

**UNIVERSITY OF NORTH TEXAS COLLEGE OF MUSIC**  
**COLLABORATIVE PIANO HANDBOOK**  
**2022-2023**

**Welcome!**

*Welcome to those returning this year.*

*Welcome to those joining us this year.*

*Welcome to those visiting this site.*

*We are glad you are here!*

Every time we sit down to make music with another person, we have a precious opportunity to make the world a better, more loving place – one phrase, one note, one breath at a time – by our responsive listening, our generous attention, our willing availability, our genuine care and our attentive preparation.

We are privileged to have the opportunity to learn about ourselves and the world around us through our study of music. Alongside your unfolding as an artist, your safety and peace of mind, particularly now during this pandemic, are highest priorities for us. Please reach out at any time with questions or concerns.

Our world has been shaken these past few years, and now, more than ever, we need your creativity, your curiosity, your initiative and your adaptability. Together, we will thrive through this time.

*We are honored to be part of your journey, and  
we look forward to working with you this year!*

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Your physical health, mental well-being and safety are top priorities. They are prerequisites to you being able to accomplish your purpose on and off campus. Please check <https://healthalerts.unt.edu/> regularly for important university information and policies surrounding COVID-19 . If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider prior to coming to campus.

Because, as collaborative pianists, we interact with so many people and in close quarters, it is even more critical for us to take appropriate precautions for physical wellness in all circumstances, monitor our own health, and make alternate arrangements when unwell.

## Contents

- The Collaborative Piano Citizen
  - Purpose and Professionalism
  - Active Participation
  - Self-Awareness and Care
  - Campus Safety
- Admissions and Audition
  - Screening and Live Online Audition
- Lessons, Coursework, and Advisement
- Collaborative Piano Departmental Skills and Language Development
- Professional Materials
- North Texas Collaborative Pianists (NTCP)
- IKCAS and CollabFest
- Professional Development
- Student Travel Grants
- Recital Attendance
- Practice and Practice Room Reservations
- Juries
- Scales
- Repertoire Requirements
- Repertoire Lists
- Recitals
  - MM Recitals
  - DMA Recitals
  - Recital Hearings
- Comprehensive Exams
- Scholarships and Collaborative Piano Teaching Assistantships
- Collaborative Piano as a Related Field
  - Admission and Expectations Screening
  - Audition and Qualification Collaborative
  - Piano Courses Completion of the Related
  - Field Private Lessons
- UNT Information

**In addition to this handbook, it is important that you be familiar with resources here <https://graduate.music.unt.edu/>, as well as in the Students tab here <https://music.unt.edu/>,**

## The Collaborative Piano Citizen

### Purpose and Professionalism

Your professional life has already begun: the relationships you cultivate now in your graduate work will be relationships that will continue through your professional life. It is expected that each person in this area of study will always behave with the utmost respect for themselves, for others and for the music we make.

- Let integrity, respect and professionalism inform all your interactions.
- Actively choose a supportive, positive and encouraging attitude.
- Be on time and return messages promptly.
- Be true to your word.
- Be musically flexible.
- Be prepared: *it is our responsibility to always be prepared to the best of our ability, beginning with the first rehearsal.*
- Learn the difference between sight-reading and learning a piece.
- Practice your sight-reading and develop quick learning strategies.
- Cultivate curiosity and research skills.
- Explore a wide variety of repertoire and styles, essential for professional success.
- Develop language skills, the key to success in the vocal repertoire.
- Take initiative in creating projects that are of interest for you.
- Play for each other.
- Figure out what you need to learn and take measures to fill in those gaps.
- Have your professional materials (cv, dvd and audio recordings, repertoire lists, head shot, bio) always current and complete.
- Seek out job postings, and allow what you see to influence how you prepare in your studies.
- Apply for jobs that are appropriate for you as you finish your degree.
- Carefully curate your online presence to reflect the professional you are and that you intend to develop into.

