

University of Texas at Arlington

Percussion Syllabus

Spring 2017

Syllabus for: 1250,1251,2250,2251,3250,3251,4250,4251,0171, and related perf. #
Specifics for each level by signed contract with applied instructor, worksheet attached to the end of this document.

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Percussion Office Hours: Wed and Fri 12:00-1:00. Other times are available by request through email.

Learning outcome for applied lessons

The student will combine previously acquired knowledge of percussion techniques and experience advanced new techniques on all the following instruments:

- Mallet percussion
- Snare drum
- Timpani
- Drumset
- World percussion

The student will be evaluated in two ways. First by demonstrating knowledge through the successful performances excerpted from material studied throughout the semester, and second the synthesis of these new techniques into a successful musical performance on at least two instruments of the percussion family each semester during jury performance and UTA Proficiency Method Book List

1. Lessons

Lesson material is divided into two categories: Performance and Technique proficiencies. It is the responsibility of the student to prepare an appropriate amount of material for **each** lesson. You will be tested each semester in both categories. Performance repertoire is tested with the final jury performance. Technical proficiency is tested at the end each semester by proficiency playing tests.

Grade weight:

50% Studio Grade
40% Final Exam-Jury
10% Mid-Semester performance

Applied Lessons 50% Studio Grade breakdown:

- 70%: Weekly lesson preparation/improvement and attendance
- 20% **Proficiency success: passing number of attempted books**
- 10% Collegiality, concert attendance, care of equipment, Forum attendance and participation

Jury Breakdown:

- 45% first piece
- 45% second piece
- 10% sight reading (tested on proficiency date)**

Lesson grades depend on the following:

- Attendance,
- Consistent weekly improvement,
- Successful completion of proficiency material
 - You must sign up and attempt barriers each semester to receive a **passing grade** for applied lessons.
- Midterm recital performance
- Attendance and participation in weekly percussion forum,
- Jury final exam.

Since collegiality and team work play such a large part of the percussion area the final grade will also reflect teamwork including, but not limited to, concert attendance, participation in equipment moving, returning equipment to proper storage facilities and general participation in the day-to-day operation of the percussion area.

- A. Lessons for majors are 50 minutes per week. Elective lessons are a half-hour per week. Lesson times are arranged with your instructor at the *percussion Forum* held the first week of each semester, 12:00-12:50.
- B. Students must perform at least one solo each semester on a percussion formal midterm recital. It is the responsibility of the student to complete each semester's performance requirement.
- C. The student must give early notice if he or she plans on not attending a forum, rehearsal, or lesson. **Absences will affect your overall grade.** After the first absence, each absence lowers the final grade one letter. Only University or medical excuses will be made up at the instructor's discretion.

- D. Percussion lessons cover every instrument in the field of percussion, usually concentrating on two different areas each semester such as Snare, Multiple Percussion, Timpani, Marimba, Drum set etc. Additional elective percussion lessons are available for percussionists wishing to specialize in a particular area.
- E. Students must perform at least one **solo** each semester on a percussion formal midterm recital. It is the responsibility of the student to complete each semester's performance requirement.

2. Weekly Class Forum

Percussionists will attend a regular forum class held Mondays 12:00-12:50 in Room 226 or as announced. This **required** class is part of your semester grade and will include listening to recordings, performing, guest artists, and lectures on essential percussion techniques that can be covered in a group setting.

If you have 3 or more un-documented absences from Forum your semester applied grade will be reduced 1 letter grade

3. Practice

- A. You should practice a minimum of 2-3 hours a day consistently including weekends. This time should be spent in personal development. *Make sure you allot separate time to prepare for each ensemble you perform in.*
- B. Practice Facilities
220,221,208,226, 227,228, 113C, 367G, Room 226 Ensemble room, Band Hall (Room 115) Timpani and Percussion (Room 115 closed after 5:00, and during scheduled classes. Check main office for available times).
- C. You must bring a receipt for the \$25.00 *Instrument Usage Fee* and be signed up for lessons in order to gain access to the practice rooms with your ID card

