

University of North Texas Trombone Studio
Applied Music Syllabus
Updated Fall 2025

Practice

Every student is expected to practice a **minimum** of two to three hours per day in addition to the necessary ensemble rehearsals. If you are unable to schedule this, please speak with your teacher immediately.

Materials

All necessary materials must be brought to every lesson, including solos, excerpts, play-alongs, ensemble parts and equipment. Solos, etude and excerpt books, and other printed materials you don't already own can be checked out from the music library, from your teacher, or ordered from vendors such as Pender's Music, Hickey's Music Center, JWPepper.com and Jazzbooks.com, just to name a few. 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 at any point, 2) it is your responsibility to replace any property that is lost or damaged, 3) you must return the materials in the same general condition as they were received, and 4) **the teacher reserves the right to issue an incomplete or a failing grade if said materials are not returned by the end of the school year in an acceptable condition.**

Performances

Every student studying with a faculty member is required to perform a solo piece on at least one trombone studio departmental each semester unless officially excused. Trombone chamber ensembles are also required to perform on departmental at least once each semester. Students who are required to perform on a departmental will be assigned a departmental performance date. The piece may be unaccompanied, but if it was composed with accompaniment, you **MUST** perform it with accompaniment. Any trombone student may perform on departmental with his/her teacher's approval. Departmentals become very crowded at the end of the semester so please sign up as early as possible. It also pays (\$\$\$) to procure pianists early. They tend to charge more as the semester progresses and can eventually become impossible to find. Consult your instructor before booking a pianist or consult our official list on Teams.

Juries

Juries take place at the end of each semester. All students who are required to play a jury during that time are evaluated to determine if they have made sufficient improvement to meet the standards for continued study. The teacher reserves the right to veto your choice of accompanist(s). To find out if you are required to play a jury at the end of the semester please consult your applied teacher. Students should not schedule their end-of-semester jury against a regularly scheduled class. In addition to normal juries, there are two types of undergraduate barrier juries: upper division exams (UDE) and concentration proficiency exams (CPE). The following paragraphs provide an explanation of each.

Upper Division Exam (UDE)

Before registering for brass lessons at the 3500 level, all undergraduate concentration and performance students must pass an Upper Division Examination (UDE). This examination is administered at the end of the 4th semester of 1500 level study. Students must exhibit an

acceptable, characteristic sound with good intonation, rhythmic stability, range, endurance, etc. in the performance of specific repertoire. If this exam is not passed after the first attempt, additional credit hours may be required by the jury and must be completed before the upper division 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. Works to be performed at this examination must be chosen from the UDE repertoire list in consultation with the student's instructor. This list can be found in the brass area handbook. Exceptions to this list require the advanced approval of the appropriate applied faculty.

Concentration Proficiency Exam (CPE)

Undergraduate concentration students must pass a Concentration Proficiency Exam (CPE) to complete their applied music study. This exam, which takes the place of the normal jury, is usually performed at the end of the 6th semester of applied study but may be performed earlier. The appropriate applied faculty must approve the repertoire in advance. If this exam is not passed after the first attempt, additional credit hours may be required by the jury 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. An acceptable recital, adjudicated by faculty, may substitute for this exam.

Attendance Policy

Students are required to attend trombone departmentals, trombone ensemble performances, guest artist performances and masterclasses, and trombone faculty performances and masterclasses. In addition, students must attend 75% of the trombone student recitals each semester. You can choose which recitals, but don't wait until the end of the semester. Students are also required to attend a minimum of **three** off-campus performances of a professional (non-scholastic) ensemble, i.e. Dallas and Fort Worth Symphonies, Dallas Opera, Dallas Winds, etc. At least *one* of these ensemble performances must feature a style of music outside of the student's discipline, i.e. if you're a performance major, one of your off-campus performances can feature jazz. The student will submit to their teacher a minimum ½ page description of each performance by the end of the semester.

Students are encouraged to attend all student recitals and large ensemble performances involving trombone (Note: your large ensemble may have its own attendance policy). Attendance *will* be taken at all trombone events, regardless of whether or not the event is required. Support your colleagues as you will appreciate theirs.

Trombone Choir

Participation in trombone choir is expected for all trombone students studying at the MUAC/MUAM level or with a faculty member. **Failure to participate in a trombone choir will have a negative effect on your studio grade.** Note: Participation in the U-Tubes will satisfy the trombone choir requirement for jazz studies majors who are at the sophomore level or above. Jazz studies majors who don't play in the U-Tubes must play in a trombone choir.

Evaluation

Each lesson will be evaluated based on preparation of assigned material. The final grade will be based on your jury grade, weekly lesson preparation, and attendance (lessons, departmental,

trombone choir, scale/tune jury and required events and performances). The percentage is as follows:

Classical Instruction Percentages

Lesson Preparation and attendance: 50%

Jury: 30%

Scale/Tune Midterm: 10%

Attendance: 10%

Jazz Instruction Percentages

See Jazz Trombone Syllabus

Scale/Tune Midterm

The scale/tune midterm consists of an assigned set of scales and tunes playable by ear and by memory in all twelve keys. Every student, with the exception of secondary trombone students, is required to play a scale/tune jury. This exam will take place during or around mid-term week. Specific requirements for this jury will be communicated at or near the beginning of the term.

