

## Harp Lesson 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 Lessons:

Majors: MUAM 1522/3522/5522/6522

Concentrations: MUAC 1522/3522/5522/6522

Secondaries: MUAS 1522/3522/5522/6522

Baroque Harp Secondaries: MUAS 1525/3525/5525/6525

Course Objectives and Evaluation: Your harp lesson grade will consist of the following elements (performance majors). Rubrics for performances are posted in Canvas. All students are encouraged to make personal recordings of lessons, to review and transcribe lessons recordings.

Lessons include free exchange of ideas and different points of view, and students are expected to be open and receptive to the application of new ideas and to treat all faculty respectfully. Arguing with the instructor (or guest harpists) will not be tolerated and will result in the immediate termination of the lesson and a grade of "zero" for the lesson. Repeated occurrences are a violation of the Professional Expectation Policy and may lead to dismissal from the harp studio or the degree program. See the Professional Expectation Policy in the Graduate and Undergraduate catalogs.

### MUAM lessons (all sections):

- 60% Attendance and preparedness for each lesson (13 fifty-minute lessons per semester), accomplishment of assignments given.
- 10% Jury performance and memorization *at least 1 month before jury* (DMA jury required first semester only)
- 10% Masterclass attendance, performances (at least 3) and self-critique in Canvas
- 10% Departmental performance and self-critique in Canvas (at least once per semester), weekly attendance at departmentals
- 5% End of semester self-critique essay about your work throughout the semester
- 5% Attendance of a minimum of 14 UNT performances per semester including all harp recitals; program list submitted in Canvas at end of semester

MUAC lessons (all sections taught in conjunction with harp TF):

- 60% Attendance and preparedness for each lesson (13 fifty-minute lessons per semester), accomplishment of assignments given.
- 10% Jury performance and memorization at least 1 month before jury
- 10% Departmental performance (at least once per year) and weekly attendance
- 10% Masterclass attendance and performances (at least 2 per semester)
- 5% End of semester self-critique essay
- 5% Attendance of a minimum of 14 UNT performances per semester, including all harp recitals; programs list submitted at end of semester.

MUAS lessons: consult the syllabus for your instructor (harp TF). Secondary lessons are 13 thirty-minute lessons per semester.

#### Grading for studio lessons

Your grade will depend primarily on your preparedness in lessons and technical/musical development during the semester. We will work together to select repertoire that is appropriate, challenging, and enjoyable for you. As a member of the harp studio, you are expected to always act collegially and professionally with the other students. Any deliberate actions which are not in line with this policy will result in a lowered lesson grade for the semester.

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, attendance at weekly string departmentals, jury performance, and other requirements as announced. If a student is failing the class, he/she will be notified in a timely manner.

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.

#### Letter Grade 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 string activities. Unacceptable jury performance.
- F = Failure of the class due to attendance, lack of preparation, practice, performance ability or other factors. Unacceptable jury performance.

### Attendance

Perfect attendance is expected from all private students. More than three unexcused absences will result in an automatic drop by the instructor. Absences on the part of the student need not be made up by the instructor. Unavoidable absences may be made up at the discretion of the instructor. As a rule, the instructor will make up only lessons that she must miss. If a student has a conflict with the scheduled lesson time, it is the student's responsibility to switch times with another student or find a mutually convenient alternate time. (Lessons cancelled by the instructor will be rescheduled, time permitting.) Attendance at weekly departmental recitals is mandatory for all MUAM and MUAC students. More than two unexcused absences will result in automatic lowering of the semester grade. Students who have a regular conflict at this hour may be excused if their teacher provides a written excuse to the departmental coordinator and/or area coordinator. Attendance at all harp recitals, concerts and special events may be required by the instructor. Dates for required attendance are posted outside the harp studio (MU274).

Regarding absence and illness:

- 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.

