

UNT College of Music

# Woodwind Area Policy Handbook

Updated July 2022



# CONTENTS

Woodwind Area Private Lesson Study.....	2
Admission Auditions .....	5
Juries.....	6
Applied Study Grading Policies.....	8
Ensemble Participation.....	9
Recitals .....	10
Advising.....	11
Graduate Teaching Fellows and Assistants .....	11
Adjunct Faculty .....	12
Administration .....	12
Division Resources .....	12
College of Music Room Reservations.....	13
Protocol for Arranging Special Lessons.....	13
Concerto/Area Competition .....	14
Selection of Student Advisory Committee Representatives.....	14
Chamber Music.....	15
Other Academic Policies .....	15

## Woodwind Area Private Lesson Study

### *Prerequisite:*

Audition and permission of the instructor. Studio assignments are at the discretion of the applied area.

### *Course Objectives:*

Applied study in the woodwind 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:*

Woodwind instruction private lessons and studio classes: MUAM (major): 3-4 hours credit for one-hour weekly lesson. MUAC (concentration): 2 hours credit for one-hour weekly lesson. MUAS (secondary): 1 hour credit for 1/2-hour weekly lesson.

<u>MUAM/MUAC/MUAS Course Number Prefixes</u>	<u>Suffixes</u>
15xx – Freshman/Sophomore level	xx08 = Flute
35xx – Junior/Senior level	xx09 = Oboe
55xx – Masters level	xx11 = Clarinet
65xx – DMA or PHD level	xx12 = Saxophone
	xx13 = Bassoon

---

### *Attendance*

Attendance at the weekly private lesson is mandatory. In case of illness or emergency, the student must contact the instructor by phone or by e-mail as soon as possible. A lesson cancelled due to severe illness or emergency with 24-hour advance notice may be rescheduled. Each student should receive 13 lessons each semester, unless the student is unprepared or cancels, in which case a make-up lesson is at the instructor's discretion. Absences without

notification are not acceptable and may result in a failing grade (F) for that lesson. Three unexcused absences will result in an “F” for the course. Lessons cancelled by the instructor will be rescheduled.

Attendance at the weekly studio class/departmental is mandatory for performance and concentration majors unless excused in advance by the instructor. Attendance at woodwind area recitals, concerts and special events is highly recommended and may be required by the instructor.

### *Studio Class/Departmental*

- Flute – TBA (see major professor)
- Oboe – Monday 7:30-8:30 pm (MU 262)
- Clarinet – Friday 1:00-1:50 pm (Voertman Hall)
- Saxophone – Monday 12:00 – 12:50 pm (Recital Hall)
- Bassoon –Monday 6:00-8:00 pm (MU232)

### *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 requires a minimum of two hours of practice per day, three credit hours of study requires three hours of practice, and four-credit-hour lessons require four hours of practice per day.

### *Lesson Recording*

Students are encouraged to record their lessons with the permission of the applied instructor. The teacher also reserves the right to audio- or video-record any lesson they deem appropriate.

### *Scales*

Scale examinations will be administered at the discretion of the applied instructor. Each applied area (i.e., Flute, Saxophone etc.) will determine how and when the scale examinations will be administered.

### *Required Materials*

The woodwind student should own the following materials: instrument, metronome, tuner, pencil (with eraser), and reed making equipment as appropriate. Students are required to furnish sheet music, solo repertoire, etude books, recordings, and other teaching aids as required by the applied instructor. Students who borrow materials are responsible for any loss or damage to the materials.

### *E-mail and Area Canvas Courses*

The assigned UNT email account is the official communication method within the College of Music. All students are expected to maintain UNT e-mail access and to check messages on a daily basis for communications regarding departmental meetings, lessons and other woodwind-related matters.

All students enrolled in applied lessons should also be enrolled in the area canvas course "*Instrumental Studies-Woodwind*." Students are expected to monitor this course page for division announcements, required forms, and jury information. Students will be added by the division administrative coordinator prior to the start of classes in their first semester.

### *Miscellaneous Requirements*

Students may be required to perform on at least one recital per semester. Students are encouraged to be members of their respective national or international organization. Woodwind students are highly encouraged to attend and document off-campus performances as required by the instructor.

### *Early Music Lessons*

The College of Music offers concentration Early Music Performance lessons in flute and oboe for 1 or 2 credit hours at both the Graduate and Undergraduate level. To register for these lessons, students must first pass an audition for Professor Paul Leenhouts, director of UNT's Early Music program.

