Course: Applied Clarinet
MUAS, MUAC, MUAM 1511, 3511, 5511, 6511
Individual Lesson Times by Arrangement
Weekly Studio Class, Friday 1:00-1:50pm
Spring 2021

Instructors:
Daryl Coad, Principal Lecturer of Clarinet
Deborah Fabian, Principal Lecturer of Clarinet
Phillip O. Paglialonga, Associate Professor of Clarinet
Kimberly Cole Luevano, Professor of Clarinet
Gregory Raden, Adjunct Professor
Seok Hee Jang, Teaching Fellow

Course Objectives
The primary goal of this course is to prepare students to perform and teach the clarinet at a professional level.

Required Materials
Various method books and solos will be required for this course; however, because of the individually specific nature of this course, they will be determined as required during the course of the semester by the instructor. Students will be expected to purchase all required materials in a timely manner as determined by the instructor.

Assessment and General Expectations
The evaluation of progress in applied music is, to a great extent, a subjective decision based on the teacher’s view of the student’s growth. In this course progress is monitored through a variety of means:

1. Weekly Progress. Student progress is evaluated weekly in terms of preparation and progress in a variety of assigned materials, including, but not limited to: repertoire, etudes and technical exercises.

2. Public Performance. Student performance in recitals, studio class and other on campus venues are closely evaluated in terms of both quality of performance and preparation.

3. Jury Examination. All students complete both a repertoire and technique jury each term for a panel of applied faculty members. Together, these two examinations function as the final exam for this course.

4. Lesson Observation Paper [Undergraduate and Masters Students Only]. Students are required to observe a clarinet lesson taught by a professor other than their primary instructor before Friday, November 5, 2021. Students must then write a paper that conforms to the detailed guidelines provided at the start of each term. The paper must be submitted electronically by the time of the repertoire jury to the student's primary professor. Papers not meeting the
minimum standards of the assignment will have their final course grade lowered a minimum of 5%. Students submitting a paper after this hard deadline will have their final course grade lowered by 5%.

5. **Clarinet DMA Class [DMA Students Only].** All DMA students must attend and participate fully in Clarinet DMA Class. Those students with a large ensemble conflict must find someone to record the weekly class so that they may still fully participate. (Note: it is the responsibility of the student who has a conflict to arrange this.) Those students not participating in Clarinet DMA Class fully can have their final course grade lowered up to 10% at the discretion of the instructor.

6. **Weekly Lesson Attendance.** All students are expected to attend all lessons. Should the need arise to miss a lesson students must cancel well in advance of the lesson. Make-up lessons are given at the discretion of the instructor.

7. **Other Attendance Requirements.** All students, regardless of major and concentration, are required to attend the following. Attendance will be taken with a sign in sheet. Students must be sure to sign in and stay to the end of the performance.
   a. **Studio Class on Fridays 1:00pm-1:50pm:**
      i. All students are required to attend weekly studio class. Students are allowed one absence per semester without penalty (either excused or unexcused), beyond this every absence will result in the final course grade being lowered by one letter.
      ii. Students who miss two or more studio classes because of extenuating circumstances must complete an alternative assignment to avoid a penalty. Generally, students must notify faculty of the potentially qualifying circumstance at least two weeks in advance in order to avoid a penalty. Last minute emergencies (medical issues that can be substantiated with a doctor’s note, or family emergencies) will be accommodated at the discretion of the instructor.
   b. All relevant master classes/workshops and other special events (as defined by the faculty);
   c. All clarinet faculty performances and all clarinet guest artist performances. The number of these concerts, in addition to clarinet student degree recitals or additional woodwind faculty recitals (as outlined in b. above), must equal a minimum of six concerts per term.

     Students not fulfilling these attendance expectations will have their grade lowered one full letter. Excused absences, such as personal or family illness, class conflict or other qualifying reasons must be approved in advance in writing by the instructor to avoid a grade penalty.

8. Students are responsible for all other requirements outlined in the Clarinet Handbook, which is available online (music.unt.edu/clarinet).

