
<tr>
<td>REL 687</td>
<td>English Reformation Liturgical Traditions and the Evolution of the Books of Common Prayer</td>
<td>F</td>
<td>B Spinks</td>
</tr>
<tr>
<td>REL 690</td>
<td>Liturgical Theology</td>
<td>F</td>
<td>T Berger</td>
</tr>
<tr>
<td>REL 801</td>
<td>Marquand Chapel Choir</td>
<td>F/S</td>
<td>B Terry</td>
</tr>
<tr>
<td>REL 802</td>
<td>Marquand Gospel Choir</td>
<td>F/S</td>
<td>M Miller</td>
</tr>
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<td>REL 812-1</td>
<td>Principles &amp; Practice of Preaching</td>
<td>F</td>
<td>N Tisdale / T Troeger</td>
</tr>
<tr>
<td>REL 812-2</td>
<td>Principles &amp; Practice of Preaching</td>
<td>F</td>
<td>N Tisdale / T Troeger</td>
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<tr>
<td>REL 901</td>
<td>Critical Moments in the History of Christian Art</td>
<td>F</td>
<td>V Marinis</td>
</tr>
<tr>
<td>REL 904</td>
<td>Sacred Architecture and the Contemporary City</td>
<td>F</td>
<td>K Britton</td>
</tr>
<tr>
<td>REL 920</td>
<td>Writing About Religion</td>
<td>F</td>
<td>M Oppenheimer</td>
</tr>
<tr>
<td>REL 933</td>
<td>Poetry and Faith</td>
<td>F</td>
<td>C Wiman</td>
</tr>
<tr>
<td>REL 944</td>
<td>Religious Themes in Contemporary Fiction</td>
<td>F</td>
<td>P Hawkins</td>
</tr>
<tr>
<td>REL 946</td>
<td>Passion of Christ in Literature and the Visual Arts</td>
<td>S</td>
<td>P Hawkins</td>
</tr>
<tr>
<td>REL 952</td>
<td>Christian Pilgrimage</td>
<td>F</td>
<td>V Marinis</td>
</tr>
<tr>
<td>REL 954</td>
<td>Mary in the Middle Ages</td>
<td>S</td>
<td>M Rathey / V Marinis</td>
</tr>
<tr>
<td>REL 956</td>
<td>Postmodern Faith in Modern Fiction</td>
<td>S</td>
<td>D Mahan</td>
</tr>
<tr>
<td>REL 959</td>
<td>Samuel Taylor Coleridge</td>
<td>F</td>
<td>M Dawn</td>
</tr>
<tr>
<td>REL 970</td>
<td>Human Image: Classical &amp; Biblical</td>
<td>S</td>
<td>P Hawkins</td>
</tr>
<tr>
<td>REL 3910</td>
<td>ISM Colloquium</td>
<td>F/S</td>
<td>M Jean</td>
</tr>
</tbody>
</table>

Please refer to [http://students.yale.edu/oci/search.jsp](http://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 2014-2015  
(revised August 29, 2013)

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 2014 Deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>March 7</td>
<td>Partner and Topic Request Form and/or Questionnaires due</td>
</tr>
<tr>
<td>March 28</td>
<td>Students notified of their presentation partners</td>
</tr>
<tr>
<td>April 25</td>
<td>Topic Proposal Form due to ISM office</td>
</tr>
<tr>
<td>May 7</td>
<td>Students notified of faculty response to topic proposals</td>
</tr>
<tr>
<td>June/July</td>
<td>Colloquium schedule finalized and distributed</td>
</tr>
</tbody>
</table>

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 2014-2015, we anticipate there will be 11 pairs, and at least 4 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. 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 7. 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 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 midterm 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
2014–2015 Colloquium

Partner and Topic Request Form

(One completed form per presentation topic is due in the ISM administrative office by March 7, 2014.)

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 2014 _________ Spring 2015 _________
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 7, 2014.

