INSTRUCTORS

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Office Hours: By appointment, or as posted on Office door

Course Description

Applied trumpet lessons are designed to help you become proficient in the many aspects of trumpet performance. During the semester, you will develop a personalized, goal-based course of study with your instructor. This plan will assist you in developing and maintaining advanced performance and pedagogical skills.

Lesson content and format will vary with each student, and will be determined by the instructor based upon the goals set at the beginning of the semester and the requirements of the department and/or College of Music. All students are expected to
make satisfactory progress through hard work, diligent preparation, and successful musical performances.

It is expected that each student will completely prepare for each lesson. This is essential for your success as a trumpet artist.

Course Overview

Students will receive 13 applied lessons over the course of the semester. During each lesson students will be given specific assignments that are to be performed the subsequent week. It is expected that the student will come fully prepared for each lesson. This is not only necessary to receive a satisfactory grade in the course, but to also prepare you for the real world facing you upon graduation. Whether one will be a performer and/or an educator, preparation is essential ingredient to your success. We have high standards in the University of North Texas Trumpet Studio and expect every member to uphold that standard and tradition.

Ensemble Auditions and Ensemble Participation

All applied trumpet students (MUAM and MUAC) are required to audition for classical ensembles every fall semester. The Wind Studies division organizes these auditions and posts audition music and procedures on their website on August 1. Additionally, it is also expected that every student (MUAM and MUAC) who participates in marching band will also participate in a concert ensemble. Should there be any other exception made, it must be done in consultation with the trumpet faculty. Any exception will be rare and must be justified by a true hardship. Work, practice, or other pursuits are not valid reasons for not participating in ensembles. Failure to consult with faculty (and not participate in auditions/ensembles) will jeopardize your standing in applied lesson study.

Jazz majors are not required to audition for classical ensembles unless they wish to. Placement in classical ensembles must not conflict with placement in Lab Bands. Secondary trumpet students can audition for ensemble placement but are not required to.

Studio class

Here is the schedule for studio classes and trumpet departmental:

Monday: Dr. Bergman’s Studio Class, MU 132, 12-1 pm  
Wednesday: Trumpet Departmental, Recital Hall, 12-1 pm  
Friday: Prof. Holt’s Studio Class, MU 132, 12-1 pm

Students studying with Dr. Bergman or Prof. Holt are required to attend their respective studio classes. Attendance at the other studio class is strongly encouraged. Those studying with a teaching fellow are also strongly encouraged to attend studio classes. Doing so will increase your opportunities for growth on the trumpet, as well as your ability to join those studios in the future.
Attendance at Trumpet Departmental is required for all students taking applied lessons.

Attendance in departmental will be monitored. Students are allowed one excused absence per semester in departmental. The excuse must be sought in writing to a faculty member. Any additional absences will result in a zero in the attendance average of your semester lesson grade.

Every student should plan to perform at least one solo piece on at least one trumpet studio departmental each semester unless officially excused. The piece may be unaccompanied, but if it was composed with accompaniment, it must be performed with accompaniment. Each studio will be assigned specific weeks in departmental. Plan your performances in departmental during the week your studio is assigned. See attached calendar. You are encouraged to procure accompanists early. They tend to charge more as the semester progresses and can eventually become impossible to find.

Dropping the Course

From the 2016-2017 UNT Course Bulletin:

Students who wish to drop a course before the 12th class day of fall or spring terms/semesters or before the equivalent dates for summer sessions, may do so in the Registrar's Office or at my.unt.edu. After the 12th class day for fall or spring terms/semesters or the equivalent dates for summer sessions, students must first receive the written consent of the instructor prior to dropping a course. The instructor may withhold consent for students to drop for any reason provided the instructor has informed students in writing at the beginning of the semester. Students applying for financial aid are required to notify Student Financial Aid and Scholarships before dropping any class to learn how it will affect current or future financial aid eligibility.

The grade of W is recorded for any course dropped with the instructor's consent prior to the end of the sixth week of classes for fall or spring terms/semesters or the equivalent dates for summer sessions. After that time, the student must have a passing grade for the instructor to assign a grade of W for a dropped course; otherwise, the grade WF is recorded.

