The Viola Studio Attendance and Grading Policy
and other important information for students enrolled in
MUAM and MUAC 1505, 3505, 5505, and 6505 Sections 701, 702, 703, and 720

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Grading and Attendance:
Welcome to the UNT Viola Studio!
As the grading policy for applied lessons can appear more subjective than in courses where your grade is
based solely on the results of an exam or exams, we would like for you all to have a clear outline of studio
procedures and expectations. Your final semester grade will be based ion a combination of your attendance,
attitude, lesson preparation, and jury and departmental performances. Each week we may have small
assignments such as technical exercises or etudes, or ensemble pieces. This will get outlined for you as the
semester takes shape.

● It is your responsibility to come to your weekly lesson on time with your assigned materials well
prepared. Aim to exceed your instructors’ expectations, not just meet them.

● You are allowed to have 2 unexcused absences before your grade will be lowered, i.e., you are not
prepared, or you miss your lesson. While attendance is expected as outlined above, it is important for
all of us to be mindful of the health and safety of everyone in our community, especially given concerns
about COVID-19. Please contact your teachers if you are unable to attend class because you are ill, or
unable to attend class due to a related issue regarding COVID-19. Students are expected to attend
class meetings regularly and to abide by the attendance policy established for the course. It is
important that you communicate with the professor and the instructional team prior to being absent, so
you, the professor, and the instructional team can discuss and mitigate the impact of the absence on
your attainment of the course learning goals. Please inform the professor and instructional team if you
are unable to attend class meetings because you are ill, in mindfulness of the health and safety of
everyone in our community. Contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

- **DO NOT ATTEND ANY IN-PERSON CLASSES OR LESSON IF YOU FEEL UNWELL.**
- In the event that you need to reschedule your lesson, contact us by email, and by phone as a last resort or if something has happened at short notice. Lesson schedules for each week are posted and shared by your teacher. Please remember that bad planning on your part does not constitute an emergency on our part. Let’s be as organized as possible to keep everyone’s schedules running smoothly.

- You will be required to attend weekly Studio Classes with your instrument. This semester, studio class is in-person from 2:00 pm to 4:00 pm on Tuesdays. Breakout groups for studio class may occur during this time in room 287 and 297. Occasional classes or rehearsals may be at 8pm on Tuesday evenings. When you perform in person, please bring Xerox copies of your music for all the instructors. For online lessons, follow your instructors’ guidelines for uploading PDF scores of your music to a google folder.

- One unexcused absence will be allowed from studio class each semester. Please let us know if you cannot attend for any reason. Email Dr. Gerling, Dr. Dubois, and Wanlin all together in one message.

- There is an [online sign-up](#) for students performing in Studio Class. When you are ready to play in Studio, discuss with your instructor, and sign up on the form. This way you will know approximately what time you are performing and can notify your pianist if applicable.

- Masking will be strictly in place for all in-person instruction. If you forget your mask, stop by the copy room to get one, or request one from your instructor. Thank you for setting an example of compliance at UNT until this is no longer needed. Wear a mask to orchestra and chamber rehearsals.

- Students are strongly encouraged to perform accompanied works in studio class with piano. Please follow the [UNT policies for working with pianists](#) in accordance with your teachers’ advice. UNT expects students to provide their own accompanist when a TF assignment cannot be made for juries or for other performances. It is important that you plan ahead each semester and allow for this expense in your budget. A current list of accompanists is available through the collaborative piano division, and through NTCP (North Texas Collaborative Pianists.)

- Our studio performance space, in person and online, is not ideal. However, we ask that you treat the opportunity to play in studio class as a real performance. Wear presentable clothing, and play for your audience, with focus, purpose, and expression. The attitude and level of preparation you bring to the studio contribute to the overall success and atmosphere of the studio. Do your part to make it positive and engaging.

- Recreational and distracting use of cell phones in studio class is strictly prohibited. Use your phone to record your performances or those of your peers, but otherwise keep phone use to an absolute minimum.

- Students presenting degree recitals are expected to perform their complete repertoire, with accompanist, in lessons for the applied teacher(s) no later than two weeks prior to the recital. Failure to do so will impact the recital grade at the instructors’ discretion. Plan your recital timeline carefully with your instructor.

- All undergraduate students must attend weekly departmental recitals. Policies for this will be shared separately. You are strongly encouraged to play when you have repertoire ready!

- Students participating in the Concerto Competition should note:
Concert Attendance: Please attend (virtually or in-person) all viola recitals and chamber or solo performances given by your faculty and your studio mates. We realize it is impossible to require you to attend every performance, but do prioritize as many of them as possible through the semester. All viola students will be required to attend and submit 10 recital programs for live-streamed performance events (these can include viola recitals, or any other UNT performances.) You will submit these as paper programs or a document log to Dr. Dubois, in late November.

