

## Woodwind Faculty Contact Information

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### Email Requirement for All Woodwind Students

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 email account (RebelMail) is one of the primary ways students 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 email regularly in order to stay current with course-related communications, recognizing that certain communications may be time-critical. It is recommended that email be checked daily, but at a minimum of twice per week. Regular email 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.

## I. Auditions

### *Undergraduate*

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. The audition must take place before the admission deadline posted on the UNLV website: <http://www.unlv.edu/> Please consult the Undergraduate Catalog for all further questions about admission and course requirements. **\*Due to COVID-19, auditions for the 2021-2022 school year may be conducted remotely.**

### *Graduate*

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/> Please consult the Graduate College website for all other questions about admission, assistantships, and course requirements. **\*Due to COVID-19, auditions for the 2021-2022 school year may be conducted remotely.**

## II. Lesson Guidelines

- 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>.
- Lesson:  $\frac{1}{3}$  of 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 are personal illness, death in the immediate family, personal death, or other emergencies deemed excused by the professor. Anything else is considered unexcused.
- 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.
- 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.
- 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*.
- 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.)
- Performances: 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.
 

\*Due to COVID-19, this requirement is suspended until further notice.

*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.
- Wind Area Recital (WAR) is required as part of their lesson requirement. Students taking major lessons must perform once during the semester, preferably with accompaniment as the piece requires. Freshman Music majors are not required to perform in WAR during their first semester of lessons. **\*Due to COVID-19, this requirement is suspended until further notice.**
- Performance Degree worksheet  
[https://www.unlv.edu/sites/default/files/degrees/worksheets/2017-18-DegreeWorksheet-BM-Performance-Instrumental\\_0\\_0.pdf](https://www.unlv.edu/sites/default/files/degrees/worksheets/2017-18-DegreeWorksheet-BM-Performance-Instrumental_0_0.pdf)
- Education Degree worksheet  
[https://www.unlv.edu/sites/default/files/degrees/worksheets/2017-18-DegreeWorksheet-BM-MusicEducation-Instrumental\\_0\\_2.pdf](https://www.unlv.edu/sites/default/files/degrees/worksheets/2017-18-DegreeWorksheet-BM-MusicEducation-Instrumental_0_2.pdf)

*Masters*

- 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.)
- Degree requirements  
<https://www.unlv.edu/degree/mm>

*DMA*

- 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.
- Degree worksheet  
<https://www.unlv.edu/degree/dma>

### III. Repertory Class Guidelines:

- Repertory Class Grade:  $\frac{1}{3}$  of total grade is averaged from all participation and performance grades and counts as one-third of the overall lesson grade.
- 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.
- *Missed Repertory Classes*
  - 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.
- Assignments such as technique jury scales, orchestral excerpts, and studio performances will each be graded.

### III. Jury Guidelines

- Jury Grade:  $\frac{1}{3}$  of total grade

*Who is required to have a jury?*

- 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.

*What additional details do you need to know about preparing for the jury?*

- Juries generally take place during final exam week.
- To present a jury, students must schedule a time with the School of Music office. **\*Due to Covid-19, students will submit an audio/video recording of their jury repertoire for Fall 2020.**
- 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. **\*Due to Covid-19, students must submit jury videos no later than Monday of Finals Week.**
- Entering freshmen and those students signing up for the barrier jury must fill out a class permission form, including course and section number.
- 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 5<sup>th</sup> week of the semester. **\*Due to Covid-19, this requirement is suspended for Fall 2020 only. Students are NOT required to perform with a pianist on their recorded juries.**
- 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>

- For DMA students, 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.
- 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.

## Requirements

### *Undergraduate*

- Juries are approximately 10 minutes in length
- Jury material will be determined by the instructor and will include scales, at least two contrasting movements of music, and sight-reading.
- At least one work must be accompanied by piano. **\*Due to COVID-19, this requirement is suspended for Fall 2020 only.**

### *Graduate*

- Juries are approximately 15 minutes in length.
- Juries include the performance of significantly more prepared music, and do not include scales or sight-reading.
- At least one work must be accompanied by piano. **\*Due to COVID-19, this requirement is suspended for Fall 2020 only.**

### *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 of Music representative.
- This jury will be 15 minutes in length, rather than the usual 10 minutes.
- The committee will determine which music and scales to hear at the time of the jury
- Sight-reading will be included, as well as a Transposition test.
- All scales (major and all three forms of the minor) must be prepared at a tempo and pattern determined by the major teacher.
- The student will prepare a minimum of four movements of music:
  - At least two are of contrasting periods.
  - At least one work must be accompanied. **\*Due to COVID-19, this requirement is suspended for Fall 2020 only.**
- 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.

#### IV. Recitals

##### *BME (music education major)*

- One half-recital(25 minutes of music) before graduation.
- One half-recital (25 minutes of music) during the junior year (MUS 398 junior recital music education)
- MUS 398 junior recital music education

##### *BM (music performance major)*

- One half recital (25 minutes of music) during the junior year (MUS 399 junior recital applied)
- One full recital (50 minutes of music) during the senior year. (MUS 499 senior recital applied)

##### *MM (Masters of Music)*

- One full recital (50 minutes or more of music) before graduation.
- (MUS 698 - Masters Recital)

##### *DMA (Doctor of Musical Arts)*

- Four full recitals (50 minutes or more of music)
- DMA students must successfully complete one jury examination in order to perform their first recital. See the Jury section of this handbook for more information.
- One of which must be a lecture-recital. For more specific information, please consult the Graduate Handbook.
- One recital may be devoted to chamber music, or the equivalent of one recital's worth of chamber music repertoire may be distributed over the three non-lecture recitals.
- (MUS 798 - DMA Recital)

##### *Grades*

- 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.

##### *Actions Steps Necessary to give a Recital*

- 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.
- Students must also complete a recital form, available from the music office, and have that form signed by their major teacher.
- At the discretion of the major teacher, a student may be required to play a pre-recital jury.

#### V. Chamber Music **\*Due to COVID-19, all chamber music activities are suspended for the 2020-2021 school year or until further notice.**

- 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:
  - Baroque Ensemble
  - Nextet
  - Morelli Woodwind Quintet
  - Other woodwind quintets
  - Saxophone quartets
  - Other approved small ensembles.

## VI. Ensembles

- All flute, oboe, clarinet, and bassoon students in the applied music major course 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 visit the following page:
  - <https://www.unlv.edu/music/ensembles>

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**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 affected examinations, recitals, or documents.

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(sc, jm, ms)

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(SP)

Updated 9/2/20  
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