WOODWIND FACULTY CONTACT INFORMATION

Stephen Caplan, oboe  895-3738  stephen.caplan@unlv.edu
Jennifer Grim, flute  895-5849  jennifer.grim@unlv.edu
Shawna Pennock, saxophone  895-2550  shawna.pennock@unlv.edu
Janis McKay, bassoon  895-3929  janis.mckay@unlv.edu
Marina Sturm, clarinet  895-2542  marina.sturm@unlv.edu

E-MAIL REQUIREMENT FOR ALL WOODWIND STUDENTS

****Important information about communication with the instructor****

By university policy, “faculty and staff should e-mail students’ RebelMail accounts only.” University business may not be conducted through Facebook or any other social media; all such requests must go by RebelMail.

Student’s UNLV e-mail account (RebelMail) is one of the primary ways students will receive official university communication—information about deadlines, major campus events, and announcements. All UNLV students receive a RebelMail account after they have been admitted to the university. For more information, see http://rebelmail.unlv.edu/.

Students are expected to check e-mail regularly in order to stay current with course-related communications, recognizing that certain communication may be time-critical. It is recommended that e-mail be checked daily, but at a minimum twice per week. Regular e-mail management will minimize the risk that the inbox will be full, causing the email to be returned. Undeliverable messages returned because of either a full inbox or use of a ‘spam’ filter will be considered delivered without any further action required by the instructor.

GUIDELINES FOR WOODWIND APPLIED LESSONS

I. Auditions and Lessons

Undergraduate students
A successful audition is required for new or transferring students to register for major applied lesson numbers and for placement in the program. Auditions for undergraduates are usually scheduled in January or February for the following school year. The exact date may be found on the music School website: http://music.unlv.edu/ or by calling the Music School office: (702) 895-3332.

Undergraduate auditions may also take place on other dates by special arrangement and at the discretion of the major teacher. Woodwind area students who have not auditioned shall not be admitted into the major lesson numbers until they have completed a successful audition. The audition should take place before the admission deadline posted on the UNLV website: http://www.unlv.edu/

More information, including suggested repertoire, may be found at:
https://www.unlv.edu/music/admissions/auditions

Please consult the Undergraduate Catalog for all further questions about admission and course requirements.
Undergraduate education and performance majors enroll for 2 credits (Section 1001) each semester. Non-major lessons are also available for 1-2 credits. Jazz majors taking secondary applied lessons must sign up for non-major lessons with a woodwind instructor, not a jazz area instructor.

**Graduate students**
Graduate students are required to send a cd or dvd of their senior recital and present an on-campus audition. The audition must take place before the admission deadline posted on the Graduate College website: [http://graduatecollege.unlv.edu/](http://graduatecollege.unlv.edu/)

More information, including suggested repertoire, may be found at: [https://www.unlv.edu/sites/default/files/page_files/27/Music-AuditionRequirementsRepertoire2017.pdf](https://www.unlv.edu/sites/default/files/page_files/27/Music-AuditionRequirementsRepertoire2017.pdf)

Please consult the Graduate College website for all other questions about admission, assistantships, and course requirements.

**Masters** level performance majors should enroll for 2 credits of applied lessons each semester, using the MUSA 661 course number.

**MM Applied Lesson Course Numbers**
661B Bassoon  
661D Clarinet  
661E Flute  
661G Oboe  
661J Saxophone

Masters level performance majors wishing to enroll in secondary applied lessons use the MUSA 660 call number with the appropriate letter (see above.)

**DMA** level performance majors should enroll for 2-4 credits of applied lessons each semester, using the MUSA 764 course number as often as needed. 1001=4 credits; 1002=2 credits.

**DMA Applied Lesson Course Numbers**
764B Bassoon  
764D Clarinet  
764E Flute  
764G Oboe  
764J Saxophone

DMA level performance majors wishing to enroll in secondary applied lessons use the MUSA 760 call number with the appropriate letter.

**Undergraduate and Graduate Students**
In addition to the credit hour fee, a special instruction fee is charged for applied lessons. See the class schedule for details. The class schedule is available on the MyUNLV website: [https://my.unlv.nevada.edu/](https://my.unlv.nevada.edu/).
All call numbers for applied lessons are available in the UNLV Music School office. Entering freshmen and those students signing up for the barrier jury must fill out a class permission form, including course and section number.

It is the student's responsibility to contact their teacher to schedule a lesson time by the end of the first week of classes for each semester. In addition, students must provide their instructor with a working phone number where they can be contacted.

Students are required to have a collaborative pianist when performing their juries. Obtaining a collaborative pianist is the student's responsibility and should be done no later than the 5th week of the semester. Piano area collaborators may be found by contacting the piano area faculty.

The applied lessons classes will include, but will not be limited to, the following:

1) 14 individual 50-minute lessons per semester, normally beginning by the second week of the semester, culminating in a jury performance at the end of the semester.

