

## WOODWIND FACULTY CONTACT INFORMATION

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### E-MAIL REQUIREMENT FOR ALL WOODWIND STUDENTS

Student's UNLV e-mail account (RebelMail) is one of the primary ways students will receive official university communication—information about deadlines, major campus events, and announcements. All UNLV students receive a RebelMail account after they have been admitted to the university. For more information, see <http://rebelmail.unlv.edu/>.

Students are expected to check e-mail regularly in order to stay current with course-related communications, recognizing that certain communication may be time-critical. It is recommended that e-mail be checked daily, but at a minimum twice per week. Regular e-mail management will minimize the risk that the inbox will be full, causing the email to be returned. Undeliverable messages returned because of either a full inbox or use of a 'spam' filter will be considered delivered without any further action required by the instructor.

### GUIDELINES FOR WOODWIND APPLIED LESSONS

#### I. Auditions and Lessons

##### **Undergraduate students**

A successful audition is required for new or transferring students to register for major applied lesson numbers and for placement in the program. Auditions for undergraduates are usually scheduled in January or February for the following school year. The exact date may be found on the music department website: <http://music.unlv.edu/home.shtml> or by calling the Music Department office: (702) 895-3332. Undergraduate auditions may also take place on other dates by special arrangement and at the discretion of the major teacher. The audition must take place before the admission deadline posted on the UNLV website:

<http://www.unlv.edu/admissions/frWhento.html>

Please consult the Undergraduate Catalog for all further questions about admission and course requirements.

Undergraduate performance majors enroll for 4 credits (Section 002) each semester. Undergraduate music education and theory/composition majors studying a woodwind instrument enroll for 2 credits (Section 003) each semester. Section 003 allows students to receive a 50-minute lesson each week while only registering for two credits. Section 001 lessons are generally for non-majors, and allow

students to receive 30-minute lessons each week. Section 004 denotes jazz-oriented lessons that are arranged by the jazz area, and are not part of the woodwind area.

### **Graduate students**

Graduate students are required to send a cd or dvd of their senior recital and present an on-campus audition. The audition must take place before the admission deadline posted on the Graduate College website:

<http://graduatecollege.unlv.edu/admissions/deadlines.html>

Please consult the Graduate College website for all other questions about admission, assistantships, and course requirements.

**Masters** level performance majors should enroll for 2 credits of applied lessons each semester, using the MUS 761 course number once each semester of the first year of study, and the MUS 762 course number once each semester of the second year of study.

#### MM Applied Lesson Course Numbers

761B-762B	Bassoon
761D-762D	Clarinet
761E-762E	Flute
761G-762G	Oboe
761J-762J	Saxophone

**DMA** level performance majors should enroll for 2-4 credits of applied lessons each semester, using the MUS 764 course number as often as needed.

#### DMA Applied Lesson Course Numbers

764B	Bassoon
764D	Clarinet
764E	Flute
764G	Oboe
764J	Saxophone

### **Undergraduate and Graduate Students**

In addition to the credit hour fee, a special instruction fee is charged for applied lessons. See the class schedule for details. The class schedule is available on the UNLV website: [www.unlv.edu](http://www.unlv.edu). All call numbers for applied lessons are available by calling the UNLV Music Department: (702) 895-3332.

It is the student's responsibility to contact their teacher to schedule a lesson time by the end of the first week of classes for each semester. In addition, students must provide their instructor with a working phone number where they can be contacted.

Students are required to have a collaborative pianist when performing their juries. Obtaining a collaborative pianist is the student's responsibility and should be done no later than the 5<sup>th</sup> week of the semester. Piano area collaborators may be found on the music department website:

[http://music.unlv.edu/academics/performance/keyboard/Collaborative\\_p.htm](http://music.unlv.edu/academics/performance/keyboard/Collaborative_p.htm).

The applied lessons classes will include, but will not be limited to, the following:

1) 14 individual 50-minute lessons per semester, normally beginning by the second week of the semester, culminating in a jury performance at the end of the semester.

2) Repertory classes as assigned per semester.

3) **Undergraduate** music majors must attend a minimum of 10 recitals and/or concerts for eight semesters of full-time registration as part of their graduation requirement. Students who arrive after performances (convocations, recitals, concerts) have begun do not receive credit for attendance. Students must register for eight semesters of MUS 100 in order to receive concert attendance credit. In addition, woodwind students are expected to attend all performances that involve a member of their studio, as well as those performances involving their major instructor. Conflicts must be discussed with the major professor, in person, in order to be excused from a studio event. Unexcused absences will lower the lesson grade for that week by one level for each.

