

Course Outline for Applied Music
Revised August 2019

1. Instructor Information:

Professor Sharon Kahan, Lecturer in Flute Performance
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2. Course Information:

Course numbers for both Graduate and Undergraduate courses being taught will vary from year to year and the list of possible course numbers appear in the Master Course Outline for Applied Music Instruction posted at <http://www.music.uwo.ca/departments/music-performance/handbook/music.instruction.html>

Performance Class times will be Mondays at 12:30.

Final Jury Examination dates are posted here: <http://www.music.uwo.ca/departments/music-performance/handbook/dates.html>

Jury Requirements can be found at: <http://www.music.uwo.ca/departments/music-performance/handbook/jury-requirements.html>

3. Course Syllabus:

While requirements for each individual student will vary depending on their course number, in general the Applied music courses in flute consist of twelve weekly private lessons of 50 minutes duration for each student in each term as well as attendance and performance in masterclasses, attendance and performance in one class recital per year, and the preparation and performance of a playing jury at the end of each academic year.

Students must be prepared to receive their lessons online in the event of health concerns. See under Special Note(item iv) and Contingency Plan (item v).

Weekly lessons will support the preparation of the above requirements with individual attention given to all aspects of the flute including, but not limited to, good tone production, excellent digital technique, articulation, and musical expression. Students will be expected to have an accompanist for all repertoire which requires a piano part and must schedule their accompanist to attend lessons for coaching and preparation for performances in masterclasses, class recitals, and juries.

Students in course numbers which end on 20 are required to attend all masterclasses and must perform at least twice per term. Verbal peer support and evaluation will be encouraged during classes and will be included in the final mark.

Grades are calculated as follows:

Grading System for all Course #'s in Applied Principal Instrument and Elective Applied Study

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Course #	Jury Mark	Performance Class Mark	Studio Instructor	
			Term I	Term II
M1920, M2920, M2921, M3920, M3922, M4920	25%	10%	32.5%	32.5%
M3921, M4921, M4922, M4923	20%	10%	35%	35%
M1925, M2925, M3925, M3939, M4925, M3924y, M4924y, M4929	25%	No performance class.	37.5%	37.5%

4. Course Materials

Materials (flute repertoire) for this course will vary depending on the year, course number, and ability of each individual student. Repertoire will be decided mainly by the teacher but in consultation with the student during lesson times. Year end jury material and technical requirements will provide the bulk of repertoire and is listed by year in the Jury Requirements for Flute in the Performance area of the website:
<http://music.uwo.ca/departments/music-performance/handbook/jury-requirements.html>

5. Methods of Evaluation

Please see above chart, the Grading System for Applied Instruments. The Studio Instructor is responsible for grading both the masterclass and the lesson portions of the final mark.

Masterclasses will be graded on attendance (mandatory), quality of performance, and the verbal contribution of each student. The development of a constructive, supportive and musically insightful language will be nurtured during classes.

Private lessons are graded on progress made in students' individual playing (for example in tone production or articulation) and in material under preparation. The mark is also

based on attendance and preparation for lessons, including rehearsals with accompanists where required.

The evaluation of Technical Requirements is based on the preparation of the requirements for each student's course number and year (website listed above). Technique tests will be given in the last three weeks of the second term, prior to juries, and will be marked by the studio teacher.

6. Attendance

Professor Kahan will give make up lessons if it is necessary for her to miss or reschedule a lesson. Unless it is an emergency the student will have more than twenty four hours notice for such events. In return, Professor Kahan will give make up lessons if it is necessary but only if at least twenty four hour notice has been given and if the reason is due to illness, family emergency, or other serious issues. Cancellation and rescheduling of lessons due to missed practice time, oversleeping or disorganization is not possible. The university's policy on attendance may be found at:

http://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf

In addition:

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 fulfil 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 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

v) 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 assignments may be discounted in the calculation of the final grade for the course. If documentation is not submitted voluntarily then the missed assignments will receive a grade of zero.

vi) Students who are in emotional/mental distress should refer to Mental Health@Western at the following website https://www.uwo.ca/health/mental_wellbeing/ for a complete list of options about how to obtain help.

vii) Students may be excused to observe a religious holy day of their faith without penalty provided they notify the instructor in advance. Students are responsible for material covered in their absence and each student shall be permitted a reasonable amount of time to make up missed work.

viii) If you require academic accommodations because of a disability, please let the instructor know during the first week of classes, and, if you have not done so already, register as soon as possible with Accessible Education (formerly known as Services for Students with Disabilities). You can learn more about the Student Success Centre's services for accessible education at <http://success.uwo.ca/academics/sas/index.html>.

iii) **Academic Consideration for Student Absence:** Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. **Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus.** Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are not met, students will need to provide a Student Medical Certificate if the absence is medical or provide appropriate documentation if there are compassionate grounds for the absence in question. **Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.**

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to

the Academic Counselling office. For the Western University policy on Consideration for Student Absence, see:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf

and for the Student Medical Certificate (SMC), see:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

iv) Special Note for Covid-19-related Situations:

As a guideline, if a student has been contacted by the Middlesex-London Health Unit (MLHU) to self-quarantine due to a Covid-19-related situation, then the Self-Reported Absence system is not to be used to report this absence or to request an academic accommodation. The student should contact the Academic Counselling office as soon as they are notified.

In general, students are advised to not self-determine when to self-isolate. Unless directed by the MLHU students should go about their business as usual. But if a student chooses to self-isolate due to a suspected Covid-19-related situation while waiting to receive direction from the MLHU then the student is directed to contact the Academic Counselling office as soon as possible for further direction on receiving accommodation consideration.

v) **Contingency Plan:** In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online at the discretion of the course instructor.