

# **BRASS AREA POLICY AND COURSE HANDBOOK**

**INSTRUMENTAL STUDIES DIVISION  
COLLEGE OF MUSIC  
THE UNIVERSITY OF NORTH TEXAS**

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## TABLE OF CONTENTS

<b>BRASS AREA APPLIED MUSIC STUDY</b> .....	4
<b>Course Objectives:</b> .....	4
<b>Format</b> .....	4
<b>Attendance</b> .....	4
<b>Studio Class/Departmental</b> .....	4
<b>Practice:</b> .....	4
<b>Lesson Recording</b> .....	5
<b>Scales and Tunes</b> .....	5
<b>Required Materials</b> .....	5
<b>E-Mail</b> .....	5
<b>Concentration Audition (for prospective majors in Music Education, History, Theory, Composition and Jazz Studies)</b> .....	5
<b>Performance Major Auditions (for approval to study at the MUAM level for BM, MM, and DMA brass students)</b> .....	6
<b>Brass Performance Major Audition Repertoire</b> .....	7
<b>Jury Exams</b> .....	10
<b>Jury Requirements</b> .....	10
<b>Upper Division Exam (UDE)</b> .....	11
<b>Undergraduate Upper Divisional Exam (UDE) Repertoire</b> .....	11
<b>Concentration Proficiency Exam</b> .....	13
<b>Secondary Jury</b> .....	13
<b>Jury Committees</b> .....	13
<b>Jury Procedures</b> .....	13
<b>Grading Jury Procedures</b> .....	13
<b>Jury Form and Semester Repertory Record</b> .....	14
<b>APPLIED MUSIC STUDY GRADING POLICIES</b> .....	14
<b>Grading</b> .....	14
<b>Grading Explanation</b> .....	14
<b>ENSEMBLE PARTICIPATION</b> .....	14
<b>RECITALS</b> .....	15
<b>Recitals</b> .....	15
<b>Accompanists and Assisting Musicians</b> .....	15
<b>Recital Deficiencies</b> .....	15
<b>Scheduling</b> .....	15
<b>Degree Recitals</b> .....	15
<b>Oral Exams</b> .....	15
<b>ADVISING</b> .....	16
<b>GRADUATE TEACHING FELLOW SUPERVISOR</b> .....	16
<b>ADJUNCT FACULTY</b> .....	16
<b>ADMINISTRATION</b> .....	16
<b>PROTOCOL FOR ARRANGING SPECIAL LESSONS</b> .....	16
<b>CONCERTO/ARIA COMPETITION</b> .....	16
<b>SELECTION OF HONOR STUDENTS</b> .....	17
<b>SELECTION OF STUDENT ADVISORY COMMITTEE REPRESENTATIVES</b> .....	17
<b>CHAMBER MUSIC</b> .....	17

<b>HEARING LOSS</b> .....	<b>18</b>
<b>OTHER ACADEMIC POLICIES</b> .....	<b>19</b>
<b>Office of Disability Accommodation</b> .....	<b>19</b>
<b>Financial Aid Satisfactory Academic Progress (Undergraduates)</b> .....	<b>19</b>
<b>Financial Aid Satisfactory Academic Progress (Graduates)</b> .....	<b>19</b>
<b>International Students Playing or Teaching Off-Campus</b> .....	<b>20</b>
<b>Appendix</b> .....	<b>21</b>
<b>UNT TRUMPET STUDIO COURSE SYLLABUS</b> .....	<b>21</b>
<b>Course Syllabus for Applied Horn</b> .....	<b>29</b>
<b>University of North Texas Trombone Studio</b> .....	<b>32</b>
<b>COURSE SYLLABUS APPLIED EUPHONIUM</b> .....	<b>35</b>
<b>Tuba Studio Applied Music Syllabus</b> .....	<b>39</b>

## BRASS AREA APPLIED MUSIC STUDY

**Prerequisite:** Permission of the instructor. Area faculty makes studio assignments.

### Course Objectives:

Applied music study in the brass area is designed to develop the highest standards of personal musicianship, professional conduct and performance ability while providing a broad knowledge of repertoire and musical skills for each student.

### Format

Applied music lessons and studio classes

MUAM (major): 2-4 hours credit for 50-minute weekly lesson

MUAC (concentration): 2 hours credit for 50-minute weekly lesson

MUAS (secondary): 1 hour credit for 25-minute weekly lesson

<b>MUAM, MUAC, MUAS course numbers</b>	suffixes
prefixes	xx14 = Horn
15xx – Freshmen/Sophomore level	xx16 = Trumpet
35xx – Junior/Senior level	xx17 = Trombone
55xx – MM level	xx18 = Euphonium
65xx – DMA or PhD level	xx19 – Tuba

### Attendance

Attendance at the weekly applied lesson is mandatory. In case of illness or emergency, the student should contact the instructor by phone or e-mail as soon as possible before the scheduled lesson. A lesson cancelled due to severe illness or emergency with a 24-hour advance notice may be rescheduled at the discretion of the instructor. Absences without notification are not acceptable and will result in a failure (F) for that lesson. Three unexcused absences will result in an “F” for the course. Lessons cancelled by the instructor will be rescheduled.

Attendance at the weekly studio class/departmental is mandatory for performance and concentration majors unless excused in advance by the instructor. Attendance at brass area recitals, concerts and special events is highly recommended and may be required by the instructor.

### Studio Class/Departmental

Trumpet – Wednesday, 12:00-12:50 pm (Recital Hall)

Horn - Friday, 1:00-1:50 pm (MPAC Instrumental Rehearsal Room)

Trombone – Wednesday, 12:00-12:50 pm (Voertman Hall)

Euphonium – Thursday, 3:30-5:30 pm (COM 232)

Tuba – Tuesday, 12:00-12:50 pm (Recital Hall)

### Practice:

The student’s progress is evaluated in the applied music lessons throughout the semester. The amount of expected practice time may vary based on the expectations of each studio teacher, but in general a two-credit lesson should require a minimum of two hours of practice per day, a

three-credit lesson should require a minimum of three hours of practice and a four-credit lesson should require a minimum of four hours of practice per day.

### **Lesson Recording**

Students may record their lessons with the permission of their applied instructor. The teacher also reserves the right to audio- or video-record any lesson he/she deems appropriate.

### **Scales and Tunes**

Scale and/or tune examinations will be administered at the discretion of the applied instructor. Each applied area (i.e. trumpet, trombone, etc.) will determine how and when the scale and/or tune examinations will be administered.

### **Required Materials**

The brass student should own the following materials: mouthpiece, instrument, metronome, tuner, pencil (with eraser), and mutes. Students are required to obtain solo repertoire, etude books, CD recordings and other teaching aids as required by the applied instructor. Students who borrow materials are responsible for loss or damage.

### **E-Mail**

All students are expected to maintain e-mail ability and should check messages on a daily basis for communications regarding departmental meetings, lessons and other brass-related matters.

## **ADMISSION AUDITIONS**

The brass faculty will administer auditions for admittance into the College of Music for all brass applicants. Admittance is granted in two categories: Applied Performance or Concentration. Information concerning the application and audition process can be found on the College of Music website: <http://www.music.unt.edu/admissions/index.shtml>.

The College of Music announces specific audition dates each spring. All new students are strongly encouraged to utilize the designated dates, but under extenuating circumstances other dates and times may be arranged at the discretion of the appropriate faculty. Audio or DVD recordings may be submitted in lieu of a personal audition.

### **Concentration Audition (for prospective majors in Music Education, History, Theory, Composition and Jazz Studies)**

Permission for study at any concentration level is required by audition and is determined by the full-time brass faculty of the student's major instrument. While accompaniment is not required, live or pre-recorded accompaniments may be used. Repertory for the undergraduate concentration audition is listed below.

## Undergraduate Concentration (Music Education, History, Theory, Composition and Jazz Studies) Audition Repertoire

Please choose one solo from the appropriate list unless otherwise noted.

### **Trumpet**

Arutunian – *Concerto in A-flat*

Hummel – *Concerto in E-flat*

Haydn – *Concerto in E-flat*

Balay – *Prelude and Ballade*

Goeyens – *All'antica*

Goedicke – *Concert Etude*

**Please also note that the works listed are only suggested pieces. Standard works of comparable quality may be substituted with advanced approval of the trumpet faculty.**

### **Horn**

Mozart – any concerto in E-flat (K. 417, 447, 495 – 1st mvt.)

R. Strauss – *Concerto, Op. 11* (one mvt.)

**Please note that the works listed are only suggested pieces; Standard works of comparable quality may be substituted with advanced approval of the horn faculty.**

### **Trombone (Tenor)**

Saint-Saëns – *Cavatine*

David – *Concertino* (mvts. 1 & 2)

Larsson – *Concertino* (mvts. 1 & 2)

### **Trombone (Bass)**

Jacob – *Cameos* (any 3 mvts.)

Lebedev – *Concerto in One Movement*

Telemann – *Sonata in f minor* (1st & 2nd mvts.)

### **Euphonium**

Galliard – *Sonata No. 1*

Hutchinson – *Sonatina*

Rochut – *Melodious Etudes* (any etude in book 1)

Any solo from the performance major list on page 8

\*All major scales **in addition** to your solo

**Please note that the works listed are only suggested pieces. Standard works of comparable quality may be substituted with prior approval of the euphonium faculty.**

### **Tuba**

Barat – *Introduction and Dance*

Capuzzi/Catelinet – *Andante and Rondo*

Gregson – *Concerto* (1<sup>st</sup> Mov.)

Hindemith – *Sonata*

Marcello/Little – *Sonata No. I or No. V*

**Standard works of comparable quality may be substituted with prior approval of the tuba faculty.**

## **Performance Major Auditions (for approval to study at the MUAM level for BM, MM, and DMA brass students)**

The acceptance audition typically occurs in the spring before the student's first semester at UNT. This audition is adjudicated by the full-time faculty for the applicant's instrument. Admission will be based on a successful performance of specific audition repertoire listed on the following pages. There is no memory requirement for any portion of this audition. Concentration students who wish to become performance majors must audition for acceptance for the full-time faculty

for his/her instrument. All applicants must utilize the appropriate repertoire list on the following pages.