### Active Participation

Pianists in the collaborative piano major and related field are expected to maintain an active presence in the life of the College of Music. Pianists will play for vocal and instrumental studio lessons and for classes in the College of Music through assignment or other arrangements. In addition, pianists will have the opportunity to participate in opera, large ensembles, conducting classes, and other activities as appropriate for each pianist's progress and professional preparation.

Students will participate in masterclasses as often as possible; Dr. Harlos and Dr. Puccinelli will determine participants for collaborative piano guest masterclasses.

## **Self-Awareness and Self-Care**

A collaborative pianist's schedule is always busy. For this reason, it is important to cultivate good time management skills, to maintain physical health, and to learn when to say yes and when to say no. Please contact Dr. Harlos or Dr. Puccinelli for guidance before any questions or concerns turn into problems. We are here to support you!

There is a no-charge on-campus clinic that is exclusively for student musicians. The clinic will operate from 8:00 am to 5:00 pm on Mondays and Thursdays throughout the Fall and Spring semesters. You can make appointments by calling (940) 565-2333. The clinic is located on 2nd floor of Chestnut Hall.

Also, UNT's Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center's website for further information: <http://studentaffairs.unt.edu/counseling-and-testing-services>. For more information on mental health issues, please visit: <https://speakout.unt.edu>.

The counselor for music students is Myriam Reynolds, Chestnut Hall, Suite 311 (940) 565-2741, or [Myriam.reynolds@unt.edu](mailto:Myriam.reynolds@unt.edu). Please also see <https://studentaffairs.unt.edu/care-team> for other resources that can support you.

Please take advantage of these opportunities to take care of yourself!

## **Campus Safety**

UNT is committed to campus safety, and students are encouraged to stay aware of their surroundings, especially in and around the practice rooms or returning from late night concerts. Be informed about the resources available on campus, such as the eRide services and emergency phone locations, and what to do in case of a campus or weather emergency. The UNT Dean of Students Office has additional safety and reporting resources. [Click here for more information](#)

## **Admissions and Audition**

In addition to the admission requirements to the Toulouse Graduate School, all applicants in collaborative piano must qualify by audition for acceptance into graduate performance programs in the College of Music.

Successful MM applicants will:

- Hold a bachelor's degree in piano performance, collaborative piano, or the equivalent;
- Possess the appropriate ensemble instincts, technical skills and performance experience to suggest the possibility of successfully completing the degree requirements.

Successful DMA applicants will:

- Hold a master's degree in collaborative piano, chamber music, piano performance, or the equivalent;
  - Possess sufficient skills and experience as a performer to suggest the possibility of successfully fulfilling the degree requirements;
  - Demonstrate an ability to accurately pronounce two languages selected from French, German and Italian at the time of admission;
- Possess a significant amount of previous, documented experience with substantial amounts of both instrumental and vocal repertoire appropriate for the doctoral level.

### **Screening and Live Online Audition**

Along with the on-line application to the College of Music, collaborative piano performance applicants will submit a screening materials using youtube, vimeo, or a similar service by December 1.

Please visit <https://music.unt.edu/admissions/graduate-repertoire> for screening and live audition repertoire and information.

### **Lessons, Coursework, and Advisement**

Dr. Harlos and Dr. Puccinelli serve as co-major professors for all collaborative piano majors. Pianists in the MM will generally take lessons (MUAM 5534) with Dr. Georgievskaya in their first year, studying both solo and collaborative repertoire, and with Dr. Harlos and Dr. Puccinelli in their second year. Pianists in the DMA will work with both professors in most semesters. Each student's course of study is individualized, particularly at the DMA level. Continuous enrollment in lessons is expected until the recital requirement is completed.

