

Syllabus

Applied Flute Studio of Professor Eduardo Martinez

College of Music, Bain Hall 215, 786.239.8664

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Office Hours by Appointment

1. There are 13 lessons in the term. Jury dates will be determined later in the semester, usually before finals week. Performance Major juries are scheduled separately from Concentration and Secondaries depending on space availability.
2. Piano accompaniment is required for all accompanied repertoire. Students are responsible for booking, rehearsing with, and covering the fees for the pianist.
3. Pianists are required to attend the last three lessons prior to jury performances for all students performing accompanied repertoire.
4. Weekly attendance is required, excusing absences only for illness or by pre-arrangement with Mr. Martinez. Rescheduling of lessons due to illness requires at least a 3-hour notice in case of sudden illness. Attendance and unexcused absences will be determining factors of the semester's final grade.
5. Due to continued COVID concerns, please consider health and safety as a priority, with attention to hygiene and possible exposure to COVID in daily life. Masks are optional but are encouraged in social environments both on and off campus to ensure health and safety for yourself, studio mates, associates, and all campus community members.
6. Studio class meets on Fridays at 4 pm in the choir room. Weekly attendance is mandatory with at least one performance required per semester. Unexcused absences or failure to play at a studio class will affect the grade.
7. Lessons may be recorded by the student, with each student responsible for recording the lesson and submitting it for review of performance skills.
8. It is not possible to pass this course without performing a jury. Students must register and sign up for a jury time on the date(s) and times that correspond to their course and level. Students should arrive prepared and be present at least 15 minutes before their scheduled jury time.
9. Required course materials for all students: Flute Fundamentals I and II (FFI/EAM 730 and FFII/ED 30019) and Classic Études (UE 70362). The following are also required for flute concentration students:
 - Altes/Clardy- Exercices Journaliers Pour La Flute Traversiere
 - Cavally- Melodious and Progressive Studies, Book 2
 - Clardy- Classic Etudes for Flute
 - Clardy- Flute Etudes Book
 - Classic Duets for Flute (UE 70 005)
 - Moyse- Exercices Journaliers Pour La Flute

Please refer to UNT Resources and Policies/Academic Integrity for a full list of responsibilities as a student enrolled in courses at UNT, including Student Code of Conduct, Eagle Connect, ODA, Diversity Statement, Academic Calendar, FERPA, Counseling and Testing, and Student Resources for additional information regarding official UNT policies and standards.

****updated for Fall 2024****

Course Syllabi Information

**For complete information on course syllabi requirements, please see the [university's policy](https://policy.unt.edu/policy/06-049).
(<https://policy.unt.edu/policy/06-049>)**

In addition to the information below, course syllabi should minimally include the following information:

- Course Title and Course Number
- Course Objectives
- Instructor Office Hours
- Attendance Expectations
- Grading Criteria
- Statement on timely return of student work, particularly final exams or final projects
- Statement that students should not schedule their end-of-semester jury against a regularly scheduled class
- For Faculty, Teaching Fellows and Adjuncts:
 - ✓ All undergraduate syllabi for lecture courses are required by law to be available to the public. **At UNT, undergraduate syllabi for lecture courses should be uploaded into the Faculty Information System by the 7th class day.**
 - To access the Faculty Information System, go to your my.unt home page. Under the Faculty Tab, click on Faculty Information System.
 - ✓ UNT requires that all graduate course syllabi to be uploaded into FIS.

Rather than including the text for the information below, it is also an option to include the links in course syllabi and review the information on the first day of class.

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.

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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>

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](#)

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

Health and Safety Information

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

Registration Information for Students

See: [Registration Information](#)
Link: <https://registrar.unt.edu/students>

Academic Calendar, Fall 2024

See: [Fall 2024 Academic Calendar](#)
Link: <https://registrar.unt.edu/sites/default/files/fall-2024-academic-calendar.pdf>

Final Exam Schedule, Fall 2024

See above

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 to 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

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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 for students in need. 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 resources, please visit:

See: [Mental Health Resources](#)

Link: <https://disparities.unt.edu/mental-health-resources>

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. See Academic Calendar (listed above) for additional add/drop Information.

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Drop Information: <https://registrar.unt.edu/registration/fall-academic-calendar.html>

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>

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>

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