Graduate student requirements: You are expected to abide by all MM and DMA requirements in the handbook posted online at <https://graduate.music.unt.edu>. This syllabus is a subset of requirements for graduate degrees in performance, including registration for lessons, recitals, and participation in harp studio classes. Any deviation from these requirements requires approval from me as your major professor and the Graduate Performance Degree Committee as appropriate. *Note that your degree plan is due immediately upon completion of your first semester of study and ensures that you are following a path toward degree completion.*

### Lesson attendance, grading and make up policy:

Weekly lessons are an important time for us to work together for your improvement. Each week, it is important that progress has been made on the assigned pieces so you can benefit the most from our time together. If you cannot attend your lesson for any reason, notify me and the harp TF at least **twenty-four hours** in advance. Please work with the TF to swap lesson times with another harp student for that week. If you become ill or have a last-minute emergency, please contact me or the TF *as early as*

*possible* so that the schedule can be adjusted accordingly for that day. Please also bring a notebook to each lesson for weekly lesson assignments. Enter the harp studio at your weekly lesson time (no need to knock) and wait quietly while the previous lesson concludes. Attendance at weekly lessons is mandatory, and you will be expected to arrive on time. Unexcused missed lessons will lower the semester grade if they exceed one per semester. Any lessons which are missed due to my scheduled absences will be rescheduled; those missed due to unexcused student absences will not be rescheduled. Lessons are officially 50 minutes in length, but we often work for the full hour if you do not have a class scheduled after your lesson time. Some MUAC undergraduate lessons may be with the harp TF to accommodate Dr. Haefner's workload and schedule.

At each lesson, you will be expected to be prepared in the following ways:

- Bring appropriate footwear (see below)
- Bring your lesson notebook and all current music
- Be warmed up before your lesson time
- Arrive on time (enter at lesson time, don't knock)

In case lessons/masterclasses are moved online (due to illness), please have access to a camera and mic (not a cel phone) to attend masterclass and lessons.

*A note about footwear:*

One of the most important aspects of playing the harp is using the often-overlooked pedals. To play accurately and comfortably, it is imperative that harpists own a pair of adequate "harp shoes" (closed toe, and closed behind the heel, with a moderate heel or no heel at all). Playing the harp in shoes with different sole thicknesses or heel heights can cause a great amount of performance stress because the foot must re-adjust its placement on the pedals. Suitable harp shoes are mandatory for all lessons, and you might consider saving them just for practicing (which makes them last longer). *If you forget your shoes or music, this counts as a lesson absence.*

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

**E-Mail/Canvas:** All students are expected to maintain e-mail ability and should check messages on a daily basis for communications regarding departmental meetings, lessons and other string-related matters. **Miscellaneous Requirements** Students may be required to acquire an accompanist for lessons, juries and other events.

**Performance requirements and opportunities:**

One of the secrets of success in performance comes from lots of practice doing just that: *performing*. The best way for you to find the weak areas in a piece are by performing it as many times as possible once it is memorized. For example, before playing a piece in

masterclass, find a friend or two and do a practice performance. Likewise, I would encourage those students who are playing recitals to do a minimum of three pre-performances in recital settings. Elder homes and churches are some of the best places to do such performances, because it is a way to give to the community while you gain from the experience of performing in front of a group. We will also discuss other ways to take the nerves out of memorized performance.

- **Harp Masterclasses**

**Schedule:** Our weekly harp masterclass takes place each Tuesday from 4:00-6:00pm. Attendance at harp masterclass is mandatory for graduate and undergraduate harp (DMA, MM, GAC, BM) majors and concentration (BM or BA) students enrolled in lesson credits. Attendance at guest masterclasses is mandatory. Any exceptions require prior approval in writing by Dr. Haefner.

**Signups:** Performance Majors perform in our weekly masterclass *at least three times* during the semester with a memorized piece or chamber work, followed by a self-evaluation of the performance in Canvas. This may include multiple performances of the same piece, or different pieces. Concentration area students perform at least twice, followed by self-evaluation in Canvas. Secondary students have their own masterclass with the other secondary students and are invited to perform in the major's class at the discretion of myself and the harp TF. Sign-up sheets for masterclass will be posted one week ahead of time on the studio door. Some weeks, we will discuss different areas of harp maintenance and harp literature. If you have a particular area of interest, please feel free to bring it, and we can discuss it as well!

