

Flute Studio Syllabus
School of Music
University of North Carolina at Greensboro

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READ THE ENTIRE SYLLABUS CAREFULLY. YOU ARE RESPONSIBLE FOR ITS CONTENTS. DETAILS WILL ALSO BE DISCUSSED IN FLUTE REP AND YOUR LESSONS. IF YOU ARE UNCLEAR ABOUT ANYTHING, PLEASE CONSULT ME FOR CLARIFICATION.

I. FLUTE LESSONS

GENERAL

- **Lessons are 50 minutes in length for majors and 30 minutes for secondary/piccolo students (as per University guidelines).**
- **Be on time for your lessons. If you're late, we will still need to stop on time.. If you're coming across campus, we'll compensate for that.**

ATTENDANCE:

- **All students are required to attend lessons every week unless the it's a University holiday or cancellation due to weather.**
- **Lessons falling on holidays are not made up, anymore than classes are.**

SICKNESS.

- **If you are too ill to attend classes or you have an unforeseen emergency, you must notify me in advance of your lesson by phone or email.**
- **Make-up lessons may be given at the discretion of the instructor, but it's difficult to rearrange, so please try to stay healthy.**

OUT-OF-OFFICE.

- **If I am out of the office for professional reasons or illness, I will reschedule a time for us to make-up the lesson. If I am unavailable for more than a few days, lessons will be made-up in a master class format.**

LESSON PREPARATION AND PRACTICE

- **Come prepared for your lessons. If you are not adequately prepared, I may excuse you from your lesson. You are responsible for all materials assigned.**
- **PRACTICE JOURNAL. You will be using a Daily Practice Journal that you need to use during your practice sessions and bring to lessons. You will document your daily practice routine in this journal with critical observations, questions, and successes! I will in turn write some observations in it during your lessons as well.**
- **Practice and study your music thoroughly. Listen to recordings. Tape yourself.**
- **Bring a cassette to each lesson to record highlights of your lesson.**
- **I maintain an open atmosphere in lessons, and encourage questions and dialogue.**
- **Please do not interrupt a lesson to ask a question *unless* it is extremely urgent, of course. Catch me between lessons or make and appointment, and I will be happy to talk to you.**
- **You will need an accompanist for your lessons. We'll discuss this more in Flute Rep and in lessons.**

- Practice Time for the School of Music policy states the following minimum:
 - Majors registered for 3 hours credit are required to practice 3 hours per day
 - Majors registered for 2 hours credit are required to practice 2 hours per day
 - Those registered for 1 hour of credit are required to practice 1 hour per day.
- You are encouraged to practice more than the minimum. Inadequate practice impedes progress, affects the quality of your lesson, and will result in a lowering of your grade.
- You will be guided on how to practice efficiently and in a healthy way. Performance health is a key concern for all musicians. Each person has different levels of tolerance and endurance. To avoid strain or injury, it is critical that you monitor how you feel when playing for extended periods of time. Learn to listen to your body. It will talk to you! Keep your body, hands, arms, shoulders, neck and head relaxed! Stay loose. If you're tightening up, take a break and do some stretching and walking. You don't get any extra brownie points for injuring yourself! NEVER PLAY THROUGH PAIN! Let your instructor know if you experience problems.
- Thoughtful and productive practicing is essential for optimal growth, success, and enjoyment.

II. FLUTE REP CLASS AND JOINT WOODWIND REP CLASS

- Flute Rep meets on Mondays at 3:00 p.m. and Joint Woodwind Reps meet on occasional Mondays at 4:00 p.m. in the Recital Hall. A schedule will be given to you at the beginning of each semester for Joint Woodwind Reps. Both classes are an extension of your lesson study.
- Flute Rep is primarily a performing venue with a master class format. All are expected to participate in performing and in making written and oral comments. The time will occasionally be used to discuss flute pedagogy and excerpts.
- Joint Woodwind Rep is more formal performance venue and is held in the Recital Hall. All woodwind students attend, and there is no discussion following performances.
- There will be a sign-up sheet posted on my door to schedule Rep Class performances (with my approval). **EXACT TIMINGS** must be given or the time will not be reserved. I will explain the procedure for signing up for Joint Rep in class.

III. JURIES: FINAL EXAMS AND LEVEL CHANGES

- A Final Exam (performance exam) is required at the end of each semester of study. Depending on your numerical level of study, you will perform either a Final Exam or a Level Change. A Level Change normally occurs every two semesters (moving from MUS 151-251, Mus 251-351, etc.). You will be informed in your lessons exactly which you need to do.
- The Techniques Exam precedes a Level Change only and is usually about one month prior to that date (to be announced). You must pass your Techniques Exam first in order to attempt a Level Change.
- Those giving a recital near the end of the semester may substitute their recital in lieu of a Final Exam or Level Change (with my permission). For a Level Change, you will submit a copy of your Recital CD for the Woodwind Faculty to review. You will still take the Techniques Exam as usual.
- Everyone will be apprised of their status at the end of each semester of study when we have conferences and when you pre-register for the next semester.
- Final exams (jury) and level changes are performed in front of the woodwind faculty.

