MUS 149, 151, 152, 351, 352
Applied Trombone, Euphonium, and Tuba Lessons

Texas A&M University-Commerce Music Department
Fall 2015 Course Syllabus
Dr. Jeff Baker, Assistant Professor of Tuba and Euphonium
Brian Davis, Adjunct Instructor of Low Brass

**Student Learning Objectives:**
Upon completion of the baccalaureate curriculum, the student will
- Demonstrate the basics of musical performance with special attention to rhythm, tone quality, range, musical phrasing, intonation, and style
- Demonstrate the ability to perform music from different stylistic periods
- Demonstrate the ability to perform music in varied key signatures, clefs, transpositions, and meter signatures
- Demonstrate the ability to perform all major and minor scales in the designated format.

**Applied Lesson Codes:**
Course numbers for applied lessons are broken down as such:
- 15x Freshman, Sophomore, and students who have not passed their upper division barrier
- 35x Junior, Senior, and students who have passed their upper division barrier
- 55x Graduate students

Please be aware of the final number, as it dictates whether the lessons are minor or major applied. Minor applied lessons are taken by students either not majoring in music or music majors taking secondary lessons on a different instrument:
- x49 Restricted
- x51 Minor Applied (Secondary Instrument or Non-Majors)
- x52 Principal Applied (Music Majors)

All music majors enrolling in lessons on their primary instrument should enroll in TWO credit hours. As a general rule, two credit hours is equivalent to one contact hour.

Typically freshman and sophomore music majors will enroll in MUS 152 lessons and juniors and seniors will enroll in MUS 352 lessons.
**Attendance Policy:**
Students enrolled in principal applied lessons are required to attend weekly private lessons, the weekly studio class, and studio events listed on the studio calendar. **An unapproved absence from any of these events constitutes an unexcused absence towards the student’s final grade. Each unexcused absence will lower the student’s final lesson grade by one letter.**

Absences without prior notification or approval are considered unexcused. In the event of illness or an emergency, the student must contact the instructor by phone or e-mail in advance. A lesson cancelled due to severe illness or emergency with 24-hours advanced notice MAY be rescheduled. Lessons cancelled by the instructor WILL be made up.

Excessive tardiness will negatively affect the student’s final grade. If the student is late to THREE studio events (lessons, studio class, rehearsals, recitals), one unexcused absence will be added to their final attendance for the semester. **Each unexcused absence will lower the student's final lesson grade by one letter.**

**Weekly Studio Class:**
All students will have a studio class that meets every **Monday 4:00 pm-5:00 pm** in the band hall. Attendance and participation are mandatory. A calendar of events and performances will be available at the first studio class of the semester.

**Studio Calendar of Events Policy:**
Students will receive a studio calendar of events at the first studio class of the semester. All students will be notified of any additional upcoming events via email as well as in their applied lesson and at the weekly studio class. Attendance is mandatory at all studio recitals and specified events on the calendar, which includes rehearsals, special performances, and master classes. Please see the attendance policy for more information regarding cancellations and absences.

**Practice/Homework Policy:**
The student’s progress and improvement is evaluated in the applied music lessons throughout the given semester and constitutes **20% of the final grade.** Expectations regarding practice time may vary, but in general a two-credit-hour lesson requires a minimum of two hours of practice every day (14 hours of practice per week, not including ensembles, chamber rehearsals, lessons or morning warmup sessions). Minor applied lessons (typically one credit hour) require one hour of daily practice (7 hours of practice per week).

**Communication Policy:**
Students must have a working email address and phone number. It is extremely important that the student must check their email in a timely manner and respond accordingly. Clear, concise, and efficient communication skills are a valuable asset if the student is to be successful as a professional. Failure to communicate in a timely or professional manner will negatively impact the student’s final Progress/Improvement score (**20% of the final grade**).
Tune Tests (2) and Transposition Tests (1):
Tune and Transposition Tests constitute a combined 20% of the final grade. Tune tests will be administered during studio class on Monday, September 28th and Monday, November 23rd. The transposition test will be administered Monday, November 2nd during studio class. For each tune jury, the student is required to perform, from memory, one tune (to be chosen by the instructor) in all 12 keys. Transposition test material will come from the Verzari book, *Exercises on the Emission of Fundamental and Harmonic Tones for the Trumpet*. All tunes and transposition requirements will be given out at the first studio class of the semester.