2) Repertory classes as assigned per semester.

3) Wind Area Recital, Tuesday 2:30-3:20 (when scheduled) for all undergraduate students.

In addition, woodwind students are expected to attend all performances that involve a member of their studio, as well as those performances involving their major instructor. Conflicts must be discussed with the major professor, in person, in order to be excused from a studio event. Unexcused absences will lower the lesson grade for that week by one level for each.

II. Repertory Class

Repertory class is a required part of applied study and is also required for music majors enrolled in applied lessons, both undergraduate and graduate. Each instructor determines the locations and times for all repertory classes at the beginning of each semester.

III. Jury/Recital:

Juries

Each student enrolled in the music major applied numbers must present a graded School jury at the end of each semester unless they have given a recital during the semester. Students enrolled in non-major lessons may be required to take a jury at the discretion of the instructor. Music majors enrolled in non-major lessons must successfully pass a jury before enrolling in music major applied lessons.

DMA students must successfully complete one jury examination in order to perform their first recital. After the first jury, DMA students are no longer required to perform juries unless their advisor determines that they should.

Juries generally take place during final exam week. To present a jury, students must schedule a time with the School of Music office and must also complete a repertoire sheet and have it signed by their major teacher.
Students should sign up for their jury time no later than the final Friday of Study Week.

**Jury material**

*Undergraduate* juries are approximately 10 minutes in length; *graduate* juries are approximately 15 minutes in length. Jury material for the *undergraduate* student will be determined by the instructor and will include scales, at least two contrasting movements of music, and sight-reading. *Graduate* level juries include the performance of significantly more prepared music, and do not include scales or sight-reading. At least one work on both *graduate* and *undergraduate* juries must be accompanied by piano.

**Barrier Jury (Lower Division Level IV)**

The jury taken at the end of the fourth semester of undergraduate major applied numbers will be considered a true performance for the woodwind faculty to determine eligibility to continue as a music major. This jury must be performed before the entire woodwind faculty (or an acceptable quorum, determined by the woodwind faculty) plus at least one School representative.

The student will prepare a minimum of four movements of music, of which at least two are of contrasting periods. At least one work must be accompanied. This jury will be 20 minutes in length, rather than the usual 10 minutes. Students will be responsible for all major and all 3 forms of the minor scales, performed in straight 16-notes at a tempo determined by the major instructor. During the jury, we will ask to hear one of each type of scale for a total of four. Students will also sight-read and then transpose (also at sight) a simple melody of one or two phrases, no more than a whole step above or below the original melody. Students will still be asked to sight-read a more complex example that does not need to be transposed.

The Barrier Jury (Level IV) occurs at the end of the semester for the following course numbers:

- Bassoon: MUSA 204
- Clarinet: MUSA 208
- Flute: MUSA 214
- Oboe: MUSA 224
- Saxophone: MUSA 232

The student will not be allowed to progress as a music major unless they pass this jury. If the student does not pass the Barrier Jury (Lower Division Level IV) on their first attempt, they may re-take it one time. Failure to pass the Barrier Jury (Lower Division Level IV) after two attempts means that the student should not major in music and should choose another major.

*Any student taking the Barrier Jury (Lower Division Level IV) must show satisfactory progress in ear training, music theory, music history, and the piano proficiency. Students must bring the completed and signed Satisfactory Progress Evaluation Form: [http://www.unlv.edu/music/student-resources](http://www.unlv.edu/music/student-resources)*

**Recitals**

All *BME* (music education major) students must present a half recital before graduation. If possible, the student should present two half recitals (25 minutes of music), during their junior and senior years. All *BM* (music performance major) students must present two recitals before graduation, a half recital (25 minutes of music) during the junior year and a full recital (50 minutes of music) during the senior year. All *MM* students must present at least one full recital (50 minutes or more of music) before graduation. All *DMA* students must
present a total of four full recitals (50 minutes or more of music), one of which must be a lecture-recital. For more specific information, please consult the Graduate Handbook.

Recitals are graded, and this grade takes the place of the jury grade for that semester. The recital grade is determined by averaging the grades from the members of the recital committee.

The jury given the semester preceding a recital semester will determine if a student is ready to perform a recital. Students must submit five typed copies of their proposed recital program, determined by the major teacher, during this jury. This program, signed by the jury committee, will be kept in the students’ file. The program should include all works to be performed with timing and all performers participating.

Recitals must be scheduled by the third week of the semester in which the recital is to take place. Contact the School of Music office to schedule a recital. To perform a recital for credit, students must register for the correct recital course. (i.e. MUS 398 junior recital music education, MUS 399 junior recital applied, MUS 499 senior recital applied, etc.) Students must also complete a recital form, available from the music office, and have that form signed by their major teacher.

IV. Grading
Each semester grade is figured from either three or four major variables: Preparation/Progress; Repertory Class; Wind Area Recital Attendance/Performance; Jury. Recitals are graded under a separate course number.