(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 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.
Yale Institute of Sacred Music
2014–2015 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 **April 25, 2014**. (Only one form per group, please.) Refer to the Colloquium Guidelines on the ISM website at http://www.yale.edu/ism/academics/colloquium.html.

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 2014_________ Spring 2015__________

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 aide 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 obtaining an application form from the ISM Student Affairs Office following submission and approval of their topic proposal.
ISM Grant Requests
Please see http://www.yale.edu/sm/academics/info.html for a copy of a grant form. Completed requests should be turned in to the Student Affairs Office, first floor ISM. Please submit original receipts/documentation for reimbursement.

Colloquium Grant Request (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.
Yale Institute of Sacred Music
409 Prospect Street, New Haven, CT 06511

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.

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

_____________________________________________________

_____________________________________________________

Completed requests should be turned in to the Student Affairs Office, first floor ISM.
For a duplicate copy of this request, see http://www.yale.edu/ism/academics/info.html
ISM Grant Requests
Please see http://www.yale.edu/ism/academics/info.html for a copy of a grant form. Completed requests should be turned in to the Student Affairs Office, first floor ISM. Please submit original receipts/documentation for reimbursement.

Student Grant Request (for School of Music students in the ISM)—Competition (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.
ISM/YSM Competition Grant Request

Competition (up to $500.00/year)

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.

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.

Completed requests should be turned in to the Student Affairs Office, first floor ISM. For a duplicate copy of this request, see http://www.yale.edu/ism/academics/info.html.
ISM Grant Requests
Please see http://www.yale.edu/ism/academics/info.html for a copy of a grant form. Completed requests should be turned in to the Student Affairs Office, first floor ISM. Please submit original receipts/documentation for reimbursement.

Student Grant Request (for Divinity School students in the ISM)—Professional Event (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.
ISM/YDS Professional Event Grant Request  
*(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, airfare, and accommodation expenses only. Please also attach a budget proposal to include an itemized description of each expense.

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.

Completed requests should be turned in to the Student Affairs Office, first floor ISM. For a duplicate copy of this request, see http://www.yale.edu/ism/academics/info.html.
ISM Grant Requests
Please see http://www.yale.edu/ism/academics/info.html for a copy of a grant form. Completed requests should be turned in to the Student Affairs Office, first floor ISM. Please submit original receipts/documentation for reimbursement.

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

Application Deadline: April 1

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 Yale language program, the grant is applied to the student’s tuition bill. In the case of language study 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.

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.

Completed requests should be turned in to the Student Affairs Office, first floor ISM. For a duplicate copy of this request, see http://www.yale.edu/ism/academics/info.html
ISM Grant Requests
Please see http://www.yale.edu/ism/academics/info.html for a copy of a grant form. Completed requests should be turned in to the Student Affairs Office, first floor ISM. Please submit original receipts/documentaton for reimbursement.

Student Collaborations Grant Request (maximum of $3,000 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 $3,000 per project*

Grant money will be processed as a reimbursement after the project is completed.
Please submit original receipts/documentation for reimbursement.

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:
________________________________________________________________________
________________________________________________________________________

Adviser #1 Approval/Date ____________________________
Adviser #2 Approval/Date ____________________________

Administrator Approval/Date ________________________
Director Approval/Date ____________________________

*Completed requests should be turned in to the Student Affairs Office, first floor ISM.*
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 the ISM Student Affairs Office (N112) 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: ______________________

__________________________________________ 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: ______________________________________________________
Marquand Chapel: A Short Introduction

Welcome to Marquand Chapel for the academic year 2013-14. These brief notes offer some background information and some of the guiding principles for planning and participating in worship in Marquand. Full Marquand Guidelines appear on the Marquand (ISM) page of the Website, and include orientation sheets for planning a service in Chapel, and some articles that address issues that are frequently raised concerning worship—what it means to be ecumenical, how do we express diversity, how we choose the language of worship, how to balance faithfulness to tradition with the need to reinterpret worship in the context of today’s world. Some of those articles will also be reproduced in the weekly Marquand Reader during the year.

