Course Outline & Studio Policy Document
Jackie Short’s Studio (2020-2021)

GENERAL INFORMATION
This year will be different due to the precautions we must take to deal with the COVID-19 pandemic. It will affect how and when we work together in the studio as well as scheduling, and the potential need to shift entirely to online lessons and coachings when necessary. We will respond to the public health situation as it evolves throughout the year and adjust accordingly.

Western has made several preparations such as the dramatic increase in air exchange in the studios and the designating of traffic flow in the buildings. We will always be masked and distanced when we are in the studio together and we will sanitize and/or wash our hands a lot. We will have to leave the studio empty for 15 minutes between each lesson to let the air exchange and for me to sanitize the space. Therefore, lessons this year will begin at 20 minutes to the hour and end at 25 minutes past the hour and we will have 13 instead of 12 lessons in first term (and maybe second). We will have to be flexible and patient, especially as the year begins and we see what our new normal looks like.

Up to date information about studio activities will be shared on our Facebook page “Jackie Short’s studio”. Please add me as a friend so I can add you. I will also text or email you personally with information you may require. My cell is 519-200-4009. My email is jshort4@uwo.ca. Please don’t call me after 9pm as I will definitely not answer! Leave me a message or text or email anytime. If you are feeling unable to sing at your lesson for any reason, let me and your accompanist know as soon as you realize. If I cancel a lesson for any reason I will find a time to make it up and will also notify you asap.

I have a couple of studio accompanists available to play for your weekly lessons and coachings. Please email me asap and we can discuss whom I think will be a good fit for you. DO NOT make arrangements for an accompanist without discussing with me first. Because I have such a large studio, it is much easier for me to work with as few pianists as possible to allow for ease of scheduling. The Faculty of Music policy is that you are responsible to pay for their services privately. Your accompanist/coach will play for the repertoire half of your lesson and also provide you with a separate solo coaching of your repertoire and play for your masterclass performances.

There will be no live performances with audiences this year at the faculty. This means that we will not be able to have Class Recitals this year. I had wondered about an online project but I think it is best to wait and see as the year unfolds what our workload will be and what appetite we might have for additional “online” activities. Juries will proceed normally with the two jurors at the back of the hall. Credit Recitals will proceed normally with two jurors at the back of the hall but no other live audience. HOWEVER, I would encourage you to live stream your recital on a platform such as Facebook Live, so it really is a performance and your family and friends can share your art with you in that wonderful moment.
We will continue to have our Studio Masterclass on Friday afternoons in MB 227 from 2:30-4:15. Graduate students and upper year students will perform from 2:30-3:15 and first and second year students will perform from 3:30-4:15. This procedure is to reduce the number of people in the room at any one time. Stay tuned for more information on how I organize this weekly event.

For each piece of repertoire you bring to a lesson with me, I expect you to have completed a true (not poetic) translation which includes an attempt at some IPA (or phonetic) rendering of the text. I ENCOURAGE YOU TO LOOK FOR REPERTOIRE, but of course will suggest music that is appropriate. You coach will also help with this.

It is a valuable pedagogical tool to make a recording of each lesson. Please do a full debriefing of these recordings after each lesson. It may be very useful to make notes as you study these recordings.

Please ensure that you are dressed appropriately for our lessons. You should be in clothing that allows free movement for stretching and bending but which is not so baggy that I can not monitor your breathing and alignment effectively. Your footwear should also be sensibly chosen to facilitate healthy alignment and grounding.

Examination material (Jury Repertoire and/or Recital program) must be solidly memorized by the middle of February. The sooner this material is learned and memorized the sooner we can work at polishing it and the more comfortable you will be during the exam period. I will expect undergraduates to learn 6 pieces per term in preparation for your jury or recital. There will be no Recital Attendance Cards in the FOM this year.

Please read very carefully the Voice Jury/Recital Requirements document, the Department of Performance Studies Handbook as well as the Recital Procedure Page. These documents outline what the Faculty of Music requires of you. These documents are found online:


Your Undergraduate Applied Music grade will be calculated in the following manner:

Non-performance majors:
65% - Studio Work (lessons and the requirements outlined in this document.)
25% - Jury (3rd and 4th year Performance is 20% Jury and 70% Studio)
10% - Performance Class

For 3rd and 4th year Performance Majors:
70% - Studio Work
20% - December Jury (Recitals are a separate course and marked separately)
10% - Performance Class

Graduate Students:
80% - Studio Work
20% - Performance Class

MORE GENERAL INFORMATION IF YOU CARE TO KEEP READING

Cancellations
If a teacher cancels a lesson, the lesson must be made up. If a student cancels a lesson for any reason, the teacher is not obligated to make it up.

