



## **APPLIED CARILLON**

University of Florida  
School of Music

MVK 1415, 2425, 3435, 4445, MVO 6250

Carillon studio website:  
[www.arts.ufl.edu/carillon](http://www.arts.ufl.edu/carillon)

### **FALL 2016 -- CLASS MEETING TIMES**

**Weekly *required* meeting times:**

Studio Class: Monday 4:05 – 4:55, UA West Conference Room, University Auditorium

Tower masterclasses on the 1<sup>st</sup> Tuesday of each month at 5:30PM

Sept 6; Oct 4; Nov 8; Dec 6

(these masterclasses will be in lieu of our regular Monday studio that week)

Individual Applied Lesson: TBA

Individual Practice Sessions: TBA

**All carillon students are *required* to attend the following events:**

*September 11, 3PM*  
*UF Studio*

*October 9, 4PM*  
*UF Studio*

*October 28, 7:30PM*  
*Joint Organ & Carillon Studios*  
*Halloween Concert*

*November 6, 3PM*  
*UF Studio*

*December 4, 3PM*  
*UF Studio*  
*Holiday Program*

\*Please inform Dr. Ellis as soon as possible if you are unable to attend one of these recitals. If you must miss a Sunday performance your assistance will be required for either publicity or cataloguing program recordings.

***New this semester!***

The carillon studio has been invited to perform before selected UFPA events held in the University Auditorium. These half hour programs will provide great visibility. Let Dr. Ellis know if you are interested in performing (program information will be needed in advance and will be published in the UFPA program booklet). The fall dates/times are: Wednesday, October 19, 6:45-7:15; Friday, November 4, 6:45-7:15; Friday, December 2, 6:45-7:15 (holiday themed?).

***All carillon students are encouraged to participate in the Mini-Recital Series:***

The daily series is held from 12:35–12:50 & 4:55–5:10 while classes are in session.

**Instructor:** Dr. Laura Ellis, 326 MUB  
Phone: 352-273-3181; E-mail: [lrellis@ufl.edu](mailto:lrellis@ufl.edu)  
Office Hours: TBA  
(office hours will be announced following the scheduling of all applied lessons)

**Auditorium Manager:** Jason Degen  
Auditorium Phone: 352-392-2346  
E-mail: [jdegen@performingarts.ufl.edu](mailto:jdegen@performingarts.ufl.edu)

Additional Office Contact, Nick Anders/E-mail: [nickand@ad.ufl.edu](mailto:nickand@ad.ufl.edu)

### 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

*\*this book may be purchased via the GCNA Publications Committee housed in the carillon studio*

### 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 carillon studio will be available during the rescheduled time.** Any student missing studio class for any reason is responsible for getting information 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 and check for studio e-mails regularly.

If you must be absent, please contact me prior to lesson or studio time:

Phone: 352-273-3181; E-mail: [lrellis@ufl.edu](mailto:lrellis@ufl.edu)

### GRADE DISTRIBUTION

Weekly Lesson Grade:	---	60%
Practice Hours:	---	20%
Jury:	---	15%
Portfolio/Rep List:	---	5%

### GRADING SCALE

The following scale will be used to determine final lesson grade:

Letter Grade	% Equivalency	GPA Equivalency
A	93 – 100	4.00
A-	90 – 92	3.67
B +	87 – 89	3.33
B	83 – 86	3.00
B-	80 – 82	2.67
C +	77 – 79	2.33
C	73 – 76	2.00
C-	70 – 72	1.67

D +	67 – 69	1.33
D	63 – 66	1.00
D-	60 – 62	0.67
E, I, NG, S-U, WF		0.00

Information on current UF grading policies for assigning grade points may be found here:  
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## 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) Attendance at weekly tower practice session
- 3) Attendance of monthly recital series
- 4) Progress on assigned literature and exercises
- 5) Development of technique
- 6) Studio class attendance and participation
- 7) Performance on daily and/or Sunday afternoon concert series
- 8) Journal

## PRACTICE HOURS

Practice time in the carillon practice studio is available for all students enrolled in carillon studio and is coordinated through the auditorium manager. Practice time on the ChimeMaster instrument in MUB 332 is first come, first served. Don’t forget that there is also a practice instrument in the base of Century Tower that provides a good warm-up area prior to tower performance. 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!

