

Harp Ensemble Syllabus

University of North Texas College of Music

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The following is a list of guidelines and requirements to keep our studio running smoothly. If you have questions or concerns about these policies or any other issue, please speak with me directly so that we can address your concerns. Details are subject to change.

UNT Course numbers for Harp Ensemble:

MUCM 3630 (undergraduate)

MUEN 5630 (graduate)

Enrollment in harp ensemble is part of degree requirements for undergraduate and masters-level harpists and is encouraged for doctoral students (zero credit options are available for graduate students). For undergraduate students, this counts as part of the 6 semesters of “chamber music” requirement. MUAS students are permitted to enroll with prior approval of the instructor (each semester) and must be concurrently enrolled in MUAS harp lessons.

Students must be enrolled in ensemble to participate in workshops, performances, tours, and any paid run-out performances. This includes any tours or special invitations to events such as the World Harp Congress or American Harp Society. When these occur during the summer, the student must be registered during the preceding semester.

Course Objectives and Evaluation:

This course explores the rehearsal and presentation of arrangements and compositions created by enrolled students and the course instructor. Aspects of arranging/transcription, rehearsal technique, and performance practice will be discussed and practiced in large ensemble and sectionals as appropriate. The creativity of performance ideas is emphasized, as the ensemble work toward public performances on or off campus each semester.

Grade calculation (tracked in Canvas):

- 50% Preparedness for each rehearsal and performance (notes, pedals, rhythm accuracy and evidence of practice). This includes performance in rehearsals and also in sectionals and/or part tests as assigned
- 20% Harp ensemble arrangement completion and submission (fall) and leadership of rehearsals (spring)
- 30% Ensemble attendance, attitude, and punctuality (arrive at least 15 minutes before each rehearsal to tune and move harps, or arrange someone to prepare your harp if you have class before rehearsal)

Grades of Incomplete (I) are only given during the last few weeks of the semester to students in the most select of circumstances (such as sudden illness or family emergency) to students who are passing in the course at that time. Please see me if you have questions.

Grading for Harp Ensemble:

Grading is based upon punctuality, attitude, attendance, and the completion of specific arrangement assignments each semester.

Letter grade explanation:

- A = Superior performance; superior and outstanding musical progress.
- B = Above average performance; above average musical progress.
- C = Average performance; average progress throughout the semester.
- D = Substandard performance, attendance and/or attitude problems, little or no participation; unacceptable performance.
- F = Failure of the class due to attendance, lack of preparation, practice, performance ability or other factors. Unacceptable performance.

Attendance:

One unexcused absence is permitted per semester for either large group (or sectionals); this absence may *not* be used for off-campus gigs. Gigs *must not conflict with classes or harp ensemble rehearsals*. Early dismissal or absence will not be granted on harp ensemble days for students to perform gigs, as each member of the ensemble is a soloist in the group. After one unexcused absence, the semester grade will be lowered one level for each absence.

Regarding absence and illness: do not come to campus if you are ill

- Your safety is my first concern—if you are symptomatic, DO NOT come to campus. Instead, contact me for rescheduling options.
- Shared harps: Wash your hands both BEFORE and AFTER you practice. If you leave the practice room, clean your hands again.

This is a performance class, so missed rehearsals may result in removal from public performances (or the course) and assignment of a failing grade, at the discretion of the instructor.

Required materials (failure to bring any of these counts as an absence):

- Appropriate footwear for pedaling
- All ensemble music, marked with pedals and assembled in a black 3-ring binder (iPads are also fine)
- Tuning key!!!!
- Pencil
- Electronic Tuner or phone app (we use 441!)
- Recording device for part tests

Sectionals and Part Tests:

Each member of the ensemble is expected to arrive at rehearsals prepared and ready to receive feedback in the same manner as a professional ensemble rehearsal. If there are issues of individual or group preparation, the instructor reserves the right to schedule targeted sectionals and/or part tests to ensure the professional level of the ensemble is maintained. These sectionals and tests will be announced during the semester as needed, and evaluation will occur in Canvas. *In all cases, sectional rehearsals should be proactive, collegial, and students should be resourceful in these rehearsals to correct performance issues.*

When the MULB band rehearsals conflict with harp ensemble rehearsals, a sectional may be required to cover the part of harp ensemble that was missed.

A lack of individual preparation may result in removal from public performances at the discretion of the instructor.

General Courtesy

During rehearsals, your **full attention and support of the instructor (or section leader) is required** and counts as your attendance. Cell phones need to be OFF, and any talking should be with the teacher, not with classmates. Arguing with classmates or the instructor will not be permitted, as rehearsals are meant to be constructive.

Graduate students will often be assigned leadership roles within rehearsals and in sectionals, as needed. These students and the harp TF should receive attention and respect in sectional rehearsals.

Professional, constructive work ethic is expected, and is part of your semester grade calculation. Your preparation and demeanor to resemble that of a professional orchestra—arrive with your prepared and ready to receive direction from the instructors. At all times, the instructor should be treated with respect in rehearsals. Students should not have their own conversations during rehearsal—wait until the rehearsal is finished, as this takes away time and focus from the group. Students who do not show professional behavior will be asked to leave rehearsals.

Use of cell phones during rehearsals is strictly not allowed (other than tuning) as it causes distractions—whether playing or listening, we expect you to be tuned in, attentive, and ready to receive feedback, even if not sitting at a harp.

Dates and types of ensemble performances:

Each semester/year, the ensemble performs a variety of programs on and off campus. This can fluctuate from year to year, depending on invitations. Some of the performances will include the full group, and others will be a subset of the full ensemble. Dates are announced at the beginning of the school year/semester, but are subject to change.

Recurring fall/spring dates are as follows (approximate):

- Oct or Nov: UNT Alumni Awards

- March or April: Spring Arrangement recital

Other performances include invited concerts for various chamber series (such as Bryan or Tyler), special church performances, special UNT events, and other national or international appearances for the World Harp Congress or American Harp Society. Events which occur outside the regular semester may also be arranged based on volunteers, and attendance at events outside of the semester is not a course requirement. However, in order to participate in these events, students must be registered (at a minimum) in the preceding long semester. Off-campus performances may have payment for the individual performers.

*Proceeds paid to the ensemble during the schoolyear help to fund trips that take place, allow for student mileage reimbursement, provide funding for guest artists to visit the studio, and help pay for supplies needed by the studio. **By performing for these events, you are helping the ecosystem of our harp studio, and provide opportunities for guests to visit our campus.** Your time and participation is appreciated, as it helps feed your education as well!*

The Fine Print

All students in the harp studio are required to abide by the following policies of the University of North Texas, including the following:

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>

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)

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: [Spring Academic Calendar Information](#)

Link: <https://registrar.unt.edu/registration/spring-academic-calendar.html>

Semester Calendar, Spring 2026

See: [Spring Semester Calendar](#)

Link: <https://registrar.unt.edu/sites/default/files/spring-2026-academic-calendar.pdf>

Final Exam Schedule, Spring 2026

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 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.

Drop Information: <https://registrar.unt.edu/registration/spring-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>