

**UNIVERSITY OF TULSA  
SCHOOL OF MUSIC**

**WOODWIND  
HANDBOOK**

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### WOODWIND STUDY AT UNIVERSITY OF TULSA

The contents of this document set the procedural standards for woodwind students at University of Tulsa. Most of the contents of this handbook are woodwind area requirements: i.e. both students and teachers are required to follow these procedures. Other items are advisory and will help the student's work in the woodwind area to be more productive. Individual studio teachers may include other policies/guidelines/requirements in their syllabi to which their students must also adhere. These individual studio guidelines are, however, an addition to, and not a substitution for, the requirements of this document. The woodwind faculty reserves the right to revise and modify this document.

# Woodwind Faculty

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## ENTRANCE AUDITIONS

Every student who wishes to enter a degree program in music must successfully pass an audition on their major instrument for entrance into the School of Music. Entrance auditions are scheduled at designated times throughout the year. Contact the music office (918-631-2262) for more information regarding actual dates and sign-up procedures.

### *Acceptance into the degree program does not guarantee the completion of the degree.*

Throughout the course of woodwind study, the student must successfully pass jury examinations, upper division exams, and recital hearings. If a student's performance does not meet the expected standards of the woodwind faculty in these examinations, the student will be placed on probation or asked to choose another area of study.

## LESSONS

A weekly lesson time will be mutually agreed upon by instructor and student and posted by the studio door. Students are responsible for contacting the instructor prior to the first week of classes each semester to arrange lesson times.

Students pursuing a **B.M.** degree enroll in 2 credit hours (1 hour per week) of private instruction per semester.

Students pursuing **B.M.E., B.A., Music Minor** degrees or **Non-majors** enroll in 1 credit hour (1/2 hour per week) of private instruction per semester. Students may request to enroll in 2 credit hours with the permission of the instructor. **Attendance at Lessons**

Students receive 14 lessons per semester. It is the student's responsibility to attend all lessons. Students should be on time, warmed up and prepared for each lesson. A student more than ten minutes tardy for a lesson will be considered absent. Should a lesson be missed due to illness or university business, the instructor must be notified in advance of the lesson time (preferably 24 hours in advance). Excused absences will be made up at the discretion of the instructor. Unexcused absences will not be made up. More than three unexcused absences will result in failure of applied woodwind instruction for the semester. Instructors will provide accurate contact information, and the students should use this to let them know about an absence. Should it be necessary for the instructor to miss a lesson, the lesson will be made up at both the student and instructor's earliest convenience.

### **Practice Expectations**

Regular scheduled practice is essential for success in all degree programs. Practicing can be divided into multiple periods during the day. Not practicing for several days and then practicing for many hours the day before a lesson is not conducive to lasting learning or musical growth. The following daily regimen is suggested: **B.M. degree**, 1-3 hours daily; **B.M.E. and B.M.E. degrees**, 1-2 hours daily; **Minors and Non-majors**, 1-1/2 hour

daily. Additional suggestions and requirements may be listed in the individual instructor's syllabus.

## **DESCRIPTION OF APPLIED LESSON STUDY BY MAJOR**

**Performance major (B.M.):** The goal of this course of study is to perform professionally, prepare for graduate study and/or teach, possibly at the college level. An in-depth study and mastery of major solo, chamber and orchestral repertoire is required. Knowledge of repertoire at all levels and pedagogical skills for teaching this repertoire is necessary.

**Prerequisite:** Advanced ability on the instrument demonstrated at the woodwind audition in accordance with the audition requirements for the Bachelor of Music degree.

**Music Education major (B.M.E.):** The goal of this course of study is to teach instrumental music effectively at the primary, secondary and/or high school levels. High performance levels and mastery of the instrument must be achieved. Repertoire will be similar to that of the performance major with adjustments made for student's performance levels at time of entry into the program.

**Prerequisite:** Intermediate to advanced ability on the instrument demonstrated at the woodwind audition in accordance with the audition requirements for the Bachelor of Music Education degree.