4. Equipment

- A. Equipment belonging to the Percussion Department is your responsibility and you are expected to take care of it as if it were yours. Equipment that does not belong to you or the University is to remain untouched. Do not borrow, move, or practice on privately owned equipment unless you have permission to do so.
- B. If you need to move any equipment from one assigned area to another, return it to its proper storage. Repeated failure to do so will cause you to be denied use of the facility
- C. **Do not move equipment from the music Building without permission. Request permission through the equipment manager**
- D. Shelves in the percussion rooms are labeled. Make sure each item is returned to its proper area.
- E. Whenever you leave the building, take a moment to think if you put everything away. Also, if you see something left out, be a Samaritan and put it away in its correct place. If an instrument is misplaced we all suffer no matter who left it out.
- F. The Percussion Manager is:
If there is a problem, speak to him/her about it. Be professional however; if it is

- something small you can fix go ahead and fix it. Playing is more enjoyable when the equipment is in good repair.
- G. Put covers back on when you are finished.
- H. Follow the general rules of good teamwork: if you move something-return it, if you break something-fix it, if something needs done-do it.

5. Percussive Arts Society Membership

The percussive Arts Society is perhaps the very best source of information for percussion professionals. Your membership includes magazine subscriptions, newsletters, and local, regional, national, and international activities in all aspects of percussion. For more information on membership visit the PAS web site at WWW.PAS.ORG. You can also reach PAS by calling 580.353.1455 or email: percarts@pas.org. Your membership must be renewed yearly. You must show your membership card indicating active status prior to receiving a grade each semester.

6. Performance Attendance

It is expected that each percussion student attend a reasonable amount of orchestra, band, wind ensemble, percussion ensemble and jazz band performances. In addition to the valuable knowledge that can be gained from listening to live performances it is a nice way to support your peers and it is a reflection of the spirit that epitomizes cooperation and a strong work ethic within the percussion program. Students are expected to attend public performances by percussion guest artists, significant professional ensembles and UTA percussion Faculty.

7. Proficiency Requirements/Protocol

General Information

The purpose of a Proficiency test is to demonstrate the student has learned and retained all the pertinent skills worked on during the semester to perform at a high level, and that the student has the facility and skills necessary to successfully move forward to the next semester of study.

Prerequisites

- Permission of the applied professor to perform based on semester grade
- The student must have successfully passed the previous proficiencies leading up to the skills required for the semester.

Procedure

- The student MUST perform skills on all the books/areas agreed upon at by contract at the beginning of the semester or the final grade will be affected.
- The student is expected to bring all necessary books, mallets and grids to the proficiency. We will provide drumset, marimba, snare drum, timpani, vibe, and hand drums, but it is highly recommended the student bring their own personal items whenever applicable such as snare drums, cymbals, etc.

- The Proficiency test is a 10-minute test consisting of Performing examples from the material ASSIGNED AND LISTED ON THE GRID for the semester. THIS TEST IS OVER ALL THE SEMESTER SKILLS LISTED ON THE “GRID” NOT JUST THE ONES THAT WERE HEARD IN LESSONS.
- Sign up time will be announced and posted for proficiency time
 - Each Student will sign up for a time slot, to allow for instrument set up, tear down, performance, and some verbal comments from the Proficiency panel. ***ALL PAPERWORK, SIGNUP’S, DOCUMENTATION, MUST BE COMPLETED BY 5:00 ON THE FRIDAY BEFORE PROFICIENCIES.***
- **Leave plenty of time to warm up**, and prepare both mentally and physically. Be early to be on time, and waiting outside the recital hall door. We are on a tight schedule.
- You will sign up for back to back time slots
- Wear appropriate attire for performance. Although more informal than a jury, appropriate attire is expected
- It is illegal to photocopy music you do not own. You must personally OWN the music... No borrowing
- This test is to demonstrate comprehensive accumulation of skills gained over the previous semesters. Scales, rudiments, and appropriate patterns WILL BE ASKED FOR.

Grading

Performers will be evaluated and graded on the following areas:

Stroke
Instrument Selection
Tone Quality
Stick Selection
Overall Presentation
Technique
Musicality
Phrasing
Dynamics
Interpretation of music
Professionalism

Although this is a “skills” test musicianship and musicality will be expected on all etudes.