### **Brass Performance Major Audition Repertoire**

#### **Trumpet Bachelor of Music: (select one solo)**

Arutunian – *Concerto in A-flat*  
Kennan – *Sonata* (1<sup>st</sup> or 3<sup>rd</sup> mvt.)  
Haydn – *Concerto in E-flat* (1<sup>st</sup> or 3<sup>rd</sup> mvt.)

#### **Trumpet Master of Music: (select one solo and all excerpts)**

Hindemith – *Sonata* (1<sup>st</sup> or last mvt.)  
Jolivet – *Concertino*  
Ewazen – *Sonata* (1<sup>st</sup> or last mvt.)  
Hummel – *Concerto* (1<sup>st</sup> or last mvt.)

#### **Excerpts:**

Beethoven – *Leonore Overture No. 3* (call)  
Moussorgsky – *Pictures at an Exhibition* (Promenade)  
Respighi – *Pines of Rome* (offstage call)  
Debussy – *Fetes*  
Brahms *Academic Festival Overture*  
Stravinsky – *Petrouschka* (Ballerina's Dance)

#### **Trumpet Doctor of Musical Arts: (select one solo and all excerpts)**

Tomasi – *Concerto*  
Chaynes – *Concerto*  
Ewazen – *Concerto*  
Stevens - *Sonata*

#### **Excerpts:**

Beethoven – *Leonore Overture No. 3* (call)  
Moussorgsky – *Pictures at an Exhibition* (Promenade)  
Respighi – *Pines of Rome* (offstage call)  
Debussy – *Fetes*  
Brahms - *Academic Festival Overture*  
Stravinsky – *Petroushka* (Ballerina's Dance)  
Mahler – *Symphony No. 5* (opening)  
Strauss – *Don Juan*  
Ravel – *Piano Concerto No. 2 in G*  
Bach – *Magnificat*.

#### **Horn Bachelor of Music: (select one solo and all excerpts.)**

Mozart - *Concerto* (K. 417, 447, or 495 – 1st mvt.)  
R. Strauss - *Concerto, Op. 11* (1st or 3rd mvt.)  
Hindemith – *Sonata* (1st mvt.)

#### **Excerpts:**

Ravel – *Pavane* (opening) Mendelssohn –  
*Nocturne from Midsummer's Night Dream*  
Brahms – *Symphony No. 1* (2nd mvt.)  
Strauss – *Don Juan* (tutti section)  
Mahler *Symphony No. 1* (3rd mvt. low horn excerpt)  
Beethoven – *Symphony No. 3* (3rd mvt. 2nd horn)

#### **Horn Master of Music: (select one solo and three excerpts from each of the BM & MM lists-6 total)**

Schumann – *Adagio and Allegro*  
Dukas – *Villanelle*  
Haydn – *Concerto No. 1*.

#### **Excerpts:**

Strauss – *Till Eulenspiegel* (opening, 1st horn)  
Beethoven – *Symphony No. 7*, (1st mvt. 1st horn)  
Mendelssohn – *Symphony No. 3* (3rd horn)  
Tschaikowsky – *Symphony No 5* (2nd mvt. 1st horn)  
Beethoven – *Symphony No. 9* (3rd mvt. 4th horn solo)  
Haydn – *Symphony No. 31* (1st mvt. 2nd horn)

**Horn Doctor of Musical Arts: (select one solo and three excerpts from each of the BM, MM, and DMA lists – 9 total)**

Gliere – *Concerto*

Jacob – *Concerto*

Strauss – *Concerto No. 2*

**Excerpts:**

Beethoven – *Symphony No. 6* (3rd mvt. 1st horn)

Strauss – *Ein Heldenleben* (opening, 1st horn)

Wagner – *Die Götterdämmerung* (short call)

Strauss – *Don Quixote* (all low horn excerpts)

Shostakovich – *Symphony No. 5* (low horn tutti)

Wagner – *Das Rheingold* (opening, 8th horn)

**Trombone (Tenor) Bachelor of Music: (Select one solo)**

David – *Concertino* (mvts. 1 & 2)

Larsson – *Concertino* (mvts. 1 & 2)

Sulek – *Sonata*

**Tenor Trombone Master of Music: (Select one solo and all excerpts)**

Martin – *Ballade*

Grøndahl – *Concerto*

Castérède – *Sonatine*.

**Excerpts:**

Mozart – *Requiem* (Tuba Mirum)

Berlioz – *Hungarian March*

Saint-Saëns – *Symphony No. 3*

Ravel – *Bolero*

Mahler – *Symphony No. 3* (1st mvt.)

Wagner – *Ride of the Valkyries*

**Tenor Trombone Doctor of Musical Arts: (Select one solo and all excerpts)**

Tomasi – *Concerto*

Creston – *Fantasy*

Bourgeois – *Concerto, op. 114*

**Excerpts:**

Mozart – *Requiem* (Tuba Mirum)

Berlioz – *Hungarian March*

Saint-Saëns – *Symphony No. 3*

Ravel – *Bolero*

Mahler – *Symphony No. 3* (1st mvt.)

Wagner – *Ride of the Valkyries*

Schumann – *Symphony No. 3*

Strauss – *Ein Heldenleben*

Rossini – *William Tell Overture*

**Bass Trombone Bachelor of Music: (Select one solo)**

Koetsier – *Allegro Maestoso*

Lebedev – *Concerto in One Movement*

Sachse – *Konzert*.

**Bass Trombone Master of Music: (Select one solo and all excerpts)**

Ewazen – *Concerto*

Hidas – *Rhapsody*

Kazik – *Concerto in Five Short Movements*

**Excerpts:**

Berlioz – *Hungarian March*

Haydn – *Creation*

Schumann – *Symphony No. 3*

Wagner – *Das Rheingold*

Kodaly – *Hary Janos*

Wagner – *Ride of the Valkyries*

**Bass Trombone Doctor of Musical Arts: (Select one solo and all excerpts)**

Schnyder – *Concerto*

Castérède – *Fantasie Concertante*

**Excerpts:**

Berlioz – *Hungarian March*

Haydn – *Creation*

Wagner – *Das Rheingold*

Schumann – *Symphony No. 3*

Kodaly – *Hary Janos*

Wagner – *Ride of the Valkyries*

Schumann – *Symphony No. 3*

Strauss – *Ein Heldenleben*

Rossini – *William Tell Overture*

Respighi – *Fountains of Rome*



**Euphonium Bachelor of Music: (select one and the Arban's study)**

Guilmant – *Morceau Symphonique*  
Barat – *Andante et Allegro*  
Capuzzi/Catelinet – *Andante and Rondo*  
Bellstedt – *Napoli*  
Pryor – *Blue Bells of Scotland*

**Required to play:** Arban – *Characteristic Study No. 1.*

**Euphonium Master of Music: (select one solo and all excerpts)**

Jacob – *Fantasia*  
Picchi/Mantia – *Fantasia Originale*  
Horovitz – *Concerto*  
Boccalari – *Fantasia di Concerto*

**Excerpts:**

Sousa – *Stars and Stripes Forever*;  
Moussorgsky/Ravel – *Pictures at an Exhibition* (Bydlo).

**Euphonium Doctor of Musical Arts: (select one solo and all excerpts)**

Ponchielli – *Concerto*; Bourgeois – *Concerto, Op. 114*; Cosma – *Concerto*;  
Curnow - *Symphonic Variants*

**Excerpts:**

Sousa – *Stars and Stripes Forever*  
Moussorgsky/Ravel – *Pictures at an Exhibition* (Bydlo)  
Schönberg – *Theme and Variations*  
Makris – *Aegean Festival*  
Strauss – *Ein Heldenleben*  
Holst – *Planets*

**Tuba Bachelor of Music: (select one solo and all excerpts)**

Hindemith – *Sonata*  
Lebedev – *Concerto in One Movement*  
Gregson – *Concerto* (1st mvt).  
Excerpts: Mahler-*Symphony No 1*; Prokofiev – *Symphony No. 5*; Wagner – *Die Meistersinger*.

**Tuba Master of Music: (select one solo and all excerpts)**

Bach – *Sonata No.2 in E-flat*; Broughton – *Concerto*; Vaughan Williams – *Concerto*.

**Excerpts:**

Prokofiev – *Symphony No. 5*  
Wagner – *Die Meistersinger*  
Wagner – *Ride of the Valkyries*  
Berlioz – *Hungarian March*  
Strauss – *Till Eulenspiegel*.

**Tuba Doctor of Musical Arts: (select one solo and all excerpts)**

Arutunian – *Concerto*; Ewazen – *Concerto*;  
John Williams – *Concerto*; Broughton – *Concerto*.

**Excerpts:**

Prokofiev – *Symphony No. 5*  
Wagner – *Die Meistersinger*  
Wagner – *Ride of the Valkyries*  
Berlioz – *Hungarian March*  
Strauss – *Til Eulenspiegel*  
Berlioz – *Symphonie Fantastique*  
Respighi – *Fountains of Rome*

## JURIES

### Jury Exams

Juries occur one week prior to final exams each semester. All performance majors (BM, MM, and DMA) will be evaluated by the brass faculty in a jury hearing each semester and will either be recommended for continuance or removal from their current level.

The jury may recommend a one-semester "probationary" status before denying continuance as a performance major. At the discretion of the applied instructor, students may be exempted from the jury exam in semesters in which a successfully adjudicated degree recital has been performed. Students must perform a solo with piano accompaniment at each jury, but have the option of performing an excerpt jury or an unaccompanied solo in consultation with their instructor. Juries may be recorded at the discretion of the applied instructor.

### Jury Requirements

Every concentration and performance student must perform a jury during the first two semesters of study. However, after the first two semesters the jury requirements differ depending on major, classification and length of study. The following table lists jury requirements based on the aforementioned parameters.

	<b>BM Concertration</b>	<b>BM Performance</b>	<b>MM Performance</b>	<b>DMA Performance</b>
<b>Semester 1</b>	Jury	Jury	Jury	Jury
<b>Semester 2</b>	Jury	Jury	Jury	Jury
<b>Semester 3</b>	Jury	Jury	One Jury or Adjudicated Recital per year	One Jury or Adjudicated Recital per year
<b>Semester 4</b>	Jury—UDE	Jury—UDE		
<b>Semester 5</b>	No Jury	One Jury or Adjudicated Recital per year	One Jury or Adjudicated Recital per year	One Jury or Adjudicated Recital per year
<b>Semester 6</b>	Concentration Proficiency Exam			
<b>Semester 7</b>	Elective—No Jury	One Jury or Adjudicated Recital per year		One Jury or Adjudicated Recital per year
<b>Semester 8</b>	Elective—No Jury			

With the teacher's approval, a student may choose to perform an excerpt jury at any time. The teacher will decide the semester in which the jury or recital will take place for those students who are required to perform only of these per year. In semesters in which a student does not perform a jury or recital, the student may be required to perform an adjudicated departmental performance and/or complete a special recording project.