**Bachelor of Arts (B.A.):** The goal of this course of study is to combine basic theory, performance, and history requirements of the BM degree with additional liberal arts hours chosen by the student in a minor area of study. Repertoire will be chosen in accordance with the student's ability at time of entry into the program.

**Prerequisite:** Intermediate to advanced ability on the instrument demonstrated at the woodwind audition in accordance with the requirements for the Bachelor of Arts degree.

**Music Minor and Non-Music Major:** Goal is to develop musical and technical skills on the chosen instrument. Emphasis will be placed on repertoire being performed in TU Bands, TU Jazz Bands and/or TU Symphony Orchestra. Studio repertoire will be determined by the student and the professor at the beginning of each semester of study.

**Prerequisite:** Intermediate performance skills, prior private instruction, and/or secondary school performance experience. It is recommended that students provide their own instruments. A limited number of bass and contra clarinets are available from the band department. If the student is auditioning for a music scholarship, they should follow the audition requirements that will best demonstrate their abilities. They should choose from the published audition requirements for Non-Music Majors, Bachelor of Music Education or Bachelor of Music degrees.

## **APPLIED MUSIC FEE**

An applied music fee, in addition to normal tuition, is necessary because the cost of private instruction and maintenance of instruments and facilities is greater than that

covered by tuition. The applied music fee is \$100 per credit hour for all students who are enrolled in private music lessons, regardless of major.

The assessment of this fee is automatically billed through the Business Office upon enrollment. This fee structure applies to all TU students, regardless of scholarship status (with the exception of the Parriott scholarship), or of prior payment agreement. For more details on this, see the School of Music Handbook, page 27.

## **PRACTICE ROOMS**

Practice rooms are located on the first level of the Lorton Performing Arts Center. Aside from bottled water, there will be no eating or drinking in the practice rooms.

## **LOCKERS**

Lockers are available for storage of instruments (except for tubas) in the Lorton Performing Arts Center in the entrance to the band/orchestra rehearsal room. Please see Ana Shelton, Music Department Secretary, to check out a locker.

## **JURIES**

All woodwind students enrolled in lessons must do a jury for the woodwind faculty at the end of the semester. Exempt from jury requirements are first semester freshmen and juniors or seniors who have presented recitals as part of their degree requirements during the semester. Music Education students do not take a jury examination in the semester of student teaching unless deemed as a necessary requirement by their studio teacher.

Woodwind students will sign up for jury performance times in the Lorton Performing Arts Center towards the end of the semester. They should also pick up a *Woodwind Jury Form* in the music office, fill it out, and make five copies of the jury sheet and the solo which they are performing (the instrumental part—not the piano part). Members of the woodwind jury will write evaluation sheets and make comments on the performance of each student. Copies will be made available to each student.

Juries will take place during exam week.

The requirements for juries are outlined in the applied instructor's syllabus. The music is usually selected by the instructor to fit the student's performance level and his/her respective degree program. Jury materials may include any combination of the following: scales, etudes, technical studies, excerpts, improvisation, unaccompanied solos and literature with piano accompaniment. It is suggested that students perform two selections in contrasting styles such as a largo and an allegro movement from a sonata or concerto.

## **Jury Attire**

Appropriate dress for a jury would include clothes suitable for an afternoon recital. Consult your instructor for details.

## **Make-up Juries**

If a student is ill and unable to perform a semester woodwind jury, he/she will receive an incomplete (I) as a semester grade. All woodwind juries must be made up by the 5<sup>th</sup> week of the following semester.

## **JUNIOR AND SENIOR RECITALS**

Music performance majors will perform recitals during their junior and senior years. The junior recital is a "half recital" and consists of at least thirty minutes of music. This is typically a recital that is shared with another student. The senior recital is considered a "full recital" consisting of at least sixty minutes of music. Private instructors will help choose music for these performances as well as a recital committee. The recital committee is composed of three faculty members, including your teacher and two other faculty members chosen by your teacher. At least one month before your recital, the committee will listen to your performance in a special recital jury. Typically, committee will vote to approve your recital. If they feel, however, that more preparation is needed for the performance to be successful, the committee may elect to postpone the recital.