Non-Studio Repertoire
As a matter of courtesy and good pedagogy, all students should inform their studio teachers as early as possible of non-studio repertoire that they have been asked or assigned to do in addition to their studio course load.

Practicing
In preparing for juries or recitals, students should pace their practicing carefully, doing regular amounts every day. Practicing, like any other physical activity, requires fitness and a daily routine; students who cram in many hours of practice in panic preparation for a coming examination and who have not been practicing regularly throughout the year, run the risk of physical injury, and possible serious interruption of their Applied courses.

Masterclasses
All Music undergraduate students registered for individual instruction, excluding 1925, 2925, 3925, 3929, 4925, 3924y, 4924y and 4929 required to participate in performance classes as part of their Applied course and final mark. The Chair has the responsibility of assigning students to a Performance Class and designating the instructor and the number of hours per term based on class size. Students registered in the excluded courses listed above may be invited to the performance class at the discretion of the studio professor, but their participation will not be marked.
Each student registered for Applied Music instruction is assigned by the Department Chair to an Instructor. Every attempt is made to meet students' requests to study with a particular instructor, but the Department cannot guarantee that every request can be met.

Requests Initiated by Students
The ultimate goal of the individual instruction offered by the Department of Music Performance Studies in the Don Wright Faculty of Music is the sustained progress of the individual student. The relationship between a student and his/her studio instructor is a special one. For this reason, the Performance Department has implemented a Change of Teacher Form which gives clear guidelines on the formal changeover between studio instructor and student. Please work through the Chair of Music Performance if questions arise.

Reassignments Made by the Music Performance Department
The Chair of MPS is responsible for assigning students to studios annually. While normally students should expect to stay in the same studio during their full course of study, the pattern of entering graduate and undergraduate students (especially if specifically recruited by a given teacher), and new performance majors, may increase an individual teacher’s workload to the point that a studio change for some students may become necessary.

When such a situation is perceived by a teacher or the Chair, the two will consult about which students might be moved. Changes will not normally be permitted for students entering year four.

The Chair will contact any affected students as soon as possible after the Spring Examination period, explain the situation, and suggest alternate teachers. If necessary, the Chair will consult with the prospective new teacher(s). As always, students ’ and teachers ’ preferences will be accommodated if possible, but the final decision rests with the Chair, and will be recorded on a Change of Teacher Form (see above) in the MPS office by June 30.

Studio Instructor Mark
At the end of the first term, each undergraduate student registered for individual instruction receives a midterm report and mark from his or her instructor. This mark will be 50% of the final studio mark assigned by the instructor at the end of second term.

At the end of the year the studio instructor submits to the Chair an annual report and a year-end mark for each student in the class, which will be the average of the studio mark given for Term I and Term II. The mid-year mark and report are submitted by the instructor only to the student.

The instructor reports include comments on the student's progress, ability, attitude, attendance, repertoire covered and mentions any particular problems. The report is intended both to help the student and to inform the Division Coordinator, the Academic Advisor, the Chair and the Dean. Reports are prepared with care and in detail in order to convey as fairly as possible the student's standing in relation to the Department standard for the course concerned.

The mark that the studio instructor submits reflects the student's work in individual lessons within the context of Department standards.
Performance Class Mark
The performance class instructor submits a grade out of 10 that represents the participation of the student in performance class and which counts as 10% of the final grade.

Juries
All undergraduate students taking Applied Music instruction are required to take a jury examination.

All Honors Performance, Artist Diploma and Music Performance Diploma students registered in 3921, 4921, 4922, and 4923 will do a 10-minute jury in December.
All students registered in 1920, 1925, 2925, 3925, 2921, 3920, 3922, 3929, 4925, 4920 or 4929 will do a year-end jury in April scheduled at 20-minute intervals.
All students registered in 3924y and 4924y will do a 15-minute jury in April.
For all course numbers except 3921, 4920, 4921, 4922 and 4923, repertoire and etudes (inclusive of orchestral excerpts) must amount to a total playing time not less than the length of the jury examination.
For 4920, repertoire and etudes in applied jury 4920 (inclusive of orchestral excerpts) must amount to a total playing time not less than 30 minutes.
Students are reminded to check the music web-site periodically for up-to-date information pertaining to class lists, juries, auditions, etc.

Jury Requirements
Students are responsible for acquainting themselves with Jury Requirements for their instrument, as well as information contained in the Music Performance Studies Handbook.

