

Jackie Short Studio updated 2021

Applied Music Instruction (Lessons)
Policies, Requirements and course outline

Important information regarding recitals, masterclasses or schedule changes will be posted on our private studio Facebook page and via email. Our studio will present two group recitals per school year. Each student is required to sing from memory in each recital. Students are also expected to have their music translated and prepared for each lesson. Jackie Short can be emailed at jshort4@uwo.ca. Each student will also be provided with my phone number. My studio is room 345 in the music building. I will provide a list of accompanists that I use to play for and coach my students.

Please find below the Jury requirements
<https://music.uwo.ca/departments/music-performance/juryRequirements/VOICE%20jury%20requirements.pdf>

Please find below the music performance handbook
<https://music.uwo.ca/departments/music-performance/handbook/index.html>

Lesson Requirements

Students registered in any of the following Applied courses receive 24 lessons of 50 minutes each, normally 12 per term: 1920, 1925, 2925, 2920, 2921, 3925, 3920, 3922, 3929, 4925, 3921, 4920, 4921, 4922, 4923, 4929. Students registered in 3924y or 4924y receive 12 hours of lessons, spread throughout the year.

Undergraduate performance majors registered in one of the following courses also receive 12 lessons of 50 minutes each, oriented toward recital requirements: 3921, 4921, 4922, 4923.

Graduate students in Literature and Performance receive 36 lessons (50 minutes duration each), spread over 3 terms (9509a/b/y, 9584a/b/y and 9585a/b/y), normally 12 lessons per term, plus an additional six hours of coaching available from the studio teacher for each recital (9511 and 9588).

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.

Change of Studio Teacher

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. Grading scale: A+=90-100%, A=80-89%, B=70-79%, C=60-69%, D=50-59%, F=0-49%

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, 2920, 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 <https://music.uwo.ca/departments/music-performance/handbook/index.html> page. Grading scale: A+=90-100%, A=80-89%, B=70-79%, C=60-69%, D=50-59%, F=0-49%

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:

1. 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.
2. 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>

iv) Important Dates

September 9 - classes begin

October 11- Thanksgiving Day Holiday (classes excused)

November 1 - 7 Fall Reading Week (classes excused)

December 8 - classes end for Fall term

January 3 – classes begin

February 19 - 27 – Spring Reading Week (classes excused)

April 8 - Fall/Winter Term classes end

Notes:

i) Course Prerequisites: 1920 Unless you have either the prerequisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

ii) Grading scale: A+=90-100%, A=80-89%, B=70-79%, C=60-69%, D=50-59%, F=0-49%.

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) Academic Consideration for Missing Work: In cases where students are unable to submit work due to medical illness or compassionate grounds, if an online self-reported absence is submitted, or if appropriate supporting documentation is submitted to the Associate Dean's office, and the accommodation is granted, then the missed assessments may be rescheduled or discounted in the calculation of the final grade for the course, at the discretion of the instructor. If neither a self-reported absence nor an appropriate supporting document is submitted to the appropriate office, then the missed assessments will receive a grade of zero.

v) Mental Health & Wellness: Students that are in emotional/mental distress should refer to the Health and Wellness at Western page (<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help or to go to the Wellness Education Centre located in UCC room 76. Students in crisis in need of immediate care are directed to go directly to Student Health Services in UC11 or to click on the big green "I Need Help Now" button on the Health and Wellness page above.

vi) Academic Offences: Submission of work with which you have received help from someone else (other than the course instructor or TA) is an example of plagiarism, which is considered a major academic offence. Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, as found at: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

vii) Accommodation for Students with Disabilities: Students work with Accessible Education Western (AEW, formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

viii) Religious Accommodation: Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an

Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar. <http://multiculturalcalendar.com/ecal/index.php?s=c-univwo>

ix) Recording of Online Activities: All of the remote learning sessions for this course will be recorded. The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course, including evaluations. The recordings may be disclosed to other individuals participating in the course for their private or group study purposes. Please contact the instructor if you have any concerns related to session recordings.

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

x) 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.

xi) Online Etiquette: Some components of this course may involve synchronous online interactions. To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:

- Use your computer and/or laptop if possible (as opposed to a cell phone or tablet)
- "Arrive" to class on time
- Ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive or personal material
- To minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- Unless invited by your instructor, do not share your screen in the meeting
- Be prepared to turn your video camera off at the instructor's request if the internet connection becomes unstable

The course instructor will act as moderator for the class and will deal with any questions from participants. To participate please consider the following:

- If you wish to speak, select the blue "raise hand" function and wait for the instructor to acknowledge you before beginning your comment or question.
- Kindly remember to unmute your microphone and turn on your video camera before speaking.
- Self-identify when speaking.
- Kindly remember to select the "raise hand" function again to lower your hand, mute your mic and turn off your video camera after speaking (unless directed otherwise).

General considerations of “netiquette”:

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment.

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of “Zoom-bombing” a class, or of other serious online offenses, may be subject to disciplinary measures under the Code of Student Conduct.