Students will meet with Dr. Puccinelli to discuss appropriate coursework before their first semester of study. By the end of the first semester of study, students will meet for advisement with the faculty to determine degree plan (which is to be filed by the second semester of study), related field and to discuss progress. Students are expected to meet with the faculty regularly to discuss progress; this will typically happen at jury time, but students are encouraged to contact Dr. Harlos or Dr. Puccinelli at any time. Please note that a grade of B or better is required for all courses.

There are many possibilities for the related (minor) field, including piano performance; voice; opera; piano pedagogy; music entrepreneurship; conducting; early music; contemporary music; or other as approved (including using selected electives in lieu of a named related field).

Students enrolled in lessons will be expected to undertake a *practicum* assignment to support skill acquisition, to expand knowledge base, and to provide related

professional opportunities; these will be determined on an individual basis with Dr. Puccinelli.

Students should meet every semester with Dr. Conlon for advisement.

All degree plans and committee forms are on the Graduate Studies website at [graduate.music.unt.edu](http://graduate.music.unt.edu).

You can access MM and DMA COM Handbooks, both of which contain the degree plans, here: <https://graduate.music.unt.edu/music-performance>

### **Collaborative Piano Departmental**

Collaborative Piano Departmental (Studio Class) is held Fridays from 11-1, usually in Voertman. You will find the studio class schedule here [https://docs.google.com/document/d/1Ls3sdoMs1RTXUi6FzEUFBLEtmEHekFZ90\\_0aIeRd4N0/edit](https://docs.google.com/document/d/1Ls3sdoMs1RTXUi6FzEUFBLEtmEHekFZ90_0aIeRd4N0/edit)

Attendance is required for all majors enrolled in lessons, and is encouraged for those at ABD stage and for all pianists in the related field for the duration of coursework. Do not schedule any classes, lessons, or collaborative work during this time.

### **Skills and Language Development**

Students will be assessed for sight reading ability and individual plans will be made to address this and any other skill the faculty or student identifies as needing attention. In some cases, the practicum assignment may be aimed to address these.

Students are expected to be familiar with major sung languages, so critical to our understanding of the classical vocal repertoire. In addition to making their own translations as much as possible, students are encouraged to use apps like DuoLingo, Busuu, or FluentForever; programs like Pimsleur or Rosetta Stone; or take courses through Coursera or other means to student French, German and/or Italian.

MM students will be expected to demonstrate proficiency in one language before attempting the oral exams. DMA students will be expected to demonstrate proficiency in two languages before attempting the qualifying exams. Proficiency will include basic translation (with dictionary, verb book, etc.) and diction skills. The proficiency exam will be administered once each semester by Dr. Puccinelli.

### **Professional Materials**

Each pianist will create and regularly update the following professional materials:

- Resume
- Bio (narrative)

Comprehensive repertoire lists  
Headshot(s)  
Videos of performances (all genres)

Also, if applicable:

CV  
Teaching philosophy, if applicable  
Videos of teaching or coaching

Pianists are encouraged to either create a YouTube channel, or build a website as appropriate for activity in the present and immediate future.

### **North Texas Collaborative Pianists (NTCP)**

North Texas Collaborative Pianists is a student organization at UNT devoted to excellence in musical collaboration. The organization facilitates connections between singers, instrumentalists, and pianists for recitals and juries. It also hosts masterclasses with renowned musicians and holds monthly meetings on topics relevant to collaborative pianists.

Membership in NTCP is required of all collaborative piano majors and minors. Majors in particular are encouraged to assume a leadership role with this student organization. Current officers: <https://collaborativepiano.music.unt.edu/ntcp-officers>. For membership or other information, please email [ntcpianists@gmail.com](mailto:ntcpianists@gmail.com).

### **IKCAS and CollabFest**

The International Keyboard Collaborative Arts Society is a professional organization for collaborative pianists from training years through all stages of the profession. CollabFest is an international collaborative piano conference taking place annually under the direction of Dr. Puccinelli, and is the annual conference event of IKCAS. This is an exceptional opportunity both for educational growth and professional development and networking. For this reason, all collaborative pianists are encouraged to attend and participate in this event. Please visit [www.ikcas.org](http://www.ikcas.org).