- A grade is given for Final Exams and Level Changes.
- **IMPORTANT:** If a student does not pass a Level Change twice, he or she will be excused from the program.

IV. GRADES (determined by the following factors)

- preparation and quality of your weekly lessons
- quality and the amount of material assigned
- jury and level change grades (repertoire and techniques)
- performances and participation in Rep Class
- attendance at required events, etc.
- practice time and effectiveness
- annual goals
- daily practice journal
- attitude, initiative, effort, spirit of cooperation, ability to accept criticism, enthusiasm
 - If at any time you would like further clarification or explanation of grading, please ask. Conferences will be scheduled at the end of each semester's study in order to keep you informed of your progress.

V. REQUIRED EVENTS: The School of Music events are a wonderful opportunity offered for your growth and enrichment. It is a fantastic time for you to hear a tremendous variety of excellent and varied programs while you are here. This is a vital and exciting component of your education. Be sure to attend the following events:

- Flute Reps and Joint Woodwind Reps
- If you are signed up for Convocation (091), you must attend each week as listed in the course schedule.
- **IN ADDITION TO THESE, YOU ARE REQUIRED TO ATTEND A MINIMUM OF 10 CONCERTS EACH SEMESTER.** You will submit a Recital Attendance Form to me at the end of each semester. Although you most certainly will attend many more than ten, you must absolutely attend the following events:
 - All undergraduate and graduate flute DEGREE recitals
 - All woodwind faculty solo and chamber recitals
 - All announced Woodwind chamber music recitals
- You are encouraged to attend all major ensemble performances and a wide variety of faculty and student recitals. Support your peers! Remember, you will want a crowd at your recitals, too!
- You must obtain a faculty signature on your program for all required events – immediately following that event (Flute Recitals, Joint Woodwind Reps, Faculty Recitals, Chamber Music Recitals, Large Ensemble Concerts, etc.
- You may count significant concerts outside of the university among your 10 events (with prior consent). No, rock concerts do not count.
- You will turn your signed programs in to me along with the Recital Attendance Form at the end of each semester.

VI. BORROWING SCHOOL INSTRUMENTS

- If you are borrowing any university flute, piccolo, alto, or bass, you must receive my permission in writing first.
- University policy states: "Failure to return an university-owned instrument used in conjunction with this course (lesson or ensemble) in a timely manner, will result in a

grade of INCOMPLETE until the instrument is returned.” Although you are welcome to use these instruments, performers are especially encouraged to purchase their own piccolos during their time here. The alto and bass flutes are for flute choir, large ensembles, and recital use.

- Please remember that all of these instruments are very valuable and delicate. Please treat them extremely carefully during assembly and use. Keep a small, clean rag for swabbing out after each use. Report any maintenance issues to me.
- If any of these instruments are missing cleaning rods, or outer cases, please let me know immediately.
- You are responsible for these instruments while they are checked out to you. Any major damage incurred while in your possession (except the usual wear and tear) will be your responsibility to repair.

VII. MISCELLANEOUS OTHER:

- **Required materials** include a metronome, tuner, small music dictionary, and a tape recorder.
- Specific music or other materials will be decided by the instructor. Please note that you should expect a music/book bill each semester like you would for any other class. Plan your budget accordingly.
- Lessons will necessitate a certain amount of neutral physical contact as in discussions of breathing, posture, etc. If you are uncomfortable with this in any way, please your teacher know.
- **Please do not interrupt lessons** to ask a question unless it is an emergency. Either come by between lessons or if you need more time or make an appointment.
- Please do not call me at home unless it is urgent, of course. There may be occasions when I need to reach you by phone, but I'll try to respect your privacy as well.
- Check and answer your emails and phone calls promptly!
- Check the Blackboard Flute Site several times each week!
- **PHOTOCOPYING.** Federal copyright laws protect composer's and publisher's rights against illegal photocopying. It is important to gradually build your own personal music library by systematically purchasing legal copies of your own music. Use of photocopies, library music, or other reproductions of music under protection by copyright laws is prohibited in juries and public performance. Questions concerning the legality of photocopying under extenuating circumstances should be directed to the instructor.

VIII. ACADEMIC INTEGRITY CODE

- The Academic Integrity Code is important contract agreed to by all enrolled UNCG students.
- Each student will be asked to sign the following statement affirming his/her understanding and acceptance of the principles of Academic Integrity Policy: “My words and actions will reflect Academic Integrity. I will not cheat or lie in academic matters. I will promote integrity in the UNCG community.”
- Also, each student is required to sign the Academic Integrity Pledge given below on all major work submitted to any instructor. A student's work need not be graded until he/she has signed the statement. “I have abided by the Academic Integrity Policy On This Assignment.”
- Infractions of The Code results in serious consequences. You may read more about this under Student Conduct/Academic Integrity Pledge on the UNCG website.