Scale Exams:
Scale examinations constitute 10% of the final grade. Exams will be administered during the 15th week of lessons at the instructor’s discretion. Scales must be played two octaves, legato, in sixteenth notes, at a tempo of one quarter note equals 72 beats per minute. *This is the minimum requirement.*

Upon completion of the Junior Level Proficiency Exam, students will prepare upper-division scales from the Bell Scales book. The following is a typical sequence by semester of scale studies:

End of 1st semester-all major scales; two octave chromatic scale; major arpeggios
End of 2nd semester-all major and natural minor scales; minor arpeggios
End of 3rd semester-all major, natural, and harmonic minor scales; three octave chromatic scale; dom7 arpeggios
End of 4th semester-all major, natural, harmonic, and melodic minor scales; dim arpeggios
End of 5th semester-ALL Bell Scales at any tempo
End of 6th semester-ALL Bell Scales at quarter note = 60 bpm
End of 7th semester-ALL Bell Scales at quarter note = 70 bpm
End of 8th semester-ALL Bell Scales at quarter note = 80 bpm

Listening Exam:
The listening exam constitutes 5% of the final grade. Students are required to listen to specific works throughout the semester on their own. A list of 10 pieces will be given out at the first studio class along with a dropbox link to recordings. A comprehensive listening exam will be given during studio class on Monday, November 30th. Students will be responsible for knowing the composer’s name, composer’s nationality, genre of work, title of piece, movement within the larger work (if applicable), and any other pertinent information.

Written Assignment:
At the discretion of the instructor, a written assignment MAY be given out. This will be included in the course syllabus handed out at the first studio class. The written assignment will consist of a resume and cover letter project and will be due by Friday, November 20th. The written assignment will be assessed as part of the lesson progress and improvement grade (20% of the final grade).
**Morning Warmup Sessions:**
The studio will meet in the band hall on Tuesday and Thursday mornings from 7:00 am to 7:50 am. We will use this time for group warmup sessions where we focus on anatomy, respiration, and the fundamentals required to be a successful musician and instructor. Students are required to attend at least half of all morning warmup sessions. Failure to attend half the sessions will count against the student’s participation grade (10% of the final grade). At the end of the semester, any students who have attended all morning warmup sessions will be treated to a nice upscale dinner with Dr. Baker.

**Required Materials:**
The student is required to own the following materials:

- **Required Method Books for All Students** (listed below)
- Mouthpiece
- Metronome
- Tuner
- Pencil (with eraser)
- Recording device
- Mutes and appropriate breathing aids

A metronome capable of subdividing the beat is recommended. A recording device of any kind (digital or analog) will suffice. Students are encouraged to record their practice sessions as often as possible. The quality of the equipment is not near as important as the habit of using it.

Students are required to furnish sheet music, solo repertoire, etude books, and CD recordings as required by the instructor. Students who borrow materials are responsible for loss or damage.