### **Upper Division Exam (UDE)**

Before registering for brass lessons at the 3500 level, all students must pass an Upper Division Examination (UDE). This examination is administered at the end of the 4<sup>th</sup> semester of 1500 level study and is performed for the full brass faculty. Students must exhibit an acceptable, characteristic sound with good intonation, rhythmic stability, range, endurance, etc. in the performance of specific repertoire. If this exam is not passed after the first attempt, additional credit hours may be required by the jury and must be completed before the upper division exam may be retaken. This number of credit hours will be added to the student's degree plan. This exam may be taken no more than two times. Works to be performed at this examination must be chosen from the following list in consultation with the student's instructor. Performance majors will be required to play designated excerpts for this exam (see page 12). Exceptions to this list require the advanced approval of the appropriate applied faculty. Upper Divisional Exams will be in the Concentration and Continuing Performance Jury Committees.

### **Undergraduate Upper Divisional Exam (UDE) Repertoire**

(following page)

(Please choose one solo from the appropriate list or prepare all excerpts where applicable)

**Trumpet – Music Ed./Composition**

Balay – *Prelude et Ballade*  
Bordogni – *Transposition Studies\**  
Bozza – *Badinage*  
Bozza – *Rustiques\**  
Goedicke – *Concert Etude*  
Handel – *Aria con Variazioni*  
Haynie – *Low Notes and High Notes\**  
Haydn – *Concerto in E flat* (one mvt)\*  
Kennan – *Sonata* (one mvt)\*  
**\*Trumpet Jazz Studies Majors are required to select one of these.**

**Trumpet Performance Major**

Solo of teacher's choice **or** the following excerpts:  
Beethoven - *Leonore Overture No. 3* (call)  
Moussorgsky - *Pictures at an Exhibition* (Promenade)  
Respighi - *Pines of Rome* (offstage call)  
Debussy – *Fetes*  
Brahms – *Academic Festival Overture*  
Stravinsky – *Petrushka* (Ballerina's Dance)

**Horn - Music Ed./Comp. /Theory/Music History**

Any Mozart Concerto in E flat (mvt 1)  
R. Strauss – *Concerto Op. 11* (mvt 1 or 3)  
Schumann – *Adagio and Allegro*  
Hindemith – *Sonata* (mvt 1)  
F. Strauss – *Concerto Op. 8* (mvt 1 or 3)

**Horn Performance Majors**

Solo of teacher's choice **or** the following excerpts:  
Ravel – *Pavane* (opening)  
Mendelssohn – Nocturne from *Midsummer Night's Dream*  
Brahms – *Symphony No. 1* (2nd mvt.)  
Strauss – *Don Juan* (tutti section)  
Mahler - *Symphony No. 1* (3rd mvt. low horn excerpt)  
Beethoven – *Symphony No. 3* (3rd mvt. 2nd horn).

**Tenor Trombone – Music Ed./Composition Major**

Barat – *Andante et Allegro*  
Sulek – *Sonata vox Gabrieli*  
Marcello – *Sonata in A minor*  
Pryor – *Thoughts of Love*  
Simons – *Atlantic Zephyrs*

**Tenor Trombone Performance Majors**

Solo of teacher's choice **or** the following excerpts:  
Mozart – *Requiem* (Tuba Mirum)  
Berlioz – *Hungarian March*  
Rossini – *La Gazza Ladra Overture*  
Ravel – *Bolero*  
Mahler – *Symphony No. 3* (1<sup>st</sup> mvt, 1<sup>st</sup> excerpt)  
Wagner – *Ride of the Valkyries*

**Bass Trombone – Music Ed/Composition Major**

Semler-Collery – *Barcarolle et Chanson Bachique*  
Hindemith – *Drei Leichte Stücke*  
Sachse – *Konzert* (with cuts)  
Lebedev – *Concert Allegro*  
McCarty – *Sonata*

**Bass Trombone Performance Major**

Solo of teacher's choice **or** the following excerpts:  
Rossini – *La Gazza Ladra Overture*  
Berlioz – *Hungarian March*  
Haydn – *Creation*  
Schumann – *Symphony No. 3*  
Kodaly – *Hary Janos*  
Wagner – *Ride of the Valkyries*

**Tenor Trombone – Jazz Studies Major**

Bozza – *Ballade*  
Defaye – *Deux Danses*  
Martin – *Ballade*

**Bass Trombone – Jazz Studies Major**

Bozza – *New Orleans*  
Defaye/Knaub – *Deux Danses*  
Bozza – *Prelude et Allegro*

**Euphonium- Music Ed./Comp./Theory/Music History**

Barat – *Andante et Allegro*  
De La Nux- *Concertpiece*  
Deluca - *Beautiful Colorado*  
Guilmant – *Morceau Symphonique*  
Hutchison - *Sonatina*  
Jacob - *Fantasia*  
Klengel/Falcone - *Concertino in Bb*  
Shepherd - *Nocturne and Rondolette*

**Euphonium Performance Major**

Solo of teacher's choice **or** the following excerpts:  
Sousa – *Stars and Stripes Forever*  
Moussorgsky/Ravel – *Pictures at an Exhibition*  
(Bydlo) Sight reading

**Tuba- Music Ed./Comp. /Theory/Music History**

Barat/Smith – *Introduction and Dance*  
Gregson – *Concerto (mvt 1)*  
Hindemith – *Sonata (any two mvts.)*  
Lebedev – *Concerto*  
Vaughn Williams – *Concerto* (mvt 1)

**Tuba Performance Major**

Solo of teacher's choice **or** the following excerpts:  
Prokofiev – *Symphony No. 5*  
Wagner – *Die Meistersinger*  
Wagner – *Ride of the Valkyries*

### **Concentration Proficiency Exam**

Undergraduate concentration students must pass a Concentration Proficiency Exam (CPE) to complete their applied music study. This exam, which takes the place of the normal jury, is usually performed at the end of the 6<sup>th</sup> semester of applied study but may be performed earlier. The appropriate applied faculty must approve the repertoire in advance. If this exam is not passed after the first attempt, additional credit hours may be required by the jury and must be completed before the concentration proficiency exam can be retaken. This number of credit hours will be added to the student's degree plan. This exam may be taken no more than two times. After two failures the student will be ineligible to continue at his/her current status. An acceptable recital, adjudicated by the brass faculty, may substitute for this exam.

### **Secondary Jury**

Students enrolled in secondary applied study may be required to play a jury by their applied teacher.

### **Jury Committees**

Jury committees will be composed of full time, adjunct and teaching fellows as assigned.

- All concentration juries including Upper Divisional Exams and Proficiency Exams – Full time, adjunct and teaching fellow faculty in each individual area
- Performance Majors 1<sup>st</sup> semester of study (both undergraduate and graduate) –full brass faculty
- Continuing Performance Majors (undergraduate, Upper divisional, Graduate)-at least 3 full time faculty as assigned by the Brass Coordinator. May include adjunct and teaching fellows.
- Teaching Fellows must be on the jury for the students they are teaching each semester.

### **Jury Procedures**

The brass coordinator or designated faculty will schedule brass juries. Juries are generally held during the pre-finals week prior to the last day of classes. Each jury will have a chair that is responsible for the proper documentation of each student's performance. Generally, the brass coordinator will chair the juries if possible. Documentation will be distributed as directed by the College of Music administration. Comment sheets will be given to the appropriate applied faculty for distribution to the students.

### **Grading Jury Procedures**

Upper Divisional Exams and Concentration Proficiency Exams will be graded as Pass/Fail. All other juries will be graded with standard grades as outlined in the grading section of this handbook.

### **Jury Form and Semester Repertory Record**

The student must fill out the appropriate jury examination form and submit it to the jury. Special attention should be given to the completion of both sides of the Semester Repertory Record, as this form becomes part of the student's permanent academic record. These forms come in the following colors:

Purple = all undergraduate (concentration and performance majors)

Yellow = all graduate (concentration and performance majors)

Salmon = all upper divisional examination candidates (concentration and performance majors)

Blue = all undergraduate concentration proficiency candidates

The chairman of each jury panel will be responsible for the duplication and distribution of these forms following the jury.

### **APPLIED MUSIC STUDY GRADING POLICIES**

#### **Grading**

One unexcused absence will lower the grade one level. Three unexcused absences will result in an "F" for the course. Grades are based on lesson performance, attendance at weekly studio classes/departments, jury performance, and other requirements as announced. If a student is failing the class, he/she will be notified in a timely manner. The percentages of the final grade for each applied study requirement will be determined by the full-time faculty of each applied studio.

#### **Grading Explanation**

A = superior performance, superior jury, perfect attendance at lessons (not counting excused absences), superior participation in master classes, recitals etc. Superior and outstanding musical progress.

B = excellent performance, excellent jury performance, excellent participation in master class. Excellent musical progress.

C = Average performance, some participation in master classes, average progress throughout the semester. Average jury performance

D = Substandard performance, attendance and/or attitude problems, little or no participation in master classes and other brass activities. Unacceptable jury performance.

F = Failure of the class due to attendance, lack of preparation, practice, performance ability or other factors. Unacceptable jury performance.

### **ENSEMBLE PARTICIPATION**

Student ensemble participation is based on UNT degree requirements and scholarship requirements. Auditions are held before the first week of classes in the fall semester and as needed before the spring semester. The auditions are administered jointly by the ensemble directors and members of the brass faculty. Every attempt is made by the brass faculty to give students a broad range of ensemble experiences. Regulations and repertoire are posted in advance on the Wind Studies web site <http://www.music.unt.edu/windstudies/> by August 1 each year.

## RECITALS

### **Recitals**

All students are encouraged to perform as frequently as possible in degree and non-degree recitals. The appropriate applied faculty must approve the date and content of all recitals. Students who do not pass a degree recital must re-audition for the performance program before continuing performance level study.

