UTA Trombone Studio Policies—Fall 2018 Home 817.922.9485
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Office Hours by appointment

1. Course Content

Graduate study in applied trombone is a continuation of the work accomplished by the student in his/her undergraduate training, with a focus on professional preparation, whether that might be continued studies at the doctoral level, preparation for professional auditions, or continued preparation for teaching. The student's needs and interests are of primary concern in graduate applied study, and the goal is to provide them with an awareness of real world challenges as they progress through their degree plan.

Students should be aware that applied study is intended to be progressive and contiguous, and those students who fail to sequentially enroll in applied study do so at the risk of their own musical and instrumental development. Those students who do not enroll in applied study for more than one semester are required to re-audition for admission as a music major.

2. Student Learning Outcome

The student will demonstrate increased performance skills and greater musical awareness in areas including, but not limited to, tone production, intonation, rhythmic accuracy, instrumental technique and musical expression as evaluated by the instructor on a weekly basis as well as the brass faculty in an end-of-semester jury.

3. Attendance Policy

The basic course of study consists of 14 one-hour lessons. Each student is entitled to one "free" cancellation of any lesson during the semester, provided the instructor is given some advance notice. Therefore, it is theoretically possible to attend only 13 lessons without jeopardizing your grade. Attendance at lessons is mandatory and unexcused lessons, with the exception of the aforementioned "freebie", will result in a grade of "0" for the missed lesson. In the event that you do need to miss a lesson—due to illness, emergency, or other unavoidable conflict—please contact me well in advance (if at all possible) and at my discretion I will make a reasonable effort to reschedule your lesson. Please do NOT appear at the studio at your appointed lesson time and ask to change it.

Two unexcused absences will result in a grade of "F" for the semester. There will also be times when I undoubtedly will need to reschedule due to conflicts, and I will make every effort to give you advance notice of those times. I expect my students to extend the same professional courtesy to me when conflicts arise in their schedule.

Please note, too, that your attendance is expected at all trombone performances on campus…student recitals, faculty recitals, guest artist recitals and masterclasses, and concerto and chamber music performances by students, faculty and guests.

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. 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, [insert your attendance policy and/or expectations, e.g. "I will take attendance sporadically" or "I have established the following attendance policy: …"] However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

4. Studio Class/Trombone Ensemble

All music majors enrolled for private study will periodically be assigned to a trombone ensemble. Structure of these ensembles may vary and placement is at the discretion of the instructor. Participation is required, as it is for occasional studio classes, which will be announced well ahead of time. Failure to satisfactorily comply will affect your grade. These are intended to augment and expand the content of your weekly lesson, and ensemble coachings may occasionally take place in lieu of private lessons.

5. Required Material

Applied music, like any other course at the university, requires certain materials for which the student is responsible. Material will be assigned on an individual basis. Please consider that material as essential for your success as the required text for any other class, and make every effort to acquire your own copy as soon as possible. Hickey's Music (www.hickeys.com) is an excellent source, with comprehensive listings and (usually) quick mail order service which can be accessed online.

In addition to books and music, I require my students to own the following: tuner, metronome, and a cutaway mouthpiece or B.E.R.P. I also strongly urge you to own some sort of recording device and use it regularly in your practice.

Note: It is important that you begin building your own personal library of music and therefore I do not supply students with music for loan or copying. All students are responsible for securing their own assigned material. In addition, *an original copy (non-photocopy) of your solo is your admission ticket to end-of-semester juries.*

6. Practice and Progress

Each student in applied study is expected to make an *acceptable amount of progress* during the semester, and to *perform at a reasonable level*, regardless of major. Unquestionably, the single greatest reason most students play below their potential is lack of sufficient quality practice. Therefore, the following standard will be maintained in evaluating your weekly lesson. *Assigned material is expected to be prepared and played at performance level*, and will be graded each week as follows:

A—Exceptional preparation and performance
B—Above average preparation and performance
C—Average preparation and performance
D—Inadequate preparation and performance
F—No apparent preparation, unacceptable performance

Evaluation of your weekly lesson is solely the responsibility of the instructor, who reserves the right to immediately dismiss from any lesson a student whose playing demonstrates a lack of adequate preparation.

7. Practice Records/Journals/Logs

I recommend that all students maintain a practice record to insure covering all areas of performance in a consistent manner as well as logging a record of practice time. Samples of several such practice records are available in the studio.