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**Required Method Books for All Students:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercises on the Emission of Fundamental and Harmonic Tones</td>
<td>S. Verzari</td>
</tr>
<tr>
<td>Clef Studies</td>
<td>V. Blazhevich</td>
</tr>
<tr>
<td>Lip Flexibilities</td>
<td>Bai Lin</td>
</tr>
<tr>
<td>Sixty Selected Studies</td>
<td>G. Kopprasch</td>
</tr>
<tr>
<td>70 Studies for BBb Tuba</td>
<td>V. Blazhevich</td>
</tr>
<tr>
<td>Melodious Etudes for Trombone, book 1</td>
<td>J. Rochut</td>
</tr>
<tr>
<td>Daily Routine-The Bell Scales</td>
<td>Bill Bell/Abe Torchinsky</td>
</tr>
<tr>
<td><strong>REQUIRED FOR TUBA STUDENTS ONLY</strong></td>
<td></td>
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<tr>
<td>Low Etudes for Tuba</td>
<td>P. Snedecor</td>
</tr>
<tr>
<td>The Complete Solfeggi for Tuba</td>
<td>G. Conconce, trans. Wes Jacobs</td>
</tr>
<tr>
<td>Complete Method for Tuba</td>
<td>Arban</td>
</tr>
<tr>
<td><strong>REQUIRED FOR EUPHONIUM STUDENTS ONLY</strong></td>
<td></td>
</tr>
<tr>
<td>Selected Studies for Trombone/Baritone</td>
<td>H. Voxman</td>
</tr>
<tr>
<td>The Complete Solfeggi for Trombone</td>
<td>G. Conconce, trans. John Korak</td>
</tr>
<tr>
<td>Complete Method for Trombone/Euphonium</td>
<td>Arban</td>
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</tbody>
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Fall 2015 – Tuba/Euphonium Syllabus 4
**Recommended Method Books for All Students (NOT REQUIRED):**

- The Brass Gym—Pilafian/Sheridan
- 78 Studies for Tuba—B. Grigoriev
- A Singing Approach to the Trombone—C. Vernon
- Daily Exercises for Trumpet—S. Verzari
- Introducing the Tenor Clef—R. Fink
- Introducing the Alto Clef—R. Fink
- 40 Progressive Studies for Trombone—H.W. Tyrell
- 40 Advanced Studies for Tuba—H.W. Tyrell

**Recommended Resources for Pedagogy and Musicianship (NOT REQUIRED):**

- Arnold Jacobs: Song and Wind—B. Frederickson
- The Art of Musicianship—P. Farkas
- The Art of Brass Playing—P. Farkas
- Also Sprach Arnold Jacobs—B. Frederickson
- Expression in Music—Vandercook
- The Tuba Family—C. Bevan
- The Inner Game of Music—B. Green
- The Talent Code—D. Coyle
- Casals and the Art of Interpretation—D. Blum

**Pre-Jury Hearing:**

The pre-jury hearing constitutes 10% of the student’s final grade. All students signed up for a jury at the end of the semester are responsible for a pre-jury hearing. The instructor must be present at either the final rehearsal or the next to last rehearsal with the student’s accompanist. If the instructor cannot be present to pre-screen the jury piece, the student is required to record the rehearsal and submit the recording to the instructor BEFORE their jury. It is the student’s responsibility to schedule the pre-jury hearing with their accompanist and instructor.

**End of Semester Juries:**

The end of the semester jury constitutes 25% of the student’s final grade. Juries occur during the final exam week of each semester and must be scheduled in advance. Jury signup sheets will be posted outside the instrumental studies office approximately one week prior to the start of jury/finals week. Sheets will be up for 5 days, if the student does not sign up during this timeframe, they will forfeit their jury.

Students performing juries with an accompanist must compensate their accompanist in full before they perform their jury. NO EXCEPTIONS. Students must also own an original copy of their jury piece, please plan accordingly as it takes time to order a piece of music and there is a chance the music you require is not in stock.

*At the discretion of the instructor, the student may not be permitted to perform their jury if the student has not compensated their accompanist or is not in possession of an original.*

The end of the semester jury constitutes 25% of the student’s final grade.

Before a student may perform their end of the semester jury, all students are required to submit:

- TWO photocopies of all music they plan to perform for the jury committee
- One TYPED copy of the semester repertoire sheet, approved by their primary instructor
- Any other materials the instructor may require
**Junior Level Proficiency Exam:**
At the end of the 4th semester of study, students will be expected to perform an extended jury known as the junior level proficiency exam. If the student fails this jury, he/she may retake the proficiency exam at the end of the following semester, however, the student will not be eligible to enroll in any 300 level (upper-division) courses.

While a numerical score will be given by each juror, the committee will also indicate by PASS or FAIL whether they believe the student is ready to continue to upper division courses. The decisions of the faculty with regard to grading and pass/fail status will be considered final and binding.