Rescheduling Lessons

Each student will receive one regularly scheduled lesson per week (50 minutes for majors, 25 minutes for secondary students) unless other arrangements have been made. Call, leave a message or send a text or email whenever you cannot come to 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. Each student will receive at least 12 lessons per semester. If the teacher is absent, the lesson will be rescheduled.

Protocol

Every student is required to conduct himself/herself in a highly professional manner and to treat fellow students as they would prefer to be treated. This is a skill necessary for success as a professional. All students should feel safe, welcomed, and accepted by others in this studio.

Unprofessional and/or unethical behavior will not be tolerated and will be dealt with quickly and decisively. If you witness any behavior from a studio member, please tell your teacher.

Preparation Advice

Make the most of the time you have by being well prepared. Come to lessons and ensemble rehearsals warmed up and ready to play. If you have a class just before your lesson, warm up earlier in the day. You have worked hard all week; make your lesson representative of that effort. The professors have an open-door policy with students. Please don't be afraid to discuss anything you deem pertinent to your development, either personally or professionally.

Health and Injury Prevention

Performing Arts Health Clinical Services are returning to the UNT College of Music, effective this semester. These services are not free of charge and will be the responsibility of the student. Services will be available in the Murchison Performing Arts Center in the Scionti

Green Room (PAC 143). For details about these PAH services and to make appointments, please refer to the PDFs in TEAMS.

In addition, **College of Music students now may be reimbursed for travel expenses to the Performing Arts Medicine clinic at UNT Health Science Center in Fort Worth.** To receive reimbursement, students must email Amy.Woods@unt.edu prior to their appointment to make the necessary arrangements for reimbursement. For more information about the clinic, see <https://www.unthsc.edu/patient-care/specialties/performing-arts-medicine/>.

INSTRUCTOR CONTACT INFORMATION

Faculty

Tony Baker, Professor of Trombone—Studio MA118

Email: tony.baker@unt.edu

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Steve Menard, Associate Professor of Trombone—Studio MU336

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Cell: (847) 226-5712

Tim Owner, Assistant Professor of Trombone—Studio MU112

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Nick Finzer, Assistant Professor of Jazz Trombone—Studio MU107

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Cell: (585) 329-2433

Note: Professor Finzer will be on faculty development leave during the Fall 2025. He will return Spring 2026.

Jack Courtright, Visiting Professor of Jazz Trombone for Fall 2025—MU107

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Ken Ebo, Visiting Professor of Jazz Trombone for Fall 2025—MU107

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Teaching Fellows

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****updated for Fall 2025****

Course Syllabi Information

For complete information on course syllabi requirements, please see the [university's policy](https://policy.unt.edu/policy/06-049).
(<https://policy.unt.edu/policy/06-049>)

In addition to the information below, course syllabi should minimally include the following information:

- Course Title and Course Number
- Course Objectives
- Instructor Office Hours
- Attendance Expectations
- Grading Criteria
- Statement on timely return of student work, particularly final exams or final projects
- Statement that students should not schedule their end-of-semester jury against a regularly scheduled class
- For Faculty, Teaching Fellows and Adjuncts:
 - ✓ All undergraduate syllabi for lecture courses are required by law to be available to the public. **At UNT, undergraduate syllabi for lecture courses should be uploaded into the Faculty Information System by the 7th class day.**
 - To access the Faculty Information System, go to your my.unt home page. Under the Faculty Tab, click on Faculty Information System.

- ✓ UNT requires that all graduate course syllabi to be uploaded into FIS.

Rather than including the text for the information below, it is also an option to include the links in course syllabi and review the information on the first day of class.

DEFIBRILLATORS IN THE COLLEGE OF MUSIC

- Music Building: Across from the west side of the Music Commons, directly across from the elevator
- Music Building: Third floor hallway, across from the staircase that comes up from the Copy Room. Next to Room 322
- Music Building: Across from the Copy Room next to Room 293
- Music Building: Voertman Lobby by the big double set of doors that lead out to the courtyard
- Music Building: Main Office (247) under the student worker's desk
- Music Annex: Next to room MA117, near the triple set of doors on the east side of the building
- Music Practice Building North: First floor on the Avenue C side
- Music Practice Building South: First floor on the Avenue C side
- Bain Hall: First floor by the restrooms
- Murchison Performing Arts Center: Located off the main lobby, beyond the grand staircase, across from the single occupancy restroom (next to the public water fountains)

ACADEMIC INTEGRITY

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

See: [Academic Integrity](#)

LINK: <https://policy.unt.edu/policy/06-003>

STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.

See: [Student Code of Conduct](#)

Link: <https://deanofstudents.unt.edu/conduct>

ACCESS TO INFORMATION – EAGLE CONNECT

Your access point for business and academic services at UNT occurs at my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

See: [Eagle Connect](#)

LINK: eagleconnect.unt.edu/

ODA STATEMENT

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester. For additional information see the Office of Disability Access.

See: [ODA](#)

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

Health and Safety Information

Students can access information about health and safety at:

<https://music.unt.edu/student-health-and-wellness>

Registration Information for Students

See: [Registration Information](#)

Link: <https://registrar.unt.edu/students>

Academic Calendar, Fall 2025

See: [Fall 2025 Registration Information](#)

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

Final Exam Schedule, Fall 2025

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/fall-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>