Participating in worship

Worship takes place in Marquand Chapel at 10.30 a.m. every weekday when classes are in session. There are also a few additional services for special occasions. Our aim is to create ecumenical Christian worship in which the voices of many traditions are heard but no single denomination or worship style dominates, and where all are made welcome, regardless of faith or creed.

Marquand worship follows a weekly pattern. Monday through Thursday worship lasts 30 minutes. Every Wednesday is “Sung Morning Prayer”—a service unique to Marquand in which we sing almost the entire service. The musical setting is changed every second or third week, and through the course of the year we sing through the music of many different traditions. Monday, Tuesday and Thursday include preaching services and other services of Word and prayer. On Fridays our service lasts from 10.30-11.15, and is a Eucharist, Holy Communion or Lord’s Supper, sometimes celebrated in the tradition of a specific denomination, and other weeks with an ecumenical setting. Once or twice a semester we build an entire week’s worship around a theme, often to coincide with a community event such as an All-School Conference.

There are two complementary aspects to the vision for Marquand Chapel. Our primary purpose is to gather members of the community together to worship God. Our secondary purpose is to learn about worship, through participating, planning and leading. Worship is always a learning experience, but more deliberately so in a Divinity School, where not only do we learn about ourselves, the community and God within worship, but also have the chance to make connections between worship and what we are learning in the classroom.

Our hope is that each student will deepen their understanding of their own worship or liturgical tradition by taking part in planning and leadership of a service. Planning a denominational service is an opportunity to discover the breadth of your own tradition, and find out the variety of expression one denomination has in different parts of the country, or the world. Equally, attending services planned by another denomination offers the chance to experience an entirely different worship culture than your own; getting past the initial barrier of being out of your comfort zone can be tremendously enriching, and it is often the case that YDS students find their own tradition is informed through this ecumenical experience. We encourage everyone to participate both within and outside their own traditions, in order to develop the liturgical literacy and pastoral sensitivity necessary to lead community worship.

One of the ways we achieve this is by inviting worship leaders to dig deeply into their own worship traditions, while at the same time working to make their own traditions and styles accessible to others. The purpose is always to create a real act of worship, not a seminar presentation, so this is sometimes a challenging task. Where possible worship traditions or liturgies should – like works of art – be allowed to speak for themselves, and not be over-interpreted. Sometimes, however, it is necessary to offer just enough explanation to invite others into what are, for them, unfamiliar habits of worship. So in working together we try to find a balance between explaining, and simply diving in and experiencing different forms of worship. We recognize that there are some aspects of worship that cannot be adapted for ecumenical worship, due to the liturgical constraints imposed by some denominations. When this is the case, we encourage groups to find some alternative aspect of their tradition that can legitimately become part of ecumenical worship.

As you come to Marquand, come with an open heart and mind, come willing to listen and to learn, and come often. Chapel is different every day and the only way to be a part of such a diverse community's
worship program is to worship together, often and over time. It is worth bearing in mind that the richness and depth of life-changing worship and community building only comes to those who are willing to step outside their comfort zone; it is only possible to encounter God, and to build community, if we are willing to be made uncomfortable by encountering new things, and willing to make mistakes in the effort to do something worthwhile. So while we hope and intend that Marquand services will often be both inspiring and comforting, we also know they can be challenging, surprising and even startling on occasion.

Organization of Marquand Chapel

The Marquand program is directed by the Dean of Chapel, who is assisted by a team of staff and students. Central to the team are the Director of Chapel Music and the Liturgical Coordinator, and some part-time staff also contribute to the musical and worship life of Marquand. Four Divinity students serve as “Chapel Ministers” each year, under the supervision of the Dean of Chapel, either as an internship or a work-study placement. Three organ scholars and two student choir directors are also appointed each year.