*If the student does not pass their second attempt at the junior level proficiency exam, the student will no longer be allowed to continue as a music major.*

When a student is preparing for their upper division jury, the student will sign up for two separate jury times. The solo portion may be scheduled at the students and pianists convenience. The second jury time should be during the designated “Upper Division Day.” The solo time slot is similar to previous juries, where the student will perform the major work they have studied for the semester. The second time slot is reserved for scales, sight-reading, and FOUR other works to be chosen at the instructor’s discretion. Typically, this extra material will consist of etudes and band/orchestra excerpts that the student has prepared throughout the semester.

Before a student may perform their Junior Level Proficiency Exam, all students are required to submit:
- TWO copies of the solo and TWO copies of the FOUR other works prepared (etudes, excerpts)
- One TYPED copy of the semester repertoire sheet, approved by their primary instructor
- Any other materials the instructor may require

**Minor Applied Juries:**
Students enrolled in minor applied lessons (MUS 151 and MUS 351) may be required to play a jury by their applied teacher. If the student is enrolled in secondary lessons as a performance major, the student is required to perform a jury.

**Contact Information and Office Hours:**
Music Building, Room 229  
Email: Jeff.Baker@tamuc.edu  
Email: DavisB69@gmail.com  
Office Phone: 903-886-5290  
Dr. Baker’s Cell Phone: 469-417-9404  

Office Hours:
- Monday 12:00-1:00  
- Thursday 12:00-1:00 pm  
- Meetings may also be scheduled by appointment.
**Recital Procedures:**
All music-education majors are required to perform a Junior Recital (half-recital) as part of the degree requirements. At the discretion of the instructor, students may sign up for either a full or half recital. All recitals require approval of the instructor on not only the date/time/location of the recital, but also on all materials being performed as well as the performers and program information.

**Course Enrollment Procedures:**
Students performing a half or full solo recital should enroll in 1 credit hour of Principal Applied Lessons and 1 credit hour of Principal Applied Recital in lieu of the normal 2 credit hours of applied lessons.

**Scheduling Procedures:**
After the date/time/location have been approved by the instructor and the accompanist, the student must fill out the “Master Class or Recital Scheduling Form.” This form can be found at the end of the syllabus packet or in the Music Office. In addition to the instructor and accompanist’s signatures, the “Master Class or Recital Scheduling Form” requires two other applied faculty signatures before the form can be turned in to Ms. Melton in the Music Office. Once the form is approved and all fees have been paid, the recital will be added to the master calendar in the Music Office as well as the studio calendar.

**Program Notes:**
Program notes are required for all degree recitals and are due to the instructor THREE weeks ahead of the performance date. This allows for edits and resubmissions by the student. Program notes are not required for non-degree recitals, however an approved program is required for ALL recitals. The final program must be submitted ONE week before the recital date. Degree recitals will not count towards the degree if the paperwork is either not filled out in a timely fashion or if it is filled out incorrectly.

**Dress Rehearsal:**
Similar to a Pre-Jury Hearing, all recitals require a dress rehearsal to be scheduled ahead of the recital for the instructor to give final approval to move forward with the recital. The instructor reserves the right to cancel any student recital due to lack of preparation.

**Prep Kitchen Procedures:**
Students may use the prep-kitchen if they wish to host a reception after their event, however they must pay a deposit when scheduling the event. Students are solely responsible for the condition of the kitchen and the surrounding area. The Student’s final lesson grade will be affected if any of the following conditions are not met with regard to the kitchen:
- All trash must be disposed of both in the kitchen and in the area around the kitchen
- No food or drink of any kind may be left in the kitchen overnight
- No dishes or utensils of any kind may be left in the kitchen overnight
- All tables and chairs must be returned at the end of the reception
- The kitchen must be cleaned, locked, and the lights turned off at the end of the reception