The final course grade will be derived by the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
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<tbody>
<tr>
<td>Attendance/Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Weekly Lesson Assessment</td>
<td>60%</td>
</tr>
<tr>
<td>Technique Jury</td>
<td>10%</td>
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<tr>
<td>Repertoire Jury</td>
<td>20%</td>
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In the event of a semester in which a degree recital serves in place of a Repertoire and/or Technique Jury, the following applies:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>
Weekly Lesson Assessment 90%

The final letter grade will be computed on the basis of the following scale:

- A (90-100%)
- B (80-89%)
- C (70-79%)
- D (60-69%)
- F (0-59%)

COVID-19 Impact on Attendance
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of the course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. Contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

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.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Recordings & Student Likenesses
Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

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.
**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.

**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.

**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 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 Access.

**UNT Policy Statement on Diversity**
UNT values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success.

UNT does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities.

**Registration Information for Students**
See: [Registration Information](https://registrar.unt.edu/students)

**Academic Calendar at a Glance, 2021-2022**
See: [Academic Calendar](https://registrar.unt.edu/sites/default/files/Fall_2021_Academic_Calendar.pdf)

**Final Exam Schedule**
See: [Fall Final Exam Schedule](https://registrar.unt.edu/exams/final-exam-schedule/fall)

**Financial Aid and Satisfactory Academic Progress**
*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 schedule a meeting with a College of Music academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

LINK: http://financialaid.unt.edu/sap

Graduate
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 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.

Link: http://ferpa.unt.edu/

Counseling and Testing
UNT’s Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center's website for further information: http://studentaffairs.unt.edu/counseling-and-testing-services.

For more information on mental health issues, please visit: 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
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. After the 12th class day, students must first submit a completed “Request
to Drop” form to the Registrar’s Office. The last day for a student to drop a class in Spring, 2020 is March 30th. Information about add/drop may be found at: https://registrar.unt.edu/registration/spring-add-drop

**Student Resources**
The University of North Texas has many resources available to students. For a complete list, go to: https://www.unt.edu/sites/default/files/resource_sheet.pdf

*Faculty reserves the right to alter this syllabus, as deemed appropriate, during the course of the semester.*
You don’t need me to tell you that the musical world is full of diversity and uncertainty, and all of you will undoubtedly make many different career choices upon your commencements. My desire is for you, no matter your level of study, is that you graduate as analytical, thoughtful, competent musicians who will be ready for whatever situation presents itself to you. As a clarinetist and music educator, your lessons will help you develop a complete, thorough knowledge and competency of clarinet repertoire and pedagogy--which will serve as the foundation for your artistry. It is expected that each of you, through lessons, performances, studio class, ensembles and assignments, strive to reach your fullest musical potential. Your development is not merely confined to this campus. You are part of a larger musical community, and you must keep pace with industry standards by engaging in a strict practice regiment and by continually striving for excellence in musicianship and scholarship.

**Assessment and General Expectations:**

Your semester grade consists of the following components:

- Weekly Lessons
- Repertoire Jury Examination
- Technique Jury Examination
- Lesson Observation (and report)
- DMA class (for DMA students)
- Recital Attendance (and report)
- Studio class attendance and participation
- Other assignments (Questionnaire, Assessment, Questions to Ask)

Your final course grade will be derived by the following:

- Attendance/Participation: 10%
- Weekly Lesson Assessment: 60%
- Technique Jury: 10%
- Repertoire Jury: 20%
In the event of a semester in which a degree recital serves in place of a Repertoire and/or Technique Jury, the following applies:

- Attendance/Participation: 10%
- Weekly Lesson Assessment: 90%

Your final letter grade will be computed on the basis of the following scale:

A (90-100%). All assigned material prepared in a superior manner, meets all expectations.
B (80-89%) All assigned material prepared to a proficient level, close to expectations.
C (70-79%). Material prepared, but not meeting potential.
D (60-69%) Walking through the door but unprepared.
F (0-59%). Missed lesson without prior notice or legitimate reason.

**WEEKLY LESSON INFORMATION:**

There will be 13 lessons per term; each lesson will be graded on evidence of preparation and one week's growth in the practice room. The material for lessons will be assigned according to each student's needs and respective level. Barring any special medical issues, I expect your practice to be consistent and efficient, and I would expect a minimum of 3 hours a day of practice for MUAM enrollment and 1.5-2 hours for MUAC enrollment.