Following a successful audition, students will be directed to register for one- or two-credit hours of either MUAC 5532 (Graduate level) or MUAG 4900 (Undergraduate level.) Once the student has completed their first semester of early music instruction, they are not required to re-audition for subsequent semesters. To re-enroll, students may reach out to the Instrumental Studies Division administrative coordinator for the appropriate permission code.

### Admission Auditions

The woodwind faculty will administer auditions for admittance to the College of Music for all woodwind applicants. Admission 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>.

The College of Music announces specific audition dates each spring. All 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. Video recordings may be submitted in lieu of a personal audition per guidelines listed on the College of Music website.

### *Concentration Audition (for prospective majors in Music Education, Music Theory, Music History, Music Composition, Bachelor of Arts in Music, and Jazz Studies)*

Permission for study at any concentration level requires an audition for the full-time woodwind faculty of the student's major instrument. Piano accompaniment is encouraged but not required. Live or pre-recorded accompaniments may be used.

### *Performance Major Auditions*

The full-time woodwind faculty member(s) of the major instrument will determine admission for study at the performance (MUAM) level for BM, MM, and DMA students. Faculty members may request the assistance of other jurors in the admission decision. Admission will be based on a successful performance of appropriate audition repertoire. Concentration students who wish to become performance majors must follow the above procedure.

### *Scholarships*

The College of Music awards competitive music scholarships to music majors based on talent and professional promise. Music scholarship recipients and the award amounts are determined annually by faculty committees. If awarded, scholarships are renewable assuming that students fulfill all performance and academic obligations each year. Music Majors not currently holding a music award can contact their major professor/area coordinator to inquire about scholarship opportunities and submit a “Current Music Major Award Application” through the Acceptd platform.

### *Music Scholarship Resources:*

- <https://music.unt.edu/current-students-scholarships>
- <https://music.unt.edu/admissions/scholarships>
- <https://app.getacceptd.com/untmusic>
- <https://financialaid.unt.edu/>

## 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 to the Woodwind Area Canvas course page approximately 1-2 weeks in advance of the jury dates. All performance majors (BM, MM, and DMA) will be evaluated by the woodwind faculty in a jury hearing each semester and will be recommended for either continuance or removal from the current level.

The jury 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 exempted from the jury exam in semesters in which a successfully adjudicated recital has been performed. Students will receive comment sheets as soon as possible following the jury performance. Juries may be recorded at the discretion of the applied instructor.

### *Upper Division Exam (UDE)*

Before registering for woodwind lessons at the 3500 levels, all students must pass an Upper Division Examination (UDE). This examination is administered at the end of the 4th semester of study at the 1500 level. Students must exhibit an acceptable characteristic sound with good intonation, rhythmic stability, endurance, 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 jury 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. The UDE exam may be taken no more than two times. After two failures, the student will be ineligible to continue at their current status. Works to be performed at this examination must be level appropriate as approved by the applied instructor.

### *Concentration Proficiency Exit Exam*

Undergraduate concentration students must pass a final proficiency exit exam to complete their applied music study. The Concentration Proficiency exam is normally performed at the end of the 6th semester of applied study, and the appropriate applied faculty must approve the repertoire. An acceptable recital, adjudicated by a woodwind faculty committee, may substitute for this exam. If this exam is not passed at the first attempt, additional credit hours may be required by the jury and must be completed before the Concentration Proficiency Exit Exam can be retaken. This number of credit hours will be added to the student's degree plan. The Concentration Proficiency exam may be taken no more than two times. After two failures the student will be ineligible to continue at their current status.



### *Secondary Jury*

Students enrolled in secondary applied study may be required to play a jury by their applied teacher.

### *Jury Procedures*

The Instrumental Studies Administrative Coordinator will work with the area coordinator to create the jury schedule each semester. The individual (major) applied instructor is responsible for the maintenance of documentation for each of their students. Documentation will be distributed as directed by the College of Music administration. 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 Grading Procedures*

Upper Divisional Exams and Concentration Proficiency Exams will be graded as Pass/Fail.

### *Jury Form and semester Repertory Record*

The student must fill out the appropriate jury examination form and submit it to the jury online prior to their exam. Links and instructions for submission will be provided each semester via the Area Canvas course pages. Special attention should be given to the completion of both the jury information and the Semester Repertory Record. This form becomes part of the student's permanent academic record. The chairman of each jury panel will be responsible for communicating any need for additional departmental materials to the Instrumental Studies Division administrative coordinator prior to jury week.

## 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/departments, jury performance, and other requirements as announced. If a student is

failing the class, they will be notified in a timely manner. Supplemental grading policies and requirements may be added by the applied instructor.

### *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 woodwind activities. Unacceptable jury performance.

F = Failure of the class due to attendance, lack of preparation, practice, performance ability or other factors. Unacceptable jury performance.

