

**Tennessee Technological University
Summer Music Institute
Sunday, June 1, 2025 - Thursday, June 5, 2025**



Student Handbook

Address

Bryan Fine Arts Building
TTU Campus
1150 N. Dixie Ave
Cookeville, TN 38501

Email

cjhill@tntech.edu

Welcome to the 2025 Summer Music Institute at TTU

The Tennessee Tech University Summer Music Institute is a five-day immersive music institute for students ages 14 – 18. The Summer Music Institute will focus on chamber music and large ensemble instruction and performance opportunities for young musicians of all abilities.

I am so thrilled that you have chosen to study at the TTU Summer Music Institute and I know that you will leave feeling accomplished and stronger as young musicians!

-Dr. Colin Hill, Director of Operations & Admissions

Administration

Dr. Colin Hill

Director of the School of Music at TTU

SMI Director

cjhill@tntech.edu

(931)372-3161

(503)621-7641 (cell)

Summer Music Institute Arrival and Registration

Registration

Sunday, June 1, 2025 From 12:00 - 2:00 p.m. Central Standard Time in the Bryan Fine Arts Building

1150 N. Dixie Ave

Cookeville, TN 38501

All students under the age of 18 before June 1, 2025 must be accompanied by a parent or guardian for Summer Music Institute registration and departure check-out.

Registration Forms Check List

All parents or guardians (or students over the age of 18) must fill out the following forms **prior** to arrival on campus. Forms can be found at www.tntech.edu/summermusicinstitute and must be submitted, via email to cjhill@tntech.edu or brought with you to registration day.

- **Participant Information & Release Form [must be notarized]**
- **General Student Information Form – sent via email [Must be completed and submitted by May 9, 2025]**

Check Out

Will be Thursday, June 5, 2025, **from 5:30 p.m. – 6:30 p.m. CST** in the Bryan Fine Arts Building Lobby immediately following the final concert performance. Student luggage can be picked up from Ellington Dorm Lobby immediately following check out.

Parents are strongly encouraged to attend our final student performance on **Thursday, June 5, 2025 at 4:00 p.m.** in Wattenbarger Auditorium.

All students under the age of 18 before June 1, 2025 must be signed out by a legal parent or guardian before leaving the TTU campus.

Driving on Campus

Commuter students over the age of 18 before June 1, 2025 may drive themselves to the TTU campus daily for participation in the Summer Music Institute.

Commuter students under the age of 18 must be signed in and out by a parent, legal guardian, or a parent/guardian must fill out a permission-to-drive form for the attending student. More information on the check in and out process for commuter students will be provided at registration.

Overnight student participants (non-commuters) are **not** permitted to bring a vehicle to campus unless they are over the age of 18 on or before June 1, 2025. Overnight student participants over the age of 18 must not drive their car for the duration of the Summer Music Institute.

Tennessee Tech University Campus Rules and Guidelines

1. The possession or use of alcohol or other drugs, fireworks, and weapons is strictly prohibited.
2. The operation of a motor vehicle by minors during the program is prohibited unless required by the nature of the program (see above).
3. The parking of participant vehicles must be in accordance with Tennessee Tech parking regulations.
4. No violence, including but not limited to sexual violence, will be tolerated on the Tennessee Tech campus.
5. No discrimination or harassment will be tolerated.
6. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyberbullying is prohibited.
7. No theft of property will be tolerated.
8. No use of tobacco products or electronic nicotine delivery systems (vaping) will be tolerated.
9. Misuse or damage of Tennessee Tech property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of Tennessee Tech property.
10. Inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in areas where privacy is expected by participants.
11. In-dorm-room visitation is restricted to participants of the same gender.
12. Guests of participants (other than parent or legal guardian and other program participants of the same gender) are limited to visitation in public building lobbies and only during approved hours specified by the program.
13. Participants must comply with all security measures and procedures specified by Tennessee Tech Office of Residential Life.
14. Minor participants may not be released to anyone other than individuals listed on their signed and notarized Participant and Information Release form.

15. At no time during the Summer Music Institute, are students permitted to be in any building on campus other than: Ellington Hall (dormitory), Bryan Fine Arts Building, the Roaden University Center (for meals), unless accompanied by an approved staff member of the Summer Music Institute.

Audition & Chamber Information

Auditions

Seating auditions will be held between 3:30 - 5:30 p.m. on Sunday, June 1, 2025.

Auditions will be divided into instrument areas and specific locations will be available at registration.

Auditions are to ensure that students are placed in a chamber group with other students of equal playing ability and for seating placement in large ensembles. Drum majors are required to audition for large ensemble placement.

All students should prepare a short (between two and three minute) piece demonstrating their current playing ability. The piece can be any solo work, an orchestral or chamber excerpt, or an etude. Students should also be prepared to sight read and play basic scales at the audition.

Chamber Groups

Chamber groups are a small group of players, with similar abilities, ranging from 2- 6 students. All students will be assigned a primary chamber group (Chamber I or Chamber II) which will meet twice daily during the institute. Chamber groups will each be instructed by a member of the TTU Music Faculty and will perform in the **Final Student Chamber Recital on Wednesday, June 4 at 7:00 p.m. in Wattenbarger Auditorium**. All parents are welcome to attend this chamber recital.

If students have any interest in additional chamber music opportunities or secondary instruments they should indicate so on their **General Student Information Form**.

Large Ensemble

All students will participate in a large ensemble orchestra, jazz band, concert band, or vocal ensemble.

Private Lessons

Students are permitted to make a request for private lessons from TTU Music Faculty on their **General Student Information Form**. Private lesson requests will be granted on a first-come basis and also based upon that individual music faculty member's schedule during the Summer Music Institute. Sign ups for private lessons can be found on faculty office doors on registration day.