Instructors may drop students with grades of WF from courses for nonattendance at any time after the completion of the sixth week of classes for fall or spring terms/semesters or the equivalent dates for summer sessions. See "Class Attendance" in this section.

No student may drop any course after the designated day of a given semester's 10th week for fall or spring terms/semesters or the equivalent dates for summer sessions. Drop procedures must be completed by 5 p.m. on the deadline dates specified in the online academic calendar (at www.unt.edu/catalog). After these dates, a student may not drop a course for any reason.

See the online Schedule of Classes at www.unt.edu/registrar for drop procedure and instructions.
**Required Materials**

All necessary materials must be brought to every lesson, including solos, etudes, excerpts, ensemble parts, and equipment. Solos, etude and excerpt books you don’t already own can be checked out from the music library, or ordered from vendors such as Pender’s Music Company, Hickeys Music Center, or Robert King Music Sales, etc. You may be asked to purchase certain materials deemed necessary for your musical growth and development. Materials owned by your teacher may be checked out with the understanding that 1) a request for the immediate return of the materials can occur when necessary, 2) it is your responsibility to replace any property that is lost or damaged, 3) you must return the materials in the same condition as they were received, and 4) the teacher reserves the right to issue an incomplete or a failing grade if materials are not returned by the end of the school year in an acceptable condition. Your teacher also reserves the right not to check out their personal materials.

**Instruments**

All trumpet majors are required to own professional level instruments. Anticipate the need to purchase a C trumpet, piccolo, E-flat trumpet, and/or flugelhorn during your time in school. Jazz majors should anticipate purchasing a flugelhorn.

**Preparation**

Arrive at your lesson *completely* prepared on the assigned material from the previous lesson. The lesson is not the time to practice or make excuses for lack of preparation. It is the time to perform and demonstrate the progress you have made.

*Complete* preparation includes:

- Knowing all the correct notes
- Knowing all the correct rhythms
- Knowing all the musical terms on the page, even those in a foreign language
- Making a *musical statement* with everything you perform

Your weekly and semester lesson grade is *directly* affected by your *preparation*!

If you encounter any potential problems in your preparation, please speak with your professor. It is easy to work out a solution if there is an open dialogue. However, if there is no dialogue, we will assume that your preparation is a sign of your commitment, and you will be graded accordingly.

**Course Grading**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Jury or Recital Performance</td>
<td>30%</td>
</tr>
<tr>
<td>Weekly Lesson Grades (average)</td>
<td>50%</td>
</tr>
<tr>
<td>Studio Class Projects/On-campus and Departmental attendance/Other Assignments</td>
<td>20%</td>
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Applied Trumpet Lessons, 2016-2017  
Revised September 1, 2016
Off Campus Attendance (extra credit) 10%

**Weekly Lesson**

Students will receive a specific numeric grade for each lesson. This grade is based on the student’s *successful performance* and *preparation* of your various assignments. The better prepared one is, the better the grade, and vice versa. Students can request to see their weekly lesson grade at any time.

**Grading Ruberic**

100-95: *Completely mastered* with no mistakes or problems  
95-90: *Nearly mastered* with a few minor mistakes or glitches  
85-90: *Above average* with several mistakes  
85-80: *Average* with multiple mistakes, but not passable. It will be reassigned.  
80-75: *Below average* with too many passages and concepts that are unprepared. It will be reassigned and is not acceptable. This level of preparation and anything below this is unacceptable for a trumpet player at the University of North Texas - our standard is much higher. A new plan needs to be made.  
75-70: *Not sufficiently prepared* with too many mistakes and not performable.  
70-60: *No effort*. Will fail lesson and in jeopardy of failing the semester.

**Final Examination Jury**

The Final Examination Jury is performed for the brass faculty, or applied professor and teaching fellow(s), at the end of each semester of private study and will constitute one-half (50%) of your semester lesson grade. Every undergraduate student taking applied lessons is required to perform a jury each semester until they pass their UDE. Then they perform either a recital or jury once a year after that at the determination of the instructor.