A Pass/Fail will be assigned for each Skill/Book Tested. This will be weighted/averaged to be added to the FINAL GRADE. **If you do not pass 50% of your contracted proficiencies your final letter grade will be reduced 1 letter.**

8. Jury Requirements/Protocol

General Information

The purpose of a jury hearing is to demonstrate the student has learned and retained all the pertinent performance during the semester to perform at a high level, and that the student has the facility and skills necessary to successfully move forward to the next semester of study.

Prerequisites

- Permission of the applied professor to perform based on semester grade
- The student must have successfully passed all assigned proficiency requirements of the semester before they will be allowed to take a Jury hearing.

Procedure

- The student must perform on a two of the four percussion instruments that have been studied in the semester: drum set, marimba, timpani and snare drum.
- The jury hearing is a 10-minute jury consisting of:
 - 2 soli of significant music/technical content
 - Sight Reading
 - The two soli may not be on the same instrument.
 - Sign up time will be announced and posted for a jury time and proficiency time
 - Each Student will sign up for a time slot, to allow for instrument set up, tear down, performance, and some verbal comments from the jury panel.
- ***Sight Reading component: Sight reading is an essential skill that needs to be reviewed and improved each semester. Sight reading skills on Snare drum and Mallet instruments (and possibly others) will be tested each semester. 10% of the final jury grade will be devoted to sight reading. Sight reading will be tested on the proficiency date***
 - The sight reading will consist of material of similar level to what the student has been working on in the semester applied lesson but NOT material the student has prepared or seen before.
- Other jury details:
 - **Leave plenty of time to warm up**, meet accompanist, and prepare both mentally and physically. Be early to be on time, and waiting outside the recital hall door. We are on a tight schedule.
 - Wear appropriate attire for performance. Suit and tie in most instances.
 - Review stage etiquette sheet. You are evaluated on this aspect also.
 - Have the original and 1 copy of your music, and your repertoire sheet (typed) available for the jury. You must present **the original copy** of all music you will be performing. It is illegal to photocopy

music you do not own. You must personally OWN the music...

No borrowing

- You must show your membership card indicating active status at the time of your jury
- Repertoire sheets are available by email. **No sheet, no performance.**

Grading

Performers will be evaluated and graded on the following areas:

Stroke

Stage Presence

Instrument Selection

Tone Quality

Dress

Stick Selection

Overall Presentation

Technique

Musicality

Phrasing

Dynamics

Interpretation of music

Professionalism

A grade will be assigned for each of the two soli. The two grades will be weighted and averaged to arrive at the total JURY GRADE.

You will be able to review your jury sheets with your professor later. After the semester they will be on permanent file in the advisors office.

We will hold originals and music copies for you until the beginning of the next semester at which time they become university property.

9. Sophomore Hearing

General Information

The purpose of a sophomore hearing is to demonstrate the student has learned and retained all the pertinent performance requirements up to the 4th semester and that the student has the facility and skills necessary to successfully complete the course material of the upper level semesters.

Prerequisites

- The student must have successfully passed all assigned proficiency requirements of the first 3 semesters before they will be allowed to take a sophomore hearing.
- If the student has not passed all the proficiencies for 1250,1251,2250 by the end of their fourth semester they will receive a grade of F for the semester and repeat 2251

- The student must have achieved a grade of A or B in the Studio/Mid Semester Jury portion of the applied lessons grading scale before they will be allowed to take the hearing.

Applied Lessons Grading Scale

50% Studio Grade

1. Proficiency
2. Weekly Lesson Grade/attendance
3. Forum attendance and participation
4. Collegiality, concert attendance, care of equipment

40% Final Exam-Jury

Jury Breakdown:

45% first piece

45% second piece

10% sight reading (tested on proficiency date)

10% Mid-Semester performance

Forum Presentation

Each student in the Sophomore Hearing 2251 semester shall present a “clinic” at the weekly Percussion Forum Class, Monday 12:00-12:50. The subject must be submitted and agreed upon by the Applied Professor.

