

WOODWIND AREA POLICY HANDBOOK

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

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WOODWIND AREA PRIVATE LESSON STUDY

Prerequisite: Audition and permission of the instructor. Studio assignments are at the discretion of the Applied Area.

Course Objectives:

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

Format

Woodwind instruction private lessons and studio classes

MUAM (major): 3-4 hours credit for one-hour weekly lesson

MUAC (concentration): 2 hours credit for one-hour weekly lesson.

MUAS (secondary): 1 hour credit for 1/2-hour weekly lesson.

MUAM, MUAC, MUAS course numbers	suffixes
prefixes	xx08 = Flute
15xx – Freshmen/Sophomore level	xx09 = Oboe
35xx – Junior/Senior level	xx11 = Clarinet
55xx – MM level	xx12 = Saxophone
65xx – DMA or PHD level	xx13 – Bassoon

Attendance

Attendance at the weekly private lesson is mandatory. In case of illness or emergency, the student must contact the instructor by phone or by e-mail as soon as possible. A lesson cancelled due to severe illness or emergency with 24-hour advance notice may be rescheduled. Absences without notification are not acceptable and can 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 woodwind area recitals, concerts and special events is highly recommended and may be required by the instructor.

Studio Class/Departmental

Flute - TBA

Oboe – Monday 7:30 – 8:30 pm, alternate: Friday 1:00-1:50 p.m.

Clarinet – Friday, 1:00-1:50 p.m.

Bassoon- Friday, 1:00-1:50 p.m.

Saxophone – Monday, 12:00 – 12:50 p.m.

Practice:

The student’s progress is evaluated in private lessons throughout the semester. The amount of expected practice time may vary, but in general a two-credit-hour lesson should require a

minimum of two hours of practice per day, three credit hours of study should require three hours of practice and four credit hour lessons should require four hours of practice per day.

Lesson Recording

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

Scales

Scale examinations will be administered at the discretion of the applied instructor. Each applied area (i.e. Flute, Saxophone etc.) will determine how and when the scale examinations will be administered.

Required Materials

The woodwind student should own the following materials: instrument, metronome, tuner, pencil (with eraser), and reed making equipment as appropriate. Students are required to furnish sheet music, 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 woodwind-related matters.

Misc. Requirements

Students may be required to perform on at least one recital per semester. Students are expected to be members of their respective National or International Organization. Woodwind students must attend and document (as required by instructor) a minimum of two off-campus professional musical performances.

ADMISSION AUDITIONS

The Woodwind faculty will administer auditions for admittance to the College of Music for all woodwind 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 with the approval of the appropriate faculty. DVD or CD format recordings may be submitted in lieu of a personal audition.

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

Permission for study at any concentration level requires an audition by the full-time woodwind faculty of the student's major instrument. Piano accompaniment is encouraged, but not required. Live or pre-recorded accompaniments may be used.

Performance Major Auditions

Approval for study at the MUAM level for BM, MM, and DMA woodwind students: The full-time woodwind faculty member(s) of the major instrument will determine admission for the bachelor, master or doctoral performance major. Faculty members may request the assistance of other jurors in the admission decision. Admission will be based on a successful performance of appropriate audition repertoire. Concentration students who wish to become performance majors must follow the above procedure.

JURIES

Jury Exams

Juries occur one week prior to final exams each semester. Separate jury sign-up sheets for performance majors and concentration students will be posted approximately 2 weeks in advance of the jury dates. All performance majors (BM, MM, and DMA) will be evaluated by the woodwind faculty in a jury hearing each semester and either will be recommended for continuance or removal from the current level.

The jury may recommend a temporary "provisional" status before denying continuance as a performance major. Students who are denied continuance must re-audition to regain their status. At the discretion of the applied instructor, students may be exempted from the jury exam in semesters in which a successfully adjudicated recital has been performed. Students will receive comment sheets as soon as possible following the jury performance. Juries may be recorded at the discretion of the applied instructor.

Upper Division Exam (UDE)

Before registering for woodwind lessons at the 3500 levels, all students must pass an Upper Division Examination (UDE). This examination is administered at the end of the 4th semester of 1500 level study. Students must exhibit an acceptable characteristic sound with good intonation, rhythmic stability, endurance, etc. in the performance of appropriate 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 divisional 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. After two failures the student will be ineligible to continue at his/her current status. Works to be performed at this examination must be level appropriate.

Concentration Proficiency Exit Exam

Undergraduate concentration students must pass a final proficiency exit exam to complete their applied music study. This exam is normally performed at the end of the 6th semester of applied study but may be performed earlier. The appropriate applied faculty must approve the repertoire. An acceptable recital, adjudicated by a woodwind faculty committee, may substitute for this exam. 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 Exit 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.