### Large Ensemble Participation

Student ensemble participation is based on UNT catalog degree requirements and in accordance with scholarship requirements. Large ensemble auditions are held before the first week of classes in the fall semester and again at the end of the fall semester for most Wind Studies Ensembles. Fall auditions are typically administered jointly by ensemble directors and members of the woodwind faculty. Every attempt will be made to give students a broad range of ensemble experience.

Regulations and repertoire are posted in advance on the Wind Studies website by August 1 each year: <https://windstudies.music.unt.edu>

## Recitals

### *Recitals*

All students are encouraged to perform as frequently as possible in degree and non-degree recitals. The appropriate applied faculty must approve the date and content of all recitals.

### *Accompanists and Assisting Musicians*

Students are expected to secure their own accompanist for departmental, jury, and 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 such quality will be reflected in the recital grade.

### *Recital Scheduling*

Students are responsible for scheduling their recitals in accordance with the College of Music procedures as outlined on the College of Music website.

It is mandatory to have the approval of the applied teacher before scheduling performances or degree recitals.

To ensure recital program availability, students performing a recital must complete the Recital Program Information sheet and return it to Linda Strube in MU241 or [Linda.Strube@unt.edu](mailto:Linda.Strube@unt.edu) at **least 3 weeks prior to the recital date: [programform.indd \(unt.edu\)](#)**

### *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 woodwind faculty for review and grading. Graduate degree recitals must follow

the instructions in the appropriate College of Music Graduate Handbook:

<https://graduate.music.unt.edu/music-performance>

Related field recitals may not replace any of the recitals in the major area. BM, MM, and DMA recitals are registered classes with recorded grades.

### *Oral Exams*

MM/DMA oral exams will be scheduled by the student in collaboration with their committee. The results of this exam will be reported to the Graduate Office by the applied instructor utilizing the necessary form from Toulouse Graduate School. *The form for recording examination results is generated only after the student applies for graduation.*

## Advising

The full-time woodwind faculty serve as graduate advisors to all graduate woodwind performance majors. Graduate students are responsible for all of the material in the appropriate graduate handbooks (see above links). Students are responsible for compliance with all deadlines and procedures outlined in these materials.

Additional advising is available in the College of Music Advising Office in Chilton Hall, room 211.

Undergraduate Advising: [music.advising@unt.edu](mailto:music.advising@unt.edu)

Graduate Advising: [music.grad@unt.edu](mailto:music.grad@unt.edu)

## Graduate Teaching Fellows and Assistants

### *Selection Process*

Faculty in each area are responsible for communicating the selections of all graduate teaching fellows and assistants to the Chair of Instrumental Studies. The Woodwind Area coordinator will oversee selection of the Woodwind Teaching Assistants for the Woodwind Methods classes with

input from the woodwind faculty and in consultation with the Chair of the Division of Music Education.

### *Teaching Fellow/Assistant Supervision*

Faculty in each instrumental area will be responsible for supervising their graduate teaching fellows, including but not limited to, the assignment of students, monitoring teaching quality, student progress and grading.

## Adjunct Faculty

Adjunct faculty will teach as assigned by the Division Chair in consultation with the Area Coordinator.

## Administration

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

1. Applied Instructor
2. Full-time woodwind faculty (if studying with a teaching fellow or adjunct faculty)
3. Woodwind Area Coordinator
4. Instrumental Studies Division Chair
5. Associate Dean for Academic Affairs
6. Dean of the College of Music

## Division Resources

### *Musician Request List*

The College of Music receives regular gig and lesson requests from members of the community through the Musician Request Form under the Community tab on the College of Music website. Graduate Students and Undergraduates enrolled in upper division lessons who would like to be considered for these opportunities should complete the Musician Request List Addition form with

signature by their major professor and return it to the Instrumental Studies Administrative Coordinator.

### *Equipment/Technology Resources*

The Instrumental Studies Division owns a video camera, digital camera, iPad, Bluetooth speakers, microphone, and stand extenders which are available for checkout to Faculty, Teaching Fellows, and students *with faculty member permission*. The required request form can be found on the Instrumental Studies Woodwind Canvas course page under files. For questions, contact the division administrative coordinator.

### *Student Forms*

Student forms, including: grade appeals, secondary lesson applications, Musician Request List Addition forms, travel request forms, equipment check-out forms, and more, can be found in the files section of the Instrumental Studies-Woodwind Canvas course page.

## College of Music Room Reservations

All College of Music room reservations can be requested by students and faculty via ScheduleFM here: <https://schedulefm.com/untcom/request>

For questions regarding room reservations, please contact the scheduling office:  
[Music.scheduling@unt.edu](mailto:Music.scheduling@unt.edu).

