

## KEYBOARD RECITAL

School of Music  
University of Florida

Junior: MVK 3970  
Senior: MVK 4971

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

### SPRING 2019 -- CLASS MEETING TIMES

#### *Weekly **required** meeting times:*

Organ or Carillon Studio Class: Organ TBA, University Auditorium/Carillon M 4:55, UA  
Individual Applied Lesson: TBA  
Individual Practice Sessions: TBA

**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 Contact Information**      **Auditorium Phone: 352-392-2346**

**UA Manager:** Jason Degen      E-mail: [jdegen@performingarts.ufl.edu](mailto:jdegen@performingarts.ufl.edu)

#### **REQUIRED TEXTS**

All students are required to have legal copies of all literature prepared for in lessons and performed in recital.

#### **PURPOSES AND GOALS**

Degree recitals provide capstone opportunities for students in the performing arts. A junior recital should consist of at least 40 minutes of music and a senior recital should be about 60 minutes in length.

#### **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 UA organ 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 and read studio e-mails promptly!

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)

#### **RECITAL GRADE**

The following elements will be assessed to determine the recital grade:

- 1) Attendance and preparation for weekly lesson
- 2) Progress on recital literature
- 3) Submission of recital program & notes in a timely manner
- 4) Attendance and preparation for dress rehearsal
- 5) Studio class attendance and participation

## GRADING SCALE

Information on current UF grading policies for assigning grade points may be found here:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## 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!

## CAMPUS RESOURCES

### Health and Wellness

#### U Matter, We Care:

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

#### Counseling and Wellness Center:

<https://counseling.ufl.edu/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

#### Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies) <http://www.police.ufl.edu/>

### Academic Resources

*E-learning technical support*, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).

<https://lss.at.ufl.edu/help.shtml>

*Career Connections Center*, Reitz Union, 392-1601. Career assistance and counseling. <https://career.ufl.edu/>

*Library Support*, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

*Teaching Center*, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

<http://teachingcenter.ufl.edu/>

*Writing Studio*, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

<http://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*: <http://distance.ufl.edu/student-complaint-process/>