The parameters for the project are:

1. Must last 50 minutes
2. Must include a handout, with musical examples, and with citations (After the applied faculty has **approved** the handout the student will copy and supply it to the studio members)
3. The Clinician must perform a high percentage of the time in the clinic
4. The clinician must utilize audio and visual elements in the presentation
5. The clinician must utilize/teach members of the class when appropriate

Procedure

- The student must observe all the protocol and rules concerning Juries as set forth in all juries for the previous 3 semesters. (Please see *Jury requirements and Protocol*)
- The student must perform on all four percussion instrument areas that have been studied in the previous semesters: drum set, marimba, timpani and snare drum.

The sophomore hearing is a 20-minute jury consisting of:

Performance

2 soli of more extensive music/technical content than previous semesters. The two soli may not be on the same instrument. Must perform 1 etude, a study of shorter duration filling out the third area

Scales /Rudiments (performed from memory)

1. Major

2. Minor (Natural, Harmonic, Melodic)
3. Format -16th notes, 2 octaves up and down Q=at least 76
4. The Standard 40 PAS drum rudiments. All must be performed slow- fast- slow (open-closed-open) taking no more than 40 seconds per rudiment. Must achieve at least the marked tempi of the proficiency requirements.

Verbal Test

A study guide will be given out at the beginning of the 2251 semester listing some sample questions. The jury will ask questions on information including;

- Percussion history
- Instrument details, dimensions, transpositions
- Literature information
- Specific detailed presentation on the history, theory, of the three pieces performed.
- Knowledge of teaching basic percussion skills

Grading

If the student passes all parts the sophomore hearing they move on to level 3250

If the student fails to pass all three portions of the sophomore hearing they are retained in course 2222 which allows the student to work on deficient skills to prepare to pass the hearing the following semester. The student will receive a grade of Incomplete for 2251.

At the end of the 2222 semester two possible outcomes would be:

The student passes the required portions that were previously failed. They will now be allowed to register for 3250 the following semester. In addition, the previous grade of incomplete will be changed to an appropriate letter grade.

The student fails (second time) the required portions that were previously failed. The student **will not be allowed to remain a music major.** To continue as a music major, the student will be required to re-audition.

10. Final semester Capstone Project

All Percussion students, regardless of degree plan, will, with the instructor's guidance and approval, select, develop and carry out an appropriate performance project in their final semester of study. *(For performance majors, the requisite degree recital sufficiently meets this requirement.)*

The purpose of this project is to give structure and purpose to the final semester of private study. Possible options for this requirement are endless; please consult with the instructor at your earliest opportunity to design a project satisfying your interests as well as the studio's requirement.

1. Unless agreed upon by percussion faculty the capstone project will be a half recital (25minutes of music minimum) performed in the semester of the capstone project grade. It is the student's responsibility to present a

list of proposed pieces for the recital to the percussion faculty for approved.

2. ONLY APPROVED PIECES WILL BE ACCEPTED FOR THE PERFORMANCE
3. All other weekly grades, forum attendance, and mid-semester performances are still part of the student's grade responsibility.
4. It is the student's responsibility to speak with the Hall Manager and determine a list of possible recital dates. Then present them to the percussion faculty to be approved.
5. **3 weeks before the Capstone recital the student must perform a "pre-recital hearing" for the percussion faculty to be graded and receive final permission to present the recital. This can take place in 226 but must be scheduled by the student through the percussion faculty.**
6. A final recital program listing all the performed pieces in the appropriate program decorum (available from the Music Office) must be presented to the Percussion faculty at least 1 week in advance of the recital. It is the student's responsibility to get the programs printed and posters placed around the music department announcing the recital.
7. Appropriate attire, stage presence, decorum, are all part of the final grade.
8. Upon successful completion of the Capstone Project the student is not required to present a jury. The recital counts as the semester jury.

