

**APPLIED ORGAN**  
School of Music  
University of Florida

Graduate: MVO 6250 & MVO 6460

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



## FALL 2019 -- CLASS MEETING TIMES

*Weekly **required** meeting times:*

Organ Studio Class: TBD University Auditorium  
Individual Applied Lesson: TBA  
Individual Practice Sessions: TBA

*All organ students are **required** to attend of the following events:*

Saturday, October 19, 1PM	Pipe Organ Demonstration
<i>This is our opportunity to share our love of the organ with others!</i>	
Thursday, October 31, 7:30PM	Halloween Spooktacular
Monday, November 18, 7:30PM	Organ Studio Recital featuring the music of Jordan Alexander Key

*\*\*\*Please let Dr. Ellis know as soon as possible if you have any conflicts with these dates. Alternate responsibilities will be assigned.*

**Organ studio field trip**

Let's go to Atlanta! Dates and details TBA.

All organ students are encouraged to join the Gainesville Chapter of the American Guild of Organists (<https://www.agohq.org/chapters/gainesville/>)

*Other area recitals/concerts of interest:*

Sunday, September 15, 4:00PM      Strings & Things, Holy Trinity

**Looking forward to next semester:**

Tuesday, January 21, 7:30PM	Ellis Faculty Recital
Saturday, February 22, 1:00PM	UF Organ Studio in Recital in Sarasota

**For your approval:**

Sunday, March 29, 5:30 PM	Return engagement at St. Richard's Episcopal
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**Instructor:** Dr. Laura Ellis, MUB 326

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 Office Phone: 352-392-2346

E-mail: [jdegen@performingarts.ufl.edu](mailto:jdegen@performingarts.ufl.edu)

## REQUIRED TEXTS

Throughout the course of the semester the student may be required to purchase organ literature books relevant to their level of expertise. *The Beginning Organist* by Roger E. Davis will be the required text for students in their first semester of

organ study. All organ students must purchase organ shoes and have access to the hymnal of their denominational preference.

## PURPOSES AND GOALS

Applied organ lessons are designed to provide the student with a solid foundation in pedal and keyboard techniques. The beginning organ student is required to have a piano performance level equivalent to Classical sonatinas and/or the two-part inventions of J.S. Bach. The course of study will include technical exercises and representative literature. In addition, the student will become proficient in the service music and hymnody relevant to their denominational tradition.

## 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 UMA 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)

## 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) Attendance of required events
- 3) Progress on assigned literature and exercises
- 4) Development of technique
- 5) Studio class attendance and participation

## 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>

## PRACTICE HOURS

Practice time in the University Auditorium, MUB 332, MUB 337, and MUB 338 is available to all organ students. Practice sessions in the auditorium will be coordinated through the auditorium manager. Practice times in other facilities will be coordinated through the instructor. Keep track of practice hours in your journal and strive 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) If you can't make your posted time, notify your colleagues during studio class. Perhaps someone else can use the time!

### *Regarding rehearsal in the University Auditorium:*

- 1) Auditorium schedules will be coordinated with the auditorium manager. You may sign up for hour slots throughout the week. Please keep your colleagues in mind – sign up for what you need, but leave some slots available for others. Availability of practice hours will vary each week. Try to be flexible!
- 2) If there are any problems, please contact Dr. Ellis. Keep in mind that some events have priority over organ practice.
- 3) Rehearse only during your scheduled times. The auditorium staff is responsible for having the organ console out and available for your use.
- 4) **Call** the auditorium office if you will be late or unable to utilize your assigned practice time. **Text** the organ studio group if you know in advance that you can't make your time. First come, first served for anyone that can use the time. The auditorium staff will let us all know if there is a change in the schedule. Chronic cancellations and/or 'no-shows' for practice times may result in forfeiture of UA practice privileges.
- 5) The organ will remain "on" during the day to minimize stress to the blower. If you have the last practice session of the day please be sure that organ is turned off when you leave.
- 6) **Be sure to properly cancel organ stops and open boxes when you complete your practice! If you are the last person scheduled to use the UA organ for the day, please turn off the blower.**

### *Regarding rehearsal in the facilities in the Music Building:*

- 1) Practice times will be coordinated with the instructor.
- 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 cancel organ stops, turn off organ, turn out all lights, and check that the door is locked as you leave the organ studio and practice rooms!**

## JURY

All organ students will be expected to perform a jury at the end of the semester. Juries will most likely be held on Tuesday, December 10, 2019). Literature will be determined in consultation with the instructor. Jury sheets will be available on the organ studio website and must be e-mailed to the instructor 24 hours **prior** to the day of jury. Jury sheets are available on the organ studio website as a downloadable Word document – please complete the form, e-mail to Ellis, and save a copy for yourself.

## 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 must 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 organ, please make this a cumulative repertoire sheet!

## PERFORMING IN STUDIO CLASS

All students are encouraged to perform in studio class when literature is performance ready. Please be prepared to share information about your piece and composer when you perform.

## PRESENTATIONS IN STUDIO CLASS

All students are encouraged to develop one presentation each semester for studio class. This could include a short biography of a composer, analysis of an organ work, hymn study, or related information. Please consult with Dr. Ellis regarding appropriate topics.

## STUDIO WEBSITE

The organ studio website is <http://www.arts.ufl.edu/organ>. Students are encouraged to visit the site regularly. Concert programs and pictures of recent events and field trips will be posted. Studio pictures will be posted and student bios are welcomed.

## 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](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!

## 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](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://iss.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/>