Generally, one etude at a PERFORMANCE level will be coached each week; a minimum of TWO complete works will be covered each Non-Recital term. Typically, at least one of these works will be a work with piano. You are also responsible for preparing the technical requirements as assigned on a weekly basis. Please upload recordings of weekly technique assignments to your Google drive for evaluation.

Your weekly lesson grade will be based upon:

- Quality of preparation
- Consistency of preparation
- Consistency of progress
- Amount of material covered and mastered
- Attitude and professionalism
- "Non-clarinet" preparation (Weekly lesson log, score study, recording evaluation, listening to recordings, uploading scores, conducting and singing your part, etc.)

The lesson letter grade will be computed on the basis of the following scale:

A (90-100%). All assigned material prepared in a superior manner, meets all expectations.
B (80-89%) All assigned material prepared to a proficient level, close to expectations.
C (70-79%). Material prepared, but not meeting potential.
D (60-69%) Walking through the door but unprepared.
F (0-59%). Missed lesson without prior notice or legitimate reason.
**Grade sheet:** I have created a grade sheet for each student to track lesson grades, technique grades, and requirements for the term that will be kept and updated in your folder in the Google Drive. If you have questions about any aspect of the grading sheet (or your grade), please ask at any time.

**Technical Requirements:** To ensure that you encounter a wide spectrum of exercises and studies to enhance your fundamental skills, I created a “Course of Study/Technical Requirements” that is housed in the Google Drive. Assignments for technical requirements for each lesson (and each term) will be based on this curriculum. This term, to save valuable lesson time, I ask that you record your technical requirements each week and upload the recordings into your folder on the Google Drive. I will grade your recordings according to a rubric I created (also available in the Google Drive.) I will hear your technical work as needed, but this way, we can devote a majority of your lesson time to tone, etudes and repertoire.

**Weekly Lesson Attendance:** Perfect attendance is expected for lessons, studio classes, and recital attendance, however, should the need to miss a lesson or any required event, please inform in advance of the lesson as much as possible. Given the current situation of Covid 19, please DO NOT COME TO YOUR IN-PERSON LESSON if you have any symptoms of illness. We can either reschedule your lesson for a later date or change your in-person lesson to remote. A lesson will be excused for a valid reason including (but not limited to): illness, family emergency, and conflict with University Ensemble performances. Make-up lessons will be scheduled at my discretion. I, in turn, will need to reschedule some lessons this semester.) As much as possible, I will notify you of any necessary changes in a timely fashion and, of course, will reschedule any missed lessons.

I think you all surmise that any missed make-up lessons on your part will receive a failing grade averaged into your final grade.

**Lesson Scheduling:** You will sign up for your lesson time using the “Weekly Schedules” template found on Google Drive. If, for any reason, the remaining times for a given week don’t align with your academic class schedule, please let me know, and we will identify other times.

**I typically run over...:** I am always enthusiastic about getting you as much information as possible in your lessons. Therefore, it is not uncommon for me to run overtime in lessons. If you have another commitment immediately following your lesson, please help me to stay on schedule by letting me know at the beginning of your lesson and by setting a timer so that we finish on time.

**Public Performances:** Performance in recitals, studio class and other on campus venues will be evaluated in terms of quality of performance (Maturation and control demonstrated) and preparation and considered as part of your “Attendance and Participation” grade.
JURY EXAMINATION POLICY:

All students complete both a repertoire and technique jury each term for a panel of applied faculty members. Together, these two examinations function as the final exam for this course. Your jury performance will be evaluated on:

- Clear, consistent tone quality;
- Dynamic and tonal control;
- Sensitivity to intonation;
- Rhythmic precision and control
- Appropriate musical style (and articulation);
- Technical accuracy;
- Expressive phrasing;
- Understanding of the formal organization of the piece.
- An appreciation of stage presence and the art of performing.

ATTENDANCE/PARTICIPATION COMPONENTS:

**Studio Class:** All students, regardless of major and concentration, are required to attend Studio Class on Fridays from 1:00pm-1:50pm. This class is a forum for performance and discussion of music/clarinet related topics. Its primary purpose is to give students the opportunity to perform for each other and receive feedback from fellow students and myself. The class is also used to presentations, lectures and topics ranging from technical skills, pedagogy, new music, recordings, career management, and other various topics of interest.

Each student is required to perform at least once each term, for which a schedule will be provided. This will be a great opportunity for those preparing for auditions, juries, studio, and degree recitals.

