



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

SCHOOL OF MUSIC

WOODWIND AREA HANDBOOK

FALL 2016

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THE WOODWIND FACULTY

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GENERAL EXPECTATIONS

Practice Expectations

- Performance Majors:
 - minimum of 3-4 hours a day, 6 days a week
- All Other Music Majors:
 - minimum of 2-3 hours a day, 6 days a week

****While this may be the minimum requirement, it isn't a quantitative number for success. You must go above and beyond this to ensure that you will be successful.****

Practice Strategies:

1. Focused, consistent practice time is essential to improvement. Set aside specific practice times each day.
2. Practice in 2 or 3 different chunks of time. Do not try to do all of your practicing at once as this results in mental and physical fatigue.
3. Establish goals for each practice session.

Lesson Etiquette

1. Arrive early and assemble your instrument in the hallway to facilitate a quick transition between lessons.
2. Knock loudly at your lesson time. If someone in the room is playing, wait until they have finished their phrase.
3. Be prepared.
 - Bring all necessary materials for your lesson.
 - Practice all assigned skills and pieces in a smart and efficient manner – be ready to perform these in your lesson.
 - Have a pencil ready to use.
4. Lesson time should be focused on lesson material. If you have a special concern or need, make a separate appointment with your professor.
5. Turn off your phone.
 - Do not text or look at your phone during your lesson.
 - If there is an extenuating circumstance that requires your phone to be on, talk with your instructor ahead of time.

Emails

1. Check your utk email at least three times each day.
2. When writing to a professor, use good email form and good grammar. A good email includes:
 - Greeting (Dear Dr. Binder, Hi Dr. Adams, etc.)
 - Full sentences with correct spelling
 - Salutation (Sincerely, Joe; Thanks, Joe; etc.)

Texting

1. Check with your professor and ask about their texting preferences.
2. If texting a professor, use complete sentences and good grammar.
3. Just because you text a professor does not mean that they will get back to you immediately.
4. B right thr = unacceptable!

Professor/Student Conflicts

1. If you have a problem or concern involving your private lesson professor, the best thing to do is set up a time to talk to your professor about the issue. It is our job to help you succeed, and if you feel that there is an issue that detracts from your learning, let your professor know so they can help solve the problem.
2. If you are not comfortable talking with your professor, contact Dr. Adams (Woodwind Area Coordinator), Dr. Leach (Director of Undergraduate Studies), or Dr. Batey (Director of Graduate Studies).

Solo Class

1. Arrive on time.
2. Do not eat during class unless given permission by the professor.
3. Treat others with respect at all times – we are all in different places on our musical journey.
4. No phones or computers are to be used during solo class unless a specific exception is made by the professor.
5. Notes should be taken on paper.

Professional Conduct

1. All students are expected to carry themselves in a professional manner, with peers, professors, and on social media.

FRESHMAN/SOPHOMORE PROFICIENCIES

The freshman/sophomore proficiency is a barrier exam, held mid-semester (i.e. the week before spring break) during the second semester of both freshman- and sophomore-level lessons and is a pre-requisite for registering for the next level. It is graded on a pass/fail basis.

If you fail, you will have another chance to take the proficiency during finals week. If you pass at that time, you may register for the next level of lessons.

If you fail the second time, the highest grade you can receive in lessons for that semester is C-.

A grade of C- or below will not count toward your major and you will have to retake the course.

Purpose:

Freshman and sophomore proficiencies are intended to help ensure that students are progressing adequately to meet their degree requirements. The woodwind area seeks to graduate thoughtful, proficient musicians who will be a positive force in the music community. A student must pass their proficiency in order to register for the next semester of lessons in their degree progression.

Who:

Any music major in the woodwind area, including Performance, Music Education, and Bachelor of Arts degrees.

Proficiencies will be held in front of a panel of woodwind faculty.

