

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

Graduate: MVO 6460

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



## FALL 2020 -- CLASS MEETING TIMES

\*Keep in mind, that we may need to be flexible throughout the semester depending on the status of the pandemic. This syllabus reflects my current plans for our carillon work this fall.

*Weekly **required** meeting times:*

Organ Studio Class: TBD via Zoom

Individual Applied Lesson: TBD

Individual Practice Sessions: TBD

Here are the dates on the calendar:

Friday, October 16, 12:50PM: Organ Demo during convo time

Saturday, October 31, 7:30PM: Halloween Spooktacular

Tuesday, November 17, 7:30:PM: Organ Studio Recital

*\*\*\*Please let Dr. Ellis know as soon as possible if you have any conflicts with these dates.*

*Alternate responsibilities will be assigned.*

### **Studio Class**

Studio class will be held virtually. What will we do? Plan to share recordings of your performances, take a virtual organ crawl, and meet UF organ studio alums. Please be prepared to share information about your piece and composer when you perform.

**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 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. 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: [lrellis@ufl.edu](mailto:lrellis@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/>

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

## PRACTICE HOURS

Practice time in the University Auditorium, MUB 332, MUB 337, and MUB 338 is available to all organ students. 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).

*Practice 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 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.

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!

*Regarding rehearsal in the University Auditorium:*

- 1) Rehearse only during your scheduled times. The auditorium staff is responsible for having the organ console out and available for your use.
- 2) 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.
- 3) **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:*

**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!**

Most disinfectant cleaners are terrible for organ keys (particularly wood). Any liquid introduced on batons will have a damaging effect. Dr. Ellis will provide regular cleaning of the instruments 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.](#)

## **JURY/PROJECT**

All organ students will be expected to present a jury at the end of the semester. If possible, students are encouraged to remain home after Thanksgiving break. Therefore, juries will take the form of a recorded project. Literature will be determined in consultation with the instructor. Submit 10 minutes of your organ 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. Literature will be determined in consultation with the instructor. **Jury/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.

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

## 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 [www.gatorevals.aa.ufl.edu/students/](http://www.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 [www.ufl.bluera.com/ufl/](http://www.ufl.bluera.com/ufl/). Summaries of course evaluation results are available to students at [www.gatorevals.aa.ufl.edu/public-results/](http://www.gatorevals.aa.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.

## 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 (<https://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/)