8. Mid-term In-studio Jury

Lower division students will perform an informal in-studio jury to monitor their progress, help them gauge their prospects for success at the formal end-of-semester jury, and prepare for their fourth semester proficiency hearing. Juries may be heard in studio class or at lesson times at the discretion of the instructor. Requirements are as follow:

1248—All major scales and arpeggios, two octaves; two etudes—one legato, one technical.
1249-- All major and natural minor scales and arpeggios, two octaves; two etudes—one legato, one technical.
2248-- All major, natural and harmonic minor scales and arpeggios, two octaves; two etudes—one legato, one technical.
2249-- All major, natural, harmonic and melodic minor scales and arpeggios, two octaves; two etudes—one legato, one technical.

9. Jury Recitals

All students are required to perform their end-of-semester jury repertoire on a studio class in weeks prior to juries. Exact dates will be announced well in advance.

10. End-of-semester Repertoire Juries

All students will perform a solo repertoire jury with piano accompaniment for the brass faculty at the end of each semester. This semester's juries will be on December 10 and 11. If you fail to schedule or play an end-of-semester jury for any reason other than an extreme emergency, your semester grade will be an "F" and the course must be repeated. You are responsible for contacting and providing your own accompanist. *Since good pianists are in great demand at jury time, I strongly recommend that you make arrangements with a qualified accompanist early in the semester.* Students who are obviously reading their jury solos with piano for the first time at the jury itself will be immediately dismissed from the jury, receive an "F" for the semester, and must repeat the course. Students are also required to bring their accompanist to at least one of their lessons. Those students playing degree recitals, which should take place no later than the final semester of study, are exempt from the jury requirement during the semester in which the recital is performed.

11. Professional Deportment and Ethical Conduct

Music, whether practiced in an academic or performance environment, is an art form which requires a great deal of personal interaction between participants. If you are not well versed in professional conduct and ethical behavior with your student colleagues and conductors, your studies at UTA will give you ample opportunity to develop those skills. I expect the students in the trombone studio o conduct themselves in a professional manner at all times, particularly in their interactions with fellow musicians and staff conductors.

12. Grades

Each lesson will be graded on preparation, performance, and openness to instruction. Semester grades will be determined in the following manner:

Average weekly lesson grade—40%
Mid-term in-studio jury—10%
Repertoire jury—25%
Satisfactory participation in studio classes and ensemble—25%

Please note that I do not "give" grades; I merely document and report the grade earned by the student. The responsibility for your final grade is yours, not mine.

13. Letters of Recommendation

I will, provided I have sufficient advance notice, write an evaluation of your potential for graduate study or employment, should you request me to do so. Given that I am not a fiction writer, I would urge you to consider the sort of evaluation your work within the studio might warrant before asking me write on your behalf.

14. Wind and Percussion Area Handbook

For all other questions, please consult the UTA Wind and Percussion Area Handbook.

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://wweb.uta.edu/aao/fao/).

Disability Accommodations: UT 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), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

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: Faculty are encouraged to discuss the Honor Code and the consequences of cheating, including plagiarism with their students.

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.

UT Arlington faculty members may employ the Honor Code in their courses by 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. Additional information is available at https://www.uta.edu/conduct/. Students are encouraged to review these guides on plagiarism http://libguides.uta.edu/researchprocess/plagiarism http://libguides.uta.edu/copyright/plagiarism

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 face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online 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 via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

Final Review Week: for semester-long courses, 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: [Required for face-to-face courses; should be omitted for online courses] 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 [insert a description of the nearest exit/emergency exit]. 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 individuals with disabilities.

Student Support Services: [Required for all undergraduate courses] 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 http://www.uta.edu/universitycollege/resources/index.php.

University Tutorial & Supplemental Instruction (Ransom Hall 205): UTSI offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one tutoring sessions, Start Strong Freshman tutoring program, and Supplemental Instruction. Office hours are Monday-Friday 8:00am-5:00pm. For more information visit www.uta.edu/utsi or call 817-272-2617.

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. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR): The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at https://uta.mywconline.com. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. http://library.uta.edu/academic-plaza

I have read, understand, and acknowledge as well as accept the requirements for successful participation and completion of this course.

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NAME (Signature)

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NAME (Printed)

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DATE