Proficiencies take place during the courses listed below:

Freshman Proficiency: Flute 104, Oboe 106, Bassoon 111, Clarinet 116,
Saxophone 121

Sophomore Proficiency: Flute 204, Oboe 206, Bassoon 211, Clarinet 216,
Saxophone 221

When:

Freshman and sophomore proficiencies will be held mid-semester (typically the week before spring break) of freshman and sophomore year, respectively.

Requirements:

Printed Records: *One week before proficiencies*, print out a record of the classes you have taken and the grades you have received in these courses. Give this to your studio teacher. Your record will be reviewed by the woodwind faculty.

Performance: Scales and one or two etudes as determined by the studio teacher. You should be informed of the scale and etude requirements by your studio teacher, in writing, well in advance of the proficiency.

Interview: The woodwind faculty will ask a series of questions to help determine if you are on track to be successful in your major and with your career goals. See interview questions below.

Proficiency Grading:

Etude: Each faculty member will give a pass or fail grade on the student's performance of the etude, based on accuracy, technique, musicianship, dynamics, and control.

Scales: Faculty members will be counting mistakes throughout the scales portion as a whole. To be sure to pass this section, a student must have 12 mistakes or less.

If it is clear that the student is unprepared, the faculty reserve the right to give a failing grade without hearing all of the required materials.

What if I fail?

If you fail either the etude or scale portion of the proficiency, it can be retaken in during finals week of the same semester.

If you still do not pass the etude and/or scale portion of the proficiency during finals week, the highest grade you can receive for the semester is C-. Each studio teacher reserves the right to assign a lower grade if that is what you have earned for the semester.

Interview Questions:

Please be prepared to answer and discuss the following questions with the woodwind area panel directly following the performance portion of your proficiency exam.

1. How many hours a day do you practice?
2. What deficiencies, if any, have you identified in your playing? What is your plan for working on them?
3. What are your career goals?
4. Tell us about the things you have done so far to help you achieve that goal. What are you planning to do in the next year to help you reach that goal?

PERFORMANCE JURY GUIDELINES

Performance juries are required every semester for all music majors and minors registered for applied lessons. Students who do not complete a performance jury and a technique jury (if required) will not receive a semester grade higher than C-.

Students performing a degree recital are not required to have a *performance* jury exam during the semester of the recital.

Performance Jury

- Approximately 10 minutes long, graded by a panel of woodwind faculty during finals week (exact dates/times to be released later in the semester)
- The jury piece will be assigned by the professor. Any changes in jury repertoire must be approved by the professor.
- Students will fill out a Woodwind Jury Sheet prior to the jury (found on the School of Music webpage: look for the link for “Forms” under “Undergraduate Students”). This must be given to your applied lesson professor a minimum of 48 hours prior to your jury.
- If the piece includes an accompaniment, it must be performed with accompaniment for the jury

Technique Jury

- See your individual studio syllabus for studio requirements.

****Note:** Only music majors will perform a jury in front of the entire woodwind faculty. Students who are minors or non-majors will perform their jury in front of their professor and one other person who can be a Graduate Teaching Assistant or other faculty member.

RECITAL GUIDELINES/SCHEDULING

Eligibility

In order to be eligible to schedule a junior recital (MUSC 301), the student must be registered in at least the 300 level of the applied instrument and have successfully completed (grade of C or higher) by the time of the recital:

- MUTH 110, 120 (Theory I, II)
- MUTH 130, 140 (Ear Training I, II)
- MUCO 110 (Introduction to Music in Western Culture)

In order to be eligible to schedule a senior recital (MUSC 401), the student must be registered in at least the 400 level of the applied instrument and have successfully completed (grade of C or higher) by the time of the recital:

- MUTH 110, 120, 210, 220 (Theory I-IV)
- MUTH 130, 140, 230, 240 (Ear Training I-IV)
- MUCO 110, 210, 220 (Introduction to Music in Western Culture, History of Music I, II)

The student must also pass a pre-recital hearing at least two weeks prior to a degree recital. See below for guidelines pertaining to scheduling the hearing.

Music

Talk to your professor about your recital one or two semesters in advance. *All recital music must be discussed with and approved by your professor.* Recitals will often include a piece of chamber music.