All students are required to attend weekly studio class. Students are allowed one absence per semester without penalty (either excused or unexcused), beyond this every absence will result in the final course grade being lowered by one letter. Students who miss two or more studio classes because of extenuating circumstances must complete an alternative assignment to avoid a penalty. Generally, students must notify faculty of the potentially qualifying circumstance at least two weeks in advance in order to avoid a penalty. Last minute emergencies (medical issues that can be substantiated with a doctor’s note, or family emergencies) will be accommodated at the discretion of the instructor.

**Recital Attendance:** In addition to studio class, you are expected to attend:

1) All relevant master classes/workshops and other special events (as defined by the faculty)
2) All clarinet faculty performances and all clarinet guest artist performances. The number of these concerts, in addition to clarinet student degree recitals or additional woodwind faculty recitals (as outlined in b. above), must equal a minimum of six concerts per term. You are also expected to write a brief observation of these concerts using a provided template.

Generally, it is expected you attend all performances given by your KCL Studio colleagues and to attend as many other clarinet concerts as possible. Your growth depends on reinforcement of concepts discussed in lessons and studio class. We do this by LISTENING.

If you are unable to attend a performance in person, you may listen to a recording and submit the observation.
Lesson Observation Paper [Undergraduate and Masters Students Only]:

Students are required to observe a clarinet lesson taught by a professor other than their primary instructor. Students must then write a paper that conforms to the detailed guidelines provided at the start of each term. Papers not meeting the minimum standards of the assignment will have their final course grade lowered a minimum of 5%. Students submitting a paper after this hard deadline will have their final course grade lowered by 5%.

Clarinet DMA Class [DMA Students Only]:

All DMA students must attend and participate fully in Clarinet DMA Class. Those students with a large ensemble conflict must find someone to record the weekly class so that they may still fully participate. (Note: it is the responsibility of the student who has a conflict to arrange this.) Those students not participating in Clarinet DMA Class fully can have their final course grade lowered up to 10% at the discretion of the instructor.

Other studio assignments:

Lesson Log: Before each lesson, please complete a lesson log to your Google folder (template in the Google Drive) that details your work, observations, and goals for the week in addition to clarifying what you’ve prepared for each lesson and listing any questions you may have.

Repertoire List: In an attempt to help you begin documenting your professional life and to help me better understand what repertoire suggestion to make each term, I ask you to create/update your repertoire list and upload it to your Google folder. A template for the rep. list is found in the Google Drive.

Technical requirements—record and upload: So that we may maximize your lesson time for etudes, repertoire, and overall problem solving, it is my hope that a majority of your technical assignments be recorded and uploaded to your Google folder before your lesson. I will evaluate the recordings using the rubric uploaded to the Google Drive, and if it seems that we need to review this material in lessons, we will do so.

Upload musical scores: To help make remote instruction as efficient as possible, please upload a .pdf of the complete score of your etudes and repertoire for the term.

Grade Sheet: I have created an online grading sheet for each of you that is located in your individual folders. My hope is that this will make evaluation (and self-evaluation) obvious. As ever, please ask promptly if you have any concerns or questions about your grades. My hope is that your grade is primarily a marker of your progress toward your stated goals—something that holds you accountable to stated goals.

Studio Questionnaire (fall only)/Skills assessment (fall and spring)/“Questions to Ask About Works You are Studying”: Please complete these items each term and upload them to your Google folder. Please submit the Questionnaire and Assessment before your first lesson. “Questions to Ask” should be completed within 2 weeks of beginning new repertoire.

FURTHER LESSON EXPECTATIONS:

- Record and annotate each lesson (ideally video) so that you may refer to these recordings throughout the week for your own comprehension and growth.
- Plan for a minimum of two lessons/coachings with your pianist for each work performed. Please plan accordingly with your finances.
- Jury repertoire will be performed at least once in public prior to jury, ideally in studio class or in mock jury performances to be scheduled.
• Perform regularly in studio class, a minimum of two times in the term.
• Be exceptionally well acquainted with the scores to your repertoire through vigilant score study and regular listening to recordings.
• Observe other students’ lessons. (All instructors’ lessons are open at the mutual discretion and approval of both the teacher and student.)
• I expect that you should own or borrow music and scores from the UNT library. Many scores are available for download from IMSLP. Photocopies, except while waiting for the printed score to arrive, are not only unacceptable but illegal.