Secondary Jury

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

Jury Procedures

The woodwind coordinator or designated faculty will schedule juries. Juries are generally held during the week prior to the last day of classes. The individual (major) teacher is responsible for the maintenance of documentation for each of their students. 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. The decisions of the faculty with regard to grading and pass/fail status will be considered final and binding.

Grading Jury Procedures

Upper Divisional Exams and Concentration Proficiency Exams will be graded as Pass/Fail.

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. This form becomes part of the student's permanent academic record. These forms are color-coded. The chairman of each jury panel will be responsible for the duplication and distribution of these forms following the jury.

APPLIED 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.

Grading Explanation

A = Superior performance, superior jury, perfect attendance at lessons, superior participation in master classes, recitals etc. Superior and outstanding musical progress.

- B = Above average performance, above average jury performance, above average participation in master classes. Above average 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 woodwind 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 catalog degree requirements and in accordance with 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 woodwind faculty. Every attempt will be made to give students a broad range of ensemble experience. 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.

Accompanists and Assisting Musicians

Students are expected to secure their own accompanist for departmental jury and recital performances. The applied teacher has the oversight and final approval of the student's accompanists as well as all other assisting musicians for all performances.

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

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. It is mandatory to have the approval of the applied teacher before scheduling performances or degree recitals.

Degree Recitals

All degree recitals must be 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 woodwind faculty for review and grading. Graduate degree recitals must follow the instructions in the appropriate College of Music Graduate Handbook.

BM and DMA recitals are registered classes with recorded grades. MM recitals are currently not graded courses. Therefore, a form, available from the Graduate Office (see MM Handbook) must be submitted to that office upon completion of the MM recital.

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). The form for recording examination results is generated only after the student applies for graduation.

ADVISING

The full-time woodwind faculty will serve as graduate advisors to all graduate woodwind performance majors. 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). Individual students are responsible for compliance with all deadlines and procedures outlined in these materials.

GRADUATE TEACHING FELLOW SUPERVISION

Faculty in each instrumental area will be responsible for supervising his/her graduate teaching fellows, including the assignment of students, monitoring 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 follow this protocol for resolution:

1. Applied Teacher
2. Full time woodwind faculty (if studying with a teaching assistant or adjunct faculty)
3. Woodwind Coordinator
4. Instrumental Division Chair
5. Associate Dean for Academic Affairs
6. Dean of the College of Music

PROTOCOL FOR ARRANGING SPECIAL LESSONS

While specially arranged lessons with another faculty member are possible, they are 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 will 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 Woodwind Area Coordinator.

CONCERTO/ARIA COMPETITION

The woodwind area orchestral concerto auditions will be held each January during the first week of classes. A sign-up sheet will be posted on the woodwind area bulletin board prior to the end of the fall semester. All solo auditions must be performed from memory and with piano accompaniment. Under current policies the woodwind faculty will select up to five students to participate in the final round.

SELECTION OF HONOR STUDENTS

The woodwind faculty will select a graduate and undergraduate student as the woodwind honor student for the university honors day each year. Each January each woodwind area (flute, oboe, clarinet, bassoon and saxophone) will submit a nomination to the woodwind coordinator who will prepare a ballot for selection. In the areas of flute and clarinet, the two faculty members will consult and chose the nominees to represent their respective areas. Each faculty member will be asked to vote for 3 candidates on the ballot. The ballot will have the 5 undergraduate and 5 graduate nominations. The selection process will be completed by February 29th.

SELECTION OF STUDENT ADVISORY COMMITTEE REPRESENTATIVES

The woodwind area representatives to the College of Music Student Advisory Committee are nominated by the full-time woodwind faculty. Ballots are then prepared by the Coordinator of Woodwind Instruction, followed by voting by the full-time woodwind faculty.

CHAMBER MUSIC

Chamber music assignments will be made each semester by the woodwind faculty member responsible for this area. Pre-formed groups need to contact the woodwind faculty chamber music representative and inform him/her of this fact and request to remain intact as a group for the semester. In order to receive faculty coaching, all members of the group must be registered for credit.

ADDENDUM AND ATTACHMENTS

MM Orals reporting Form

Semester Repertory Record Forms

MM Handbook (current year)

DMA Handbook (current year)

**University of North Texas
College of Music**

Masters Major ORALS EXAMINATION

Today's Date _____

Name _____

Instrument _____

Student Number. _____

Major Professor _____

APPROVED YES _____ NO _____

Faculty Signature

Faculty Signature

Faculty Signature