APPLIED CARILLON
University of Florida
School of Music

Undergraduate: MVK 1415, 2425, 3435, 4445
Master’s: MVO 6250, 6460
Doctoral: MVO 7260, 7470

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

SPRING 2006 -- CLASS MEETING TIMES

Weekly required meeting times:
   Studio Class: Monday 12:50 – 1:40, UA West Conference Room or Century Tower
   Individual Applied Lesson: TBA
   Individual Practice Sessions: TBA

All carillon students are invited to attend any or all of the following events:
   “Open Tower”
   Wednesdays and Fridays (from 5:30 – 6:30 p.m.) students may work on polished
   literature in the tower with an instructor. Specific schedule will be decided each
   Monday during studio class.
   Carillon Mini-Recital Series
   The daily recital series is held from 12:35 – 12:50 while classes are in session.
   Sunday Afternoon Carillon Concert Series
   The tentative dates for the Sunday afternoon series at 3:00 p.m.:
   January 15       February 12
   March 19         April 16
   May 21

Instructor: Dr. Laura Ellis, 326 MUB
Phone: 352-392-0223, ext. 221
E-mail: lrellis@ufl.edu
Office Hours: TBA
   (office hours will be announced following the scheduling of all applied lessons)
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
*the Gouwens book may be purchased via [www.gcna.org](http://www.gcna.org)

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 studio will be available during the rescheduled time. Any student missing studio class for any reason is responsible for getting notes 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.

If you must be absent, please contact me prior to lesson or studio time:
  Phone: 352-392-0223, ext. 221
  E-mail: lrellis@ufl.edu

GRADE DISTRIBUTION
Weekly Lesson Grade: --- 60%
Practice Hours: --- 20%
Jury: --- 15%
Portfolio: --- 5%
GRADING SCALE
The following scale will be used to determine final lesson grade:

A   = 90 – 100
B +  = 87 – 89
B    = 80 – 86
C +  = 77 – 79
C    = 70 – 76
D +  = 67 – 69
D    = 60 – 66
E    = 59 and below

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) Progress on assigned literature and exercises
3) Development of technique
4) Studio class attendance and participation
5) Journal
PRACTICE HOURS
Practice time in the carillon practice studio is available for all students 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!

Practice session protocol:
1) Utilize your assigned time. If you have a consistent conflict and need to reschedule, please notify me 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) Be sure to properly log-off the computer(s)!!!

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 (most likely 12:05 – 12:25 p.m.). 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.

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) 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. Program information should be submitted to Carol McCoy well in advance of the performance date. Programs are printed weekly, so please e-mail Carol with the information and requested day of performance at least one week prior to the week of performance. Copy your e-mail to Dr. Ellis.

PERFORMING ON THE SUNDAY AFTERNOON CONCERT SERIES
Several of the Sunday afternoon concerts during the spring semester will highlight student performance and accomplishments. All carillon students are encouraged to perform when literature is performance ready.
STUDIO WEB-SITE
Visit the carillon studio web-site 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.

ACCOMODATIONS FOR 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 form 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.

We, the members of the University of Florida Community, pledge to hold
ourselves and our peers to the highest standards of honesty and integrity.