Required text books and other Course Materials

Snare Drum

<u>1250</u>	
Advanced Snare Drum Studies	Mitchell Peters
Rudimental Primer	Mitchell Peters
Percussive Art Society Rudiments	
<u>2250</u>	
12 Studies for Snare Drum	Jaques Delecluse
Contemporary Studies for the Snare Drum	Fred Albright
The Favorite Rudimental Solos of Campbell, Cuccia, & Pratt - Meredith Music	
<u>4250 Excerpts</u>	
Modern School for Snare Drum	Morris Goldenberg

Mallets

<u>1250</u>	
UTA Mallet Studies (UTAMS)	Bird's copies
Success in All Keys for keyboard percussion -	Eric Allen - successinallkeys.com
Modern School for the Xylophone.... (revised)	Morris Goldenberg
<u>1251</u>	
First Book of Practical Studies for Cornet and Trumpet	Robert W. Getchell - Belwin

<u>2251</u>	
Anthology of Lute & Guitar Music for Marimba - Rebecca Kite - GP Percussion	Rebecca Kite - GP Percussion

<u>Jazz Vibes</u>	
The Art and Language of Jazz Vibes	Jon Metzger (new book with CD)

Timpani

<u>2250</u>	
Fundamental Method for Timpani	Mitchell Peters
The Tuneful Timpanist	Ronald Horner
<u>3250</u>	
The Working Timpanist's Survival Guide	John Tafoya

Drum Set

<u>Basic</u>	
Mel Bay's Studio/Jazz Drum Cookbook	John Pickering
Syncopation	Ted Reed
The New Breed	Gary Chester
Groove Essentials 1.0	Tommy Igoe - Hudson Music
<u>Level I</u>	
Soph Coordination Grids	See instructor
Syncopation	Ted Reed
The Art of Bop Drumming	John Riley
The New Breed	Gary Chester
<u>Level II</u>	
The Art of Bop Drumming	John Riley
Jazz Drummers Reading Workbook	Tom Morgan
Time Functioning Patterns	Gary Chaffee

Percussion Applied Lesson Degree Tracks

Music Education (7 Semesters/14 Units)

	Fall semester	Spring Semester
Freshman	Mallets Snare Drum	Mallets Drum Set
Sophomore	Timpani Snare	Mallets, Drum Set, Snare, Timpani (Pick 2) <i>Sophomore hearing</i>
Junior	Mallets/Snare Timpani	Drum Set Vibraphone
Senior	Excerpts Recital	Elective

Music Business/Music Media (4 Semesters/8 Units)

	Fall semester	Spring Semester
Freshman	Mallets Snare Drum	Mallets Drum Set
Sophomore	Timpani Snare	Mallets, Drum Set, Snare, Timpani (Pick 2) <i>Sophomore hearing</i>

Music Performance (8 Semesters/16 Units)

	Fall semester	Spring Semester
Freshman	Mallets Snare Drum	Mallets Drum Set
Sophomore	Timpani Snare	Mallets, Drum Set, Snare, Timpani (Pick 2) <i>Sophomore hearing</i>
Junior	Jazz vibes Timpani	Recital Snare Drum Recital (with faculty approval)
Senior	Drum Set Excerpts	Recital Timpani Recital (with faculty approval)

Jazz Studies (7 Semesters/12 Units)

	Fall semester	Spring Semester
Freshman	Drum Set (Percussion as needed)	Drum Set Mallets
Sophomore	Snare Drum Timpani	Mallets, Drum Set, Snare, Timpani (Pick 2) <i>Sophomore hearing</i>
Junior	Drum Set	Drum Set Jazz Vibes 2
Senior	Drum Set	

Specific semester assignments can be changed **with permission of Percussion faculty**. However every student **MUST** have studied and **passed** at least one semester of drumset, mallets, snare drum, and timpani **BEFORE** attempting a Sophomore Hearing

University Based Policies:

Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section it should be obvious to the student that applied lessons are "one-on-one" instruction and therefore missing a lesson is a serious deficit to the students ability to learn the material.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current catalog

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/ses/fao>).

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Academic Integrity: All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

The IDEAS Center (2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

Lab Safety Training: generally not an issue, However, be cautious when moving equipment to avoid injury to yourself or the instrument. Details about equipment movement will be given out and discussed during percussion forum class, Monday 12:00-12:50.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no

scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located out the door of room 226 to the right, down the hall, first right, past the organ room, and out the “West Exit” of the Music building. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381