Student Life

Dormitory Information & Rules

Non-Commuter Students will stay in Ellington Hall on Tennessee Tech's campus. Ellington Hall is located on the corner of Peachtree Ave and Wings Up Way.

- Students will be housed with a roommate of the same gender and similar age assigned at random, unless a **roommate request** was indicated on the **General Student Information Form** before May 9, 2025.
- At no time during a participant's stay on TTU's campus, are students of the opposite gender to be off of their designated dormitory floor unless it is in the dormitory lobby supervised by SMI counselors or staff.
- Students are never permitted to be on a dormitory floor assigned to the opposite gender.
- Ellington Hall has two community bathrooms on each floor. Only students of the same gender will be permitted to use the hall bathrooms. **At no time** should a student enter a bathroom designated for the opposite gender.
- All students must be in their designated dorm rooms by 10:30 p.m. for room checks. Students should not leave their designated dormitory floor between the hours of 10:30 p.m. and 6:45 a.m. Any student who does not adhere to this rule will be immediately dismissed from the Summer Music Institute.
- Two SMI counselors of the same gender, and who have adhered to the TTU Protection of Minors overnight supervision policies, will be on each dormitory floor. Should students have any needs, they may reach them at any time. Students will have access to counselor cell numbers on their floor and in their information folders in case of emergency.
- A residential life director will be located on the third floor of the dormitory. He may be reached at any time during the SMI in case of student or parent emergency. His name and information will be provided to parents and students at registration.
- All Tennessee Tech University Campus Rules & Guidelines listed above apply to the dormitory information and rules section and are expected to be adhered to at all times.

Students are expected to attend all SMI scheduled events. During free time, students will have the option to participate in provided activities or they may practice in designated BFA practice rooms. Students are not permitted to be in any building on campus other than the Bryan Fine Arts Building, the University Center, and the dormitory unless accompanied by SMI staff.

Student attendance will be taken at all rehearsals, classes, and recitals. Should students have a medical emergency, or need to miss a rehearsal or performance, they should notify a counselor or member of SMI staff immediately.

Commuter students must be signed in for the TTU SMI every morning no later than 8:00 a.m. and may be picked up following the evening chamber recitals at 8:30 p.m. Commuter students are permitted and encouraged to remain on campus for social activities or practice after 8:30 p.m. but must be signed out and picked up no later than 10:00 p.m.

All sign-ins and check-outs for commuter students will occur in the BFA lobby on the sign out sheet.

Only a designated parent or guardian or person indicated on the Student Information & Release form may sign a student in or out of the institute.

Meals and Campus Life

Non-Commuter Students will have all meals provided at the University Center cafeteria on TTU's campus starting with dinner on Sunday, June 1 and ending with lunch on Thursday, June 5, 2025.

Commuter Students will have the following meals provided by tuition during the TTU Summer Music Institute:

- Lunch on: Monday, June 1, Tuesday, June 3, Wednesday, June 4, Thursday, June 5
- Dinner on: Monday, June 2, Tuesday, June 3, Wednesday, June 4

Commuter students may partake in any additional meal not listed above in the University Cafeteria should they wish. Should commuter students or parents wish to eat in the cafeteria for any meal outside of the meals listed above, the cost is as follows:

- Breakfast \$ 8.70 per person
- Lunch \$10.25 per person
- Dinner \$10.25 per person

What to Wear for the TTU Summer Music Institute

Casual summer dress will be appropriate for most occasions. Please be aware that attire makes an immediate and important impression to your peers, teachers, and community members at the University. The TTU Summer Music Institute asks that students dress appropriately for rehearsals and classes. *Offensive, inappropriate, or distracting attire will not be allowed.*

Concert Attire

For Thursday's final concert please plan to wear your TTU SMI tee shirt you were given at registration and a nice pair of jeans. Please no holes in the jeans and no shorts. Shoes should be close-toed.

Chamber Music Attire

Students are asked to bring dress clothing for chamber performances as long as it pertains to the following:

- Men – Dress pants of any color. Any short sleeve or long sleeve button down dress shirt is acceptable. Ties are optional. Men should wear dress shoes. No athletic shoes or sandals.
- Women – May wear dress pants and dress top, skirt, or dress of their choosing. Dresses and skirts must be knee length or longer while seated. Shirts or dresses must have modest neck lines and shoulder straps. No spaghetti straps or low-back dresses or tops. Dress shoes of any variety. No athletic shoes or flip flops.

TTU SMI Dorm & Meal Access

Lanyards

All TTU SMI students should wear SMI lanyards at all times while on campus. Each lanyard will have meal tickets and, if applicable, a dorm key attached.

Replacement fee for a lost dorm key is \$50.00.

Students should present their lanyards to the front desk of the cafeteria in the University Center each time when entering.

What To Bring

For Rehearsals and Performances

- Pencils
- Extra strings/reeds
- All needed instrument items (mutes, slide/valve oil, cleaning cloths, rosin, etc)
- Music needed for lessons or private practice
- Wire stand

For Dorm Residence

- Extra long twin sheets, pillows, blankets, and other bed comfort items
- Toiletries and bath towels
- Alarm clock & small electronic devices (if needed).
- Spending money if desired.
- Prescription medications
- Glasses/contact lenses and needed supplies
- Phone and chargers.
- Umbrella and/or rain coat (make sure to check Cookeville weather conditions before you pack!).
- Clothes for daily activities (see above).
- Clothing for sleeping.
- Clothing for leisure and outdoor activities.
- Comfortable walking shoes.
- Chamber music and concert attire (see above).