

Course outline Classical Guitar Studio

Classes and attendance

All students receive 12 lessons in each term at a fixed time each week. Performance students in year 3 and 4 receive an additional 6 lessons per term. Presence at classes is mandatory and absences will affect the studio mark. As outlined in the MPS handbook students do not receive make up classes for classes other than those missed by the teacher. Please send a group email to your fellow guitar students and post your time as available if you are unable to come due to illness: someone else could be helped by the available time and may do the same for you! In case of serious illness and prolonged absence, please refer to the online MPS handbook.

At the end of each term a studio mark is awarded reflecting progress in jury repertoire, technique, attendance, productivity and participation in the studio recital. The end of year mark is an average of both term marks and the jury mark as outlined in the student handbook (www.music.uwo.ca/departments/music-performance/handbook/index.html)

Studio instruction will be a mix of online and in-person lessons, at a regular weekly time to be agreed on by student and teacher.

Once a month on Friday, all guitar studio students will gather in MB140 from 5-5:45 for a socially distanced performance class.

1. To enter the building please be reminded that you need your student card and must have filled out the health questionnaire.
2. For this class students bring their own footstool, music stand and music arranged in such a way that a page turner is not needed (if not playing from memory).
3. The university policies on masking and social distancing will be followed for performance classes and lessons

Attendance in performance class is mandatory for all students except those in 1925, 2925 and courses ending in y. Students in these courses are welcome and strongly encouraged to attend, but no mark will be given and attendance will not affect the studio mark.

Each student required to attend must be prepared to play in **each** of the performance classes. Dates TBA Performance classes will focus on presenting polished work, allowing students to gain awareness of the preparation required to get a piece ready for public performance, and providing an opportunity for self-assessment and reflection afterwards in a collegial atmosphere.

We expect you respect your colleagues' time spent on preparation by being on time.

At the end of Term 2 a Performance (including ensemble) Class mark out of 10 is awarded reflecting progress in overall presentation (preparation, expression, readiness to play, tone projection, memorization) as well as and participation/attendance in both components of the class.

The remaining Friday MB140 5-5:45 timeslots will be used for f2f instruction of individual students, if students are comfortable with that. Please be advised that in any one-hour slot (5-6) there can only be 45 minutes of actual teaching, after which the students must leave the room promptly to get some fresh air. You are encouraged to step out of the building to do so.

For your online lessons it is important to have the following in place:

We will use Zoom. A link will be sent for weekly use. Please set up your camera (not your phone camera) in such a way both your hands can be seen. It works best if the camera is placed on your left-hand side. Have your music stand and scores on the right side of your device. A directional mic is crucial. Laptops etc do not have a good enough mic for music delivery. Practice this set up and having decent lighting (no back light) in the space you will have your lesson.

A set-up check, will be conducted in the first class. Date TBA

For your teacher to have access to a student's (annotated) scores, a shared Google document will suffice. Send your teacher an email invitation for a shared document and keep updating as needed. It is crucial that you have as good a sound production as possible at your end, so have your nails the proper length and shape and polish them before your class start. Own 400 and 600 grit wet dry sandpaper and use it.

Concert attendance cards

Further information is forthcoming on how this element of musical education will be handled in this academic year. For now, be encouraged to attend live streamed concert from the faculty series and continue to support other artists online through your virtual concert attendance!

Studio Recitals

Students required to be in Performance Classes are also required to perform in the studio's recital(s). Those students who are not required to, can be invited to play provided they attend the performance classes, recital time is available and their playing is performance ready. Any student may be barred from playing should preparation be deemed insufficient. This is to guarantee the overall quality of the program as it will be open to the public and reflects the guitar studio as well as the Faculty of Music. More information on studio recitals in these pandemic circumstances will follow.

