

STRING AREA POLICY HANDBOOK

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

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STRING AREA PRIVATE LESSON STUDY

Prerequisite

College of Music audition. Studio assignments are at the discretion of the Applied Area.

Course Objectives

Applied study in the string 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

String instruction: private lessons and studio classes

MUAM (performance): 3-4 hours credit for 50 min. weekly lesson

MUAC (concentration): 2 hours credit for 50 min. weekly lesson

MUAS (secondary): 1 hour credit for 25 min. weekly lesson

GAC: 4 hours credit for 50 min. weekly lesson

MUAM, MUAC, MUAS course numbers

| <u>Prefixes</u> | <u>Suffixes</u> |
|---------------------------------|--------------------|
| 15xx – Freshmen/Sophomore level | xx04 - Violin |
| 35xx – Junior/Senior level | xx05 - Viola |
| 55xx – MM and GAC level | xx06 - Cello |
| 65xx – DMA or PHD and GAC level | xx07 - Double bass |
| | xx22 - Harp |
| | xx27 - Guitar |

Attendance

Perfect attendance is expected from all private students. More than three unexcused absences will result in an automatic drop by the instructor.

Absences on the part of the student need not be made up by the instructor.

Unavoidable absences may be made up at the discretion of the instructor.

As a rule, the instructor will make up only lessons that he or she must miss.

If a student has a conflict with the scheduled lesson time, it is the student's responsibility to switch times with another student, or find a mutually convenient alternate time. (Lessons cancelled by the instructor will be rescheduled time permitting.)

Attendance at weekly departmental recitals is mandatory for all MUAM and MUAC students.

More than two unexcused absences will result in automatic lowering of the semester grade. At the beginning of each long semester, each teacher is responsible for conveying this requirement to each of his or her students. Students who have a regular conflict at this hour may be excused if their teacher provides a written excuse to the departmental coordinator and/or area coordinator.

Attendance at string area recitals, concerts and special events is highly recommended and may be required by the instructor.

String Departmental meeting times:

Violin, Viola, Cello, Double bass and Harp: Thursday 1:00 – 1:50, Recital Hall

Guitar: Thursday 2:00 – 2:50, Recital Hall

Studio Classes

Studio Classes will be scheduled at the discretion of the instructor. While individual attendance policies will vary, students should not ask to be excused from these classes, as they are considered an important part of applied music instruction.

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 and Etudes

Scale and etude examinations will be administered at the discretion of the applied instructor. Each applied faculty will determine how and when the scale examinations will be administered.

Required Materials

The string student should own the following materials: instrument, metronome, tuner and pencil (with eraser). 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 string-related matters.

Miscellaneous Requirements

Students may be required to acquire an accompanist for lessons, juries and other events. MUAM (performance) students are required to perform at the String departmental at least once a year. MUAC (concentration) are encouraged to perform at least once a year.

ADMISSION AUDITIONS

The String faculty will administer auditions for admittance to the College of Music for all string 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 holds auditions in January and February. 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, however a live audition is highly recommended. Piano accompaniment is not required.

Current students wanting to audition for a different program of study or additional scholarship must audition during the first audition date.

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 on the string board approximately two weeks in advance of the jury dates. All performance majors (BM, MM and DMA) will be evaluated by the string faculty in a jury hearing each semester and either will be recommended for continuance or removal from the current level. The faculty 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 exempt from the jury exam in semesters in which a successfully adjudicated recital has been performed. Students new to the instructor may be exempt from the first long semester jury, at the discretion of the applied instructor. Students will receive comment sheets as soon as possible following the jury performance. Juries may be recorded at the discretion of the applied instructor. Piano accompaniment is required for all non-solo works.

Upper Division Exam

Before registering for string lessons at the 3500 level, all students must pass an Upper Division Examination. This examination is administered during juries at the end of the 4th long semester of 1500 level study. Students must exhibit an acceptable characteristic sound, good intonation, rhythmic stability, 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 faculty 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 and approved by the major professor. The Upper Divisional Exam will be graded as Pass/Fail.

Concentration Proficiency Exam

Undergraduate concentration students must pass a final proficiency exam to complete their applied music study. This exam is normally performed at the end of the 6th long semester of applied study but may be performed earlier. The appropriate applied faculty must approve the repertoire. If this exam is not passed after the first attempt, additional credit hours may be required by the faculty and must be completed before the Concentration Proficiency 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. Works to be performed at this examination must be level appropriate and approved by the major professor. The Concentration Proficiency Exam will be graded as Pass/Fail.

Secondary Jury

Students enrolled in secondary applied study are required to play a jury for their applied teacher. If the applied teacher is a Teaching Fellow, the Teaching Fellow's mentor will be present.

Jury Procedures

The string coordinator or designated faculty will schedule juries. Faculty 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.

