

APPLIED HARPSICHORD

University of Florida
School of Music

MVK 1412 & MVK 2422

FALL 2019 -- 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 or studio 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/ugrad/current/regulations/info/grades.aspx>

JOURNAL

All students taking applied organ 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) Progress on assigned literature and exercises
- 3) Development of technique

PRACTICE HOURS

Harpichord practice time in the organ/harpichord 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 harpichord stops and turn out all lights as you leave the studio!**

JURY

All harpichord students will be expected to perform a jury at the end of the semester at a mutually agreeable time. This presentation will occur on the day of the School of Music keyboard juries (most likely Tuesday, April 30, 2019). Organ studio members and/or area early music specialists will be invited to attend. Literature will be determined in consultation with the instructor. Jury sheets will be supplied by the instructor and must be completed prior to performance.

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 study on the carillon, please make this a cumulative repertoire sheet!

PERFORMANCE

Harpichord 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 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.

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. Communication is a two-way street: like me, you should check your ufl.edu mail daily!

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.

CAMPUS RESOURCES

Health and Wellness

U Matter, We Care:

If you or a friend is in distress, please contact 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.

<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/>