### **Accompanists and Assisting Musicians**

Students are expected to secure their own accompanist for weekly departmental, jury and recital performances. The applied teacher has oversight and final approval of the student's accompanist as well as all other assisting musicians for all performances. The applied teacher reserves the right to dismiss accompanists as well as other assisting musicians for lack of preparation and/or unprofessional behavior.

Students are responsible for the performance quality of their accompanist and assisting musicians they choose, and the quality will be reflected in the recital grade.

### **Recital Deficiencies**

Incoming graduate students without performance degrees must fulfill all recital deficiencies identified at the time of admission.

### **Scheduling**

Students are responsible for scheduling their recitals in accordance with the College of Music procedures as outlined on the website - [www.music.unt.edu/request](http://www.music.unt.edu/request). It is mandatory for all students to have the approval of the applied teacher before scheduling performances or degree recitals.

### **Degree Recitals**

All DMA degree recitals must be recorded, though all students performing recitals are strongly encouraged to make arrangements to have their performance recorded. The performing student is responsible for arranging the necessary faculty attendance for all degree recitals. If the required numbers of faculty are unable to attend, the student is responsible for supplying a recording of the performance in a timely manner to the brass faculty for review and grading. Graduate degree recitals must follow the instructions in the appropriate College of Music Graduate Handbook.

### **Oral Exams**

MM/DMA oral exams will be scheduled by the student in collaboration with his/her committee. The results of this exam will be reported to the Graduate Office, utilizing the necessary form (see MM or DMA Handbook). For MM students the form for recording examination results is generated only after the student applies for graduation. If the exam is completed before the official Toulouse Graduate School form is available, the brass area form attached may be used to record the results of the exam until the official form is generated.

## **ADVISING**

The full-time brass faculty will serve as graduate advisors to all graduate brass students. Graduate students are responsible for all of the material in the appropriate graduate handbooks (UNT Graduate Catalog and the College of Music MM and DMA handbooks). Students are responsible for compliance with all deadlines and procedures outlined in these materials.

## **GRADUATE TEACHING FELLOW SUPERVISION**

The selection of teaching fellow/assistants is made by the faculty of each instrument area. Each faculty area will communicate the selections to the associate dean for academic affairs. The selection of the brass teaching assistants for the brass class will be done by the brass area coordinator with input from the brass faculty and in consultation with the music education division chair. The brass area coordinator will communicate this selection to the associate dean for academic affairs.

Faculty in each instrumental area will be responsible for supervising its graduate teaching fellows, including the assignment of students and the monitoring of teaching quality, student progress and grading.

## **ADJUNCT FACULTY**

Adjunct faculty will teach as assigned by the full-time faculty in each instrumental area.

## **ADMINISTRATION**

For any questions or problems students should observe the following protocol:

1. Applied Teacher
2. Full time brass faculty (if student is assigned to a teaching assistant or adjunct faculty)
3. Brass Coordinator
4. Instrumental Division Chair
5. Associate Dean for Academic Affairs
6. Dean of the College of Music

## **PROTOCOL FOR ARRANGING SPECIAL LESSONS**

While a specially arranged lesson with another faculty member is possible, it is not encouraged unless initiated by the student's assigned teacher. If a faculty member is approached by a student from a different studio regarding a lesson, the first question should be, "Have you cleared this with your teacher?" If special circumstances dictate the need for a different approach, it should be handled in consultation with the Brass Area Coordinator.

## **CONCERTO/ARIA COMPETITION**

The brass area orchestral concerto auditions will be held each year as announced by the Orchestral Studies division. A sign-up sheet will be posted on the brass area bulletin board prior



to the announced time for the brass area auditions. All solo auditions must be performed from memory and with piano accompaniment. Under current policies the brass faculty will recommend up to five students to participate in the final round of auditions. For further information, consult with the Brass Area Coordinator.

### **SELECTION OF HONOR STUDENTS**

The brass faculty will select a graduate and undergraduate student as the brass honor student for the university Honors Day each year. Each January each brass area (trumpet, horn, trombone, euphonium, and tuba) will submit a nomination to the brass coordinator who will prepare a ballot for selection. Each faculty member will be asked to vote for 3 candidates on the ballot. The ballot will have 5 undergraduate and 5 graduate nominations. The selection process will be completed by February 28<sup>th</sup>.

### **SELECTION OF STUDENT ADVISORY COMMITTEE REPRESENTATIVES**

The student brass area representatives to the College of Music Student Advisory Committee are selected in a rotation among the different instrumental studios according to the following chart. Each year the appropriate faculty will appoint students for service on the committee.

#### **College of Music Student Advisory Committee – Brass Area**

YEAR	UNDERGRAD		GRADUATE	
2003/4	Horn	Sara Snyder	Euph	Mitsuru Saito
2004/5	Trb	Ross Patterson	Trpt	Maureen Murphy
2005/6	Tuba	Ryan Robinson	Horn	Mike Harcrow
2006/7	Euph	Peter Folliard	Trb	Ben Polk
2007/8	Trpt	Beth Petroultka	Tuba	Alex Costantino
2008/9	Horn	Susan Anderson	Euph	Danny Vinson
2009/10	Trb	Carl Lundgren	Trpt	Kiel Senninger
2010/11	Tuba	DeMarcus Walker	Horn	Heather Suchodolski
2011/12	Trp	Luis Cardenas Casillas	Euph	Patrick Nyren
2012/13*	Horn	Jessica Young	Trpt	Andreas Stoltzfus
2013/14	Trb	Freddy Ouelette	Euph	Donald Bruce
2014/15	Tuba	Elizabeth Speltz	Horn	Brandon McDannald
2015/16	Euph	Andrew Lyster	Trb	Chris Sharpe
2016/17	Trpt	Robert Garrison	Tuba	Eric Smith
2017/18	Horn		Euph	
2018-19	Trb		Trpt	
2019/20	Tuba		Horn	

**te: In 2012/13 there was a deviation from the studio rotation that had been established in past years. An attempt was made to rectify this for the 2013/2014. We returned to the established rotation for the 2014/2015 school year.**

### **CHAMBER MUSIC**

Chamber music assignments will be made each semester by the brass faculty member responsible for this area. Pre-formed groups should contact the brass faculty chamber music representative to remain intact as a group for the semester. In order to receive coaching, all members of the group must be registered for credit.

## HEARING LOSS

### Are you a MUSICIAN?

Your HEARING is your livelihood, and your livelihood may be AT RISK!

The FACTS about Noise Induced Hearing Loss (NIHL):

- As many as 50% of musicians have problems with hearing loss.
- Risk of injury is based on a combination of sound intensity and duration.
- Listening to music, live or recorded, in performance or rehearsal, can result in significant exposure to high sound levels.
- Hearing loss is cumulative: all sources (24/7) of elevated sound levels contribute.
- Permanent NIHL is irreversible.
- Temporary NIHL is reversible with adequate rest and recovery.

HOW do I protect myself? Short Term: Control your environment wherever possible

- Listen to recorded music at moderate loudness levels.
- Reduce exposure time to sound levels above 85dB.
- Reduce repeated or cumulative exposure.
- Protect yourself from exposure to hazardous sound environments.
- Use ear protection in noisy environments.\*
- Rest the ears between exposures to loud sounds.

Long Term: Inform yourself about your own exposure history

- Get a base-line comprehensive audiological evaluation.\*
- Follow up with annual checkups.
- Know the symptoms of NIHL:
  - Temporary threshold shifts
  - Ear discomfort after exposure
  - Ringing and buzzing
  - Difficulty of hearing in noise
- Know how to request and use a SPL meter to estimate your exposure in potentially risky environments

Hearing evaluations are FREE to all UNT students through the Department of Speech and Hearing. (940) 565-2262

\*See this video [http://media.unt.edu:8080/ramgen/cdl/MUAG1500/video/hearing\\_exam.rm](http://media.unt.edu:8080/ramgen/cdl/MUAG1500/video/hearing_exam.rm) for information about scheduling an evaluation, and to learn how you can have relatively inexpensive protective devices custom made for your ears.

## **OTHER ACADEMIC POLICIES**

### **Office of Disability Accommodation**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

### **Financial Aid Satisfactory Academic Progress (Undergraduates)**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

### **Financial Aid Satisfactory Academic Progress (Graduates)**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

### **International Students Playing or Teaching Off-Campus**

International students must have permission in advance to work OFF-CAMPUS. PLEASE do not sign forms for International students regarding Employment. Please refer the students to Becky King in the Advising Office Chilton Hall 211 – no appointment required, 8-4:30 Monday-Friday. She will quickly assist them with the CPT request procedures using the steps outlined on the attached pdf.

They may work a single job, or a combination of jobs, up to 20 hours weekly (in addition to fulltime TA/TF positions). UNT International is extremely supportive of our students, however, all work must be approved using the CPT guidelines. The Advising practice is to use enrollment in Applied Music (lessons) to justify getting applied work experience in their field. It would advisable to add the following paragraph in your syllabus:

“Enrollment in this course expects the student to attain practical work experience in performing, research, and/or teaching work that is directly related to course topics. Appropriate placement, duration of position, and amount of time worked will be determined at the discretion of the Major Professor and in cooperation with the Employer. Appropriate position(s) should be part-time and occur during the term of enrollment. Paid work as a church musician, teaching privately, research activity or as a member of a performing ensemble are examples of appropriate applications. Combinations of single appointments, multiple appointments and longer-term appointments may be used to satisfy this course expectation.”