**Etiquette:** *During masterclass, your full attention and support of the performer is required and counts as your attendance. Cel phones need to be OFF, and any talking should be with the performer, not with classmates. When receiving feedback from the instructor, stop playing so you can hear the feedback and remain attentive, engaged, and open to new ideas. Arguing with classmates or the instructor will not be permitted, as masterclasses are meant to be constructive.*

- **String Departmentals (part of lesson requirements)**

UNT string departmentals take place every Thursday from 1-2pm, and attendance is mandatory for all MM and BM harp performance majors and Concentration students (DMA students are not required to attend but are required to perform once per semester). Every harp performance major enrolled in lessons is required to perform in departmentals at least one time per semester. The Harp TF will post a sign up for departmental times so you can plan ahead, well before your performance date. Pieces should be performed *at least twice* in masterclass before performing in string departmentals. Follow the departmental procedures for submitting your performance date request and program information.

- Recitals

*Attendance at all solo performances and recitals given by a member of the harp studio or the professor on the UNT campus is mandatory for students registered for MUAM or MUAC lessons; they are encouraged but not required for MUAS students. If a student has an unmovable conflict with one of these performances, the student may request Dr. Haefner for permission to attend the dress rehearsal for the performance. Your attendance at these recitals is a show of support for the harp studio. Throughout the semester, each member of the studio will attend a minimum of 14 UNT performances. At least half of these (7) should be performances in which other members of the harp studio performed (harp recitals, orchestral concerts, or chamber performances). At the end of each semester, a list of these programs will be turned in on Canvas as part of the final semester grade.*

*Please be familiar with all procedures for scheduling, registering for, and submitting repertoire for degree recitals. Students must register for a harp recital section. The rubric for grading is posted in Canvas each semester. Recital criteria includes but is not limited to the following: accuracy and memorization, expression (rhythm, phrasing, style), and technique (flexibility, sound, articulation). The recital grade includes professional presentation (professional attire, stage etiquette).*

- Orchestra excerpt class (taught by the harp TF in with MULB courses)

Consult the canvas section for this class for specific requirements about attendance and preparation. It is the student's responsibility to notify Dr. Haefner or the harp TF about upcoming MULB parts so these parts can be covered in lessons or excerpt class as needed.

- Juries

All performance majors (MUAM) and concentrations (MUAC) who have not performed a graded recital during the semester are required to perform a jury each semester for a minimum of three string faculty. DMA students perform a recital only during their first semester of study and students who compete in the UNT Concerto Competition are exempt from performing a jury. All music will be performed by memory and *must be memorized a minimum of one month before the jury*. If the music is not memorized during lesson time two weeks before the performance, the jury or recital grade will be dropped by one letter. This is your opportunity to show your progress each semester. Memorization is just the beginning of the polishing work on a piece, so plan ahead and allow plenty of time to settle into the piece and perform it after it is memorized.

- **Scheduling:** The string coordinator or designated faculty will schedule juries. Faculty 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 Form and Semester Repertory Record It is the responsibility of the student to fill out the appropriate color-coded jury examination form and to submit it to

the faculty at the beginning of the jury. Special attention should be given to the completion of both sides of the Semester Repertory Record. This form becomes part of the student's permanent academic record.

- **Signups:** Juries occur one week prior to final exams each semester. *Do not sign up for a jury time that conflicts with a regular academic class.* Separate jury sign-up sheets for performance majors and concentration students will be posted online in Canvas approximately two weeks in advance of the jury dates. All performance majors (BM, MM and first semester DMA) will be evaluated by the string faculty in a jury hearing each semester and either will be recommended for continuance or removal from the current level. The faculty 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 exempt from the jury exam in semesters in which a successfully adjudicated recital has been performed. Students new to the instructor may be exempt from the first long semester jury, at the discretion of the applied instructor. Students will receive comment sheets as soon as possible following the jury performance. Juries may be recorded at the discretion of the applied instructor. Piano accompaniment is required for all non-solo works.
- **Upper Division Exam** (occurs during juries): Before registering for string lessons at the 3500 level, all students must pass an Upper Division Examination. This examination is administered during juries at the end of the 4th long semester of 1500 level study. Students must exhibit an acceptable characteristic sound, good intonation, rhythmic stability, 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 faculty 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. This exam may be taken no more than two times. After two failures the student will be ineligible to continue at his/her current status. Works to be performed at this examination must be level appropriate and approved by the major professor. The Upper Divisional Exam will be graded as Pass/Fail. Concentration Proficiency Exam Undergraduate concentration students must pass a final proficiency exam to complete their applied music study. This exam is normally performed at the end of the 6th long semester of applied study but may be performed earlier. The appropriate applied faculty must approve the repertoire. If this exam is not passed after the first attempt, additional credit hours may be required by the faculty and must be completed before the Concentration Proficiency Exam can be retaken. This number of credit hours will be added to the student's degree plan. This exam may be taken no more than two times. After two failures the student will be ineligible to continue at his/her current status. Works to be performed at this examination must be