Junior recitals (MUSC 301) should not exceed **30 minutes total length**, including on and off stage time. **Junior recitals must be scheduled in pairs.**

Senior recitals (MUSC 401, MUSC 411) should not exceed **60 minutes total length**, including on and off stage time.

Scheduling A Recital

Discuss possible recital dates with your applied lesson professor one semester in advance of your recital. Your applied professor must approve your date and be available to attend.

Degree recitals (MUSC 301: Junior recital, MUSC 401: Senior Recital, MUSC 411: Lecture Recital, or MUSC 501: Graduate Recital) recitals may be scheduled prior to the beginning of the semester the recital is given or up to six (6) weeks in advance of the recital date.

Non-degree student recitals should not be scheduled more than six (6) weeks in advance of the event, but *must* be scheduled at least four (4) weeks prior to the event.

Your applied lesson professor must approve your student recitals.

Payment of Recital

Once approval to schedule a recital has been given, the student should **first** pay the recital fee of **\$35.00** (see Recording fee below for more information) to the School of Music Business Manager, Tracy Viles, who will give you a receipt proof of payment. **You must pay this fee before you can set your recital date or time!**

A confirmation "Proof of Payment" will be sent to Jay Anderson. Once this confirmation of payment is received by Mr. Anderson, you can contact **Jay Anderson** (jander72@utk.edu) to select available dates and times for your recital.

Selecting the Date and Time of the Recital

Reservation requests will be granted based on availability and the priorities of the desired space. See Jay Anderson (jander72@utk.edu) to request the date and time.

Junior recitals (MUSC 301) should not exceed **30 minutes total length**, including on and off stage time. **Junior recitals must be scheduled in pairs.**

Senior recitals (MUSC 401, MUSC 411) should not exceed **60 minutes total length**, including on and off stage time.

Approved Recital times in Alumni Memorial Building are:

- Weekdays: 6:00 pm (MUSC 301) and 8:00 (MUSC 401, MUSC 411, MUSC 501, faculty recital, and guest artist recital)
- Weekends: 3:00 pm and 6:00 pm (MUSC 301), and 8:00 pm (MUSC 401, MUSC 411, MUSC 501, faculty, guest artist)

Note: Alumni Memorial Building closes for all home football games from Friday at 6:00pm through Sunday morning.

Recital, Programs and Stage Set-up Forms Information

1. Download the Student Recital Reservation Form (see <http://www.music.utk.edu/ugrad/recitals.php>). Complete the information and e-mail it to your applied lesson teacher. Requests from student organizations must be completed by the organization's president and e-mailed to the organization's faculty advisor.
2. The sponsoring faculty member completes the faculty approval/contact section of the form and e-mails the form to the Scheduling Office (jander72@utk.edu).

- The form must be received in the scheduling office within one (1) week of selecting the date and time of the event in order to secure the reservation, and no less than six (6) weeks in advance of the recital. A printed copy of the approved reservation request must be able to be produced upon the request of a University official.
3. After the recital hearing is passed (no less than two weeks before your recital date), reserve practice time in the space where the recital is to be held. You may reserve one hour of time for a junior recital, two hours for a senior or graduate recital
 4. Submit your recital program **no later than two weeks prior to the recital** and after passing your hearing. Complete the Recital Program Information Form (DOC / RTF), following the instructions found on the form.
 5. **Two weeks prior to the recital**, e-mail the Stage Set-Up Requirements form, to the auditorium manager (Chris Jerger, cjerger@utk.edu).

Key Reservation Information

If keys are needed for the event, professors need to sign out the keys for undergraduate students. Graduate Student must consult with professors before requesting key pick-ups. All keys are required to be signed out.

All Keys need to be pick up before 4:30 pm the last business day prior to the recital from the AMB Music Office. Return keys by 9:00 a.m. the first business day after the recital.

