UNIVERSITY OF TULSA
SCHOOL OF MUSIC

BRASS HANDBOOK
2007-2008

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BRASS STUDY AT UNIVERSITY OF TULSA

The contents of this document set the procedural standards for brass students at University of Tulsa. This document is affective for academic year 2007-2008. Most of the contents of this Handbook are brass 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 brass 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 brass faculty reserves the right to revise and modify this document.

ENTRANCE AUDITIONS

Every student who wishes to enter a degree program in brass must successfully pass an audition 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 brass study, the student must successfully pass jury examinations, upper divisional exams, and recital hearings. If a student's performance does not meet the expected standards of the brass faculty in these examinations, the student will be placed on probation or asked to choose another area of study.

DESCRIPTION OF STUDY BY MAJOR

Performance major (B.M.): Goal 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 brass audition in accordance with the audition requirements for the Bachelor of Music degree.

Music Education major (B.M.E.): Goal 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 brass audition in accordance with the audition requirements for the Bachelor of Music Education degree.

Bachelor of Arts (B.A.): Goal 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 brass 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: Student must have 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 euphoniums, French horns and tubas can be provided through 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.

LESSONS

A weekly lesson time will be mutually agreed upon by instructor and student and posted on the studio door. Students are responsible for contacting the instructor during 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.

MUS 0611, Trombone; MUS 0621, Trumpet; MUS 0631, Tuba; MUS 0541, French Horn; MUS 0721, Baritone/Euphonium: 1 credit hour (1/2 hour lesson per week).

MUS 0612, Trombone; MUS 0622, Trumpet; MUS 0632, Tuba; MUS 0542, French Horn; MUS 0722, Baritone/Euphonium: 2 credit hours (1 hour lesson per week).

MUS 0613, Trombone; MUS 0623, Trumpet; MUS 0633, Tuba; MUS 0543, French Horn; MUS 0723, Baritone/Euphonium: 3 credit hours (1 hour lesson per week and preparation for junior/senior recital.

Attendance at Lessons

Students receive 14 lessons per semester. It is the student's responsibility to attend all lessons, be on time and be 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 brass instruction for the semester. Messages for an instructor should be e-mailed or left on his/her answering machine. Should it be necessary for the instructor to miss a lesson, the lesson will be made up at both the student's 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. A good goal is to practice at least 5-6 days per week. 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. If you are ill, practice time should be used for study of music and listening to appropriate solo and ensemble recordings. 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**, ½-1 hour daily. Additional suggestions and requirements may be listed in the individual instructor's syllabus.

Practice Rooms

Practice rooms are located in the basement of Tyrrell Hall. Students should see the School of Music secretary to request a practice room key for the semester.

APPLIED MUSIC FEES

An applied music fee of $200.00 per credit hour is charged to the following:

1. Students who are non-majors
2. All students who have exceeded the number of applied music hours required for their degree

This fee is not charged if the brass credits are part of your music major or minor degree requirements. If you have questions concerning the applied music fee, please consult Coordinator of Brass Department.

LOCKERS

Lockers are available for storage of instruments (except for tubas) in Tyrrell Hall. Students should request a locker from the music secretary. Tubas may be stored in the Music Annex.

WEDNESDAY RECITAL CLASS

All School of Music students studying a brass instrument as their major are required to perform on Recital Class. B.M. students must perform once each semester. B.A. and B.M.E. students must perform once a year. It is the studio brass teacher's responsibility to make sure that each student adheres to this requirement. A recital form obtained on-line or from the music office (My WebCT – Recital Class) must be completed and turned into the professor who is coordinating Recital Class for the semester. This form will contain information needed for the Recital Class program and must be signed by your studio instructor before it is returned to the professor coordinating the class.

FINAL EXAM (JURY)

Beginning in the second semester of applied lessons, all music majors who have brass as their primary instrument must play a final exam (jury) for the brass faculty. If the student is taking applied brass lessons as a secondary instrument or is not a major or minor in music, performance at jury is at the discretion of the studio instructor. Exempt from jury requirements are students who present junior or senior recitals 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.

Brass students will be assigned jury performance times by the coordinator of the brass department. Members of the brass 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 their 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 Repertoire Sheets

Students will present the brass faculty with a completed BRASS JURY FORM. The forms list scales, methods and literature studied during the semester. The jury forms will be available in the music office. Students should make five copies of the jury form to be given to each of the brass faculty at the jury.

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 brass jury, he/she will receive an incomplete (I) as a semester grade. All brass juries must be made up by the 5th week of the following semester.

ADMISSION TO UPPER DIVISION

Students who wish to progress toward degrees in music beyond the fourth semester of study must be admitted to the upper division.