## Appendix

University of North Texas  
College of Music  
Applied Trumpet Lessons

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### UNT TRUMPET STUDIO COURSE SYLLABUS

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#### INSTRUCTORS

<b>Instructor:</b> John Holt <b>Email:</b> John.Holt@unt.edu	<b>Office:</b> MU 129 <b>Phone:</b> 940-565-3719
<b>Instructor:</b> Dr. Jason Bergman <b>Email:</b> Jason.Bergman@unt.edu	<b>Office:</b> MU 128 <b>Phone:</b> 734-945-1099
<b>Instructor:</b> Adam Gordon <b>Email:</b> flashtrumpet@yahoo.com	<b>Office:</b> Music Annex 120 <b>Phone:</b> 817-706-7282
<b>TF:</b> Spencer Wallin <b>Email:</b> Spencer.Wallin@gmail.com	<b>Office:</b> Bain 223
<b>TF:</b> William Pratt <b>Email:</b> wcpratt.tpt@gmail.com	<b>Office:</b> Bain 213
<b>TF:</b> Casey Goldman <b>Email:</b> CaseyKeller@my.unt.edu	<b>Office:</b> Bain 213
<b>TF:</b> Megan Bailey <b>Email:</b> 9mbailey@gmail.com	<b>Office:</b> Bain 213
<b>TF:</b> Jacquelyn Lankford <b>Email:</b> jacquelynankford@my.unt.edu	<b>Office:</b> Bain 213

**Office Hours:** By appointment, or as posted on Office door

#### Course Description

Applied trumpet lessons are designed to help you become proficient in the many aspects of trumpet performance. During the semester, you will develop a personalized, goal-based course of study with your instructor. This plan will assist you in developing and maintaining advanced performance and pedagogical skills.

Lesson content and format will vary with each student, and will be determined by the instructor based upon the goals set at the beginning of the semester and the requirements of the department and/or College of Music. All students are expected to make satisfactory progress through hard work, diligent preparation, and successful musical performances.

It is expected that each student will completely prepare for each lesson. This is essential for your success as a trumpet artist.

### **Course Overview**

Students will receive 13 applied lessons over the course of the semester. During each lesson students will be given specific assignments that are to be performed the subsequent week. It is expected that the student will come fully prepared for each lesson. This is not only necessary to receive a satisfactory grade in the course, but to also prepare you for the real world facing you upon graduation. Whether one will be a performer and/or an educator, preparation is essential ingredient to your success. We have high standards in the University of North Texas Trumpet Studio and expect every member to uphold that standard and tradition.

### **Ensemble Auditions and Ensemble Participation**

All applied trumpet students (MUAM and MUAC) are required to audition for classical ensembles every fall semester. The Wind Studies division organizes these auditions and posts audition music and procedures on their website on August 1. Additionally, it is also expected that every student (MUAM and MUAC) who participates in marching band will also participate in a concert ensemble. Should there be any other exception made, it must be done in consultation with the trumpet faculty. Any exception will be rare and must be justified by a true hardship. Work, practice, or other pursuits are not valid reasons for not participating in ensembles. Failure to consult with faculty (and not participate in auditions/ensembles) will jeopardize your standing in applied lesson study.

Jazz majors are *not* required to audition for classical ensembles unless they wish to. Placement in classical ensembles must not conflict with placement in Lab Bands. Secondary trumpet students can audition for ensemble placement but are not required to.

### **Studio class**

Here is the schedule for studio classes and trumpet departmental:

Monday: Dr. Bergman's Studio Class, MU 132, 12-1pm

Wednesday: Trumpet Departmental, Recital Hall, 12-1 pm

Friday: Prof. Holt's Studio Class, MU 132, 12-1 pm

Students studying with Dr. Bergman or Prof. Holt are required to attend their respective studio classes. Attendance at the other studio class is strongly encouraged. Those studying with a teaching fellow are also strongly encouraged to attend studio classes. Doing so will increase your opportunities for growth on the trumpet, as well as your ability to join those studios in the future.

Attendance at Trumpet Departmental is required for all students taking applied lessons.

*Attendance in departmental will be monitored. Students are allowed one excused absence per semester in departmental. The excuse must be sought in writing to a faculty member. Any additional absences will result in a zero in the attendance average of your semester lesson grade.*

Every student should plan to perform at least one solo piece on at least one trumpet studio departmental each semester unless officially excused. The piece may be unaccompanied, but if it

was composed with accompaniment, it must be performed with accompaniment. Each studio will be assigned specific weeks in departmental. Plan your performances in departmental during the week your studio is assigned. *See attached calendar.* You are encouraged to procure accompanists early. They tend to charge more as the semester progresses and can eventually become impossible to find.

### **Dropping the Course**

From the 2016-2017 UNT Course Bulletin:

Students who wish to drop a course before the 12th class day of fall or spring terms/semesters or before the equivalent dates for summer sessions, may do so in the Registrar's Office or at [my.unt.edu](http://my.unt.edu). After the 12th class day for fall or spring terms/semesters or the equivalent dates for summer sessions, students must first receive the written consent of the instructor prior to dropping a course. The instructor may withhold consent for students to drop for any reason provided the instructor has informed students in writing at the beginning of the semester. Students applying for financial aid are required to notify Student Financial Aid and Scholarships before dropping any class to learn how it will affect current or future financial aid eligibility.

The grade of W is recorded for any course dropped with the instructor's consent prior to the end of the sixth week of classes for fall or spring terms/semesters or the equivalent dates for summer sessions. After that time, the student must have a passing grade for the instructor to assign a grade of W for a dropped course; otherwise, the grade WF is recorded.

Instructors may drop students with grades of WF from courses for nonattendance at any time after the completion of the sixth week of classes for fall or spring terms/semesters or the equivalent dates for summer sessions. See "Class Attendance" in this section.

No student may drop any course after the designated day of a given semester's 10th week for fall or spring terms/semesters or the equivalent dates for summer sessions. Drop procedures must be completed by 5 p.m. on the deadline dates specified in the online academic calendar (at [www.unt.edu/catalog](http://www.unt.edu/catalog)). After these dates, a student may not drop a course for any reason.

See the online Schedule of Classes at [www.unt.edu/registrar](http://www.unt.edu/registrar) for drop procedure and instructions.

### **Required Materials**

All necessary materials must be brought to every lesson, including solos, etudes, excerpts, ensemble parts, and equipment. Solos, etude and excerpt books you don't already own can be checked out from the music library, or ordered from vendors such as Pender's Music Company, Hickeys Music Center, or Robert King Music Sales, etc. You may be asked to purchase certain materials deemed necessary for your musical growth and development. Materials owned by your teacher may be checked out with the understanding that 1) a request for the immediate return of the materials can occur when necessary, 2) it is your responsibility to replace any property that is lost or damaged, 3) you must return the materials in the same condition as they were received, and 4) the teacher reserves the right to issue an incomplete or a failing grade if materials are not returned by the end of the school year in an acceptable condition. Your teacher also reserves the right not to check out their personal materials.

### **Instruments**

All trumpet majors are required to own professional level instruments. Anticipate the need to purchase a C trumpet, piccolo, E-flat trumpet, and/or flugelhorn during your time in school. Jazz majors should anticipate purchasing a flugelhorn.

### **Preparation**

Arrive at your lesson *completely* prepared on the assigned material from the previous lesson. The lesson is not the time to practice or make excuses for lack of preparation. It is the time to perform and demonstrate the progress you have made.

Complete preparation includes:

Knowing all the correct notes

Knowing all the correct rhythms

Knowing all the musical terms on the page, even those in a foreign language

Making a *musical statement* with everything you perform

Your weekly and semester lesson grade is *directly* affected by your preparation!

If you encounter any potential problems in your preparation, please speak with your professor. It is easy to work out a solution if there is an open dialogue. However, if there is no dialogue, we will assume that your preparation is a sign of your commitment, and you will be graded accordingly.

### **Course Grading**

Jury or Recital Performance	30%
Weekly Lesson Grades (average)	50%
Studio Class Projects/On-campus and Departmental attendance/Other Assignments	20%
Off Campus Attendance (extra credit)	10%

### **Weekly Lesson**

Students will receive a specific numeric grade for each lesson. This grade is based on the student's *successful performance* and *preparation* of your various assignments. The better prepared one is, the better the grade, and vice versa. Students can request to see their weekly lesson grade at any time.

### **Grading Ruberic**

100-95: *Completely mastered* with no mistakes or problems

95-90: *Nearly mastered* with a few minor mistakes or glitches

85-90: *Above average* with several mistakes

85-80: *Average* with multiple mistakes, but not passable. It will be reassigned.

80-75: *Below average* with too many passages and concepts that are unprepared. It will be reassigned and is not acceptable. This level of preparation and anything below this is unacceptable for a trumpet player at the University of North Texas - our standard is much higher. A new plan needs to be made.

75-70: *Not sufficiently prepared* with too many mistakes and not performable.

70-60: *No effort*. Will fail lesson and in jeopardy of failing the semester.

### **Final Examination Jury**



The Final Examination Jury is performed for the brass faculty, or applied professor and teaching fellow(s), at the end of each semester of private study and will constitute one-half (50%) of your semester lesson grade. Every undergraduate student taking applied lessons is required to perform a jury each semester until they pass their UDE. Then they perform either a recital or jury once a year after that at the determination of the instructor.

Graduate students perform a jury in their first semester of study, and then a jury or recital each year after that. A recital can fulfill the jury requirement with professor approval. A jury can also be required any semester at the request of the faculty. The jury consists of a prepared solo with accompaniment.

### **Event Attendance**

Students are expected to attend all required performances and trumpet recitals (student, faculty, guest artist, etc.) unless excused no later than prior to the day of the performance. If one must miss something, they may “substitute” the recital (in consultation with their teacher) by attending the dress rehearsal. Please obtain permission from the performer first.

We should attend these events to support our colleagues and guests, in addition to increasing our own educational experience. Attending concerts is vital to your growth as a musician. Teaching non-UNT private lessons, or another outside commitment is not a valid excuse for missing required studio events.

### **Off-Campus Concert Attendance Requirement**

All students can attend a minimum of two major off-campus professional musical performances each semester for extra credit. Written reviews of these two performances must be submitted within 30 days of each attendance. Reviews are submitted electronically and should be sent as an email attachment to your trumpet instructor. Examples of appropriate performances include the Dallas Symphony Orchestra, Dallas Wind Symphony, Dallas Opera, Fort Worth Symphony Orchestra, Lone Star Wind Orchestra, and tour presentations of major professional brass quintets, professional orchestras or military bands. Contact your instructor if you have questions about what venues are appropriate.

### **Lesson Attendance Policy**

Attendance at your weekly lesson is mandatory. You are expected to arrive fully prepared – all your notes and rhythms learned. You should be ready for your lesson (warmed-up, all music/books/mutes/trumpets, and materials) at least 5 minutes prior to your lesson.