Graduate students perform a jury in their first semester of study, and then a jury or recital each year after that. A recital can fulfill the jury requirement with professor approval. A jury can also be required any semester at the request of the faculty. The jury consists of a prepared solo with accompaniment.

**Event Attendance**

Students are expected to attend all required performances and trumpet recitals (student, faculty, guest artist, etc.) unless excused no later than prior to the day of the performance. If one must miss something, they may “substitute” the recital (in consultation with their teacher) by attending the dress rehearsal. Please obtain permission from the performer first.

We should attend these events to support our colleagues and guests, in addition to increasing our own educational experience. Attending concerts is vital to your growth as a musician. Teaching non-UNT private lessons, or another outside commitment is not a valid excuse for missing required studio events.
**Off-Campus Concert Attendance Requirement**

All students can attend a minimum of two major off-campus professional musical performances each semester for extra credit. Written reviews of these two performances must be submitted within 30 days of each attendance. Reviews are submitted electronically and should be sent as an email attachment to your trumpet instructor. Examples of appropriate performances include the Dallas Symphony Orchestra, Dallas Wind Symphony, Dallas Opera, Fort Worth Symphony Orchestra, Lone Star Wind Orchestra, and tour presentations of major professional brass quintets, professional orchestras or military bands. Contact your instructor if you have questions about what venues are appropriate.

**Lesson Attendance Policy**

Attendance at your weekly lesson is mandatory. You are expected to arrive fully prepared – all your notes and rhythms learned. You should be ready for your lesson (warmed-up, all music/books/mutes/trumpets, and materials) at least 5 minutes prior to your lesson.

**Missing a Lesson**

Each student will receive one regularly scheduled lesson per week (55 minutes) unless other arrangements have been made. Except for an emergency or sudden illness, you must provide your teacher with no less than a 24-hour notice if you must miss a lesson. Absences due to illness, emergency, certain College of Music functions, or other unavoidable difficulties which seem reasonable will be excused and rescheduled as long as the instructor is notified well in advance.

An unexcused absence will not be rescheduled and may result in the letter grade being lowered one letter. Each additional unexcused absence may result in a one-letter grade reduction (refer to UNT Brass Area Handbook). If your teacher is absent, the lesson will be rescheduled.

Ultimately, it is your responsibility to make sure you complete any make-up lessons, whether you, or the professor reschedule them. Instructors will make every honest effort to be available and have open time; however, if you do not seek out make-up lessons, you will forfeit any make-up lessons you need.

**Late Assignments or Projects**

There are no late assignments or projects. Every assignment is to be prepared and performed in the assigned lesson or studio class.
**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 classroom, labs, discussion groups, field trips, etc.

LINK: Student Code of Conduct - 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.

LINK: eagleconnect.unt.edu/

**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, 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.

LINK: http://facultysuccess.unt.edu/academic-integrity

**ADA 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 Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should
be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation.

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

**Fall Semester Academic Schedule (with Add/Drop Dates)**
http://catalog.unt.edu/content.php?catoid=15&navoid=1228

**Final Exam Schedule**
http://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 registered hours per term. 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 being doing so.

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.

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 Blackboard 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.

Link: essc.unt.edu/registrar/ferpa.html

DEPARTMENTAL CALENDAR – Fall 2016

August 31  Syllabus review, Discussion of expectations and policies
September 7  Trumpet Fundamentals
September 14  Bergman Studio
September 21  Zhongui Dai Master Class (Central Conservatory, Beijing)
September 28  Holt Studio
October 5  Bailey Studio
October 12  Wallin Studio
October 19  Bill Campbell Master Class (University of Michigan)
October 26  Pratt Studio
November 2  Gordon and Lankford Studios
Trumpet Showcase Auditions
November 9  Goldman Studio
November 16  NTC Performers/Ensembles perform (will record)
November 23  THANKSGIVING – No Class
November 30  Jury preparation performances
December 7  Juries – NO CLASS
Spencer Wallin is the TF with responsibility over departmental this semester. Please send him your program information by the Sunday just before your performance in departmental. Program information needs to follow the program guidelines found at this website: http://music.unt.edu/sites/default/files/recitalProgramInformationSheet.pdf.