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. *(Feb 2022 updates are noted in italics)*

**UNT Course numbers**

**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

**Harp Ensemble:**
- Undergrads: MUCM 3630.500  
- Graduates: MUEN 5630.500

**String Chamber Music:**
- Undergrads: MUCM 3510.500  
- Graduates: MUCM 5510.500

**Absences and Illness**

- **Your safety is my first concern**—if you are symptomatic, DO NOT come to campus. Instead, contact me for rescheduling options.
- **If you have been exposed to Covid** (or suspect that you’ve been exposed), please err on the side of safety to minimize spread on our campus.
- Contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.
- **Shared harps:** Wash your hands both BEFORE and AFTER you practice. If you leave the practice room, clean your hands again. We do not need to use cleaners on the harps between students, but I encourage you to plan so your practice time isn’t back-to-back with previous students.
- **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 guideline could change based on community health conditions.
Grading and Evaluation 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.

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.

Graduate and undergraduate lessons: Your harp lesson grade will consist of the following elements (performance majors). Rubrics for performances are posted in Canvas. Lessons will be recorded by zoom (even when taught in person) and kept on file by Dr. Haefner. 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 students required first semester only)
10% Masterclass attendance, performances (at least 3) and self-critique in Canvas
10% Departmental performance (at least once per semester), weekly attendance
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

- **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**
- **Arrange on time (enter at lesson time, don’t knock)**

In case lessons/masterclasses are moved online (due to COVID exposure or other illness), please have access to a camera and mic (not a cell 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.*

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 in 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. Cell 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
Attend at all solo performances and recitals given by a member of the harp studio or the professor on the UNT campus is mandatory. If a student has an unmoving 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 fourteen 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 excerpts – covered in the “excerpt class” taught by the harp TF in conjunction with MULB courses
Each student will be responsible for two orchestra excerpts during the semester, in addition to parts prepared for school ensembles. Orchestral excerpts will be performed in the harp excerpt class each week on a rotating schedule. It is the student’s responsibility to notify Dr. Haefner about upcoming MULB parts so these parts can be covered in lessons 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 and give yourself plenty of time to settle into the piece and perform it after it is memorized.

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.

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.

**Harp Pedagogy**

All Harp majors (BM/BA) are required to take harp pedagogy before graduating. Depending on the needs of the studio, pedagogy will be offered every two years. In addition, harp graduate students who have not previously taken pedagogy will be required to take this class before graduation. The focus of this class will be upon teaching practices and literature, methods, and hands-on teaching experience. See pedagogy syllabus for grading and course requirements.

**Band, Orchestra, Opera and Choir**

UNT offers many ensemble performance opportunities with the Symphony and Concert Orchestras, Wind Symphony, Concert Band, Symphonic Band, and other smaller ensembles for recitals throughout the semester. Auditions for the Orchestras are held at the beginning of each year in August. A list of audition repertoire and downloads may be found online: [www.music.unt.edu/orchestra/audition.html](http://www.music.unt.edu/orchestra/audition.html). At each of these rehearsals and performances, you will need to arrive early to tune and to be fully prepared with your part. Your MULB grade is determined by the large ensemble director and the harp TF, based on your preparation of harp excerpts—it is your responsibility to follow their guidelines regarding attendance and preparation. **When using UNT harps at the Murchison center, return these harps to the trunks located in the storage room after each performance, along with the spare string set and ensure the trunk is latched shut.**

**Harp Ensemble (HarpBeats)**

Enrollment in harp ensemble is required for all Undergraduate and Masters level Harp Majors (MM/BM/BA), and encouraged for doctoral students. This is an opportunity to hone ensemble performance skills, and to develop experience creating and performing arrangements and transcriptions. The creativity of performance ideas is emphasized, as we work toward public performances on or off campus each semester. One unexcused absence is permitted per semester; this absence may not be used for gigs. **IMPORTANT: 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, so plan accordingly. Grading will be based upon punctuality, attitude, attendance, and the completion of transcription/ arrangement assignments each semester.
Harp Ensemble Grading: Your harp ensemble grade will consist of the following elements:

- **50%** Preparedness for each rehearsal and performance (notes, pedals, rhythm accuracy and evidence of practice)
- **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)

**General Courtesy**
You are expected to treat your major professor and each of your colleagues in a professional manner, both in and out of the College of Music. If you ever encounter difficulties within the studio, I urge you to speak with the other student(s) who are involved. If you cannot find a resolution, come to speak with me directly.

**Professional Expectation Policy:** The UNT College of Music expects students in music to be committed to their degree and to follow the UNT Code of Student Conduct (University Policy Manual, section 07. 012). Success in a program requires students not only to meet minimum academic standards but also to be active contributors to the artistic and scholarly community of the College of Music. Hence, students must exhibit professional behavior, which includes (but is not limited to): 1) attending classes and meetings (including seminars, masterclasses, and departmentals); 2) meeting area, division, college, and university deadlines; and 3) maintaining respectful interactions with all members of the UNT community. Students are also expected to adhere to professional standards as outlined in division/area handbooks. In cases where there is substantial evidence of unprofessional behavior, students will be removed from their program upon the recommendation of the director of undergraduate/graduate studies in consultation with the division chair and major professor. Students may appeal this decision by contacting the College of Music associate dean for academic affairs.

**The Fine Print**
All students in the harp studio are required for abide by the following policies of the University of North Texas, including:

**Academic Integrity:**
See: [Academic Integrity](https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf)

**Student Behavior:**
See: [Student Code of Conduct](https://deanofstudents.unt.edu/conduct)

**Access to Information (Eagle Connect):**
See: [Eagle Connect](https://eagleconnect.unt.edu/)

Office of Disability Accommodation
If you have an established disability as defined by the Americans with Disability Act and would like to request accommodation, you are required to notify me before the end of the first week of classes to request accommodation.
See: ODA
LINK: disability.unt.edu. (Phone: (940) 565-4323)

Policy Statement on Diversity
See: Diversity and Inclusion
Link: https://idea.unt.edu/diversity-inclusion

Graduates and Satisfactory Academic Progress (SAP)
See: Financial Aid
LINK: http://financialaid.unt.edu/sap

Retention of Student Records
See: FERPA
Link: http://ferpa.unt.edu/

Counseling and Testing
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
  Myriam.reynolds@unt.edu

Add/Drop policy
See: Drops and Withdrawals
Link: https://sfs.unt.edu/class-drop-and-withdrawal-refunds
(Also see Academic Calendar, listed above)

Student Resources
See: Student Resources
Link: https://www.unt.edu/sites/default/files/resource_sheet.pdf