The Chapel team aims to include and collaborate with a large number of contributors from among the Faculty, staff and students of YDS to plan and lead worship during the year, as well as inviting alumni/ae and other visitors to expand our experience and learning. Various YDS student denominational and constituency groups are invited from time to time to lead a service; we also invite individuals or small groups who volunteer their ideas to collaborate with us in creating services. The Chapel team works with each group to create worship that brings the riches of our multiple traditions and makes them accessible to the wider community. On other occasions services are planned to give more deliberate reflection to our ecumenical mission, focusing on meeting points more than particularities. In addition, from time to time we seek to draw in to Marquand’s worship some of the wisdom of neighboring traditions, to share the richness of music and preaching from other perspectives to our mutual benefit. In all this we aim to build a community that rejoices in common ground while also respecting particularity and difference, not expecting anyone to agree with every taste and opinion, but allowing difference to challenge, inform and develop our own convictions.

One of the features of Marquand worship is that, unlike almost every other form of Christian worship, our services are only 30 minutes long, and occur within the working day rather than at the weekend. We do not have the leisure of a Saturday night or Sunday morning, so all the forms of worship we are used to have to be adapted to fit to a tight time slot. Although this may sound constraining, it proves true that “necessity is the mother of invention”, and it is educational to discover that 30 minutes can seem timeless and rich, rather than rushed, if the service is conceived and executed well. It is surprising to find just how much you can communicate in a 3-minute reflection, or how prayer is transformed by being sung rather than said. Time seems to stand still when the community learns to keep silence together, and prayer comes to life when it is expressed in many different ways - extemporaneous one day, scripted the next, sung or walked the day after that.

Marquand is also shaped by the fact that we are an academic community — the makeup of the community is transient, and our timetable and focus is governed to a large extent by the academic year. Each year in Marquand is a little different as the particular makeup of the School, and its pool of talents and interests, shifts from one year to the next. One year, dance might be a particular feature, another it might be drama, or various forms of music. And at all times there are connections to be made between what we learn in the classroom or the library, and how we express our worship in Chapel. Throughout the course of each year Marquand’s worship is planned around the life of the community — so we design our worship program to coincide with issues raised by conferences, themes of the year and other events such as visiting lecturers or artists.

Marquand also aims to give due attention to our situation in the wider community of Yale and of New Haven, reminding ourselves not to become too insulated in the concerns of our working day, but to allow our worship to reflect our whole lives.

In all of this, then, we aim to discover a core of worship that draws the richness and variety of the many Christian traditions represented on the Quad, not merely rotating through different traditions, but drawing on the characteristics of each to create a unique expression of ecumenical worship within the ongoing life of this learning community.
Practical considerations
The hour for Chapel and coffee hour is set aside by the school as a non-work hour - no classes or meetings are scheduled during that time, and the intent is for us to switch off from classes for an hour and focus on community and worship. We encourage everyone to avoid talking about work-related issues in Chapel, or on your way to or from a service, and instead give attention to worship and to one another.

As you arrive, please leave your coats and book bags in the narthex (and not on the seats in chapel), but do bring valuables in with you and place them under your own seat.

As an act of hospitality, please move right into the space and refrain from sitting in the seats closest to the door—if these are filled, there is no place for late-comers, parents with baby-buggies or less able-bodied people to sit. Please move into the center of the rows of seats (for the same reasons).

And please—don’t chat in the narthex if the service is underway in the chapel—you can be heard inside!

Marquand Communications
The Dean of Chapel regularly makes herself available at lunch to chat about Chapel, at coffee hour, at specially organized lunch or evening events, or informally in the refectory. She keeps an open door to her study in S214, or you can email for an appointment if you want to discuss any issue concerning Marquand. Comments and suggestions are always welcome, and we deliberately keep some space in the Chapel diary for creating services around new ideas. Please don’t be shy! Come and ask questions, make suggestions, give feedback, and get involved in the ongoing development of Marquand Worship.