Jury Repertoire Form
Students who are doing an Applied Music jury in December or April, must obtain a Jury Repertoire Form from the Performance Department Secretary or their studio teacher, complete it accurately, hand it in to their instructor for approval and signature no later than Nov. 15 for December juries and March 15 for April juries. Repertoire must be listed in the order in which the student wishes to play it. It is the student's responsibility to make sure that the repertoire submitted for examination meets the requirements. Presentation of repertoire that does not meet the requirements could result in the jurors refusing to hear the jury.

The studio teachers will collect the repertoire forms from all of their students, sign them and, when all have been received, hand them in to the Performance Dept. Secretary by Nov. 15 or March 15 as applicable for insertion into the jury envelopes, along with the jury report forms. If the jury repertoire form, signed by the teacher, is missing from the jury envelope, or if a student appears at a jury with an unsigned form, the jury will proceed to grade the playing/singing but the mark will be withheld from the Registrar and kept in the Department office until the Dept. Chair has consulted the teacher. Please note that changes in repertoire can be accommodated after the Nov/March 15 deadline if submitted by the studio teacher in writing to the Dept. Chair.

Repertoire submitted for jury examination may not have been previously performed in a jury or credit recital. Works requiring accompaniment must be performed with an accompanist, and students are responsible for providing their own accompanists.
Jury Day & Grading of Juries
Jury dates are posted on the music web-site and can be access by selecting Students > Current Students > Undergraduate Students > Jury Schedule. A less-detailed schedule can be found on the Important Performance Department Dates page.

Each student is responsible for arriving, with accompanist if required, at least 15 minutes before the scheduled jury time. The jury may stop the student's performance at its discretion or according to the regulations stated in the jury requirements for the student's Division. Any student who is late for his or her jury may not be allowed to proceed.
In a non-recital jury performance, the student plays for two teachers, not including the student's own, in a private examination. The two jurors will agree on one mark, but each juror will write separate comments.
Jury marks are based strictly on the student's performance at the jury. They do not reflect attendance, attitude or progress. The jury examination is an objective examination of the student's ability to perform the required repertoire, and the mark is an assessment of that performance in relation to the Performance Department's requirements and standards.
Failed jury marks will be averaged in with the teacher's year-end studio mark and the performance class mark.
Progression Requirements
Performance majors taking 2921 or 3921 must obtain a final mark of 70% in these courses to progress within the Performance program. Music Performance Diploma majors must obtain a final mark of 80% in 2921 and 3922 to progress. See additional progression requirements for both programs in the Academic Calendar.
Students who are currently registered in 1925 and want to use their year-end jury as an audition for BMus, must take the following TWO steps:
Inform the Admissions Officer, Odilla Van Delinder, TC210, ovandeli@uwo.ca, of their intent to do this so that she can get the information into her records and prepare an audition form.
Inform Catherine Fraser so that she can alert the jurors that they will be filling out an audition form for BMus, as well as a jury report form.
Graduate Grading & Progression
The student's professor will provide a mark out of 100 based on progress over the term and preparation for masterclasses and/or performances. Students must achieve a mark higher than or equal to 70 to register in a subsequent course.

UNIVERSITY STATEMENTS
i) Accommodation for Medical Illness
In cases where students miss work that is worth 30% or less of the total course grade due to medical illness or compassionate grounds, if an online absence report is submitted using the new Self-Reporting Absence Portal, or if documentation is voluntarily submitted to the Associate Dean's office and the Associate Dean deems that accommodation is warranted, then the missed assignment(s) may be discounted in the calculation of the final grade for the course. If documentation is not submitted voluntarily then the missed assignment(s) will receive a grade of zero.
In order to ensure fairness and consistency for all students, academic accommodation for work representing more than 30% of the student’s overall grade in the course shall be granted only in those cases where there is documentation in the form of a completed and appropriately signed Student Medical Certificate (SMC) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities, or the equivalent documentation for non-medical or compassionate grounds. Students seeking academic consideration must communicate with their instructors no later than 24 hours after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence, to clarify how they will be expected to fulfill the academic expectations they may have missed during the absence. Documentation, if required, shall be submitted to the Office of the Associate Dean, Undergraduate (TC210). Note that the new Self-Reporting Absence Portal may not be used for requesting academic relief for work worth more than 30%, or for Final Exams, including juries, scheduled during the official examination period. Students are directed to read the full Senate policy on accommodation for medical illness at the following website: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf

A pdf copy of a Senate approved Student Medical Certificate (SMC) may be downloaded here: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

ii) Medical Health
Students that are in emotional/mental distress should refer to Mental Health@Western https://www.uwo.ca/health/mental_wellbeing/ for a complete list of options about how to obtain help. Western has a Wellness Education Centre located in the UCC, room 76, to which students in distress may be directed. http://wec.uwo.ca