If you are interested in working with Dr. Puccinelli on the administrative aspects of this project, please contact her directly.

### **Professional Development**

In addition to practicum opportunities and/or freelance work on campus, students are encouraged investigate professional opportunities at the local, regional and national levels, as appropriate. Many collaborative majors successfully work as teachers and/or as pianists in schools, churches or with theater companies in the Denton and DFW areas. All students are encouraged to seek admission to summer training programs, festivals, master classes, and other opportunities to enrich artistic development and

expand professional networks. If you have questions about what might be appropriate for you, please ask one of the faculty.

## **Student Travel Grants**

Some funds are available to support travel for important professional opportunities for full-time graduate students. Please see <https://media.music.unt.edu/travel/>. For information about graduate funding please visit <https://tgs.unt.edu/new-current-students/travel-grants>.

## **Recital Attendance**

Pianists are required to attend all collaborative piano major recitals and any collaborative piano faculty or guest artist recitals. This is an important part of your educational experience, as well as an active way to participate in the COM community by supporting your colleagues. Attendance at related field recitals is strongly encouraged. *Any absences must be excused with Dr. Harlos or Dr. Puccinelli in advance of the recital.*

Students are strongly encouraged to attend off-campus events as their schedules and transportation allow when safe to do so. In the meantime, a wealth of valuable information is to be found online. Please explore, and please share any links you find particularly valuable through messaging in our Canvas or WhatsApp groups.

## **Practice and Room Reservations**

The time you are spending in a graduate program is a unique and special time in your life, and carving adequate time for practice should be a high priority. It is expected that practice time will be ample and regular as a means of refining skills and techniques. Faculty studios may be available for practice and rehearsal by schedule only.

Make practice room reservations here: <https://lockerkeys.music.unt.edu/>

Recurring reservation forms for chamber music coachings & rehearsals and self-recording in venues are all on the “Students” tab at the top of the COM website homepage <https://music.unt.edu/>.

## **Juries**

All collaborative majors at both MM and DMA levels must play a jury each semester (collaborative repertoire, and solo repertoire if studied) until the degree recital requirements are completed.

Jury repertoire will reflect the repertoire studied in lesson during that semester. Repertoire may be all solo literature, all collaborative literature, or a combination of both, depending on what was covered that semester in lesson. Jury repertoire will be selected in consultation with the instructor.

If a degree recital has been presented in the second half of a given semester, the jury may be waived, at the discretion of the instructor.

Juries during the spring semester may include a brief oral exam. The purpose of this is to assess knowledge and progress over the year, to prepare for professional activities, and to prepare the pianist for comprehensive exams at the end of the degree.

## **Scale Routine**

All MM students will pass all their scales in jury before any degree recital may be given. Failure to play a scale routine will result in lowering of the jury grade by one half letter. If the student does not pass the scale routine there is no penalty, but the scales must be repeated until passed.

Each of the following four ways must be passed:

- one scale routine played at an interval of an octave
- one scale routine played at an interval other than octave
- one scale routine played in contrary motion
- one scale routine consisting of chromatic scales

Scale routines, other than chromatic, consist of the following, in all keys (the actual key to be given at the time of the exam)

- Major and minor scale, 4 octaves
- Major and minor arpeggio, 4 octaves
- Dominant seventh & diminished seventh arpeggio, 4 octaves
- Major and minor broken chords, 2 octaves

The chromatic scale routine will consist of scales played at 3 different intervals (eighths, sixths and tenths), each of the scales to start with a different note. The following is the list of scale jury options:

- Eighths, tenths, sixths parallel motion
- Eights, tenths, sixths contrary motion
- Chromatic scale parallel
- Chromatic scale contrary

## **Repertoire Requirements**

The collaborative repertoire is vast, covering a wide variety of styles. It is expected that all pianists in this major will perform with a diverse number of performers and instruments/voices and study a substantial amount of literature over the course of the degree. Repertoire choices will reflect the student's interests, needs and previous experience.