Marquand Reader
Every week, the chapel team publishes The Marquand Reader. It contains information about the liturgies and services planned for the coming week, news of forthcoming dates, and short essays to provoke further thought on our community worship. It is published in paper copy and sent via DaleMail. If you would like to write something for it, please contact the Dean of Chapel.

In addition, “This Week in Chapel” posters are placed around the Quad each week, sent by DaleMail, and posted on the ISM website to inform the community about forthcoming services and events. We also post occasional messages on DaleMail.

Facebook
Follow Marquand Chapel on Facebook for regular updates.

Webpage on the ISM website
The full Marquand Guidelines, This Week In Chapel, and Marquand Reader articles appear on the ISM website:
http://www.yale.edu/ism/marquand/

Suggestions Box
There is a suggestions box on the Chapel noticeboard, just outside the Chapel. Please feel free to drop a note there with any suggestions for services, music, organization, communications or anything else.

Surveys
We recently sent out a survey asking for feedback on Marquand, which proved extremely valuable. We intend to do the same again at some point during this year.
Volunteering to serve in Marquand

Singers are invited to volunteer for the Marquand Chapel Choir, directed this year by Knox Sutterfield, or the Marquand Gospel and Inspirational Ensemble, led by Mark Miller. Look out for notices for first meetings of these choirs, or ask our Director of Chapel Music (Interim), Brett Terry.

Brett Terry is also the contact for musicians who would like to volunteer to play. He will be compiling a list of musicians during BTFO, and you can join in any time after that simply by contacting him.

We also draw on the gifts of writers and composers wherever possible. If you would like to write an article on some aspect of worship for the Marquand Reader, please contact the Dean of Chapel. If you have written, or would like to write, music that would work in Marquand, please contact the Director of Chapel Music.

There is an enormous amount of practical work that goes on behind the scenes to make worship happen in Marquand. In addition to speaking and public roles, we need people regularly to wash the linens, tidy the sacristy, bake the bread, and set-up and clean-up the chapel. And for special services, there are all kinds of decorating and preparation tasks to be done. If you would like to volunteer to help in any of these ways, please sign up on the noticeboard, or contact our Liturgical Coordinator, Christa Swenson.

Other activities in Marquand

Marquand Chapel is also used regularly for services and prayer by Berkeley Divinity School, the Institute of Sacred Music, and several denominational groups within YDS. There is also limited availability of the Chapel for other events and services – please see the full Marquand Guidelines for further information on bookings and permissions. Whenever the Chapel is vacant, it may be used by anyone for personal prayer.

Marquand Chapel Team 2013-2014

Dean of Chapel
Maggi Dawn

Interim Director of Chapel Music
Brett Terry

Marquand Gospel and Inspirational Ensemble
Mark Miller

Liturgical Coordinator
Christa Swenson

Chapel Ministers
Joe Brewer
Katie McNeal
Randall Spaulding
Porsha Williams

Marquand Choir Director
Knox Sutterfield
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 – practice harpsichord housed in the ISM Great Hall, best used in equal temperament at A=415
- Kingston – housed in the ISM Organ Studio, may be tuned to A=415 or A=440
- Dudash – housed in Professor Jimmy Taylor’s studio in Hendrie Hall, may be tuned to
  - A=415 or A=440 *students must obtain Professor Taylor’s permission to use this instrument.

Positiv Organ
- Taylor & Boody Portative – stored in the ISM Great Hall, may be tuned in multiple temperaments and pitched from A=392-465
- Parvus II – electric keyboard, 9 historic temperaments available

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 Portative 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. (You can thank the ISM for this one!)
- 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.