### **Missing a Lesson**

Each student will receive one regularly scheduled lesson per week (55 minutes) unless other arrangements have been made. Except for an emergency or sudden illness, you must provide your teacher with no less than a 24-hour notice if you must miss a lesson. Absences due to illness, emergency, certain College of Music functions, or other unavoidable difficulties which seem reasonable will be excused and rescheduled as long as the instructor is notified well in advance.

An unexcused absence will not be rescheduled and may result in the letter grade being lowered one letter. Each additional unexcused absence may result in a one-letter grade reduction (refer to UNT Brass Area Handbook). If your teacher is absent, the lesson will be rescheduled.

Ultimately, it is *your* responsibility to make sure you complete any make-up lessons, whether you, or the professor reschedule them. Instructors will make every honest effort to be

available and have open time; however, if you do not seek out make-up lessons, you will forfeit any make-up lessons you need.

### **Late Assignments or Projects**

There are no late assignments or projects. Every assignment is to be prepared and performed in the assigned lesson or studio class.

### **Student Behavior**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc.

LINK: Student Code of Conduct - <https://deanofstudents.unt.edu/conduct>

### **Access to Information – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs at [my.unt.edu](http://my.unt.edu). All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

LINK: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

### **Academic Integrity**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

LINK: <http://facultysuccess.unt.edu/academic-integrity>

### **ADA Statement**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the

semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation.

LINK: [disability.unt.edu](http://disability.unt.edu). (Phone: (940) 565-4323)

### **Fall Semester Academic Schedule (with Add/Drop Dates)**

<http://catalog.unt.edu/content.php?catoid=15&navoid=1228>

### **Final Exam Schedule**

<http://registrar.unt.edu/exams/final-exam-schedule/fall>

## **Financial Aid and Satisfactory Academic Progress**

### **Undergraduates**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

LINK: <http://financialaid.unt.edu/sap>

### **Graduates**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

LINK: <http://financialaid.unt.edu/sap>

## **Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates.

Link: [essc.unt.edu/registrar/ferpa.html](http://essc.unt.edu/registrar/ferpa.html)

# Course Syllabus for Applied Horn

**College of Music**  
**University of North Texas**  
**William Scharnberg**

Rm. 226, College of Music  
Office Telephone: 940-565-4826  
Email: wscharn@music.unt.edu

**Prerequisite:** permission of the instructor

**Format:**

Horn instruction given in private lessons and studio classes  
MUAM, MUAC: 2–4 hours credit for one hour weekly  
MUAS: 1-2 hours credit for 1/2 to 1 hour weekly  
Studio Class: Friday, 1:00–1:50 pm (WPAC Instrumental Rehearsal Room – IRR)

**Attendance:**

Attendance at the weekly private lesson is mandatory. In case of illness or emergencies, contact the instructor by phone or e-mail. In the cases of illnesses and emergencies, lessons will be made up. Lessons canceled by the instructor will be made up. Absences without notification are not acceptable. The rescheduling of lessons due to student or faculty scheduling conflicts should be completed at least a week in advance of the conflict.

Attendance at the weekly studio class is mandatory for performance and concentration majors unless excused by the Professor Scharnberg.

Attendance at all lab instrumental lab ensemble concerts is expected. Attendance at horn recitals is required. Semester grades will be lowered for failure to attend horn recitals. Only legitimate excuses are accepted prior to the recital (“I have to teach at that time” is not an acceptable excuse). This is an important part of the learning experience. Attendance at other guest, faculty, and other brass events is highly recommended.

**Course Objectives:**

To develop the highest standards of artistry, including musical and technical ability. To experience a broad selection of the repertoire, and develop pedagogical skills and materials.

**Course Materials:**

The following equipment should be owned and used by the horn student: metronome, tuner, pencil (with eraser), mouthpiece, and methods, etudes, solos, excerpts as listed in the following repertoire lists.

**Practice:**

The applied lesson is simply a chance to hear what the student has accomplished in the practice room. While not prescribing a certain number of practice hours required for the course, it is expected that the student will practice both enough and at the highest level of ability to improve each week.

**Lesson Recording:**

Students may record their lessons on their personal equipment. Students may bring in all or a portion of their lesson as recorded (by them) in the practice room!

**Scales and Arpeggios:**

While no scale or arpeggio juries will be required for the semester grade, it is expected that the student master these important tools: major and minor scales, and all major, minor, diminished, and augmented arpeggios.

**Barrier exams: Juries:**

Semester juries occur during “Dead Week” each semester. Separate jury signup sheets for performance majors and concentrations will be posted at least 2 weeks in advance of the jury dates. Students must perform a solo with piano accompaniment at each jury. Performance majors may perform an orchestral excerpt jury one out of four semesters. Students will receive comment sheets immediately following the jury performance and all juries will be recorded.

Before registering for horn lessons at the 3514 level, the student must pass an Upper Division Exam. This is simply a jury performance that takes place no later than the second semester of the sophomore year (unless the student transfers to UNT). The student must perform at the level of a strong senior in high school and demonstrate good progress from previous juries to pass this exam.

Concentration students must pass an exit exam before graduating. This jury exam is normally performed in the senior year but may be performed earlier. The jury committee expects to hear the student perform at the level of the strongest high school students in Texas. This exam may be taken as many as three times. The student will be advised immediately following the exam as to its acceptability. It is possible for the committee to pass the student with a requirement of horn lessons for additional semester(s), receiving at least a “B” grade for those semesters. Concentration students who perform a non-degree senior recital may use that recital as their exit exam.

Undergraduate performance majors will perform a minimum of three orchestral excerpts for the Upper Division Exam (no solo).

**Auditions:**

Each fall students have the opportunity to audition for ensembles in the College of Music. Regulations and repertoire will be posted in advance. Every attempt will be made to give the student a broad range of experience given the student’s level of ability.

Performance major auditions occur at the beginning and ending of each semester. To audition for the performance major program, an undergraduate hornist must perform a movement of a standard concerto or other work from the traditional repertoire. A Masters degree student must perform an entire concerto or equivalent from the traditional repertoire plus six orchestral excerpts from a list of twelve. A DMA degree student must perform three contrasting works, including one major sonata or concerto, nine orchestral excerpts from a list of eighteen, and present the committee with a resume. Students will be informed immediately after the audition as to their status (accepted, provisionally accepted, or failed). A maximum of three auditions are permitted. At each semester’s jury, the performance major is either “continued,” “continued provisionally,” or “not continued” in the performance program as judged by a committee of the brass faculty. Students who are not continued must audition again.

**Recitals:**

Performance majors are expected to perform a junior recital, which may be shared with another student. A full recital at the Bachelors and Masters level is required and registration for such is expected. The MM degree requires one full recital. At the DMA level, there are three full recitals and a lecture recital (see the graduate college requirements). A student who does not pass a recital must perform another until passed.

Concentration students, although not required to perform a senior recital, are encouraged to do so, sharing their years of hard work and experience with their colleagues.

**Grading:**

One unexcused absence will lower the grade one level. Three unexcused absences will result in an "F" for the course. Grades are based on attendance and performance in the studio lesson (which reflects the student's practice efforts) (70%), attendance at the weekly studio classes (10%), horn recital attendance (10%), and the jury performance (10%). If a student is failing the class, he/she will be notified.

**University Policies** that apply to this course include the policy on Cheating and Academic Dishonesty ([www.unt.edu/planning/UNT Policy/volume3/18 1 11.html](http://www.unt.edu/planning/UNT%20Policy/volume3/18%2011.html)) and American with Disabilities Act Statement ([www.unt.edu/planning/UNT Policy/volume 2/6 8 3.html](http://www.unt.edu/planning/UNT%20Policy/volume%202/6%208%203.html))

# University of North Texas Trombone Studio

## Applied Music Syllabus Updated Fall 2016

### Practice

Every student is expected to practice a **minimum** of two to three hours per day in addition to the necessary ensemble rehearsals. If you are unable to schedule this, please speak with your teacher immediately.

### Materials

All necessary materials must be brought to every lesson, including solos, excerpts, ensemble parts and equipment. Solos, etude and excerpt books you don't already own can be checked out from the music library, from your teacher, or ordered from vendors such as Pender's Music, Hickey's Music Center, or Robert King, Inc., just to name a few. You may be asked to purchase certain materials deemed necessary for your musical growth and development. Materials owned by your teacher may be checked out with the understanding that 1) a request for the immediate return of the materials can occur at any point, 2) it is your responsibility to replace any property that is lost or damaged, 3) you must return the materials in the same general condition as they were received, and 4) **the teacher reserves the right to issue an incomplete or a failing grade if said materials are not returned by the end of the school year in an acceptable condition.**

### Performances

Every student studying with a faculty member is required to perform a solo piece on at least one trombone studio departmental each semester unless officially excused. Students who are required to perform on a departmental will be assigned a departmental performance date. The piece may be unaccompanied, but if it was composed with accompaniment, you **MUST** perform it with accompaniment. Any trombone student may perform on departmental with his/her teacher's approval. Departmentals become very crowded at the end of the semester so please sign up as early as possible. It also pays (\$\$\$) to procure pianists early. They tend to charge more as the semester progresses and can eventually become impossible to find.

### Juries

Juries take place at the end of each semester. All students who are required to play a jury during that time are evaluated to determine if they have made sufficient improvement to meet the standards for continued study. The teacher reserves the right to veto your choice of pianist. You must play a jury regardless of having performed a successful solo recital unless otherwise excused. To find out if you are required to play a jury at the end of the semester please consult your applied teacher.

### Recital/Concert/Trombone Event Attendance Requirement

Students are expected to attend all required performances and trombone events unless excused **prior** to the day of the event. Excessive absence from trombone events may result in the lowering of the semester grade. A calendar of trombone events will be provided to the studio.

### Trombone Choir

Participation in trombone choir is expected for all trombone students unless specifically excused. **Failure to participate in a trombone choir will have a negative affect on your studio grade.** Note: Participation in the U-Tubes will satisfy the trombone choir requirement for jazz studies majors. Jazz studies majors who don't play in the U-Tubes must play in a trombone choir.