RECITAL EXPECTATIONS/POLICIES:
I am delighted that you will prepare recitals and am eager to assist. Please try your utmost to schedule coaching sessions with piano and/or chamber groups during your regularly scheduled time. If this is not possible, please attempt to trade lessons with a colleague. In the last case scenario, we will investigate rescheduling your lesson.

• Plan for a minimum of two lessons/coaching with your pianist with me for each work performed. Please plan accordingly with your finances.
• Recital repertoire will be performed at least once in public prior to recital, ideally in studio class, ideally with pianist.
• I expect those presenting degree recitals to provide well-written program notes for each work included on the program. These notes should be made available to recital attendees. Please have a draft of your notes ready at least a week in advance for my editing.
• If your recital performance falls before or at midterm, it is my discretion whether or not you will perform a jury at the end of the term.
• Please try to schedule a dress rehearsal time when scheduling your recital time. Please coordinate with me before scheduling these times. I am happy to attend dress rehearsal times during the regular business day hours or as early as necessary in the mornings. However, it is difficult for me to attend dress rehearsals in the evenings, especially those after 9 pm. Please do your utmost to consider these guidelines in scheduling.

Lesson Materials: Handbooks of materials including the “KCL Handbook”, “ELV Handbook”, and UNT Handbook are compiled for your use in lessons and uploaded to the Google Drive—along with a great deal of other materials. You are expected to have your own copy of all etude and method books and repertoire in print from which we work. Handbooks may be printed in UNT Computer Labs and collated by Eagle Images in the UNT union for minimal cost.

Group Warm Ups: In an effort to encourage daily, diligent attention to fundamentals and in an effort to help you learn to organize your own warm ups in practice, I offer 2 group warm up sessions weekly for you to participate in. These are not required; however, they are strongly recommended. My observation is that students who attend regularly develop significantly stronger fundamental skills during their time at UNT than students who choose not to attend. As an encouragement, I am willing to offer “bonus credit” for your lesson grade for weekly attendance.

Other Miscellaneous Stuff:
The studio has an extensive CD/Tape/Record library, and an extensive collection of literature. These materials can be made available to you through a sign-out procedure. Any materials may be borrowed for a maximum of one week, so that you may study them, copy them (at your own risk), or practice them. If you borrow pieces or etudes books and would like to copy them, please do so and order the etudes/pieces promptly so that you are not in possession of photocopied materials---this is for your own protection! Furthermore, I ask that you return materials ASAP after
you check them out so that they may be accessible to others in the studio. Careful attention to these guidelines is much appreciated. We are very fortunate to have the former personal libraries of James Gillespie and John Scott as part of our studio library, as well as decades of main library acquisitions for clarinet.

**Reference letters:** I am delighted to provide reference letters in your behalf. Please provide me two weeks' notice in advance of the deadline so that I will have your letter for you promptly.

**International Clarinet Association:** I highly encourage each of you join the International Clarinet Association. Dues are $25 a year for students. As a member, you will receive *The Clarinet* magazine in addition to other benefits. The magazine is terrific for staying informed of "the latest" in the clarinet world.

**DFW area music events:** I HIGHLY ENCOURAGE you to take advantage of the many events offered in the Dallas/Ft. Worth Metroplex including the Dallas Symphony Orchestra, the Fort Worth Symphony Orchestra, the Dallas Wind Symphony, and many, many others. For many of these organizations, student tickets are offered at a greatly reduced rate. Keep a calendar of local events and concerts and attend as many of them as you can!

**Questions:** are welcomed at any time! I’ll do my best to answer, and I’ll look up the answer if I don’t know it. I absolutely expect and welcome your input and active participation. Your colleagues are also a tremendous source of information and inspiration. Don’t hesitate to ask questions of any UNT clarinet faculty if I am not available.

**Problems/Concerns:** I take very seriously my responsibilities as your teacher. I will do my utmost to guide you using the knowledge and experience I have gained throughout the years. I trust that you will trust my experience and judgment. However, I realize that our perceptions may sometimes differ, and I’m happy to discuss these differences. Don’t hesitate to notify me at once if you are having any difficulties or problems regarding your lessons.