## **Scheduling Performances and Recitals**

All recitals and performances in the Lorton Performance Center must be scheduled through Chris Elston ([chris-elston@utulsa.edu](mailto:chris-elston@utulsa.edu)) with the approval of the major applied professor. Once a performance or recital is scheduled, the student must notify the Music Office. The major applied professor must confirm with the Music Office and with the Director of the School of Music when a recital given in fulfillment of a degree requirement has been successfully completed.

## **Programs for Student Recitals**

Printed recital programs are official documents of the School of Music and must be produced in accordance with the guidelines detailed in the ***Recital/Concert Program Procedures***. The ***Procedures*** are available from Dr. Kim Childs. At least fourteen days prior to the student recital, a Word document containing required performance information must be sent to [kim-childs@utulsa.edu](mailto:kim-childs@utulsa.edu). Both students and applied teachers should read the ***Procedures*** carefully to make sure that the printed program is finalized in a timely manner.

## **RECITAL CLASS**

All music majors must enroll each semester in Recital Class (Music 1000, 2000, 3000 and 4000, for freshman, sophomore, junior and senior years, respectively), which takes place on Wednesdays at 2:00 PM. This class offers students the opportunity to

perform and hear performances by fellow classmates in the School of Music. *When scheduling classes, students should keep this hour free in their schedules. .*

Music majors must also attend a minimum of six additional recitals and concerts. The purpose of this is to expose students to a wide range of music literature and genres to expand the student's knowledge and appreciation of various musical styles. This requirement can include performances by the university's ensembles, student and faculty recitals, Chamber Music Tulsa performances, Tulsa Symphony Orchestra, Tulsa Opera or Signature Symphony performances, as well as TU ensemble, faculty and student recitals and concerts. Generally, classical, jazz, and world music concerts from college level to professional are accepted. Other events may be permitted at the discretion of the Director of the School of Music.

Students who cannot attend Wednesday Recital Class due to a scheduling conflict with a required course may be granted a temporary exemption from Wednesday Recital Class. This exemption will only be granted with the approval of the student's music advisor and the director of the School of Music. In lieu of attendance in Recital Class, students will be required to attend a total of ten (10) additional performances. Even if a student is granted a temporary exemption from Recital Class, he/she **must still enroll in the course**. If necessary, the student or advisor must request that the enrollment be "forced" so that the appropriate level of Recital Class appears on your transcript. (The Arts and Sciences Advising Office in Chapman Hall can force the enrollment if necessary.) Enrollment in Recital Class, even with an exemption, is necessary both for the School of Music's census as well as for tracking a student's progress towards his or her degree.

A syllabus for Recital Class is distributed at the beginning of each semester. It details concert attendance and other class requirements. *Students must sign in each time you come to Recital Class in Meinig Hall to receive credit. The Music Office will provide you with a Recital Credits Card on which you should record any approved off- campus or evening performances.* A faculty member should sign off on each event to verify your attendance. Turn in this card to the Music Office at the end of the semester by the specified deadline.

### **Performing in Recital Class**

All B.M. students will perform in Recital Class at least once per semester; B.M.E., and B.A. Music students will perform in Recital Class at least once per year. Although these are minimum requirements, the applied professor may recommend Recital Class performances in addition to the minimum requirements. Performance in recital class does not supplant the required jury.

Students who wish to perform in Recital Class must schedule to do so with the Recital Class instructor. (Instructors may change each semester or each year.) *Students must complete the required form and submit it to the instructor by the Friday preceding the requested recital class date.* The submitted form must include the composer's complete,

proper name (at least first and last names) composer's dates (birth year, and if applicable, death year), and if there is/are vocalist(s) involved in your performance, you must specify the voice part (soprano, baritone, etc.). You are responsible for supplying this information. Forms must be signed by the applied instructor.