Useful Contacts
➢ Melissa Rooklidge, concert production associate
  melissa.rooklidge@yale.edu
  203.432.9671

➢ Jenna-Claire Kemper, choral vocal administrator
  jenna-claire.kemper@yale.edu
  203.432.5184
Choral / Vocal Library Policies
ISM Choral/Vocal Librarian: 203/432-9671 or melissa.rooklidge@yale.edu
Library Hours: Monday – Friday: 8:30am-5pm; Saturday and Sunday: closed

Access / Fees:

- The ISM choral/vocal library is available to Yale affiliates and local organizations who register with the ISM. Such persons wishing to register must fill out the choral/vocal library registration form; non-ISM staff and faculty must pay a non-refundable fee of $50. Individual persons as well as organizations may register.

- Registration does not entitle anyone to personal access to the library stacks. A registered person/organization who wishes to access library materials must contact the choral/vocal librarian, either by phone (203/432-9671) or by e-mail (dann.coakwell@yale.edu). Please allow 5 working days for the request to be processed.

- The materials may not be marked with anything other than pencil. Before returning the materials, the borrower is responsible for looking through all the materials to make sure that any marks that were made are completely erased.

- The ISM reserves the right to terminate borrowing privileges at any time.

Borrowing & Circulation:

Loan Periods

- The initial loan period for students, staff, and outside individuals and organizations is 4 weeks; faculty may borrow for a semester. If Yale faculty or students need the materials, the librarian reserves the right to recall materials at any time.

Renewals

- Renewals must be done on or before the due date. Borrowers may renew items either by e-mail (melissa.rooklidge@yale.edu) or telephone (203/432-9671). Materials may also be renewed by presenting them to the choral/vocal librarian at the ISM.

Return of Materials

- During library hours (weekdays, 8:30am-5pm) materials must be returned to the ISM choral/vocal librarian. Patrons are responsible for all materials charged out until the items are discharged.

- Materials may also be returned to the ISM choral/vocal librarian by mail. If the materials are mailed, the borrower may wish to insure the materials during transit and/or choose a service that will provide a tracking number.

- Recalled materials: Overdue recalled materials are subject to a fine of $2 per day. Patrons are notified by mail when an item has been recalled. The item is due 8 days after placement of the recall at which time fines begin to accrue.
Overdue Materials

- Unless an item is recalled, the receipt placed in the materials at the time it is borrowed is the library's official due date notice. The borrower is responsible for the return or renewal of the item on or before the due date.

Notices

- The Library sends an overdue notice one week after an item is due. A final notice, sent 3 weeks after the item is due, requires the return of the overdue item by a specific date in order to avoid billing for replacement fees.

- Notices are mailed to addresses supplied on the choral/vocal library registration form. The borrower is responsible for notifying the library promptly of any change in address.

- Since the due date appears on the receipt, failure to receive notices does not affect the assessment of fines.

Fines

- Fines are assessed beginning the first day the materials become overdue at the rate of $.50 per day for individual pieces and $2 per day for a collection of borrowed works.

- Fines are due when the materials are returned.

- Billing for replacement of lost or long-overdue material: Materials that have not been returned within 35 days after the due date will automatically be declared lost. The patron will be assessed an unreturned materials fee (which will equal the replacement cost of the materials) and a non-refundable $20 processing fee, as well as the overdue fines. Borrowing privileges will be revoked until these fees have been paid.

Condition of Scores:

- All scores must be returned in the same condition in which they were checked out.

- All score markings must be made in pencil. If pen markings are found on a score, the score will be declared lost and a bill will be issued to the borrower per library procedures.

- Remove all paperclips, sticky notes, etc. from the scores prior to returning them.

- Do not affix tape to any score. If the score needs repairing, bring it to the choral/vocal librarian for repairs.

- Do not punch holes in any scores. If holes are punched into a score, the score will be declared lost and a bill will be issued to the borrower per library procedures.
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.

  o **Posters.** These should all mention that the recital is presented by Yale Institute of Sacred Music and Yale School of Music.
  o **Programs.** These, too, should mention the ISM and YSM as sponsoring entities.
  o **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.
  o **Logo.** The ISM logo is downloadable in print as well as web format at [http://www.yale.edu/schola/press.htm](http://www.yale.edu/schola/press.htm).
  o **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](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}
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