

University of North Texas Harp Studio Handbook

Dr. Jaymee Haefner

Office phone: 940-565-3739

Email: jaymee.haefner@unt.edu

The following is a brief list of guidelines to keep our studio running smoothly. If you have questions or concerns about these policies or any other issue, please speak with me directly so that we can address your concerns.

UNT Course numbers

Harp Lessons:

Majors, section 700: MUAM 1522/3522/5522/6522

Concentrations, section 700: MUAC 1522/3522/5522/6522

Secondaries, section 700: MUAS 1522/3522/5522/6522

Harp Ensemble:

Undergrads: MUCM 3630.500

Graduates: MUEN 5630.500

String Chamber Music:

Undergrads: MUCM 3510.500

Graduates: MUCM 5510.500

Grading and Evaluation for studio lessons

Your grade will depend primarily on your preparedness in lessons and technical/musical development during the semester. We will work together to select repertoire that is appropriate, challenging, and enjoyable for you. As a member of the harp studio, you are expected to act collegially and professionally with the other students at all times. Any deliberate actions which are not in line with this policy will result in a lowered lesson grade for the semester.

Your harp lesson grade will consist of the following elements:

- 40% Attendance and preparedness for each lesson, accomplishment of assignments given
- 15% Jury performance and memorization at least 2 weeks before jury
- 10% Departmental performance (at least once per semester) and attendance
- 10% Masterclass attendance and performances (at least 3)
- 10% Harp excerpt preparation and performances in masterclass (at least 2)
- 10% End of semester self-critique essay
- 5% Attendance of a minimum of 14 UNT performances per semester, programs submitted at end of semester

- Lesson attendance, grading and make up policy

Weekly lessons are an important time for us to work together for your improvement. Each week, it is important that progress has been made on the assigned pieces, so that you can benefit the most from our time together. If you have a conflict with your lesson time in a particular week, notify me and the harp TF at least **twenty-four hours** in advance. Please work with the TF to swap lesson times with another harp

student for that particular week. If you become ill or have a last-minute emergency, please contact me or the TF *as early as possible* so that the schedule can be adjusted accordingly for that day. Please also bring a notebook to each lesson for weekly lesson assignments. Enter the harp studio at your weekly lesson time (no need to knock), and wait quietly while the previous lesson concludes. Attendance at weekly lessons is mandatory, and you will be expected to arrive on time. Unexcused missed lessons will lower the semester grade if they exceed one per semester. Any lessons which are missed due to my scheduled absences will be rescheduled; those missed due to unexcused student absences will not be rescheduled.

At each lesson, you will be expected to be prepared in the following ways:

- Bring appropriate footwear (see below)
- Bring your lesson notebook and all current music
- Be warmed up before your lesson time
- Arrive on time

A note about footwear:

One of the most important aspects of playing the harp is using the often-overlooked pedals. In order to play comfortably, it is imperative that harpists own a pair of adequate “harp shoes” (closed toe, and closed behind the heel, with a moderate heel or no heel at all). Playing the harp in shoes with different sole thicknesses or heel heights can cause a great amount of performance stress because the foot always has to re-adjust its placement on the pedals. Suitable harp shoes are mandatory for all lessons, and you might consider saving them just for practicing (which makes them last longer). If you forget your shoes or music, this counts as a lesson absence.

- Harp Masterclasses

Our weekly harp masterclass takes place in MU288 each Monday from 4:00-5:30pm. Attendance at harp masterclass is mandatory for harp majors and concentration students enrolled in lesson credits. Harp Majors perform in our weekly masterclass at least three times during the semester with a memorized piece or chamber work. This may include multiple performances of the same piece, or different pieces. Concentration area students will need to perform twice. Secondary students have their own masterclass with the other secondary students, and are invited to perform in the major’s class at the discretion of myself and the harp TF. Sign-up sheets for masterclass will be posted one week ahead of time on the studio door. During masterclass, your full attention and support of the performer is required. Cel phones need to be OFF, and any talking should be with the performer, not with classmates. Your support will be reciprocated by the other members of the class when it is your time to perform. Some weeks, we will discuss different areas of harp maintenance and harp literature. If you have a particular area of interest, please feel free to bring it, and we can discuss it as well! Bring your excerpt book every week.

- String Departmentals

UNT string departmentals take place in the Recital Hall every Thursday from 1-2pm, and attendance is mandatory for all Harp Majors and Concentration students (DMA students are not required to attend). Every harp major enrolled in lessons is required to perform at least one time per semester.

- Recital attendance

Attendance at all solo performances and recitals given by a member of the harp studio or the professor on the UNT campus is mandatory. If a student has an unmovable conflict with one of these performances, the student may attend the dress rehearsal for the performance, or listen to a practice performance as an alternative. Please know that your attendance at these performances is a show of support for the harp studio, and is very important. Throughout the semester, each member of the studio will attend a minimum of fourteen UNT performances. At least half of these (7) should be performances in which other members of the harp studio performed (harp recitals, orchestral concerts, or chamber performances). At the end of each semester, these programs will be turned in as part of the final semester grade.

- Orchestra excerpts

Each student will be responsible for two orchestra excerpts during the semester, in addition to those prepared for school ensembles. Orchestral excerpts will be performed in masterclass each week on a rotating schedule (sign up posted on studio door). Additionally, before the first rehearsal with any school ensemble, the excerpt must be covered in a previous harp lesson. It will be your responsibility to let me know when you have upcoming performances, so that we can work through these parts together.