## **ADMISSION TO UPPER DIVISION**

Music majors who seek admission to the upper division must demonstrate the following:

- Completion of Music Theory II (Music 1023) and Ear Training II (Music 1021), and passing grades in these and all other theory and ear training courses taken by the end of the sophomore year;
- Passing grades on all juries through the fourth semester;
- Fulfillment of all ensemble and performance responsibilities as required by the curriculum and by grants-in-aid through the fourth semester, and
- Required progress in applied lessons as assessed by the applied area faculty

### *Minimum Proficiency Requirements*

Minimum proficiency requirements for each area of applied study are determined by each performance area. These requirements must be met in order to maintain scholarship  
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eligibility and to continue applied study. Please contact the instructor in your area for information on these requirements.

## **GRADES**

Each semester's final applied woodwind grade will be issued by the studio instructor. The grade is based on several factors including but not limited to:

1. Woodwind jury (final exam)
2. Weekly studio performance
3. Progress exhibited during the semester
4. Progress from semester to semester

**Woodwind students receiving a semester grade of C or lower will be placed on probation for one semester, and expected to raise their applied study grade the following semester in order to continue as a music major.** During the semester of study, the instructor will keep a journal of weekly lessons which will be used to calculate the final grade and to track each student's progress. Please consult the applied instructor's syllabus for specific grading criteria.

**Withdrawal (W) (not included in the GPA). The student must request withdrawal by filling out the appropriate form from the Arts & Sciences Advising Office in Chapman Hall by the deadline indicated and obtaining the signature of your instructor.**

**Incomplete (I). The "I" grade is given by the instructor only in extraordinary circumstances. The student must be passing the course to receive an "I".**

## **ENSEMBLE REQUIREMENTS**

**All music majors and minors enrolled in woodwind lessons must participate in an instrumental ensemble each semester.** All woodwind music majors receiving scholarship must be enrolled (or participate) in ensembles that they are assigned to. Students should consult their scholarship contracts for specific assignments.

## **ACCOMPANYING POLICY**

The School of Music's accompanying policy states that it is the student's responsibility to secure their own accompanist as needed for lessons, juries and/or performances.

### **Student Accompanists**

In many cases, the first choice for an accompanist should be a fellow music student. Piano majors on Grant in Aid Scholarships are required to do a certain amount of accompanying each semester and will be seeking opportunities to fulfill this requirement. Pianists in the accompanying class are given supervised accompanying assignments.

### **Accompanists from TU Faculty and Tulsa Area**

Students may also choose available accompanists from TU music faculty or from the Tulsa area. A few of the adjunct faculty will be available to accompany for a fee, as will a number of interested accompanists in the Tulsa area.

Vocal and instrumental students choosing to work with TU adjunct faculty or from the Tulsa community must make individual arrangements and negotiate fees individually. Lists of these accompanists and their contact information will be available in the music office and from faculty members.

### **Working with Your Pianist**

- Make sure that your pianist has a copy of your music before your lesson and/or practice times.
- If the music is photocopied, make sure all notes are clearly on the page.
- Do not staple or bind your music. Each accompanist has their own method of putting the music together.
- Inform your pianist ahead of time of any changes in lesson or practice times.
- Coordinate jury times with your pianist.

## **MUSIC DEPARTMENT HANDBOOK**

Important information regarding scholarships, academic procedures, policies, and other pertinent information may be found in the *TU Music Department Handbook*, located on-

line at [www.utulsa.edu/music](http://www.utulsa.edu/music). It also contains further clarification of some of the topics included in this *Woodwind Handbook*.

## **PHOTOCOPYING**

Federal copyright laws protect composer's and publisher's rights against illegal photocopying. TU music faculty supports these laws by encouraging students to build their own personal music libraries by systematically purchasing legal copies of music in standard repertoire for their instrument. Questions concerning the legality of photocopying under extenuating circumstances should be directed to the department chair.