Pianists are expected to take initiative in the selection of repertoire and to be voracious

learners. In addition to repertoire prepared for recital, pianists are expected to prepare representative works in the literature for the degree.

The expectation for new repertoire learned over the course of the degree for MM students includes at least: six instrumental sonatas, two concerti, two complete song cycles, twenty individual songs and five arias. This is a minimum requirement.

DMA students are expected to have learned at least twelve new instrumental sonatas, five concerti, and four complete song cycles during the semesters of study. By the completion of the degree, students will have played most of the sonatas of Beethoven and Brahms, in addition to other major works, and will have approximately 10% of the song repertoire of Schubert, Schumann, Brahms, Strauss, Debussy, Fauré, Poulenc and Barber in their repertoire. At least ten songs in languages other than English, Italian, French and German (ie Russian, Spanish, Czech, Polish, etc.) will have been learned.

### **Repertoire Lists**

Students are required to electronically submit complete and current repertoire lists by the third class day **of each semester** of enrollment to Dr. Puccinelli.

Students will also provide a complete list of repertoire studied during the semester at each jury. This will allow the faculty to track progress over the course of the degree.

### **Recitals**

Selecting a recital program is an exciting adventure into the collaborative repertoire. Sometimes you will select repertoire, and sometimes Dr. Harlos or Dr. Puccinelli will assign repertoire. In selecting repertoire, we aim to balance current musical and technical strengths with directions for growth and development. We look at stylistic periods and aim to find ease and experience within all of them. And of course, we look for repertoire that speaks to the performer to elicit an honest artistic and personal expression. It is wise to begin developing potential recital programs as early as the first semester of study. Drs. Harlos and Puccinelli are very happy to meet with you individually to discuss jumping off points.

Generally, a recital program should be approved a minimum of eight weeks before the anticipated recital date to allow for proper preparation, and not later than scheduling of the recital date. Be sure to follow all COM guidelines regarding booking the recital and submitting recital information to Mrs. Strube. The recital hearing should be attempted no later than three weeks before the recital date. Program notes (including texts and translations for any vocal repertoire) must be submitted to the faculty one month before the anticipated recital date. If you need to see a sample, check the Canvas course or contact Dr. Puccinelli.

A page turner may be used for instrumental literature. With rare exceptions, vocal

literature is to be performed without page turner. Please prepare your scores appropriately before the hearing. Hearings and recitals may not be performed from library scores.

In your dress rehearsal, experiment with different configurations on stage. It is usually ideal for the piano to be on full stick, but there are many factors that play in to the final decision. Use rehearsal time in the hall to find the optimum arrangement of piano and partner(s) (as well as the curtain settings in Voertman). Also practice walking on and off stage, as well as bowing; preparing this ahead of time will give you confidence at the moment of the recital and will present a polished team to the audience. Performing your recital for friends informally, or in other venues more formally, will exponentially increase your mastery of the repertoire at hand.

### **Masters Recitals**

Collaborative majors are required to play two full collaborative recitals as part of their degree requirements. The recital program must be at least 50 minutes in length, and the content must be approved by the collaborative piano faculty before the recital is scheduled.

Degree recitals are typically offered in the second year of study with one recital featuring instrumental repertoire and one featuring vocal repertoire.

### **DMA Recitals**

DMA collaborative majors will present three full collaborative recitals, as well as a lecture recital (or lecture with thesis). Recital programs must be at least 50 minutes in length, and the content must be approved by the collaborative piano faculty before the recital is scheduled. Typically, one recital will feature instrumental repertoire, one will feature vocal repertoire, with the remaining repertoire reflecting the pianist's preferences.