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<thead>
<tr>
<th>The instructor may cancel a student recital at any time for the following reasons:</th>
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<tbody>
<tr>
<td>lack of progress/preparation</td>
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<td>failure to cover accompanist fees</td>
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<td>failure to schedule a dress rehearsal</td>
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<td>failure to submit program or program notes (when applicable)</td>
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<td>failure to turn in the proper scheduling paperwork on time</td>
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**Grading Procedures:**
Each unexcused absence will lower the final grade one level. Three unexcused absences from lessons or studio events will result in an “F” for the course. Grades are based on lesson preparation and progress, tune/transposition tests, scale exams, listening exams, participation in studio and warmup sessions, the pre-jury hearing, and the final jury hearing. Any written assignments will be factored in to the progress component (20% of the final grade) and special studio projects are factored in to the participation grade (10% of the final grade). If a student is failing the class, he or she will be notified.

**Grading Explanation**
A Superior performance, perfect attendance at lessons and studio events, superior participation in ensembles as well as attending outside professional performances. Outstanding musical progress, student is prepared for every lesson, timely and professional communication.
B Excellent performance, good attendance at lessons and studio events, excellent participation in ensembles as well as attending outside professional performances. Noticeable musical progress, student is prepared for most lessons, timely communication.
C Average performance, fair attendance at lessons and studio events, some participation in ensembles, student is consistently unprepared for lessons, little or no progress, problematic communication.
D Poor performance, lack of preparation, attendance and/or attitude problems. Unacceptable preparation for lessons, unacceptable progress, lack of communication.
F Failure of the class due to attendance, lack of preparation, unacceptable progress, or other factors.

**Percentage Breakdown**
Progress/Improvement in Weekly Lessons and Written Assignment (if applicable) – 20%
Tune/Transposition Tests – 20%
Scale Exams – 10%
Listening Exam – 5%
Pre-Jury Hearing – 10%
Participation in Studio and Warmups – 10%
End of the Semester Jury – 25%

**Student Behavior:**
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment *(Student’s Guide Handbook, Policies and Procedures, Conduct.)*

**Music Department Mission Statement:**
The Music Department of Texas A&M University-Commerce promotes excellence in music through the rigorous study of music history, literature, theory, composition, pedagogy, and the preparation of music performance in applied study and ensembles to meet the highest standards of aesthetic expression.

**Students with Disabilities:**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
StudentDisabilityServices@tamuc.edu
## Fall 2015 Tuba/Euphonium Studio Calendar of Events

### August
- **Saturday, August 29** | 2:00 PM | Concert Ensemble Auditions | Music Bldg.
- **Monday, August 31** | 4:00 PM | Studio – Syllabus and Overview | Band Hall

### September
- **Monday, September 7** | ALL DAY | NO LESSONS OR TUBA/EUPHONIUM STUDIO
- **Thursday, September 10** | 7:30 PM | Faculty Showcase Recital | Concert Hall
- **Monday, September 14** | 4:00 PM | Studio – Tuba/Euph Ens. | Band Hall
- **Saturday, September 19** | 2:00 PM | Tuba-Que! | Dr. Baker's
- **Monday, September 21** | 4:00 PM | Studio – Tuba/Euph Ens. | Band Hall
- **Thursday, September 24** | 7:30 PM | Dr. Baker – Faculty Tuba Recital | Concert Hall
- **Saturday, September 26** | Afternoon | TAMU-Commerce Brass Day | Music Bldg.
- **Monday, September 28** | 4:00 PM | Studio – Tune Test #1 | Band Hall

### October
- **Thursday, October 1** | ALL DAY | NO LESSONS
- **Monday, October 5** | 4:00 PM | Studio – Tuba/Euph Ens. | Band Hall
- **Friday, October 9** | 7:30 PM | President’s Own Marine Band Concert | Concert Hall
- **Monday, October 12** | 4:00 PM | Studio – Tuba/Euph Ens. Dress Rehearsal | Band Hall
- **Tuesday, October 13** | 7:30 PM | OcTUBAfest! Tuba/Euph Ens. Recital | Concert Hall
- **Monday, October 19** | ALL DAY | NO LESSONS OR TUBA/EUPHONIUM STUDIO
- **Tuesday, October 20** | ALL DAY | NO LESSONS
- **Monday, October 26** | 4:00 PM | Studio – Dress Rehearsal | Concert Hall
- **Tuesday, October 27** | 7:30 PM | OcTUBAfest! Studio Recital | Concert Hall
- **Wednesday, October 28** | 7:30 PM | Jason Wallace Guest Artist Tuba Recital | Concert Hall

