

# APPLIED HARPSICHORD

University of Florida  
School of Music

MVK 1412/2422/3432

## FALL 2020 -- 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](mailto: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](mailto:lrellis@ufl.edu)

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).
  - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#).

## 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/UGRD/academic-regulations/grades-grading-policies/>

Requirements for attendance and other work in this course are consistent with university policies:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

## 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

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

## **JURY**

All harpsichord 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**

Harpsichord 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 [www.gatorevals.afl.edu/students/](http://www.gatorevals.afl.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.afl.edu/public-results/](http://www.gatorevals.afl.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. [Click here to get started with the Disability Resource Center](#). 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.

## **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. Should you need assistance resolving technical issues, contact the UF Help Desk (<https://helpdesk.ufl.edu>) or call 352-392-4357.

## **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.

## **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:* <https://afa.uflib.ufl.edu> 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:* <https://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/)