level appropriate and approved by the major professor. The Concentration Proficiency Exam will be graded as Pass/Fail.

Practice rooms, sign-ups, and caring for school harps

Before the end of the first week of classes, give your weekly schedule to the Harp TF, with your desired practice times for the semester. Harp Majors will receive four hours of practice per day, Concentration area students will receive three, and secondary area students will receive two hours each day in the harp practice rooms, with an hour of rest between students for air exchange in the room. This will ensure that you receive the practice times that work with your schedule. The students who do not have harps at home will also receive practice time on the schedule, but possibly less time each day (since some of the practice will be done at home). If no one is practicing in a room at their scheduled time, the room may be used but carefully check the schedule. If they arrive, that person will have priority to use the room. We have some open rooms available for personal harps as well, so please note that on your schedule before you turn it in.

If any of our harps have technical problems or broken strings, note the repair request on the door of 274 so that the problem can be solved by the TF. Spare strings are kept in the harp studio and are available as needed. The harp TF also has access to these strings. One spare string set is also kept at the Murchison center for use at performances and rehearsals. If strings from this set are used, notify the TF so that the strings in this set can be replenished before future performances.

**UNT school harps will *not* leave the College of Music, unless used by the UNT harp ensemble for off-campus performances. Advance permission is required via Dr. Haefner and the dean of facilities. Additionally, per UNT policy, no practice rooms or school harps may be used to teach private lessons under any circumstances by students or faculty.**

Please be respectful of each other's times in the practice rooms and keep these areas clean and free of clutter. **Do not interrupt the practice of other students to gather personal items.** Before practicing, tune each harp with all pedals in the flat position (never in natural), to prolong the life of our strings. **After practicing, return the pedals to the flat position, and ensure that the door is locked, and the light turned off.** **Do not keep food in the harp rooms. Do not bring pet animals into the harp rooms and do not leave discarded food or drinks in the rooms.**

Personal gigs outside of the UNT campus

If you are interested in performing for parties and weddings, please let me know so that I can add you to the UNT harp studio gig list. When the harp studio is called for gigs, I will suggest a student for each gig on a rotating basis, so all harpists have an equal opportunity for performances. When performing at these gigs, please keep in mind that you are representing the UNT harp studio and all conduct should be professional. If you

have an unforeseen conflict with a gig, it is your responsibility to notify me and to also find a replacement *before* contacting the person who has hired you. If you cannot find a replacement, you will be required to perform the gig. Additionally, please speak with other harp students to ensure that your rates correspond with fellow students at UNT, in Denton, and in the Metroplex area. **IMPORTANT: Gigs must not conflict with lessons, classes or harp ensemble rehearsals.** Early dismissal or absence will not be granted on harp ensemble days for students to perform gigs, so plan accordingly.

Other courses for harpists: see the corresponding syllabus for requirements and grading

- Harp Ensemble: MUCM 3630 and MUEN 5630
- String Chamber Music: MUCM 3510 and MUCM 5510
- Harp Pedagogy: MUAG 4360 and 5360
- Harp Literature (graduate level only): MUAG 6360 and 6370
- Dissertation recitals: MUGC 6951, 6952, 6953, and 6954

### 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/](http://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](http://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>