



APPLIED CARILLON
University of Florida
School of Music

Undergraduate: MVK 1415, 2425, 3435, 4445

Carillon studio website: www.arts.ufl.edu/carillon

SPRING 2016 -- CLASS MEETING TIMES

Weekly *required* meeting times:

Studio Class: Monday 4:05 – 4:55, UA West Conference Room, University Auditorium

*Tower masterclasses (TBD) on selected Tuesdays at 5:30PM

Individual Applied Lesson: TBA

Individual Practice Sessions: TBA

All carillon students are *required* to attend the following events:

Sunday Afternoon Carillon Concert Series

January 10

*Guest Artist: Julie Zhu
3PM*

February 14

*UF Studio
4PM*

March 20

*UF Studio
3PM*

April 10

*UF Studio
3PM*

**Please inform Dr. Ellis as soon as possible if you are unable to attend one of these recitals. If you must miss a Sunday performance your assistance will be required for either publicity or cataloguing of the program recording.*

As an FYI, summer Sunday programs will be held on May 15 (Guest Artist, Stacey Yang), June 12, July 17, and August 21. Please let Dr. Ellis if you are available to perform on any of the general studio concert dates.

The GCNA Congress will be held at Yale University from June 16-20 (<http://congress.yalecarillon.org/info>).

All carillon students are encouraged to participate in the Mini-Recital Series:

The daily series is held from 12:35–12:50 & 4:55–5:10 while classes are in session.

Instructor: Dr. Laura Ellis, 326 MUB
Phone: 352-273-3181; E-mail: lrellis@ufl.edu
Office Hours: TBA
(office hours will be announced following the scheduling of all applied lessons)

Auditorium Manager: Jason Degen
Auditorium Phone: 352-392-2346
E-mail: jdegen@performingarts.ufl.edu

Additional Office Contact: Nick Anders
nickand@ad.ufl.edu

REQUIRED TEXTS

Throughout the course of the semester, the student may be required to purchase carillon literature relevant to their level of expertise. For students in their first semester of carillon study, two texts will be recommended:

Leen't Hart, Carillon Playing

John Gouwens, Playing the Carillon: An Introductory Method

**this book may be purchased via the GCNA Publications Committee housed in the carillon studio*

PURPOSES AND GOALS

Applied carillon lessons are designed to provide the student with a solid foundation in pedal and keyboard techniques. The course of study will include technical exercises and representative literature. In addition, prepared students in the carillon studio will be active participants in the daily concert series and Sunday afternoon concert series.

ATTENDANCE

STUDIO AND LESSON ATTENDANCE IS REQUIRED OF ALL STUDENTS. Students are required to attend studio class and lessons and are responsible for all information presented or assigned. Attendance will be taken and participation in class is greatly encouraged. Predicted absenteeism should be discussed with the instructor no less than one week prior to the event. When possible, lessons will be rescheduled. **If you anticipate a scheduled absence, please consider "trading" lesson times with a colleague in the studio. This will ensure that Dr. Ellis and the carillon studio will be available during the rescheduled time.** Any student missing studio class for any reason is responsible for getting information and handouts from a fellow student, not the instructor. Tardiness and leaving early will affect attendance record. On certain days, some class sessions will not be in the regular classroom, so be sure to listen to announcements and check for studio e-mails regularly.

If you must be absent, please contact me prior to lesson or studio time:

Phone: 352-273-3181; E-mail: lrellis@ufl.edu

GRADE DISTRIBUTION

Weekly Lesson Grade:	---	60%
Practice Hours:	---	20%
Jury:	---	15%
Portfolio/Rep List:	---	5%

GRADING SCALE

The following scale will be used to determine final lesson grade:

Letter Grade	% Equivalency	GPA Equivalency
A	93 – 100	4.00
A-	90 – 92	3.67
B +	87 – 89	3.33
B	83 – 86	3.00
B-	80 – 82	2.67
C +	77 – 79	2.33
C	73 – 76	2.00
C-	70 – 72	1.67
D +	67 – 69	1.33
D	63 – 66	1.00
D-	60 – 62	0.67
E, I, NG, S-U, WF		0.00