- Juries

One of the secrets of success in performance comes from lots of practice doing just that: *performing*. The best way for you to find the weak areas in a piece are by performing it as many times as possible once it is memorized. For example, before playing a piece in masterclass, find a friend or two and do a practice performance. Likewise, I would encourage those students who are playing recitals to do a minimum of three pre-performances in recital settings. Elder homes and churches are some of the best places to do such performances, because it is a way to give to the community while you gain from the experience of performing in front of a group. We will also discuss other ways to take the nerves out of memorized performance. All Majors and Concentrations who have not performed a graded recital during the semester are required to perform a jury each semester for a minimum of three string faculty. All music will be performed by memory, and must be memorized a minimum of two weeks before the jury. If the music is not memorized during lesson time two weeks before the performance, the jury or recital grade will be dropped by one letter. This is your opportunity to show your progress each semester. Memorization is just the beginning of the

polishing work on a piece, so plan ahead and give yourself plenty of time to settle into the piece after it is memorized.

Practice rooms, sign-ups, and caring for school harps

Before the end of the first week of classes, please give your weekly schedule to the Harp TF, with your desired practice times for the semester. Harp Majors will receive four hours of practice per day, Concentration area students will receive three, and secondary area students will receive two hours each day in the harp practice rooms. This will ensure that you receive the practice times that work with your schedule. The students who do not have harps at home will also receive practice time on the schedule, but possibly less time each day (since some of the practice will be done at home). If no one is practicing in a room at their scheduled time, feel free to use the room. If they arrive, that person will have priority to use the room. We have some open rooms available for personal harps as well, so please note that on your schedule before you turn it in.

If any of our harps have technical problems or broken strings, please note the repair request on the door of 268 so that the problem can be solved by the TF. Spare strings are kept in the harp studio, and are available as needed. The harp TF also has access to these strings. One spare string set is also kept at the Murchison center for use at performances and rehearsals. If strings from this set are used, please notify the TF so that the strings in this set can be replenished before future performances.

UNT school harps will not leave the College of Music, unless used by the UNT harp ensemble for off-campus performances. Additionally, please note that no UNT practice rooms or harps may be used to teach private lessons, under any circumstances.

Important note: Please be respectful of each other's times in the practice rooms, and keep these areas clean and free of clutter. *Do not interrupt the practice of other students.* Before practicing, tune each harp with all pedals in the flat position (never in natural), in order to prolong the life of our strings. *After practicing, return the pedals to the flat position, and ensure that the door is locked and the light is turned off.*

Personal gigs outside of the UNT campus

If you are interested in performing for parties and weddings, please let me know so that I can add you to the UNT gig list. When the harp studio is called for gigs, I will suggest a student for each gig on a rotating basis, so all harpists have an equal opportunity for performances. When performing at these gigs, please keep in mind that you are representing the UNT harp department and all conduct should be professional. If you have an unforeseen conflict with a gig, it is your responsibility to notify me and to also find a replacement *before* contacting the person who has hired you. If you cannot find a replacement, you will be required to perform the gig. Additionally, please speak with other harp students to ensure that your rates correspond with fellow students at UNT, in Denton, and in the Metroplex area. **IMPORTANT:** Gigs may not conflict with classes or harp ensemble rehearsals. Early dismissal will not be granted on harp ensemble days for students to perform gigs, so plan accordingly.

Harp Pedagogy

All Harp majors (BM/BA) are required to take harp pedagogy before graduating. Depending on the needs of the studio, pedagogy will be offered every two years. In addition, harp graduate students who have not previously taken pedagogy will be required to take this class before graduation. The focus of this class will be upon teaching practices and literature, methods, and hands-on teaching experience. See pedagogy syllabus for grading and course requirements.

Band, Orchestra and Choir

UNT offers many ensemble performance opportunities with the Symphony and Concert Orchestras, Wind Symphony, Concert Band, Symphonic Band, and other smaller ensembles for recitals throughout the semester. Auditions for the Orchestras are held at the beginning of each year in August. A list of audition repertoire and downloads may be found online: www.music.unt.edu/orchestra/audition.html. At each of these rehearsals and performances, you will need to arrive early to tune and to be fully prepared with your part. Your MULB grade is completely determined by the large ensemble director—it is your responsibility to follow their guidelines regarding attendance and preparation. *When using UNT harps at the Murchison center, return these harps to the trunks located in the storage room after each performance, along with the spare string set.*

Harp Ensemble (HarpBeats)

Enrollment in harp ensemble is required for all Undergraduate and Master's level Harp Majors (BM/BA), and encouraged for doctoral students. This is an opportunity to hone ensemble performance skills, and to develop experience creating and performing arrangements and transcriptions. The creativity of performance ideas is emphasized, as we work toward public performances on or off campus each semester. One unexcused absence is permitted per semester. Grading will be based upon punctuality, attitude, attendance, and the completion of transcription/ arrangement assignments each semester. Your harp ensemble grade will consist of the following elements:

- 50% Preparedness for each rehearsal
- 20% Harp ensemble arrangement completion and submission
- 15% Leadership of arrangement within ensemble rehearsals
- 15% Ensemble attendance, attitude, and punctuality (arrive at least 15 minutes before each rehearsal)

General Courtesy

You are expected to treat each of your colleagues in a professional manner, both in and out of the music department. If you ever encounter difficulties within the studio, I urge you to come to speak with me directly. I would be glad to help you in any possible way!

The Fine Print

If you have an established disability as defined by the Americans with Disability Act and would like to request accommodation, you are required to notify me before the end of the first week of classes to request accommodation.