



APPLIED CARILLON

University of Florida
School of Music

MVK 1415, 2425, 3435, 4445

Carillon studio website:

www.arts.ufl.edu/carillon

FALL 2021 -- CLASS MEETING TIMES

Weekly required meeting times:

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

Individual Applied Lesson: TBD

Individual Practice Sessions: TBD

Concert Series

We have been on hiatus for a while, so please note the **dates/times** of our series this year:

Sunday, August 29 @ 1:55PM

Sunday, September 26 @ 1:55PM

Friday, October 29 @ 7:20PM – Our Annual Halloween Extravaganza!

Sunday, November 21 @ 1:55PM

Sunday, December 5 @ 1:55PM

*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 concert 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. 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 following weekend!

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 Trips

A trip to the Eijsbouts carillon at the Church of the Ascension in Clearwater is in discussion. The date is TBD due to maintenance work needed on the instrument.

Instructor:

Dr. Laura Ellis, 326 MUB

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

Office Hours: TBD

(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

REQUIRED TEXTS

Throughout the course of the semester, the student may be required to purchase carillon literature relevant to their level of expertise. For students in their first semester of carillon study, the following text is required:

John Gouwens, [Playing the Carillon: An Introductory Method](#)

**this book may be purchased via the GCNA website (www.gcna.org)*

ADDITIONAL TEXTS OF INTEREST

Ellen Dickinson, [A New Carillon Book](#)

**this book is available in the carillon studio*

Leen 't Hart, [Carillon Playing](#)

**this book is available in the carillon studio*

The are numerous books and scores of interest housed in the carillon studio. Feel free to browse, but please keep these items in the studio and return all materials to their original location.

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 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 carillon studio will be available during the rescheduled time.** 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. On certain days, some class sessions will not be in the regular classroom, so be sure to listen to announcements and check for studio e-mails regularly.

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

Phone: 352-273-3181; E-mail: 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/>

In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.uflhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.
 - 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.
 - Hand sanitizing stations will be located in every classroom.
- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.
 - 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.
 - If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.

- Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

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

Practice time in the carillon practice studio is available for all students enrolled in carillon studio and is coordinated through the auditorium manager. *Practice time on the ChimeMaster instrument in MUB 330 is first come, first served. Don’t forget that there is also a practice instrument in the base of Century Tower that provides a great practice space and is 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 dependent on the performance schedule in the University Auditorium, however, the tower is generally available for student rehearsal after 5:30PM on class days (Monday – Friday). Practice time on the weekends may be available, please consult with the instructor. Each student will be able to view the University Auditorium Google calendar to ascertain hall staffing and usage. As the semester progresses, Dr. Ellis will offer sign-up for tower lessons. Please keep in mind that we are part of a campus community and all notes coming from the tower (good, bad, ugly) are heard by faculty and classmates!

Carillon studio, MUB 330 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) All are expected to wear a mask 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 are expected.
3. Players must wear shoes at all times.

PROJECT/ASSOCIATE CARILLONNEUR EXAM

All carillon students will be expected to prepare a project at the end of the semester. The final project may be completed in one of the following ways:

- 1) Perform a jury during finals week, December 13-17, 2021.
- 2) Submit a recording of *at least* 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.
- 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

Literature will be determined in consultation with the instructor. **Project recordings must be submitted to Dr. Ellis no later than 5PM on Monday, December 13, 2021.**

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 at least one day before your scheduled jury.**

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; 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 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.afl.edu/public-results/.

ACCOMMODATIONS 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.

IN-CLASS RECORDING

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student

participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

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/