JOURNAL

All students taking applied carillon lessons are encouraged to record their progress in a "Goal Journal." This journal will list daily, as well as long-term goals. Entries in your journal will be a constant reminder to keep you focused on your short- and long-term goals. Maintain a separate notebook for this journal and be prepared to bring it to each lesson! Seven areas should be recorded:

- 1) Long-range Goals --- Five to Ten Years
- 2) Medium-range Goals --- One to Five Years
- 3) Short-range Goals --- Two to Fifteen Weeks
- 4) This Week's Goals
- 5) Today's Goals
- 6) Next Week's Goals
- 7) Practice Log

*As time goes by and various goals are met -- make sure to keep your journal up to date. Add new pages -- put a line through goals that have been achieved -- but don't throw out your old lists.

*Your long-term goals may change -- update them. This journal is for your use and growth. ***Items #3, #4, #5, and #7 are the goals that will allow us **to use your lesson time most efficiently**. If these goals are clear, you will find that you will soon be identifying the problem areas and making progress toward solving them. Bring your journal to your lesson every week.

For more information about journals and their effectiveness, read The Inner Game of Music, by Barry Green with W. Timothy Gallwey (Doubleday, 1986). While the entire book is useful for music performance, chapter 5, entitled "The Power of Will" can encourage all of us to use our time wisely.

WEEKLY LESSON GRADE

The following elements will be assessed to determine the weekly lesson grade:

- 1) Attendance at weekly lesson
- 2) Attendance at weekly tower practice session
- 3) Attendance of monthly recital series
- 4) Progress on assigned literature and exercises
- 5) Development of technique
- 6) Studio class attendance and participation
- 7) Performance on daily and/or Sunday afternoon concert series
- 8) Journal

PRACTICE HOURS

Practice time in the carillon practice studio is available for all students enrolled in carillon studio and is coordinated through the auditorium manager. Please keep track of practice hours in your journal. Try to schedule consistent practice throughout the week. To truly see improvement, daily practice is essential!

When literature is perfected, all students in the studio are encouraged to practice in the tower. Tower time is dependant on the performance schedule in the University Auditorium, however, the tower is generally available for student rehearsal after 5:30 pm on class days (Monday – Friday) and during the day on weekends. Each student is encouraged to schedule weekly time in the tower for practice.

Carillon studio practice session protocol:

- 1) Utilize your assigned time. If you have a consistent conflict and need to reschedule, please notify Dr. Ellis and the auditorium manager so that an up-to-date schedule can be reprinted.
- 2) If you can't make your posted time, notify your colleagues during studio class on Monday. Perhaps someone else can use the time!
- 3) Open times on the schedule are on a first-come, first-served basis.
- 4) If someone is practicing during your scheduled time, don't be afraid to politely enter the practice area to begin your session.
- 5) If someone is not using their posted time (surely, this won't happen), the practice time is forfeited and the facility is open for use by others.
- 6) The practice studio is a great study space, however, please show consideration for the person that is practicing.
- 7) **Be sure to properly log-off the computer(s)!!!**

MUB 332 practice session protocol:

- 1) In general, the studio is open on a first-come, first-served basis for the carillon practice clavier. One may use headphones to practice even when there is an organist or harpsichordist in the room!
- 2) Should MUB 332 become busy later in the semester, scheduled practice slots may be requested and/or assigned.
- 3) Please see Trent Weller (MUB facilities manager) to get a key to the studio and to obtain an access code for entrance into the building after hours.

Tower practice session protocol:

- 1) When literature is performance ready, you'll wish to practice in the tower – the practice clavier is much different than the performance clavier!
- 2) Since the University Auditorium is a very busy facility, everyone must check in with the front desk to obtain access to the tower.
- 3) You may practice in the tower anytime after 5:30 pm during the week. Time is available during the weekends, but the office will need prior notice (that is, you'll have to sign up and show up!!) Contact Dr. Ellis or Nick Anders.
- 4) After your practice session, don't forget to close the hatch and turn the clock strike on! Also, be sure that the tower door is closed – none of us wants to be greeted by unwelcome visitors when we ascend/descend the steps!