****Ask your pianist if they have a piano key to use for the dress rehearsal and recital. If not, be sure to obtain one ahead of time from the music office. You don't want to waste rehearsal and warm-up time searching for keys!**

Cancellation or Change of Date/Time Policy

Postponing, cancelling a recital, or changing the date or time is a serious step. Cancellation of a recital is permitted **ONLY** for serious reasons and **ONLY** with the support and final approval of your major professor. A cancelled recital **MAY NOT** be rescheduled within the same semester.

To cancel a recital, the supervising faculty member must complete the Recital Cancellation Form (see SOM website). Recitals should be cancelled as soon as possible so notification can be sent to the public.

The recital fee is non-refundable unless the student fails the hearing or the School of Music approves the cancelation/postponement for emergency reasons.

Changing the date or time of your recital causes major issues with the School of Music calendar of events. A change must be approved by the Director of the School of Music

and should only be requested by the faculty. You must inform the scheduling office two weeks in advance of any changes that are needed.

Recording Fee

Events in the School of Music are recorded on compact disc and are archived in the Music Library. To cover the cost of recording and duplication of the discs, a **\$35.00** fee is charged of the student.

As part of this fee, the student will receive one compact disc of the recital. Additional copies may be purchased at the cost of \$5.00 per disc. The fee should be paid to the School of Music Business Manager, Tracy Viles. All compact discs should be picked up from the Music Office no later than seven (7) days after the performance.

Video Fee

See “Live Stream Fee below”

Live Stream Fee

If you would like to live stream your recital:

1. Email Chris Jerger (cjerger@utk.edu) at least a week in advance to request the service.
2. Pay the \$10 streaming fee to Tracy Viles in the main music office.

After these steps are complete, you will be emailed a link to a live stream account. You set this up and share with whomever you like.

If you would like a copy of the video recording, bring a stamp-size SD card with you on the night of your recital. You will receive the copy of the video at the end of the recital.

Forms Available at <http://www.music.utk.edu/ugrad/recitals.php>

- Pre Recital Hearing - Printable form for Students
- Event/Recital Reservation form
- Recital Program Information Form – E-mail to Dale Molter
- Recital Stage Setup - E-mail to Chris Jerger, Auditorium Manager
- Recital Cancellation – E-mail to Jay Anderson
- Accompanist Request Form

Rehearsals

You, with your ensemble and/or your accompanist, are responsible for scheduling rehearsals and coachings. **Schedule a regular rehearsal time beginning 3 months before your recital date.**

Before you begin rehearsals with your accompanist, listen to and study recordings of every piece on your program.

Record your rehearsals and be sure you are playing what you think you are playing!

If you would like your major professor to coach rehearsals outside of the regular lesson time, please remember that you must notify him or her well in advance of that time.

Be well prepared for your lesson coachings. It is most advantageous to use that time to work on ensemble and making music together. Make sure you have rehearsed the pieces ahead of time to the best of your ability. Know the piano score and have cues marked into your part.

It is advisable to provide your applied teacher and all members of your ensemble with a written schedule indicating date, time and place of the rehearsals, hearing, and recital. Make sure you include the recital dress instructions on this handout.

****You are financially responsible for paying your accompanist any hours accumulated that exceed those allotted to you by the UT Collaborative Piano Department (see section below for more information on school-funded accompanists).****

Pre-Recital Hearing

Pre-recital hearings must be completed for all degree recitals and will be scheduled at the beginning of the semester in which you will be performing your recital. Provide your professor with your class schedule and the general schedule of your pianist. The woodwind area will then discuss hearing times that work for everyone.

The hearing must take place at least two weeks before the recital date.

A typed copy of the pre-recital hearing form must be placed in the mailbox of each woodwind area member 1 week before the hearing date.

Three printed copies of the pre-recital hearing form must be brought to the hearing.

400/500-level recital hearings will take one hour

300-level recital hearings will take 30 minutes

All recital repertoire must be prepared for performance on the pre-recital hearing.

A minimum of three woodwind faculty must be present for 300- & 400-level recitals; 500-level recitals will be adjudicated by either the student's graduate committee or a panel of Woodwind Area faculty.

Each committee member will complete and return a signed pre-recital hearing form to the studio professor following the hearing, including comments for the student.