### November
- **Monday, November 2** | 4:00 PM | Studio – Transposition Test | Band Hall
- **Tuesday, November 3** | 7:30 PM | Dallas Opera Dress Rehearsal - Tosca | Winspear
- **Monday, November 9** | 4:00 PM | Studio – Masterclass with Ryan Robinson | Band Hall
- **Tuesday, November 10** | 7:30 PM | Ryan Robinson Guest Artist Tuba Recital | Concert Hall
- **Monday, November 16** | 4:00 PM | Studio – Tubachristmas Mailers | TBD
- **Friday, November 20** | 12:00 PM | Resumes and Cover Letters Due!
- **Monday, November 23** | 4:00 PM | Studio – Tune Test #2 | Band Hall
- **Monday, November 30** | 4:00 PM | Listening Exam!

### December

#### Week of December 7 – 11 Scale Exam Performed During Lessons
- **Monday, December 7** | 4:00 PM | Studio – Tuba/Euph Ens. Rehearsal | Band Hall
- **Thursday, December 10** | 5:00 PM | Holiday Gala Dress Rehearsal | Concert Hall
- **Friday, December 11** | 7:30 PM | Holiday Prism Concert | Concert Hall
- **Saturday, December 12** | 8:00 AM | Tuba Christmas | Music Bldg.
- **Saturday, December 12** | 7:30 PM | Holiday Prism Concert Day II | Concert Hall
- **December 14-16** | Afternoon | Brass Juries | Concert Hall
Fall 2015 Tuba/Euphonium Studio Tune and Transposition Tests

**Tune 1: Amazing Grace (Monday, September 28)**

*All tune and transposition tests will take place during studio class this year!*
The listening component consists of ten pieces that the student should be familiar with:

1. Respighi, Pines of Rome
2. Berlioz, Damnation of Faust
3. Beethoven, Symphony no. 6
4. Haydn, Symphony no. 90
5. Monteverdi, Orfeo
6. Rachmaninoff, Piano Concerto no. 2
7. Ives, Symphony no. 4
8. Sousa, Who’s Who in Navy Blue
9. Mahler, Symphony no. 8
10. Mozart, Gran Partita

A dropbox link will be sent out via email to all students enrolled in lessons the first week of classes. Students will be responsible for researching information about the composer and piece. The listening exam will take place during studio class on Monday, November 30th. For the listening exam, the student will hear a short one-minute excerpt and from that, they will be responsible for listing the composer’s name, composer’s nationality, genre of music, title of piece, movement within the larger work (if applicable), and any other pertinent information.

The final listening test will consist of 6 of the 10 required pieces. An example of a typical test answer looks like this:

Composer’s Name: Richard Wagner
Composer’s Nationality: German
Genre of Work: Romantic
Title of Piece: Tristan und Isolde
Movement: Prelude to Act 1
Other Pertinent Information: This work is considered the first music drama by Wagner as he transitioned to the style of writing that can be found in his Ring Cycle and Parsifal.
Fall 2015 Tuba/Euphonium Studio Application Project
Due: Friday, November 20 by 12:00 PM

It is important to have a current professional music resume and cover letter on file at all times. Band directors often ask for resumes and a list of references for teaching and performing opportunities. If you wait until you start teaching to remember what you did three years ago, you’ll never get it all on there. For this assignment, you will be turning in three items: Cover Letter, One Page Resume, and Curriculum Vitae.