Tone bar practice clavier session protocol:

- 1) Don't forget that there is a fine tone bar practice clavier at the base of the tower. This is a great instrument upon which to warm-up before your scheduled performance times in the tower.
- 2) Whenever the UA office is open, the practice clavier at the base of the tower is available!

JURY

All carillon students will be expected to perform a jury at the end of the semester. Juries will be held during final exam week during breaks in the exam schedule (from 12:05–12:25 pm & 5:05–5:25 pm). Literature will be determined in consultation with the instructor. Jury sheets are available on the carillon website in a Microsoft Word file. Jury sheets must be completed and e-mailed to Dr. Ellis prior to finals week. Juries this semester will be held during the week of April 25, 2016.

PORTFOLIO

At the end of the semester, all students will be required to turn in a "portfolio" that outlines the achievements of the semester. The portfolio will contain the following items:

- 1) student journal and/or practice chart
- 2) jury sheet
- 3) repertoire sheet
 - a. don't forget to list date of performance in studio or recital
 - b. if you have prior study on the carillon, please make this a cumulative repertoire sheet.

PERFORMING ON THE DAILY CONCERT SERIES

All carillon students are encouraged to perform on the daily concert series when literature is performance ready. Programs are printed weekly, so program information will be compiled one week in advance during Monday studio class. If you are not able to attend studio class and wish to perform during the next week, please e-mail me with program information and requested day of performance at least two weeks prior to the performance. To make things easier, always bring your date book to studio class!

PERFORMING ON THE SUNDAY AFTERNOON CONCERT SERIES

The February (Valentine's Day!), March, and April Sunday afternoon programs will highlight student performance and accomplishments. All carillon students are encouraged to perform if literature is performance ready.

STUDIO WEB-SITE

Visit the carillon studio website regularly: www.arts.ufl.edu/carillon. Concert programs and pictures of recent events and field trips will be posted. A studio picture will be posted and student bios are welcomed.

SPECIAL PERFORMANCES

The carillon studio is often invited to provide prelude and postlude music for special occasions held in the University Auditorium. All students are welcome to participate and dates will be discussed in studio class.

CARILLON TOWER TOURS

The carillon studio is often asked to provide tours of the carillon and Century Tower. Tours may be given during the daily recital series and on Sunday afternoons following recitals. On special occasions studio members may be invited to provide tours for other events. These tours offer a great opportunity to share our love of the instrument!

GCNA PUBLICATIONS

The University of Florida is home to the GCNA (The Guild of Carillonneurs in North America) holdings of carillon music. The carillon studio will assist in maintaining this library and distributing music. Interested in what the GCNA is all about? Check it out: www.gcna.org

GCNA CONGRESS

The Congress will be held at Yale University this summer from June 16-20. For more details check the Congress website: <http://congress.yalecarillon.org/info>). Please let Dr. Ellis know if you have any interest in attending.

THE BEVERLY BUCHANAN CARILLON MUSIC LIBRARY

The University of Florida is home to the Beverly Buchanan Carillon Music Library. This extensive collection of music is a wonderful resource for students.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

The instructor will make every attempt to accommodate students with disabilities. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

ACADEMIC HONESTY

As a result of completing the registration process at the University of Florida, every student has signed the following statement: *"I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."*

The instructor of this course fully supports the intent of the above statement and will not tolerate academic dishonesty.

DIGITAL STUDENT COMMUNICATION AND EXPECTATION

The preferred communication method between faculty member and students enrolled in this course is via the UFL-mail system. Please send e-mails to me at: lellis@arts.ufl.edu or LREllis@ufl.edu via your ufl.edu e-mail. I will endeavor to respond to all school related e-mails within 24 hours. Communication is a two-way street: like me, you should check your ufl.edu mail daily!

UNIVERSITY COUNSELING CENTER

Contact information:

Counseling Center

Address:

3190 Radio Road
P.O. Box 112662, University of Florida
Gainesville, FL 32611-2662

Phone: 352-392-1575

Web: www.counseling.ufl.edu