*DMA candidates must successfully present one degree recital per academic year or dismissal from the program will be considered.*

### **Recital Hearings**

Recital dates must be chosen in consultation with the collaborative piano faculty. All proposed degree recitals must pass a recital hearing before the collaborative piano faculty. Hearings will take place at least two weeks prior to the date of the recital.

*It is the pianist's responsibility to initiate scheduling of the hearing. Failure to schedule the hearing in a timely fashion may necessitate rescheduling the recital.*

Complete program notes, including texts and translations for any vocal repertoire, will have been sent to the faculty one month before the recital date; the final, edited version

will be presented before the hearing. A collaborative recital hearing may take the place of a semester collaborative jury, at the discretion of the instructors.

The faculty's decision at the hearing is final. A failed hearing will result in cancellation of the recital and will impact progress in the degree.

## **Comprehensive Exams**

Students completing the Master of Music must pass a final comprehensive (oral) examination. Students must take this exam after the completion of the MM Recital.

Students completing the Doctor of Musical Arts must pass written and oral comprehensive examinations.

These exams may be taken no more than three times. Failing and retaking the exam may delay projected graduation; a third failure will result in failing the program.

A study guide for these exams is available on the collaborative piano website: <https://collaborativepiano.music.unt.edu/sites/default/files/collabpianostudyguide.pdf>. Students are strongly encouraged to use this document as a guide, beginning in the first semester of study. Please contact Dr. Puccinelli for more information.

## **Scholarships and Collaborative Piano Teaching Assistantships**

Scholarships and Assistantships in Collaborative Piano are awarded by competitive selection. Collaborative piano applicants who audition live are automatically considered for a TA in collaborative piano.

Current students wishing to be considered for scholarship and assistantship for the following academic year are welcome to audition for this purpose. Do to this, upload all the following information to Acceptd *and* email it to [elvia.puccinelli@unt.edu](mailto:elvia.puccinelli@unt.edu) : complete collaborative piano repertoire lists, resume detailing collaborative piano experience, and links to live and unedited video recordings of both vocal and instrumental collaborative performances of degree-appropriate repertoire. For full consideration, materials must be submitted before the second audition day of the spring semester.

## **Collaborative Piano as a Related Field**

### **Admission and Expectations**

The related field in collaborative piano provides individualized coursework and repertoire to offer pianists increased skills and ease in collaborative performance. Admission to this related field is by audition only. It is expected that a pianist will have collaborative experience that predates his/her study at UNT. The pianist wishing to be a candidate for the related field in collaborative piano is expected to be

collaborating with singers and/or instrumentalists while pursuing the related field and for the duration of study at UNT. Students who are not piano majors must pass a qualifying audition at the level of a M.M. Concentration Proficiency.

Dr. Harlos is the professor for the Collaborative Piano (Instrumental) related field. Please contact him directly with any questions at [Steven.Harlos@unt.edu](mailto:Steven.Harlos@unt.edu). Dr. Puccinelli is the professor for the Collaborative Piano (Vocal) related field and Coordinator of Collaborative Piano. Please contact her directly with any questions at [Elvia.Puccinelli@unt.edu](mailto:Elvia.Puccinelli@unt.edu). Either Dr. Harlos or Dr. Puccinelli may serve as related field professor for students who pursue a combined instrumental/vocal related field. Though enrollment for collaborative piano courses is strictly limited, students who are interested in collaborative piano, but who are not candidates for the major or the related field, may also have the possibility for elective study in this area as space allows. Please contact Dr. Harlos or Dr. Puccinelli to discuss individualized options to explore collaborative skills and study.

### **Screening Audition and Qualification**

Before the first semester of related field coursework (MUAG 5260) may begin, a screening audition (qualifying jury) with instrumentalist and/or singer will be played for the Piano and Collaborative Piano faculty. This is required for admission to the related field. This screening will occur during jury week in the fall and spring semesters or by appointment. For the screening, MM pianists will present two songs and a sonata movement; DMA pianists will present three songs in contrasting styles and languages and a sonata movement. Please contact Dr. Puccinelli to discuss repertoire choices. Audition requirements are the same for all pianists, regardless of intended related field emphasis. Pianists are responsible for finding their own collaborative partners for this audition.