## **II. Repertory Class**

Repertory class is a required part of applied study and is also required for all students enrolled in the music major applied numbers, both undergraduate and graduate. The locations and times for all repertory classes are determined by each instructor at the beginning of each semester.

## **III. Jury/Recital:**

### **Juries**

Each student enrolled in the music major applied numbers must present a graded departmental jury at the end of each semester unless they have given a recital during the semester. Juries generally take place during final exam week. To present a jury, students must schedule a time with office staff member Chris Meyer, [chris.meyer@unlv.edu](mailto:chris.meyer@unlv.edu), (702) 895-4406, and must also complete a jury form and have it signed by their major teacher.

### **Jury material**

**Undergraduate** juries are approximately 10 minutes in length; **graduate** juries are approximately 15 minutes in length. Jury material for the **undergraduate** student will be determined by the instructor and will include scales, at least two contrasting movements of music, and sight-reading. **Graduate** level juries include the performance of significantly more prepared music, and do not include scales or sight-reading. At least one work on both **graduate and undergraduate** juries must be accompanied by piano.

### **Music Major Jury (Level IV)**

The jury taken at the end of the fourth semester of undergraduate major applied numbers will be considered a true performance for the woodwind faculty to determine eligibility to continue as a music major. This jury must be performed before the entire woodwind faculty (or an acceptable quorum, determined by the woodwind faculty) plus at least one departmental representative. All scales (major and all 3 forms of the minor) must be prepared at a tempo and pattern determined by the major teacher. The student will prepare a minimum of 4 movements of music, of which at least 2 are of contrasting periods. At least one work must be accompanied. This jury will be 15 minutes in length, rather than the usual 10 minutes. The committee will determine which music and scales to hear at the time of the jury, and will also ask the student to sight-read.

The Music Major Jury (Level IV) occurs at the end of the semester for the following course numbers:

Bassoon: MUSA 204  
Clarinet: MUSA 208  
Flute: MUSA 214  
Oboe: MUSA 223  
Saxophone: MUSA 232

The student will not be allowed to progress as a music major unless they pass this jury. If the student does not pass the Music Major Jury (Level IV) on their first attempt, they may re-take it one time. Failure to pass the Music Major Jury (Level IV) after two attempts means that the student should not major in music and should choose another major. Any student taking the Music Major Jury (Level IV) must show satisfactory progress in ear training, music theory, music history, and the piano proficiency.

### **Recitals**

All **BME** (music education major) students must present a half recital before graduation. If possible, the student should present two half recitals (25 minutes each), during their junior and senior years. All **BM** (music performance major) students must present two recitals before graduation, a half recital (25 minutes) during the junior year and a full recital (50 minutes) during the senior year. All **MM** students must present at least one full recital (50 minutes or more) before graduation. All **DMA** students must present a total of 4 full recitals (50 minutes or more), one of which must be a lecture-recital. For more specific information, please consult the Graduate Handbook.

Recitals are graded and this grade takes the place of the jury grade for that semester. The recital grade is determined by averaging the grades from the members of the recital committee.

The jury given the semester preceding a recital semester will determine if a student is ready to perform a recital. Students must submit 5 typed copies of their proposed recital program, determined by the major teacher, during this jury. This program, signed by the jury committee, will be kept in the students' file. The program should include all works to be performed with timing and all performers participating.

Recitals must be scheduled by the third week of the semester in which the recital is to take place. Contact Chris Meyer, (702) 895-4406 or [chris.meyer@unlv.edu](mailto:chris.meyer@unlv.edu), to schedule a recital. To perform a

recital for credit, students must register for the correct recital course. (MUS 398 junior recital music education major, MUS 399 junior recital performance major, MUS 499 senior recital performance major.) Students must also complete a recital form, available from the music office, and have that form signed by their major teacher.

#### **IV. Grading**

Each semester grade is figured from three major variables: Preparation/Progress; Repertory Class; Jury or Recital. A grade of “F” for any of these three variables will result in an overall grade of “F”.

#### **Preparation/Progress:**

##### Lessons

Students will be taught individually. Therefore, the lesson material for each student will vary widely, based on the student’s individual abilities and deficiencies (to be determined initially by the instructor, and later by both the instructor and the student.)

##### Practice

For each 50-minute lesson, the undergraduate student is expected to practice a **minimum** of 2 hours per day, preferably more. Graduate students should expect to practice a **minimum** of 4 hours per day, preferably more. Practice refers only to time spent playing the instrument as an individual, not to any additional time spent working on reeds; practicing orchestra, wind symphony, or other ensemble music; or rehearsing with small or large ensembles. Please keep in mind that the actual time spent is not as important as the amount of focused mental energy employed. Focused practice is self-directed and self-motivated.