## Protocol for Arranging Special Lessons

While specially arranged lessons with another faculty member are possible, they are not typically encouraged unless initiated by the student's assigned teacher. If a faculty member is approached by a student from a different studio regarding a lesson, the first question will be, "Have you cleared this with your teacher?" If special circumstances dictate need for a different approach, it will be handled in consultation with the Woodwind Area Coordinator.

## Concerto/Aria Competition

The woodwind area orchestral concerto auditions will typically be held each October, according to the schedule of the college concerto competition. Under current policies, the woodwind faculty will select up to three students to participate in the final round.

Students may compete with one movement of a multi-movement work; the entirety of a one movement single work, or multiple movements of a multi-movement work as long as the combined total duration is preferably no longer than 10 minutes. Memorization is required unless it is in the tradition of the instrument to perform as a soloist from score.

According to current college guidelines, judges will include a conductor of a professional orchestra in Texas; a director of a chamber or recital series in Texas; and a member of a major symphony orchestra. In addition to the level of performance, factors which may be considered when choosing the winners include length of entire program or difficulties involved (rehearsal time) in preparing a student orchestra and a student conductor to perform a given work.

## Selection of Student Advisory Committee Representatives

Woodwind area representatives to the College of Music Student Advisory Committee are selected by individual departments on the following rotational schedule:

	<b>Graduate Student</b>	<b>Undergraduate Student</b>
<b>Year 1</b>	Flute	Oboe
<b>Year 2</b>	Saxophone	Clarinet
<b>Year 3</b>	Bassoon	Flute
<b>Year 4</b>	Oboe	Saxophone
<b>Year 5</b>	Clarinet	Bassoon

## Chamber Music

Chamber music assignments will be made each semester by the Woodwind Chamber Music Coordinator. Pre-formed groups must contact the Woodwind Chamber Music Coordinator no later than the first day of classes to inform them of this fact and to request remaining intact as a group for the semester. In order to receive faculty coaching, all members of a group must be registered for credit.

### *Student Registration*

Performance (MUAM) students are required to take 6 semesters of chamber music. To register for Chamber Music, woodwind students should register for the appropriate holding section based on their degree plan. They will be switched into the appropriate section by administrators during the second week of classes once group assignments have been made.

Chamber Music Holding Sections:

MUCM 3520 section 500 – Undergraduates (all EXCEPT Saxophone)

MUCM 3520 section 501 – Saxophone Undergraduate students ONLY

MUCM 5520 section 500 – Graduates (all EXCEPT Saxophone)

MUCM 5520 section 501 – Saxophone Graduate Students ONLY

## Other Academic Policies

### *Counseling and Testing*

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>



The counselor for music students is:

Myriam Reynolds  
Chestnut Hall, Suite 311  
(940) 565-2741  
[Myriam.reynolds@unt.edu](mailto:Myriam.reynolds@unt.edu)

### *Add/Drop Policy*

Dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12th class day, students must first submit a completed “Request to Drop” form to the Registrar’s Office. Information about add/drop may be found at: <https://sfs.unt.edu/class-drop-and-withdrawal-refunds>

### *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.

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

### *Disability Accommodation*

The University of North Texas makes reasonable academic accommodation for students with disabilities. For information on current policies, please visit [Office of Disability Access | Division of Student Affairs \(unt.edu\)](#) or contact [apply.oda@unt.edu](mailto:apply.oda@unt.edu).

### *Satisfactory Academic Progress*

Students applying for financial aid will be monitored for Satisfactory Academic Progress (SAP) whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. You will not be eligible for financial assistance if you do not meet the academic progress requirements. Financial Aid and Scholarships monitors SAP at the end of each term. You must be meeting the minimum standards for SAP by the end of any given enrollment

period at UNT to maintain financial aid eligibility. For more information on SAP requirements, visit [Satisfactory Academic Progress | Financial Aid and Scholarships \(unt.edu\)](#)

### *Academic Integrity*

Academic Integrity is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with the University Policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of “F” in the course. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at:

<http://facultysuccess.unt.edu/academic-integrity>

### *Student Code of Conduct*

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

### *International Students-CPT Guide*

Enrollment in Curricular Practical Training is available to all F-1 Visa Graduate Students and is available for Undergraduate students after two semesters of enrollment. This program expects the student to attain practical work experience in performing, research, and/or teaching work that is directly related to course topics.

For more information visit:

[https://graduate.music.unt.edu/sites/default/files/CPT%20Handout%202\\_0.pdf](https://graduate.music.unt.edu/sites/default/files/CPT%20Handout%202_0.pdf)