### Evaluation

Each lesson will be evaluated based on preparation of assigned material. The final grade will be based on your jury grade, weekly lesson preparation, and attendance (lessons, departmental, trombone choir, scale/tune jury and required events and performances). The percentage is as follows:

Jury: 40%

Lesson Preparation: 40%

Scale/Tune Jury: 10%

Attendance: 10%



### **Scale/Tune Juries**

The scale/tune jury consists of an assigned set of scales and tunes playable by ear and by memory in all twelve keys. Every student, with the exception of secondary trombone students, is required to play a scale/tune jury. This exam will take place during or around mid-term week. Specific requirements for this jury will be communicated at or near the beginning of the term.

### **Rescheduling Lessons**

Each student will receive one regularly scheduled lesson per week (50 minutes for majors, 25 minutes for secondary students) unless other arrangements have been made. Unless there is an emergency or sudden illness, please give your teacher at least 24 hours notice to reschedule a lesson time. Call, leave a message or send a text or email whenever you cannot come to a lesson. Absences due to illness, emergency, certain College of Music functions, or other unavoidable difficulties *which seem reasonable* will be excused and rescheduled as long as the instructor is notified well in advance. An unexcused absence will not be rescheduled and may result in the letter grade being lowered. Each student will receive at least 14 lessons per semester. If the teacher is absent, the lesson will be rescheduled.

### **Protocol**

Every student is required to conduct himself/herself in a highly professional manner and to treat fellow students as they would prefer to be treated. This is a skill necessary for success as a professional. **Unprofessional and/or unethical behavior will not be tolerated and will be dealt with quickly and decisively.**

### **Preparation Advice**

Make the most of the time you have by being well prepared. Come to lessons and ensemble rehearsals warmed up and ready to play. If you have a class just before your lesson, warm up earlier in the day. You have worked hard all week; make your lesson representative of that effort. The professors have an open door policy with students. Please don't be afraid to discuss anything you deem pertinent to your development, either personally or professionally.

## **INSTRUCTOR CONTACT INFORMATION**

### **Faculty**

**Tony Baker, Professor of Trombone—Studio MA118**

Email: [tony.baker@unt.edu](mailto:tony.baker@unt.edu)  
Office phone: (940) 565-3711  
Cell phone: (940) 230-4581

**Natalie Mannix, Assistant Professor of Trombone—Studio MU143**

Email: [natalie.mannix@unt.edu](mailto:natalie.mannix@unt.edu)  
Cell phone: (703) 732-5118

**Steve Menard, Assistant Professor of Trombone—Studio MU336**

Email: [steve.menard@unt.edu](mailto:steve.menard@unt.edu)  
Cell phone: (847) 226-5712

**Carl Lundgren, Adjunct Instructor of Trombone—Bain 218**

Email: [lungren\\_carl@hotmail.com](mailto:lungren_carl@hotmail.com)  
Cell phone: (940) 594-5784

### **Teaching Fellows**

**Eston Bell—Bain 222**  
Email: [estonbell@my.unt.edu](mailto:estonbell@my.unt.edu)

**Cell phone: (940) 735-5480**

**Kenny Davis—Bain 216**

**Email: [kennydavistrombone@gmail.com](mailto:kennydavistrombone@gmail.com)**

**Cell phone: (608) 220-9104**

**Chris Sharpe—Bain 222**

**Email: [csharpe1988@gmail.com](mailto:csharpe1988@gmail.com)**

**Cell phone: (865) 705-0624**

**Drew Sutherland—Bain 223**

**Email: [suthchar@isu.edu](mailto:suthchar@isu.edu)**

**Cell phone: (208) 251-2846**

**Jerry Umholtz—Bain 222**

**Email: [jerryumholtz@gmail.com](mailto:jerryumholtz@gmail.com)**

**Cell phone: (570) 985-7974**

**COURSE SYLLABUS APPLIED EUPHONIUM**  
**COLLEGE OF MUSIC-UNIVERSITY OF NORTH TEXAS**  
**Fall 2016**

MUAM, MUAC, MUAS 1518, 3518, 5518, 6518

**I. Prerequisite;** permission of instructor

**II. Scope of the course:**

- a. Euphonium instruction is given in private and group lessons, studio and master classes. Shared private lessons will be scheduled to allow the maximum number of students to study with Dr. Bowman. Students may also be assigned to study with Teaching Fellows and/or Assistants..
- b. Weekly lesson times to be assigned:
  - i. MUAM, MUAC one hour (50 minutes) weekly
  - ii. MUAS (secondary) one half hour (25 minutes) weekly
- c. A weekly class for new students (Graduate and Undergraduate) will be held each week on Tuesday at 4:00 to 5:30 in COM 232.
- d. Departmental studio class every Monday 12:00-1:30PM in the Voertman Hall.

**III. Attendance:**

- a. Attendance at the weekly private lesson is absolutely mandatory. In case of severe illness or emergency please notify Dr. Bowman at (940) 369-7937 or if studying with an euphonium graduate assistant by phone or E-Mail. A lesson canceled due to severe illness or emergency with 24-hour advance notice may be made up. Absences without notification will result in an "F" for that lesson without make-up and the studio grade lowered one level. Three missed lessons will result in failing the course Lessons missed or canceled by the instructor will be made up.
- b. Attendance at weekly departmental classes is mandatory for all performance and concentration majors unless excused by Dr. Bowman. Those assigned to the euphonium TA's teaching studio will be expected to play for Dr. Bowman at least every other week during the first hour of the master class. All students are expected to perform at least twice during the semester.
- c. Attendance at all euphonium concerts, recitals and events is mandatory unless excused by Dr. Bowman. Guest Artist clinics and recitals may be required as they occur.
- d. Attendance at all other Brass Department recitals, Guest Artist clinics and performances are strongly encouraged.

**IV. Course Objectives:**

- a. To develop the highest standards of personal musicianship and performance ability.
- b. To provide a broad knowledge of repertoire.
- c. To develop pedagogical materials and skills.

### **Practice**

- a. Daily practice is required average rate of one hour of practice for every hour of credit in the lesson. (2-hour credit-2 hours of practice, etc). This is the minimum requirement!!! It is recommended when possible to extend the daily practice up to double that time.

### **Lesson Recording**

- a. Private lessons may be recorded on your own equipment.

### **Scales**

- a. All concentration and major students will play a scale jury/examination in the first 10 minutes of the private lesson during the 12<sup>th</sup> week of classes. Secondary students will have assignments on the recommendation of the teacher.
- b. Scale juries will be graded pass/fail.
- c. The material for the exam is Dr. Bowman's Scale Routine.
- d. Levels will be decided upon together with the teacher.
- e. Additional random scale knowledge may also be tested.
- f. All students must pass the level exam as assigned by the private teacher.

### **Required equipment**

- a. Metronome
- b. Tuner
- c. Mouthpiece visualizer
- d. Breathing tube  
See Dr. Bowman for information on these items

### **Juries**

- a. Juries will be during the week prior to exam week
- b.
- c. Sign up sheets will be posted or on the internet:
  - i. Performance Majors on the official Brass Bulletin Board
  - ii. Concentration & Secondaries on Professor Little's studio door COM 227

### **Recitals**

- a. All students are encouraged to perform as frequently as possible in recitals, both as required by degree plans and as supplemental recitals.
- b. **Dr. Bowman must approve all recital programs and dates.**
- c. Recitals may be shared and this is recommended and encouraged for freshman, sophomore and junior level students.

### **Program Notes**

- a. All recitals should have program notes in addition to the printed programs. Program notes should be submitted to Dr. Bowman 1 week prior to the recital date

## **E-Mail**

- a. All students are expected to have E-Mail ability and be able to check messages for communications regarding studio classes, lessons and other euphonium related matters.

## **TUBA/EUPHONIUM ENSEMBLES**

- a. All euphonium students are expected to be in the Tuba/Euphonium ensembles meeting on Wednesday Evenings, 6:00-9:00pm, unless formally excused by Dr. Bowman.

## **Grading**

- a. Attendance
  - iii. One unexcused absence will lower the grade one level
  - iv. Three unexcused absences will result in failure of the course.
- b. Performance during lessons (weekly grade) 70%
- c. Jury performance 20%
- d. Attendance and participation in weekly master classes and recitals 10%
- e. Scale Jury (pass/fail- must pass to pass the course)
- f. At mid-term students will be notified of their grade if he/she is risk of failure.
- g. Grading policy
  - v. A = superior performance, superior jury perfect attendance at lessons, participation in master classes, recitals etc. Superior and outstanding musical progress.
  - vi. B = excellent performance, excellent jury performance, excellent participation in master class. Excellent musical progress.
  - vii. C = Average to good performance, some participation in master classes, good progress throughout the semester. Average jury performance
  - viii. D = Low performance, attendance and/or attitude problems, little or not participation in master classes and other brass activities. Unacceptable jury performance.
  - ix. F = Failure of the class due to attendance, lack of preparation, practice, performance ability or other factors

**Office hours are posted on Dr. Bowman's office door, COM room 273**

**University Policies will apply in this course. Please refer to the following web sites for complete policy statements:**

### **a. Office of Disability Accommodation**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information

see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

**b. Financial Aid Satisfactory Academic Progress (Undergraduates)**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility. If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit

<http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

**c. Financial Aid Satisfactory Academic Progress (Graduates)**

**current and future financial aid eligibility. Please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic**

**Progress. It may be wise for you to schedule a meeting with an academic advisor in your** A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility. If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

**d. Student Behavior in the Classroom**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [www.unt.edu/csrr](http://www.unt.edu/csrr).

**Other Handbooks**

1. Brass Area: <http://music.unt.edu/downloads/handbooks/BrassHandbook.pdf>
2. College of Music: <http://music.unt.edu/downloads/handbooks/comhandbook.pdf>
3. Master of Music: <https://graduate.music.unt.edu/master-music-performance-handbook-2016-17>
4. DMA: <https://graduate.music.unt.edu/dma-handbook-2016-17>

Dr. Brian L. Bowman, Regents Professor of Euphonium  
Office: 273 College of Music E-Mail: [brian.bowman@unt.edu](mailto:brian.bowman@unt.edu)  
Office Telephone: (940) 369-7937 Home Telephone (940) 591-1951

Graduate Teaching Assistants in Euphonium

Office: Bain 221

Wei-Chien Chou (Sunny)

Cell: (940) 595-2257

[WeiChienChou@my.unt.edu](mailto:WeiChienChou@my.unt.edu)

Jonathan Watkins

Cell: (772) 285-0996

[jonathanwatkins2@my.unt.edu](mailto:jonathanwatkins2@my.unt.edu)

# University of North Texas College of Music

## Tuba Studio Applied Music Syllabus

Fall 2016-Spring 2017  
(version 9.01.2016)

Donald Little, Regents Professor of Tuba  
Studio MU227

Email: [Donald.Little@unt.edu](mailto:Donald.Little@unt.edu)

Office phone: 940.565.3741 Cell or Text: 940.535.4504

### Tuba Department Staff:

Josh DeVries and Carl Kleinsteuber, Graduate Teaching Fellows

Zack Juarez, Jesse McConnell, and Elizabeth Speltz, Tuba Teaching Associates (Volunteer)

### Practice

Every student is expected to practice two to three hours per day in addition to the necessary ensemble rehearsals. If you are unable to schedule this, communicate with your teacher immediately.