The brass jury at the end of the fourth semester of study (end of sophomore year) is a barrier jury for all brass music majors. At this time it will be determined on the basis of the student's performance and improvement whether the student shall be allowed to continue as a music major. To progress to upper division, a student will also be expected to have completed Music Theory II (MUS 1023) and Ear Training II (MUS 1021), and have passing grades in these and all other theory and ear training courses taken by the end of the sophomore year. (See Music Handbook, on-line, for more information.)

GRADES

The final applied brass grade will be issued by the studio instructor. The grade is based on several factors including but not limited to:
1. Brass jury (final exam)
2. Weekly studio performance
3. Progress exhibited during the semester
4. Progress from semester to semester

Brass 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 brass lessons must participate in an instrumental ensemble each semester. All brass 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.

RECITALS

Dates for degree recitals should be reserved by student and instructor at the beginning of the academic year in which the recital will be performed. Reservation of a recital date implies a commitment by you and your teacher to be prepared for a performance by the reserved date. A scheduled recital date should be considered with the same sense of professionalism as a paid sol performance. Every effort must be made by you and your teacher to avoid cancellation or postponement once a date is reserved on the School of Music performance schedule. A recital jury will need to be presented to the brass faculty at least four weeks prior to the recital date. (See below, Recital Jury).

Students in the B.M. Brass Performance degree program are required to present two recitals, one in the junior year and one in the senior year.

Junior Recital (At least 30 minutes of music) a minimum of three style periods is required (Baroque, Classical, Romantic, Impressionist, 20th Century).

Senior Recital (At least 60 minutes of music) a minimum of three style periods is required (Baroque, Classical, Romantic, Impressionist, 20th century). Repertoire from the junior recital may not be repeated on the senior recital.

All recitals must be presented at least two weeks prior to the end of the semester. Students will not be permitted to present recitals during dead week, finals week, or after the conclusion of the semester.

Students pursuing the B.M.E. or B.A. degrees may present recitals with the approval of the studio teacher and the passing of a recital jury.

Recital Jury

Previews of the recital must be presented **at least four weeks prior to the recital date**. The teacher and student will coordinate a jury time with accompanist and faculty. At least two faculty members and the student's applied instructor compose the recital jury. All recital music must be ready for presentation. Failure to demonstrate either technical or musical readiness will result in the postponement of the recital. **The student must present a printed copy of the program to the jury committee.** Consult your teacher and Music Department secretary for the proper form. **Students must submit a proposed program with all pertinent information (titles, composers, dates, etc.) to the brass committee for signature and approval at the time of the Recital Jury.**

Programs for Student Recitals

Programs are official documents and must follow the School of Music prescribed format. The music office will format your program and provide you with one copy. It will then be your responsibility to have additional copies made. A jury sheet indicating the approval of the jury committee must be on file in the music office before your program will be produced. Please abide by the following guidelines when preparing a program:

- Pick up a copy of the recital-template from the music office. This will be provided to you on IBM floppy disc.
- Fill in all the information required on the template using MS Word.
- Return the floppy to the music office no later than one week prior to your recital.
- A proof of your program will be placed in your studio teacher's mail box. Your teacher must sign the program and return it to the music office.
- After the music office has received your proof with your teacher's signature, you will be provided with one original program. You can have copies of the original made at the copy store of your choice.

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 Accompanist

- Make sure that your accompanist 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 accompanist ahead of time of any changes in lesson or practice times.
- Coordinate jury times with your accompanist.

MUSIC SCHOLARSHIPS

Music scholarships are available to music students by audition. Scholarships are available for music majors as well as non-majors. Students must participate in instrumental ensembles each semester that the scholarship is received. While student teaching, BME students may be waived from ensemble participation.

The following rules regarding renewal of music scholarships are stated in the *Music Department Handbook,* available on-line at www.cas.utulsa.edu/music.

The School of Music considers three specific criteria when offering or renewing financial awards for continuing students. In order for you to retain a current award or be considered eligible for future awards, you must:

- Maintain a minimum average GPA of 3.0 in all music courses, and a minimum GPA of 2.8 overall.
- Pass the applied jury with a minimum grade of B.
- Demonstrate professionalism and quality performance in studio lessons and all ensembles to which you are assigned.

Failure to satisfy any one of these criteria will automatically jeopardize your scholarship or grant-in-aid. At the end of each semester, students at risk of losing their music award will be notified in writing by the Director of the School of Music. Students who fail to meet the requirements after a semester of probation will loose their financial award.

Additionally, students receiving music scholarships are required to enroll in private lessons for voice or their principal instrument. This policy applies to all students receiving music scholarships regardless of their major.

ADVISING

Each semester, before or during pre-registration week, brass students pursuing the B.A., B.M.E., or B.M. degrees should meet with assigned Music Department Advisor to select coursework for the following term.

MUSIC DEPARTMENT HANDBOOK

Important information regarding academic procedures, policies, and other pertinent information may be found in the TU *Music Department Handbook*, located on-line at www.utulsa.edu/music.

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.

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