Elective recitals are left up to the discretion of the applied lesson professor. Studio professors may require a recital hearing two weeks prior to the recital if they choose.

Recital Grading

Undergraduate Recitals: the grade is determined by the studio teacher, who may consult with other members of the woodwind area that attend the student's recital and, in the case of music education students, member(s) of the music education area who attend the recital.

Graduate Recitals: the grade is determined by the applied lesson teacher, who may consult with other members of the woodwind area who attend the student's recital and other members of the student's graduate committee who attend the student's recital.

UT COLLABORATIVE PIANO ACCOMPANIST INFORMATION

In order to receive a UT funded pianist:

1. Go to <http://www.music.utk.edu/collaborative>
2. Review the 2016-2017 Accompanist Guidelines, Accompanying FAQ's and Accompanist Contact Info
3. Complete and submit the Accompanist Request Form by the deadline (always in the beginning of the fall semester, even for spring recitals!)

It is important that a Request Form is received for each student who wishes to receive an assigned pianist, or funding assistance for an approved accompanist.

The School of Music will make an effort to provide an accompanist to the following applied music students:

Master of Music with Instrumental Concentrations

- Instrumentalists: 4 semesters with 7 hours/semester

Bachelor of Music with Instrumental Performance

- Instrumentalists: 4 semesters (Junior/Senior) with 7 hours/semester

Bachelor of Music Education with Instrumental Emphasis

- Instrumentalists: 2 semesters with 7 hours/semester

Priorities for Assigning Accompanists:

There are a limited number of "free" accompanist hours available, so prioritization is as follows:

1. Recitals Required for Degree (Priority given to students giving a required recital during the 2016-2017 academic year)
2. Ensembles and Classes requiring and eligible for an assigned pianist:
 - Women's Chorale
 - Wind Ensemble
 - Opera Theatre
 - Vocal Performance Techniques
 - Vocal Lit Seminar
3. Eligible student hours detailed above in years that do NOT include a required degree recital.

Other:

See <http://www.music.utk.edu/collaborative> for all information

Accompanists should not be called upon more than ONE hour per week. The hours are not cumulative.

The intention of assigned accompanist hours is to help ensure sufficient preparation time for student recitals by offsetting a significant portion of the costs of hiring a pianist. However, ***payment for dress rehearsals and the performance of a recital is still the obligation of the student.*** The student is required to contract and pay for any services requested beyond these hours, including competitions, recitals, juries, master classes, etc. These arrangements need to be discussed with the accompanist, studio teacher, and Director of Collaborative Piano prior to the date of service. If services require an out-of-town trip, arrangements for travel, lodging, and food must be agreed upon as well.

WOODWIND AREA EVENTS, FALL 2016

Three Reeds Duo Paul Forsyth, saxophone Leach Forsyth, oboe	Tuesday, September 13 Powell Recital Hall 5:30pm
Andrea Cheeseman, Clarinet Clarinet and electronics	Tuesday, September 20 Powell Recital Hall 8:00pm
Clarinet Studio Recital	Monday, October 3 Powell Recital Hall 6:00pm
Esther Waite, Flute	Tuesday, October 4 Powell Recital Hall 6:00pm
The Ark Duo: Flute and Percussion Tabatha Easley and Justin Alexander, music professors at Virginia Commonwealth University	Tuesday, October 11 Powell Recital Hall 8:00pm
Saxophone Studio Recital	Thursday, October 27 Powell Recital Hall 6:00pm
Clarinet Studio Recital	Monday, October 31 AMB 32 6:00pm
UTKlarintten Chor Konzert	Tuesday, November 1 Powell Recital Hall 6:00pm
Smokey Mountain Community Flute Day	Saturday, November 20 All-Day Event Natalie Haslam Music Center
<i>Including:</i> Flute Studio Recital in Powell Recital Hall at 4:00pm Bonnie Kyung Kim and Dr. Binder in Powell Recital Hall at 8:00pm	
Clarinet Night	Sunday, November 27 Powell Recital Hall 6:00pm