### Materials

All necessary materials must be brought to every lesson, including solos, etudes, excerpts, ensemble parts and equipment. Solos, etude and excerpt books you don't already own can sometimes be checked out from the music library or ordered from vendors such as Pender's Music Company, Hickeys Music Center, or Robert King Music Sales, etc. You may be asked to purchase certain materials deemed necessary for your musical growth and development.

Materials owned by your teacher may be checked out with the understanding that 1) a request for the immediate return of the materials can occur when necessary, 2) it is your responsibility to replace any property that is lost or damaged, 3) you must return the materials in the same condition as they were received, and 4) **the teacher reserves the right to issue an incomplete or a failing grade if materials are not returned by the end of the school year in an acceptable condition.**

### Performances

Every student is required to perform a solo piece on at least one tuba studio departmental each semester with possible additions of other assigned performances that will be documented in the departmental schedule. Such performances may be adjusted or officially excused at the discretion of the tuba faculty.

Accompanied repertoire MUST always be performed with the accompaniment. Unaccompanied literature may be occasionally performed at the discretion of the tuba faculty. It is the responsibility of students to arrange for accompanists, so plan at least a month ahead for departmental performances and especially juries. Accompanists may charge more as the semester progresses and will be difficult to find towards the end of the semester.

### Freshman Tuba Class

Freshman Tuba Class is required of all freshman tuba major, concentration and secondary students. Other students may be required to attend at the discretion of the tuba faculty. This class meets weekly on Sunday afternoons, and attendance is mandatory. Poor attendance and inadequate preparation will affect the studio semester grade adversely.

Freshman Tuba Class will meet 4:00-5:30 pm Sunday afternoons in the Orchestra Hall (MU232). This class will be directed and taught by Tuba Teaching Associates, Zack Juarez and Elizabeth Speltz.

Freshman Tuba Class will begin Sunday, Sept. 4.

### **Sophomore Tuba Class**

Sophomore Tuba Class is required of all sophomore tuba major, concentration and secondary students. Other students may be required to attend at the discretion of the tuba faculty. This class meets weekly on Sunday afternoons, and attendance is mandatory. Poor attendance and inadequate preparation will affect the studio semester grade adversely.

Sophomore Tuba Class will meet 4:00-5:30 pm Sunday afternoons in Choir Room (MU230). This Class will be directed and taught by Tuba Teaching Associate, Jesse McConnell.

Sophomore Tuba Class will begin Sunday, Sept. 4.

### **Juries**

At the end of each semester of study, all students will be evaluated during juries to determine if they have made sufficient improvement to meet the standards for continued study. Usually students are required to play two juries each school year unless officially excused. A solo degree recital usually will waive the jury requirement for the semester of the recital. Refer to current policy in the Brass Area Handbook for precise jury requirements. The tuba faculty reserves the right to not approve your choice of accompanist.

### **Pre-Juries**

Every student is required to play a pre-jury exam with accompaniment. This will normally occur during your lesson or at a tuba departmental near the end of the semester. It is your responsibility to plan and make the necessary arrangements with your accompanist and teacher.

No unaccompanied tuba solos may be used for juries during Freshman year. Unaccompanied solos may be played for upper level juries with permission from Professor Little. Unaccompanied solos may not be used for the Upper Division Exam taken at the end of the fourth semester of undergraduate tuba study.

### **Tuba Department Recitals, On-Campus Recitals and Concert Attendance Requirements**

You are expected to attend all required performances and tuba recitals (student, guest artist master classes, etc.) unless excused no later than **prior** to the day of the performance. If you must miss a student tuba recital for a legitimate reason, you may "substitute" the recital (in consultation with your teacher) by attending the dress rehearsal. Obtain permission from the performer as a courtesy to your colleague.

Graduate Teaching Fellow Carl Kleinsteuber will be in charge of attendance recording and attendance records. A sign-in sheet will be utilized for attendance verification at all required tuba events and tuba departmentals. Reminder that you will sign in with your full name. If you are absent, you must email Mr.



Kleinstauber (and cc your tuba instructor) within one week concerning the reason for your absence. You will be notified by email concerning whether or not you are excused.

### **Off-Campus Concert Attendance Requirement**

All students are required to attend a minimum of two major off-campus professional musical performances each semester. Written reviews of these two performances must be submitted within 30 days of each attendance. Reviews are submitted electronically and should be sent as an email attachment to your tuba instructor. Examples of appropriate performances include the Dallas Symphony Orchestra, Dallas Wind Symphony, Dallas Opera, Fort Worth Symphony Orchestra, Lone Star Wind Orchestra, and tour presentations of major professional brass quintets, professional orchestras or military bands. Contact your instructor if you have questions about what venues are appropriate. \*Students not meeting this requirement will have their final grade lowered one level for each off-campus concert attendance not completed.

### **Tuba Euphonium Ensemble Participation**

Participation and course enrollment in the Tuba Euphonium Ensemble program is expected for all tuba students. **Failure to participate will have a negative affect on your studio grade.** Enrollment is encouraged but not required beyond six semesters for undergraduate students and not required beyond four semesters for graduate students. However, participation in the ensemble is required even when enrollment requirements are met. Tuba Euphonium Ensemble meets Wednesday evenings in MU232.

The first meeting will be 7:00 pm, August 31 and will be organizational in nature. After that there will be 6:00 pm, 7:00 pm and 8:00 pm Tuba Euphonium Ensembles (to be assigned.)

### **Evaluation and Grading**

Lessons will be evaluated based on preparation of assigned material. Final grades are generally based on the following approximate criteria:

Jury Performance: 15%

Lesson Preparation: 50%

Scale/Tune Jury: 10%

On-Campus Attendance: 10%

\*Off-Campus Attendance: 15%

Failure to meet attendance requirements will result in the reduction of the final grade.

### **Scale/Tune Juries**

Each student is required to play both a scale jury and tune jury. The scale jury will take place sometime during the semester prior to the solo jury. Your instructor will communicate specific requirements for this jury at the beginning of the term. Each student is required to play a tune jury before the end of the semester. This jury consists of performing an assigned set of tunes by memory in all twelve keys. Specific requirements for this jury will be normally be communicated at the beginning of the semester in the semester schedule.

### **Lessons, Absences, and Rescheduling Lessons**

Each student will receive one regularly scheduled lesson per week (50 minutes) unless other arrangements have been made.

Except for an emergency or sudden illness, you must provide your instructor with NO LESS than a 24-hour notice if you must miss a lesson.

Absences due to illness, emergency, certain College of Music functions, or other unavoidable difficulties *which seem reasonable* will be excused and rescheduled as long as the instructor is notified well in advance.

An unexcused absence will not be rescheduled and may result in the letter grade being lowered one letter. Each additional unexcused absence may result in a one-letter grade reduction (refer to UNT Brass Area Handbook). If your teacher is absent, the lesson will be rescheduled.

### **Protocol**

Every student is required to conduct himself/herself in a highly professional manner and to treat fellow students and professors respectfully. This is a skill necessary for success as a professional teacher or performer.

### **Preparation Advice**

Make the most of the time you have by being well prepared. Come warmed-up and ready to play. If you have a class just before your lesson, warm up earlier in the day. You have worked hard all week; make your lesson representative of that effort.

## **ADDENDUM I:**

### **Collaboration with Accompanists**

1. You must always rehearse with your accompanist prior to playing for your private instructor.
2. You must rehearse with your accompanist at least once and also play for your applied tuba teacher before you perform at any departmental recital, jury, pre-jury and/or master class. The only exception allowed by prior approval is to perform with your accompanist at Freshman Tuba Class rather than at your private lesson.
3. Accompanists will not accept requests to play unless such requests from you are made AT LEAST one week in advance of the departmental recital performance. Two weeks is better. Requests for an accompanist to play for your jury or degree recital should always be done AT LEAST one month in advance of your projected or scheduled jury or recital time. Generally recital performances should be planned very early in the semester, or better the semester prior when possible.
4. You are required to play with your accompanist for your teacher prior to any performance even if your teacher does not remind you of this requirement.
5. Jury performances may not be unaccompanied solos for freshman and sophomores except by rare special permission for special circumstances, i.e. competition repertoire preparation.

## **ADDENDUM II:**

### **OFFICE OF DISABILITY ACCOMODATION (ODA)**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA)

to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

### **ACADEMIC INTEGRITY**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

LINK: <http://facultysuccess.unt.edu/academic-integrity>

### **STUDENT BEHAVIOR**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc.

LINK: Student Code of Conduct - <https://deanofstudents.unt.edu/conduct>

### **ACCESS TO INFORMATION – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs at [my.unt.edu](http://my.unt.edu). All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

LINK: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

### **ADA STATEMENT**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be

provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation.

LINK: [disability.unt.edu](http://disability.unt.edu). (Phone: (940) 565-4323)

### **Fall Semester Academic Schedule (with Add/Drop Dates)**

<http://catalog.unt.edu/content.php?catoid=15&navoid=1228>

### **Final Exam Schedule**

<http://registrar.unt.edu/exams/final-exam-schedule/fall>

### **Financial Aid and Satisfactory Academic Progress**

#### Undergraduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

LINK: <http://financialaid.unt.edu/sap>

#### Graduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

LINK: <http://financialaid.unt.edu/sap>

### **RETENTION OF STUDENT RECORDS**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed

via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates.  
Link: [essc.unt.edu/registrar/ferpa.html](http://essc.unt.edu/registrar/ferpa.html)