There are two types of resumes you will be creating for this project:

- **1-page Resume**
  - Always used when a resume is indicated
  - Never more than one page in length
  - Very concise
  - Always start with your most recent work experience

- **CV or Curriculum Vitae**
  - Everything that you have done over the course of your career
  - More detailed description
  - Rarely submitted unless they ask for it

In addition to the resume and CV, you must also submit a cover letter. Example cover letters along with job postings will be handed out during studio class. Please keep the cover letter concise and no more than one page.

**Tips for a successful resume:**

- **Use 12 point fonts for text, 14 or 16 point fonts for headings**
  - Stick with Garamond or Times New Roman

- **Consider including any teaching, performance, or leadership experience.**
  - Section leader, masterclass, after-school tutor

- **Bullets and tabs are important tools, the resume should be clean and easy to read**
  - Never use only 1 bullet for a heading (it’s okay for a subheading like this one)

- **Use consistent formatting throughout**
  - One carriage return between subsections, two carriage returns between large sections
  - Try not to overlap sections on multiple pages on the CV

- **You can tweak the margins to fit it all on one page**

- **Include page numbers and your name in the bottom right corner for your CV**

- **No staples on a CV, use only paperclips so they can spread it out on a desk**

- **Learn how to create a PDF version for electronic submission**
  - NEVER submit a word document if you can help it

A hard copy of the cover letter, resume, and CV will be due **Friday, November 20th by 12:00 PM**. I will review them, make notes and hand them back for revisions at studio of Monday, December 7th.

**Final/Revised Resumes and Cover Letters will be due at your jury**
Please complete the following and bring ONE COPY to your jury. Do not delete any headings.

NAME: ___________________________________  SEMESTER / YEAR: _______________

COURSE NO.: ____________________  APPLIED PROFESSOR: ______________________

LIST ENSEMBLES & CHAMBER GROUPS IN WHICH YOU HAVE PARTICIPATED THIS SEMESTER:

LIST EXCERPTS, ETUDES, TECHNICAL MATERIAL & SCALES STUDIED THIS SEMESTER:

LIST SOLO REPERTOIRE STUDIED THIS SEMESTER: Indicate if this material was - (A) prepared solely for this jury, (B) memorized, (C) performed in studio class, (D) performed in public (studio recital, Convocation, etc.)
Master Class or Recital Scheduling Form

ALL SCHEDULING AND APPROVALS MUST BE COMPLETED NO LATER THAN THREE (3) WEEKS PRIOR TO THE PERFORMANCE DATE.

Today’s Date: ____________________________

Responsible Party: ____________________________ Phone: ____________________________

Circle one: Level (if applicable):  Junior  Senior  Graduate  Guest Artist

Instrument (if applicable): ____________________________

Ensemble (if applicable): ____________________________

Performance location (e.g. Concert Hall, Recital Hall, etc.): ____________________________

Performance Date: ____________________________ Performance Time: ____________________________

Duration of program (approx. length in minutes incl. breaks and/or intermission): ____________________________

Rehearsal Date(s): ____________________________ Rehearsal time(s): (Begin) ____________________________ (End): ____________________________

Performer(s): ____________________________

Accompanist: ____________________________

(Any piano GA must be approved by piano division signature below.)

will service as ushers for the recital.

Stage/equipment requirements (choice of piano, music stands, etc.): ____________________________

Program (incl. program notes, if any): ATTACH SEPARATE TYPED SHEET

Number of Printed Programs needed: ____________ audio recording: Y/N ____________

$45.00 RECORDING FEE MUST ACCOMPANY THIS FORM.

Prep Kitchen needed for reception: Yes or No If yes, a $50 deposit MUST Accompany this form.

Checked out by: ____________________________ Refunded: Yes or No

Approvals: ALL SIGNATURES AND TYPED PROGRAM MUST BE TURNED IN TO THE MUSIC OFFICE NO LATER THAN 3 WEEKS PRIOR TO EVENT DATE.

Jury Committee: ____________________________ Signature/Date ____________

Signature/Date ____________

Signature/Date ____________

Piano Division Approval of Accompanist: ____________________________

Signature Date ____________

Departmental Approval: ____________________________

Signature Date ____________

Copy to user ____________ Copy for calendar management ____________ Copy to recording ____________