Materials required for this course:

- Each student must own and bring a notebook, a metronome, and a tuner, (apps ok) to every lesson. A three-ring binder or folder to keep studio handouts is strongly encouraged. Please also provide copies of your music for each teacher you work with, at every lesson. Gerling students will put PDFs of their music in their student Google Drive folder.

- All studio materials, forms, sign-ups and handouts will be available to you on Google Drive in the Viola Studio Folder, which will be shared with you. Please bookmark the link to the folder for easy access. Please have a Google Drive account, and add the viola folder to “My Drive” for greatest ease of use. (This can be done with or without a gmail address.

- Consult with your teacher about what music books or other texts are required for you. Some common items are:
  - Mogill Scale Studies for Viola (Based on the Hrimaly Scale Studies for Violin). (Schirmer Edition)
  - Kreutzer 42 Studies -The Schirmer edition is preferred, but if you already own the International, it is fine.
  - Either the Melodic Double-Stop Studies by Hofmann (Viola World) or Melodious Double Stops by Josephine Trott (Hal-Leonard). Or Polo double stops (Ricordi).
  - The Art of Practicing, Madeline Bruser. (Three Rivers Press/Random House) (Recommended, not required.)
  - The Karen Tuttle Legacy- Guide for Viola Students, Teachers, and Performers. (Carl Fischer) (Required for all MM and DMA students, recommended for undergrads.)
  - “What Every Violinist Needs to Know About the Body” by Jennifer Johnson

- Gerling Students are asked to purchase: Practizma practice notebook in paper or electronic version, and Ivo Jan van der Werff’s Notebook for Viola Players and Clipza app for iphone users.

- Juries will take place this semester the week after Thanksgiving. Accurate information on the format, location, and duration of juries will be available closer to that time. Your teacher will assign your repertoire far ahead of time.

- It is also your responsibility to maintain your instrument and bow in good condition, especially regarding rehairs and strings. (Joel MacMillian's Repair shop is in the Music Annex #106.) If you borrow strings or other supplies from a faculty member, please reimburse them or replace the item as soon as possible.

We look forward to an exciting and productive year with you all! Direct any questions to your major teacher.
Practical Work Experience in Performance and Teaching Applications:

Enrollment in this course also requires the student to obtain practical work experience in performing and/or teaching work; appropriate placement, length of position, and amount of time required will be determined at the discretion of the major professor. The appropriate positions(s) should be part-time and occur during the term of enrollment. Paid work as a church musician, teaching privately, or as a member of a performing ensemble are examples of appropriate applications for this course requirement. Combinations of single appointments and long-term positions may be used to satisfy this requirement.

University Policy Links:

Face Coverings
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

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/sites/default/files/06.003.AcadIntegrity.Final_.pdf

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

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: eagleconnect.unt.edu/
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: disability.unt.edu. (Phone: (940) 565-4323)

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 Statement

Registration Information for Students
See: Registration Information
Link: https://registrar.unt.edu/students

Academic Calendar at a Glance, 2021-2022
See: Academic Calendar
Link: https://registrar.unt.edu/sites/default/files/Fall_2021_Academic_Calendar.pdf

Final Exam Schedule
See: Fall Final Exam Schedule
https://registrar.unt.edu/exams/final-exam-schedule/fall

Financial Aid and Satisfactory Academic Progress

Undergraduates
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.
If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

See: Financial Aid
LINK: http://financialaid.unt.edu/sap

Graduates
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

See: Financial Aid
LINK: http://financialaid.unt.edu/sap

RETENTION OF STUDENT RECORDS
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university’s policy in accordance with those mandates.

See: FERPA
Link: http://ferpa.unt.edu/

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:

See: Counseling and Testing
Link: http://studentaffairs.unt.edu/counseling-and-testing-services.

For more information on mental health issues, please visit:

See: Mental Health Issues
Link: https://speakout.unt.edu

The counselor for music students is:
Myriam Reynolds
Chestnut Hall, Suite 311
(940) 565-2741
ADD/DROP POLICY
Please be reminded that 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. The last day for a student to drop a class in Fall, 2021 is November 12. Information about add/drop may be found at:
See:  Dropping a Class
Link:  https://registrar.unt.edu/registration/dropping-class

STUDENT RESOURCES
The University of North Texas has many resources available to students. For a complete list, go to:
See:  Student Resources
Link:  https://www.unt.edu/sites/default/files/resource_sheet.pdf