APPLIED HARPSICHORD
University of Florida
School of Music

MVK 1412 & 2422

SPRING 2024 -- CLASS MEETING TIMES

*Weekly **required** meeting times:*
> Individual Applied Lesson: TBA
> Individual Practice Sessions: TBA
> Studio Class: TBA

Instructor: Dr. Laura Ellis, 326 MUB
> Phone: 352-273-3181
> 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
> harpsichord literature relevant to their level of expertise.

Beginning students are encouraged to purchase the following text:
> Bond, Ann. *A Guide to the Harpsichord*. Portland, OR: Amadeus Press, 1997.
> **ML 651 .B66 1997**

PURPOSES AND GOALS
Applied harpsichord lessons are designed to provide the student with a solid foundation in keyboard technique and instrument construction. The course of study will include technical exercises and representative literature.

ATTENDANCE
Lesson and practice session attendance is required of all students. Predicted absenteeism should be discussed with the instructor no less than one week prior to the event. Tardiness and leaving early will effect attendance record.

If you must be absent, please contact me prior to lesson 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
Information on current UF grading policies for assigning grade points may be found here:
https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

Requirements for attendance and other work in this course are consistent with university policies:
https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/

JOURNAL
All students taking applied harpsichord 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. **ML850 .G73 1986**

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

PRACTICE HOURS
Harpsichord practice time in the organ/harpsichord studio is available for all students and will be coordinated through the instructor. 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) Open times on the schedule are on a first-come, first-served basis.
3) If someone is practicing during your scheduled time, don't be afraid to politely enter the practice area to begin your session!
4) 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.
5) **Be sure to properly disengage harpsichord stops and turn out all lights as you leave the studio!**

JURY
All harpsichord students will be expected to present a jury at the end of the semester. Literature will be determined in consultation with the instructor. The jury will consist of up to 10 minutes of your harpsichord performance. Keyboard juries will occur on **Tuesday, April 30, 2024**.

JURY SHEET
At the end of the semester, all students will be required to turn in a jury sheet that outlines the achievements of the semester. The jury sheet will contain the following items:
1) jury sheet outlining achievements of the current semester
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.
Literature will be determined in consultation with the instructor. **Jury Sheets must be submitted to Dr. Ellis no later than NOON on Wednesday, April 24, 2024.**

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 harpsichord study, please make this a cumulative repertoire sheet!

PERFORMANCE

Harpsichord students are invited to perform in organ studio class when literature is performance ready. Please be prepared to share information about your piece and composer when you perform. If practical, additional performance opportunities may be arranged.

COURSE EVALUATION

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. Click here to get started with the Disability Resource Center. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

ACADEMIC HONESTY

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click here to read the Conduct Code. If you have any questions or concerns, please consult with the instructor or TAs in this class.

DIGITAL STUDENT COMMUNICATION AND EXPECTATION

The preferred communication method between faculty member and students enrolled in this course is via the UFL-mail system. Please send e-mails to me at: lellis@arts.ufl.edu or LREllis@ufl.edu via your ufl.edu e-mail. I will endeavor to respond to all school related e-mails within 24 hours. Should you need assistance resolving technical issues, contact the UF Help Desk (https://helpdesk.ufl.edu) or call 352-392-4357.

IN-CLASS RECORDING

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

CAMPUS RESOURCES
Health and Wellness
    U Matter, We Care:
        If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit

www.umatter.ufl.edu to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center:
Visit www.counseling.ufl.edu/ or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit www.shcc.ufl.edu.

University Police Department: Visit www.police.ufl.edu/ or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; www.ufhealth.org/emergency-room-trauma-center.

Academic Resources
E-learning technical support: Contact the UF Computing Help Desk (www.helpdesk.ufl.edu), 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services. www.career.ufl.edu/

Library Support: https://afa.uflib.ufl.edu various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring. www.teachingcenter.ufl.edu/

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. www.writing.ufl.edu/writing-studio/

Student Complaints On-Campus: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

On-Line Students Complaints: www.distance.ufl.edu/student-complaint-process/

Additional Course Fees: MVK 1412: $11.36; MVK 2422: $21.72