

PURPOSES AND GOALS

Applied carillon lessons are designed to provide the student with a solid foundation in pedal and keyboard techniques. The course of study will include technical exercises and representative literature. In addition, prepared students in the carillon studio will be active participants in the daily concert series and Sunday afternoon concert series.

ATTENDANCE

STUDIO AND LESSON ATTENDANCE IS REQUIRED OF ALL STUDENTS. Students are required to attend virtual 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. Any student missing studio class for any reason is responsible for getting information and handouts from a fellow student, not the instructor. Tardiness and leaving early will affect attendance record.

If you must be absent, please contact me prior to lesson or studio time:

Phone: 352-273-3181; E-mail: irellis@ufl.edu

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

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

GRADE DISTRIBUTION

| | |
|----------------------|---------|
| Weekly Lesson Grade: | --- 60% |
| Practice Hours: | --- 20% |
| Project: | --- 15% |
| Jury Sheet: | --- 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/>.

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 lessons
- 2) Attendance at tower practice sessions
- 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 concert series

8) Journal

PRACTICE HOURS

Time in the carillon practice studio is available for all students enrolled in carillon studio. In these COVID times, we must adhere to class periods, vacate the room during the 15-minute class change, AND remain masked at all times (yep, that means while practicing, too). The ChimeMaster practice instrument is now housed in MUB 300! We will be sharing this room with the harpist. Vacating the room during the 15-minute class change and wearing masks are needed in MUB 300, too. 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 play 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, MUB 300 and Century Tower practice/performance protocol:

- 1) Utilize your assigned time. If you have a consistent conflict and need to reschedule, please notify Dr. Ellis so that the schedule can be updated.
- 2) Enter the practice space at the start of the class period (not before), practice about 45 minutes, give yourself time to pack up, and vacate the space at the end of the 50-minute period. The 15-minute class break is important for air circulation!
- 3) Be sure to remain masked while in the studio and while practicing.
- 4) Wash your hands prior to and after your practice session.
- 5) Shoes must be worn (no bare feet or stocking feet).
- 6) Feel free to use hand sanitizer after touching shared surfaces.

Century Tower specifics:

- 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) Check in with the reception area in the university auditorium to obtain access to the tower.
- 3) You may practice in the tower anytime after 5:30PM during the week. 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!

Most disinfectant cleaners are terrible for wooden keys. Any liquid introduced on batons will have a damaging effect. Dr. Ellis will provide regular cleaning of the batons throughout the week. Don't forget, the safety of all of us requires the following:

1. Players must thoroughly wash hands before and after each use. Hand sanitizer may be used *in addition to* handwashing.
2. Masks must be worn by all players of shared instruments regardless if they are the only person in the room.
3. Players must wear shoes at all times.
4. Adhere strictly to class periods and vacate practice areas for all 15-minute breaks.

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.](#)

PROJECT/ASSOCIATE CARILLONNEUR EXAM

All carillon students will be expected to prepare a project at the end of the semester. If possible, students are encouraged to remain home after Thanksgiving break. This semester, the final project may be completed in one of the following ways:

- 1) Submit 10 minutes of your carillon performance that is of publishable quality. Get started on this project early! The goal is to record your playing throughout the semester and submit only the **best** example of your work.
- 2) Submit materials for the Associate Carillonneur Examination of The Guild of Carillonneurs in North America.

Complete details may be found at: www.gcna.org

Literature will be determined in consultation with the instructor. **Project recordings must be submitted to Dr. Ellis no later than 5PM on Monday, December 14, 2020.**

JURY SHEET

At the end of the semester, all students will be required to turn in a jury sheet that outlines the achievements of the semester.

The jury sheet will contain the following items:

- 1) jury sheet
- 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.

The jury sheet is available as a word document on the carillon studio website. **Jury Sheets must be submitted to Dr. Ellis no later than 5PM on Monday, December 14, 2020.**

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. 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

Tower tours are suspended during the pandemic. Guests are not allowed to accompany performers into the tower.

GCNA PUBLICATIONS

The University of Florida is home to the GCNA (The Guild of Carillonneurs 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.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/. Summaries of course evaluation results are available to students at www.gatorevals.ua.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. [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.

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/) 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 or 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.

CAMPUS RESOURCES

Health and Wellness

U Matter, We Care:

If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit 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/ 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.

University Police Department: Visit 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.

Academic Resources

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

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services. 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/

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. 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/