##### Progress Grade

Each weekly lesson will receive a grade. These will be averaged for the preparation/progress grade, one-third of the overall lesson grade.

##### Missed lessons

If the **instructor** must miss a scheduled lesson, they will contact the student to set up a make-up lesson time. If the **student** needs to miss a scheduled lesson, they must contact the instructor at least 24 hours ahead of time or as soon as possible in case of emergency to explain their absence and arrange a make-up lesson. If the student then misses the make-up lesson, there will be no other make-up lesson arranged. If the absence is unexcused, the student will receive a grade of “0” for that lesson. At the end of the lesson each week, the student will sign an applied lesson card. This card will be placed in the student’s file at the end of the semester.

Excused absences include personal illness, death in the immediate family, personal death, or other emergencies that are considered excused by the instructor. Anything else is considered unexcused.

##### Convocation

After completing the freshman year of music major applied numbers, undergraduate students must perform at least once per semester on convocation. Failure to complete the convocation requirement will result in a grade of “I” for the semester. Convocations are held most weeks

on Wednesdays, beginning at 4:00pm. Students must sign up to hold a performance slot and may do so in the music office with staff member Chris Meyer, [chris.meyer@unlv.edu](mailto:chris.meyer@unlv.edu), or (702) 895-4406. Before performing on convocation, students must have performed at least once during repertory class and have had their convocation form signed by their instructor.

## **Repertory Class:**

### Participation Grade

Participation in Repertory Class is required for all students, both undergraduate and graduate. Unexcused absences from Repertory Class will result in a grade of "0" for each class missed. Two unexcused absences from Repertory Class will result in an automatic Repertory Class grade of F, resulting in an overall lesson grade of F.

### Performance Grade

Assignments such as technique jury scales, orchestral excerpts, and studio performances will each be graded. Failure to give a scheduled performance that is not excused by the instructor will result in a grade of "0" for that class.

### Grades

The Repertory Class grade is averaged from all participation and performance grades and counts as one-third of the overall lesson grade.

## **Jury/Recital**

The jury or recital grade is figured by averaging the scores of all woodwind faculty or committee members present and counts as one-third of the overall lesson grade.

## **V. Chamber Music**

During the course of study, all woodwind students in the applied music major numbers must participate in at least two semesters of chamber music. Chamber music ensembles include the Baroque Ensemble, Nextet, the Morelli Woodwind Quintet, and other woodwind quintets and approved small ensembles.

## **VI. Ensembles**

All woodwind students in the applied music major numbers, both graduate and undergraduate must audition for both Orchestra and Wind Orchestra. Auditions are scheduled before each semester. For specific audition requirements and schedule, please contact the following people:

Orchestra-Taras Krysa ([taras.krysa@unlv.edu](mailto:taras.krysa@unlv.edu)), (702) 895-3949

Wind Orchestra-Thomas Leslie ([thomas.leslie@unlv.edu](mailto:thomas.leslie@unlv.edu)), (702) 895-3734, website:  
<http://www.unlvbands.com/>

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**Specific requirements for each woodwind instrument will be listed in the course syllabus, given to the student by the major teacher at the beginning of each semester.**

The University of Nevada, Las Vegas Department of Music Woodwind Handbook is a collection of

facts, regulations, deadlines, traditions, and helpful hints intended to describe how the requirements for the woodwind area undergraduate and graduate degrees are managed within the department of music. It is a supplement to the information currently available in the UNLV Graduate Catalog and the UNLV Undergraduate Catalog, available to all students on-line:

<http://www.unlv.edu/pubs/catalogs/undergraduate/>

<http://graduatecollege.unlv.edu/current/publications/>

and also sold at the UNLV bookstore. Graduate students should consult both the catalog and the Department of Music Graduate Handbook frequently during the course of graduate study.

<http://music.unlv.edu/prospective/graduate/>

#### Disclaimer and Limitations

The Department of Music Woodwind Handbook is provided as-is for information purposes and does not represent a contract or agreement. Neither the University nor the Department of Music assumes liability for loss or damage incurred as a result of using this Handbook. The Department of Music reserves the right to revise this Handbook at any time. In the event of disparity or conflict between this Handbook and the policies of the University, the University's policies shall take precedence.

#### Compliance

All Department of Music faculty advisors, advisory committees, and woodwind area students are expected to comply with the terms of this document. Any woodwind area student who fails to meet expectations or observe the protocols set forth in this document will not be allowed to proceed to the next level of study until the conditions of this document have been met. It is the responsibility of the student, the advisor, and the committee to learn and frequently review the requirements, policies, procedures outlined here. Non-compliance with the terms of this document will invalidate the results of any effected examinations, recitals, or documents.