When literature is perfected, all students in the studio are encouraged to practice in the tower. Tower time is dependant on the performance schedule in the University Auditorium, however, the tower is generally available for student rehearsal after 5:30 pm on class days (Monday – Friday) and during the day on weekends. In an effort to spend more time perfecting literature in the tower, each student is required to sign up for a one half-hour slot of practice time in the tower each week. As the semester progresses, Dr. Ellis will join you in the tower during these practice times to address issues unique to performing in the tower.

*Carillon studio practice session protocol:*

- 1) Utilize your assigned time. If you have a consistent conflict and need to reschedule, please notify Dr. Ellis and the auditorium manager 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) The practice studio is a great study space, however, please show consideration for the person that is practicing.
- 7) **Be sure to properly log-off the computer(s)!!!**

*Tower practice session protocol:*

- 1) When literature is performance ready, you'll wish to practice in the tower – the practice clavier is much different than the performance clavier!
- 2) Since the University Auditorium is a very busy facility, everyone must check in with the front desk to obtain access to the tower.
- 3) You may practice in the tower anytime after 5:30 pm during the week. Time is available during the weekends, but the office will need prior notice (that is, you'll have to sign up and show up!!) Contact Dr. Ellis, Nick, and/or Jason Degen.
- 4) After your practice session, don't forget to close the hatch and turn the clock strike on! Also, be sure that the tower door is closed – none of us wants to be greeted by unwelcome visitors when we ascend/descend the steps!

## **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 (from 12:05–12:25 pm & 5:05–5:25 pm). 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. Juries this semester will be held during the week of December 12, 2016.

## **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) jury sheet
- 3) 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. Programs are printed weekly, so program information will be compiled one week in advance during Monday studio class. If you are not able to attend studio class and wish to perform during the next week, please e-mail me with program information and requested day of performance at least two weeks prior to the performance. To make things easier, always bring your date book to studio class!

## **PERFORMING ON THE SUNDAY AFTERNOON CONCERT SERIES**

The Sunday afternoon programs are designed to highlight student performance and accomplishments. All carillon students are encouraged to perform when literature is performance ready.

## **STUDIO WEB-SITE**

Visit the carillon studio website regularly: [www.arts.ufl.edu/carillon](http://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.

## **SPECIAL PERFORMANCES**

The carillon studio is often invited to provide prelude and postlude music for special occasions held in the University Auditorium. All students are welcome to participate and dates will be discussed in studio class.

## **CARILLON TOWER TOURS**

The carillon studio is often asked to provide tours of the carillon and Century Tower. Tours may be given during the daily recital series and on Sunday afternoons following recitals. On special occasions studio members may be invited to provide tours for other events. These tours offer a great opportunity to share our love of the instrument!

## **GCNA PUBLICATIONS**

The University of Florida is home to the GCNA (The Guild of Carillonneurs in North America) holdings of carillon music. The carillon studio will assist in maintaining this library and distributing music.

## **THE BEVERLY BUCHANAN CARILLON MUSIC LIBRARY**

The University of Florida is home to the Beverly Buchanan Carillon Music Library. This extensive collection of music is a wonderful resource for students.

## **COURSE EVALUATION**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>

## **ACCOMODATIONS FOR STUDENTS WITH DISABILITIES**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <http://www.dso.ufl.edu/drc/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure 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 Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. 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](mailto:lellis@arts.ufl.edu) or [LREllis@ufl.edu](mailto:LREllis@ufl.edu) via your ufl.edu e-mail. I will endeavor to respond to all school related e-mails within 24 hours. Communication is a two-way street: like me, you should check your ufl.edu mail daily!

## **UNIVERSITY COUNSELING CENTER**

Contact information:

**Counseling Center**

Address:

3190 Radio Road

P.O. Box 112662, University of Florida  
Gainesville, FL 32611-2662

Phone: 352-392-1575

Web: [www.counseling.ufl.edu](http://www.counseling.ufl.edu)