Preparation/Progress:

Lessons
Students will be taught individually. Therefore, the lesson material for each student will vary widely, based on the student’s individual abilities and deficiencies (to be determined initially by the instructor, and later by both the instructor and the student.)

Practice
For each 50-minute lesson, the undergraduate student is expected to practice a minimum of 2-4 hours per day. Graduate students should expect to practice a minimum of 4-6 hours per day. Practice refers only to time spent playing the instrument as an individual, not to any additional time spent working on reeds; practicing orchestra, wind symphony, or other ensemble music; or rehearsing with small or large ensembles. Please keep in mind that the actual time spent is not as important as the amount of focused mental energy employed. Focused practice is self-directed and self-motivated.

Progress Grade
Lessons are graded and represent one-fourth of the overall Preparation/Progress grade.

Missed lessons
If the instructor must miss a scheduled lesson, they will contact the student to set up a make-up lesson time. If the student needs to miss a scheduled lesson, they must contact the instructor at least 24 hours ahead of time or as soon as possible in case of emergency to explain their absence and arrange a make-up lesson. If the student then misses the make-up lesson, there will be no other make-up lesson arranged. If the absence is unexcused, the student will receive a grade of “0” for that lesson.
Excused absences include personal illness, death in the immediate family, personal death, or other emergencies that are considered excused by the instructor. Anything else is considered unexcused.

**Repertory Class:**
**Participation Grade**
Participation in Repertory Class is required for all students, both undergraduate and graduate. Unexcused absences from Repertory Class will result in a grade of “0” for each class missed. Two unexcused absences from Repertory Class will result in an automatic Repertory Class grade of F, resulting in an overall lesson grade of F.

**Performance Grade**
Assignments such as technique jury scales, orchestral excerpts, and studio performances will each be graded. Failure to give a scheduled performance that is not excused by the instructor will result in a grade of “0” for that class.

**Grades**
The Repertory Class grade is averaged from all participation and performance grades and counts as one-third of the overall lesson grade.

**Wind Area Recital**
After completing the freshman year of music major applied numbers, undergraduate students must perform at least once per semester on the Wind Area Recital. Failure to complete the WAR requirement will result in a grade of “I” for the semester. The Wind Area Recital is held on scheduled Tuesdays from 2:30-3:20pm. Students must sign up to hold a performance slot and may do so with their teacher online. See the Wind Area Recital Syllabus for more details.

**Jury/Recital**
The jury grade is figured by averaging the scores of all woodwind faculty or committee members present and counts as one-third of the overall lesson grade. The recital is a separate class.

**V. Chamber Music**
During the course of study, all woodwind students in the applied music major numbers must participate in at least two semesters of chamber music. Chamber music ensembles include the Baroque Ensemble, Nextet, the Morelli Woodwind Quintet, and other woodwind quintets and approved small ensembles.

**VI. Ensembles**
All woodwind students in the applied music major numbers, both graduate and undergraduate must audition for both Orchestra and Wind Orchestra. Auditions are scheduled before each semester. For specific audition requirements and schedule, please contact the following people:

Orchestra-Taras Krysa (taras.krysa@unlv.edu), (702) 895-3949
Wind Orchestra-Thomas Leslie (thomas.leslie@unlv.edu), (702) 895-3734, website: http://www.unlvbands.com/
Specific requirements for each woodwind instrument will be listed in the course syllabus, given to the student by the major teacher at the beginning of each semester.

The University of Nevada, Las Vegas School of Music Woodwind Handbook is a collection of facts, regulations, deadlines, traditions, and helpful hints intended to describe how the requirements for the woodwind area undergraduate and graduate degrees are managed within the School of Music. It is a supplement to the information currently available in the UNLV Graduate Catalog and the UNLV Undergraduate Catalog, available to all students on-line and also sold at the UNLV bookstore. Graduate students should consult both the catalog and the School of Music Graduate Handbook frequently during the course of graduate study.

Disclaimer and Limitations
The School of Music Woodwind Handbook is provided as-is for information purposes and does not represent a contract or agreement. Neither the University nor the School of Music assumes liability for loss or damage incurred as a result of using this Handbook. The School of Music reserves the right to revise this Handbook at any time. In the event of disparity or conflict between this Handbook and the policies of the University, the University’s policies shall take precedence.

Compliance
All School of Music faculty advisors, advisory committees, and woodwind area students are expected to comply with the terms of this document. Any woodwind area student who fails to meet expectations or observe the protocols set forth in this document will not be allowed to proceed to the next level of study until the conditions of this document have been met. It is the responsibility of the student, the advisor, and the committee to learn and frequently review the requirements, policies, and procedures outlined here. Non-compliance with the terms of this document will invalidate the results of any effected examinations, recitals, or documents.

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(sc, jg, jm, sp, ms)