

**University of North Texas
College of Music**

HANDBOOK

for

SECONDARY and ELECTIVE ORGAN STUDENTS

Division of Keyboard Studies

2012-13 Academic year

GENERAL INFORMATION

For Secondary and Elective Students in Organ

Welcome to the organ area. We are delighted that you are studying organ and want to make your study here as productive as possible.

Current information and announcements for organ and harpsichord students will be posted on the departmental bulletin board between Rooms 235 and 236. You are responsible for information posted on this board. Announcements of workshops, competitions, recitals, as well as other items of interest, will be posted on the bulletin board outside organ practice Room 337. Please read these boards **DAILY**.

FACULTY

	<u>Room</u>	<u>Office</u>	<u>E-Mail Address</u>
Dr. Jesse Eschbach Coordinator Organ Area	213	565-4094	jesse.eschbach@unt.edu
Mr. Christoph Hammer	112	565-3724	christoph.hammer@unt.edu
Dr. Brad Bennight	235/236		brad_bennight@yahoo.com
Mr. Andrew Lloyd Organ Teaching Fellow			sandreelloyd@gmail.com

Organ Maintenance Technicians: Mr. Marvin Judy

Please contact the faculty by phone or by a message in the Music Office. Each instructor's schedule and office hours will be posted on the departmental bulletin board. Office hours can also be obtained from the receptionist in the Music Office (565-2791). Please abstain from leaving messages for the faculty on the departmental bulletin board.

LESSONS

Lessons must be scheduled with your teacher before the first Wednesday of the semester. There may be some changes in teacher assignment before the end of the first week of classes. Please check the organ bulletin board for assignments and changes in assignment.

Applied lessons will be either twenty-five (25) or fifty (50) minutes in length, depending upon the number of credit hours taken.

MISSED LESSONS

Lessons missed by the student, for whatever reason, are made up at the discretion of the teacher. In general, if the student must miss a lesson for any reason, he/she should notify the teacher by 8:30 a.m. by email. Please ask, kindly, that the message be put in the teacher's mailbox immediately. If two lessons are missed without notification, the student will receive a "Notice of Unsatisfactory Progress" report. If an additional lesson is missed without notification, the student will be dropped with a WF.

STUDIO CLASSES

Organ studio classes, whether regular or occasional, will be scheduled at the discretion of the instructor. Students should not ask to be excused from these classes, as they are considered an integral part of the applied music instruction.

TEACHING AND PRACTICE FACILITIES

Teaching Organs

Organ Recital Hall-	Rieger: 2 manuals, 11 stops; mechanical action.
Main Auditorium-	Möller: 3 manuals, 62 stops; 57 ranks; electro-pneumatic.
Main Auditorium-	Bedient: 4 manuals, 40 stops; mechanical action.

Practice Rooms

Room <u>335</u>- Fisk:	7 stops, mechanical action.
Room <u>337</u>- Hofmann:	9 stop tracker with 16' reed in the pedal.
Room <u>340</u>- Hofmann:	9 stop tracker with 16' Pommer in the pedal.

(The power switch for the two Hofmanns is found in the closet in **Room 337**.)

Room <u>349</u>- Flentrop:	2 stops. Organ blower turns on with the room light.
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KEYS

A single key opens the Organ Recital Hall and the organ practice rooms. Keys will be issued during registration. Each student enrolled for organ must have his own key every semester he is registered. Under no circumstances are keys to be shared among students.

REPAIRS

Envelopes with repair forms are provided near each organ. Write a clear description of each problem you find and return the completed form to the envelope in “vertical position.” Please sign the form and date it! The problems will be corrected as soon as possible.

Under no circumstances are students ever to attempt to make repairs on any organ on the UNT campus. Only the designated professional organbuilder, his designated assistants, Dr. Eschbach, or the UNT service award student holding the tuning position are permitted to visit the inside or to repair problems on UNT organs. Students wanting to visit the insides of UNT instruments must request that the UNT organbuilder or Dr. Eschbach escort them. Students attempting repairs or otherwise found inside UNT instruments may be referred to university police.

PRACTICE POLICIES AND INFORMATION

Sign-up for organ practice rooms will take place during the second Tuesday of each semester. Consult the bulletin board for the schedule.

Practice in the Main Auditorium and the Organ Recital Hall will be scheduled weekly. Schedules will be posted on Monday morning on the organ bulletin board. Secondaries may sign up for one (1) hour a week on their lesson instrument. If there are times available after Wednesday noon, the student may sign up for an additional two (2) hours. When students are preparing recitals, practice time on the teaching instruments may be restricted.

PRACTICE ROOM REGULATIONS

General instructions for use of the practice rooms will be found in the College of Music Student Handbook. Please observe these additional courtesies:

1. Students have 10 minutes at the beginning of each hour to claim their assigned practice room. At the end of the 10 minute period, the room will be assumed to be vacant and any organ student may use the room for the duration of the hour.
2. Smoking, eating, or drinking is prohibited in the practice rooms.
3. Please, keep instrument clear of any items or objects, especially on the organ walkways, windtrunks, or trackers.
4. Shoes, music, and other items disappear from practice rooms. Please remember that the practice room is not a locker.

5. **LOCK YOURSELF IN!** Especially in the evening. Also, make sure the door is locked when you leave.
6. If you are the last to leave, please **TURN OFF THE BLOWER!**

When practice hours have not been assigned, an instrument may be used on a first come/ first served basis. However, if you have been in a room for two or more hours and another student requests use of the instrument, please relinquish it.

EXCEPTIONS TO SCHEDULED TIME

There may be occasions when reserved practice time must be pre-empted. The faculty will make every effort to notify the student in advance by leaving a note on the organ bulletin board. Even then, some last minute changes may be necessary. We regret the inconvenience this will cause, but ask your forbearance and understanding.

JURIES

Every secondary and elective student will perform before a jury at the end of the semester. The jury will be 10 minutes in length. Credit toward the jury requirement may be given for performance on a departmental recital at the discretion of the faculty. Due to very heavily scheduled studios during pre-finals week, secondary organ juries are normally scheduled late Monday morning of final examination week. Please do not make travel arrangements before this time. Students may petition for an earlier jury appointment in the unlikely event they have a final examination officially scheduled late Monday morning.

The jury will consist of two or three pieces of contrasting styles. Memory is not required, but is encouraged.

Faculty members will give a grade based on the jury performance. The semester grade will be determined by the individual instructor. Be reminded that attendance at lessons and departmental recitals and amount of repertoire covered will be taken into consideration when assessing the semester's work.

MUSIC STORES

It is expected that students will invest in scores for their permanent library. For immediate and temporary use only, scores can be checked out of the Music Library. Please be kind to this music, more than if it were your own. (If there is a score or record the library does not have, please notify the Coordinator in writing.)

For permanent use, organ and harpsichord scores can be purchased in Denton at Pender's Music Co. and in Fort Worth at Heritage Music Co.

IT IS ILLEGAL TO XEROX MUSIC FOR ANY PURPOSE UNLESS THERE IS AN EMERGENCY, AND THE MUSIC IS ON BACK ORDER! XEROX COPIES ARE ABSOLUTELY FORBIDDEN.