Jury Form and Semester Repertory Record

It is the responsibility of the student to fill out the appropriate color-coded jury examination form and to submit it to the faculty at the beginning of 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. The forms are color-coded for easier recognition, and will be available outside the jury location and in front of Administrative Assistant for Instrumental Studies' office, MU 131.

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, attendance at weekly string departmentals, 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 string activities. Unacceptable jury performance.
- F = Failure of the class due to attendance, lack of preparation, practice, performance ability or other factors. Unacceptable jury performance.

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 number of faculty are unable to attend, the student is responsible for supplying a recording of the performance in a timely manner to the string faculty for review and grading. Graduate degree recitals must follow the instructions in the appropriate College of Music Graduate Handbook (music.unt.edu/graduate). BM Senior recitals, MM and DMA recitals are registered classes with recorded grades.

Accompanists and Assisting Musicians

Students are expected to secure their own accompanist for 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.

Non-degree Recitals

All students are encouraged to perform as frequently as possible in degree and non-degree recitals. A non-degree recital may not be given during the last month of each long semester. The appropriate applied faculty must approve the date and content of all recitals.

ORAL EXAMS FOR MM AND DMA STUDENTS

MM/DMA oral exams will be scheduled by the student, in collaboration with his/her degree 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 and is not handled by the student. The MM oral exam is scheduled after the MM degree recital. For MM graduation deadline consult the Toulouse Graduate School (<http://tsgs.unt.edu/>).

ADVISING

Academic advising is available to all string students at UNT's College of Music Advising Office (Chilton Hall 211, phone: 940-565-3860, web: <http://music.unt.edu/adv>).

The major professor will serve as the graduate advisor to their graduate string performance majors. Additional graduate advising is available to all graduate students at UNT's College of Music Advising Office. 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, available at: music.unt.edu/graduate).

Individual students are responsible for compliance with all deadlines and procedures outlined in these materials.

GRADUATE TEACHING FELLOW AND TEACHING ASSISTANT MENTORING

The selection of teaching fellows and teaching assistants is done by the faculty of each string area. Faculty in each string area will be responsible for supervising its graduate teaching fellows, including the assignment of students, monitoring teaching quality, student progress and grading. For further information consult with the string area coordinator.

ADJUNCT FACULTY

Adjunct faculty will teach as assigned by the area chair in each instrumental area.

ADMINISTRATION

For any questions or concerns, students should follow this protocol for resolution:

1. Applied Teacher
2. Full time string faculty (if studying with a teaching fellow or adjunct faculty)
3. String 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 student from a different studio approaches a faculty member regarding a lesson, the first question the faculty should ask is: "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 String Area Coordinator.

CONCERTO COMPETITION

The string area orchestral concerto auditions will be held in October. A sign-up sheet will be posted on the string area bulletin board a week prior to the competition. All solo auditions must be performed from memory and with piano accompaniment. Under current policies the string faculty will select up to seven students, including one harp and one guitar student, to participate in the final round. For more information about the concerto competition consult the orchestral studies web page.

Other concerto possibilities that might be offered throughout the year will be announced on the string area bulletin board and/or the applied faculty.

SELECTION OF HONOR STUDENTS

The string faculty will select a graduate and an undergraduate student as the string honor students for the university Honors Day each year. Faculty members will submit a nomination to the string coordinator who will prepare a ballot for selection. The string faculty will then vote to select the outstanding graduate and undergraduate students.

SELECTION OF STUDENT ADVISORY COMMITTEE REPRESENTATIVES

The string area representatives to the College of Music Student Advisory Committee are nominated by the string students enrolled in applied lessons. Ballots are prepared by the Coordinator of the String Departmental, followed by voting by the string students enrolled in applied lessons. This process usually occurs in one of the String Departmentals at the beginning of the fall semester.

CHAMBER MUSIC

Chamber music assignments will be made each semester by the string faculty member responsible for chamber music. Students should register for chamber music no later than 5:00 PM, the first day of classes. Students who register after the deadline will be put on a waiting list and may not be admitted into the class.

Pre-formed groups are strongly encouraged to contact the string faculty chamber music representative to inform him/her of this fact and request to remain intact as a group for the semester. It is recommended that the prearranged group requests be made no later than 5:00 PM, the first day of classes. Requests made after the deadline may not be able to be honored. In order to receive faculty coaching, all members of the group must be registered for credit.

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 string faculty. Every attempt will be made to give students a broad range of ensemble experience.

IMPORTANT CONTACT INFORMATION

String Area web page:

Web: <http://music.unt.edu/strings/>

String Area Coordinator:

Dr. Susan Dubois
Phone: (940) 565-2520
Email: susan.dubois@unt.edu

Administrative Assistant for Instrumental Division:

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