



## APPLIED CARILLON

University of Florida  
School of Music

MVK 1415, 2425, 3435, 4445

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

### SPRING 2020 -- CLASS MEETING TIMES

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

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

Individual Applied Lesson: TBD

Individual Practice Sessions: TBD

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

*January 26, 3PM  
UF Studio*

*February 14, 6:30 PM  
UF Studio (Valentine's Day)*

*March 22, 3PM  
UF Studio*

*April 19, 3PM  
UF Studio*

\*Please check your calendars and 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.

#### ***Tower Lessons***

Since our playing time in the tower is restricted during the day, it is impractical to have schedule lesson times in the tower. I would like to try out something new this year: on select Saturdays and Sundays I will offer lesson times in the tower during the late morning/early afternoon. These lessons would replace your weekly lesson and give us a chance to discuss bell adjustment, refine technique, and spend some time discussing the specific characteristics of our instrument. Each Monday in studio we can discuss the possibility of rescheduling your lesson for a tower lesson on the weekend.

#### ***UFPA carillon preludes***

The carillon studio has been invited to perform before selected UFPA events held in the University Auditorium. These 25-minute programs provide great visibility. This semester there will be carillon preludes on Saturday, February 1 from 7:00-7:25PM and Sunday, March 29 from 1:30-1:55PM. Please let Dr. Ellis know if you are interested in performing.

#### ***Daily Recital Series***

All carillon students are encouraged to participate in the Daily Recital Series. The concerts are held from 12:35–12:50PM & 4:55–5:10PM while classes are in session.

#### ***Field Trip***

This spring our field trip will be to Bok Tower to visit studio alum Wade FitzGerald. Once Wade gets settled, we'll decide on a date. We may also try to organize a visit to Clearwater.



## GRADING SCALE

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

[www.catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/](http://www.catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/).

## 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. *Due to renovations in the Music Building this semester, the ChimeMaster practice instrument will be housed in MUB 234d – your organ studio key will open the practice room.* 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 may be available for student rehearsal after 5:30PM on class days (Monday – Friday) and during the day on weekends.

*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 5:30PM during the week. The main office typically closes at 6PM unless there is an evening event. Check the schedules in the carillon studio or keep track of the UA schedule via the Google calendar. Contact Dr. Ellis if you have questions.
- 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/PROJECT/ASSOCIATE CARILLONNEUR EXAM**

All carillon students will be expected to prepare an end of the year project. This final project may be completed in one of the following ways:

- 1) Perform a jury at the end of the semester to occur during final exam week during breaks in the exam schedule (from 12:05–12:25 pm & 5:05–5:25 pm).
- 2) Record 10 minutes of your carillon performance that is of publishable quality. The recording should be submitted to the instructor by the last day of class. The instructor and student will then set a mutual time to review and critique the recording.
- 3) Submit materials for the Associate Carillonneur Examination of The Guild of Carillonneurs in North America.

Complete details may be found at: [www.gcna.org](http://www.gcna.org)

Literature will be determined in consultation with the instructor. Jury/project sheets are available on the carillon website in a Microsoft Word file. These sheets must be completed and e-mailed to Dr. Ellis prior to finals week. Juries this semester will be held during the week of April 27, 2020.

### **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 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 using an online Google Sheet. Please have performance information input into the spreadsheet by 5PM on the Friday preceding the week of performance.

### **PERFORMING ON THE CONCERT SERIES**

Concert 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 Carilloners 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 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 [www.gatorevals.a.ufl.edu/students/](http://www.gatorevals.a.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 [www.ufl.bluera.com/ufl/](http://www.ufl.bluera.com/ufl/). Summaries of course evaluation results are available to students at [www.gatorevals.a.ufl.edu/public-results/](http://www.gatorevals.a.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 by visiting [www.disability.ufl.edu/students/get-started/](http://www.disability.ufl.edu/students/get-started/). 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 Honor Code ([www.sccr.dso.ufl.edu/process/student-conduct-code/](http://www.sccr.dso.ufl.edu/process/student-conduct-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 someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [www.umatter.ufl.edu](http://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/](http://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](http://www.shcc.ufl.edu).

*University Police Department:* Visit [www.police.ufl.edu/](http://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](http://www.ufhealth.org/emergency-room-trauma-center).

### Academic Resources

*E-learning technical support:* Contact the UF Computing Help Desk ([www.helpdesk.ufl.edu](http://www.helpdesk.ufl.edu)), 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

*Career Connections Center:* Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services. [www.career.ufl.edu/](http://www.career.ufl.edu/)

*Library Support:* [www.cms.ufib.ufl.edu/ask](http://www.cms.ufib.ufl.edu/ask) 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/](http://www.teachingcenter.ufl.edu/)

*Writing Studio:* 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. [www.writing.ufl.edu/writing-studio/](http://www.writing.ufl.edu/writing-studio/)

*Student Complaints On-Campus:* [www.sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/](http://www.sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/)

*On-Line Students Complaints:* [www.distance.ufl.edu/student-complaint-process/](http://www.distance.ufl.edu/student-complaint-process/)