

University of Texas at Tyler
Flute Study Syllabus
FALL, 2019
Sue Bugg, Adjunct Instructor
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(903) 530-9168 cell

- MUAP 1120-001, 1220-001, 3220-001 & 4220-001: APPLIED FLUTE Fall, 2019
- LESSON TIMES: Mrs. Bugg's Studio
- OFFICE: Office #2210, Music Building
- OFFICE PHONE: 903.530-9168 cell
- E-MAIL (preferred): sbugg@uttyler.edu
- OFFICE HOURS: by appointment

Course Objectives/Description: The ultimate goal of lessons is excellence in public music performance and to apply these skills towards teaching others. Lessons will develop all aspects of the flutist's art: performance skills, musical interpretation, repertoire, technique, physical awareness, pedagogy and learning processes, as well as a functional knowledge of acoustics, flute construction, and flute history. Students are expected to build up a full repertoire of musical and personal skills that will enable each student to successfully and independently prepare new music, solve musical and artistic problems, achieve a sustainable musical career, and a physical awareness of the entire flute playing process. If the student has a documented disability and has special concerns about this course, please contact the instructor.

September 9, 2019 CENSUS DATE; deadline for all registrations and schedule changes

November 4, 2019 is the last day to withdraw from one or more classes.

Lesson Policies

Scheduling: The instructor and student decide upon a weekly lesson time. Each student will receive either one/two lessons per week (35 or 50 minutes per lesson). Lesson times will be arranged after registration is completed each semester. Lesson length is determined by the number of credit hours in which you are registered.

- Please be prompt and prepared; if I consider your preparation inadequate, I reserve the right to terminate that lesson with a grade of "F" (see section on GRADING below).
- **Attendance:** Cancellations must be within 24 hours of the lesson. If you cannot make your lesson at the last minute, please call me on my cell or email me at sbugg@uttyler.edu. If you are ill, the instructor must be called or emailed, at least an hour (preferably more) before the time of the lesson. Failure to call or e-mail before any absence is considered an unexcused absence. Please plan ahead; lessons will not be rescheduled because of lack of preparation. I will not make up lessons that you miss or cancel at the last minute. If I cancel a lesson, I will reschedule. If a lesson time conflicts with work schedules, band trips, labs, etc., an alternate time must be arranged at least 24 hours in advance by contacting the instructor. (FYI: alternate lesson times will be very hard to come by; we will work, as best as possible, for a suitable time for a make-up lesson.) Failure to call or e-mail before any absence will result in a failing grade for that lesson.
- **Cell Phones:** Students will not receive calls on their cell phone at flute lessons. Please deactivate your cell phone before entering the studio or leave it at home.
- **Assignment Notebook:** The student will supply an assignment notebook that will be brought to each lesson. Notes will be made in the notebook for practice and improvement reference. The student will also keep a log of practice sessions and current music repertoire in the notebook.
- **Flute Pedagogy Notebook:** The student will begin to collect pedagogical articles for future reference; one article a week will be minimum. A list of suggested topics will be provided, and the student will organize the articles in a folder/notebook, to be turned in at the end of the semester, and email each week's article to Mrs. Bugg.
- **Practicing:** Your *minimum* daily practice should be equal to the number of credit hours for which you are registered. (Ex: 1 hour credit = 1 hour practice/day). Practice *should not* be done all in one sitting; however, less than 20 min at a time usually does nothing.

- The lesson will be divided into two categories; technique and repertoire. The student for the technique portion, will adequately prepare scale studies, thirds, arpeggios, etc., in addition to an etude a week. The repertoire will consist of flute solo literature in preparation for their upcoming student recital and/or jury.

Materials needed for course of study

REQUIRED MATERIALS

- A flute in good working order
- A metronome
- A tuner
- Taffanel & Gaubert, 17 Daily Exercises (either bought or downloaded from IMSLP)
- Lisa Santa Garner's **Flute/Theory Workout** (bought from Flute World, Flute4u, Pender's Music)
- Etude book as assigned (either purchased or from IMSLP, dependent upon public domain availability)
- **Music as assigned – photocopies are not accepted. You must purchase music as they ARE your textbooks.** (The only exception will be music that is deemed "public domain" music.)
- There will be a need for students to build their own music library throughout their undergraduate careers. Since photocopies will not be accepted as your primary music, you will need to include music and music book purchases among your textbook expenses. Other materials (etude books, scale exercises, solo pieces, etc.) will be determined by the instructor on an individual basis.
- Pencil

Grading Policy

I. Weekly Preparation – 70-% (Quality of attitude and preparation of)

- Technical material (scales, thirds, etc./etudes) 35%
- Solo material 35%

II. Recital Performance - 15%

- Maturity and control of performance
- Quality of performance
- Amount of Improvement

III. Jury Examination - 15%

- Repertoire performed
- Technique demonstrated

A = exceeds expectations and practice time is equal to or greater than required by the syllabus.

B = meets expectations and some improvement is made in specified areas; weekly practice time may be slightly deficient.

C = preparation is fair but not enough to achieve significant progress; practice time is deficient.

D = Student is totally unprepared (1st occurrence)

F = Unexcused absence; Completely unprepared lessons after the 1st occurrence.

CANVAS: Use this online platform to check your grades, download handouts, turn in your pedagogy assignments. Keeping up with your progress via "grade checking" will help you reach your goals in this course.

Juries: Apart from students presenting a degree recital during the semester in question, all students must perform juries for the applied woodwind faculty. The jury counts as 15% of the student's final semester grade. The student should prepare one solo work (accompanied or unaccompanied) from the [Repertoire for Applied Study list](#) (or one approved by the instructor). The jury grade is based on the following categories (not in any order):

- Articulation, dynamics and musical expression, intonation, stage presence
- Rhythm and tempo, technical facility and accuracy, tone, tone color and vibrato

Student Recital: If a student fails to perform on a student recital, for any reason that is not excused, either by doctor's note, or instructor's permission, the student's final grade for the semester will be lowered by one whole letter grade.

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the [New Student](#) application. The **Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