At the screening, applicants must provide:

- a complete list of all collaborative repertoire previously prepared;
- a current resume detailing any current or previous collaborative experience;
- and,
- the names of studio instrumental or voice faculty in whose studios the student has collaborated while at UNT.

Applicants may also be asked to sight read at the audition.

Applicants will also be interviewed as regards their interests and previous experience.

Coursework for the related field will be determined at the audition.

*The faculty's decisions about admission to the related field and about coursework will be final.*

### **Collaborative Piano Courses**

MUAG 5260, 5261 and 5271 form the foundation of typical coursework for the MM related field. For the DMA related field, these and other courses will be selected in consultation with the collaborative faculty at the time of the screening to create a plan that will best serve the needs and goals of the individual.

MUAG 5260 must be taken prior to enrolling in MUAG 5261 or 5271. MUAG 5260 is offered in fall semesters only. MUAG 5261 and 5271 are offered in spring semesters only, and may be repeated for credit at the discretion of the instructor as space allows.

All pianists wishing to be admitted to this related field must consult with the Coordinator of Collaborative Piano in selecting coursework for the related field *before submitting their degree plan*. Coursework for pianists in this related field may reflect a vocal emphasis, an instrumental emphasis, or a combined emphasis. This choice will be discussed and determined at the pianist's screening audition.

### **Completion of the Related Field**

During the last semester of related field coursework or later, but before the oral exams (MM) or qualifying exams (DMA) take place, a full-length collaborative recital, the final project for this related field, will be presented. This recital may be a degree recital for the instrumentalist/singer, or a pianist may present a program with several different partners. Pianists are encouraged to begin planning early for this project. The program should reflect the emphasis of the related field and should feature degree-appropriate repertoire. Repertoire presented in this recital must be approved by the Collaborative Piano faculty before the booking the recital. When reserving a date and time for this recital, please select "non-degree related field" as the recital type, and have either Dr. Harlos or Dr. Puccinelli approve the recital date. Once the recital date is set, the student will schedule a hearing. This must take place at least two weeks before the anticipated performance date. *It is the student's responsibility to initiate the scheduling for this hearing.*

Instrumental programs should list all movements and other relevant program information; a copy of this program must be provided at the recital hearing. For programs including any vocal repertoire, all texts in the original language and in English translation, as well as program notes about this repertoire, are to be submitted to the related field professor one month before the recital date for editing.

## **UNT Information**

### **Academic Integrity**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or

other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

See: Academic Integrity

LINK: <https://policy.unt.edu/policy/06-003>

### **Access to Information – Eagle Connect**

Your access point for business and academic services at UNT occurs at my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

See: Eagle Connect

LINK <https://aits.unt.edu/eagleconnect>

### **Care Team**

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.

See: Care Team

Link: <https://studentaffairs.unt.edu/care-team>

### **Health and Safety Information**

Students can access information about health and safety at: <https://music.unt.edu/student-health-and-wellness>

### **ODA Statement**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester. For additional information see the Office of Disability Access.

See: ODA

LINK: <https://studentaffairs.unt.edu/office-disability-access> (Phone: (940) 565-4323)

### **Registration Information for Students**

See: Registration Information

Link: <https://registrar.unt.edu/students>

### **Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the

student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.

See: Student Code of Conduct

Link: <https://deanofstudents.unt.edu/conduct>

### **Student Resources**

The University of North Texas has many resources available to students. For a complete list, go to:

See: Student Resources

Link: <https://success.unt.edu/aa-sa-resources>

### **UNT Policy Statement on Diversity**

UNT values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success. UNT does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities.

See: Diversity and Inclusion

Link: <https://idea.unt.edu/diversity-inclusion>