Course repertoire and technique

All Jury Requirements are posted on-line in the MPS handbook: <http://music.uwo.ca/departments/music-performance/handbook/jury-requirements.html> Please book mark, download or print what is pertinent to your year. You are sent all this info early so you can do the printing while still at home. Each student must familiarize him/herself with this document AT THE BEGINNING OF THE SCHOOL YEAR. Course repertoire is decided on in consultation with the teacher to avoid inappropriate material and to aid in the student's overall development creating a manageable, balanced and interesting jury program. All graduate programming is in consultation with the teacher.

All students will be tested regularly on the progress of technical development. Short scale tests will be played in the lesson at the end of Sept, Oct and Nov for 1st term as well as Jan, Feb and March for 2nd term.

Additional Course Material

The Music Faculty has a very well stocked CD library. As part of your course work you will be required to take out and listen to a variety of music, mostly to aid your immersion into the classical guitar world and to help you gain insight in period styling, phrasing, tone and context for the material you may be playing. A 50-CD list with call numbers will be provided to first and second year students: carry it with you in your binder or download it on your phone and bookmark the music library search page!

When obtaining specific scores from the library you must photocopy them **right away if they are to be used in the lesson**: Annotations are not to be made in the library books. To that end carry your library card and change for the photocopier

Each student must obtain the following items before classes start:

Beyond, obviously, a classical guitar you should own
Folding Music Stand
Foot stool (or equivalent)
Right arm sleeve, if you wear short sleeves: a cut-off sock will do fine!
Professional nail file (metal or glass, NO emery boards: too coarse),
400 and 600 wet/dry sand paper

Nail glue (we prefer Nailene, no super glue) fake nails and acrylic powder (Available as a kit in any well stocked pharmacy: this is a long-term investment!)

Capo, suitable for a classical guitar

Binder/folder in which to keep music, CD list, self-evaluation sheets and course requirements

Metronome: download a good one

Tuner or tuning fork

Spare set of strings

Pencils with erasers

Formal evening wear/dress is required for class recitals. As a guide: if you can wear it for choir performances you can for the recitals! If you are not in choir: think black suit with white shirt or dress pants and a dressy shirt (no open collars. Traditionally women do wear more colour than men for an evening performance. If you are not sure, stick with concert black. Semi-formal for juries is fine.

Studio Protocol

Lessons are online, or in MB140 between 5-6pm (possibly also in MB 459 our guitar studio space, if it allows for proper social distancing). The window in the room does not open. Wilma is allergic to scented products: do **not** come in smelling like anything but your natural self. See below.

Email communication

We request you read your email regularly and respond promptly when asked to do so. Once the flurry of scheduling lesson times start make sure you check for new email regularly.

Please leave your studio teacher the email address you will be using during the school year if it has changed from last year's, or, if you are a new student, it is different from what we have had up until now. We will consult by email with you on what is the best time for your lesson.

For lessons arrive in time with polished nails, tuned and having done some warm up.

Health stuff:

Western University aims to provide a scent free environment to teachers and students alike as per poster on the studio door.

Due to a strong sensitivity to perfumes/ sprays/ laundry softeners etc. I must ask you to refrain from using these products before coming to the studio and performance/ensemble classes. If I happen to react badly to something you will bring in on you, I will end the lesson and send you out. Any reaction will be immediately apparent. Don't take it personal, but let's find out what it was, so we can avoid having the same situation and the loss of lesson time.

My lungs thanks for your cooperation and remembering that I still need to be in the same room long after your lesson is over. Any Axe and Old Spice products seem to be particularly bad for me, but Tide and Downy and Ivory products are also on the list. Please switch to unscented products, not just for my sake.

Last, but definitely not least:

As faculty, we are aware that especially in first and second year, students can get overwhelmed in response to deadlines, the daily demands of practicing combined with academic work, loneliness and perhaps situations due to new living conditions. This year we also cope with the Covid-19 pandemic. On top of this sometimes students enter this new study stage with a previously diagnosed physical or mental condition, or one could develop during the year. Should you find yourself in that position, you might consider talking to Diane Mills in the Music Office or visit the health and wellness web page for more information on resources on campus: <http://uwo.ca/health/>. We strongly believe in a climate of openness and acceptance and see that culture confirmed in our group classes. Students often find support through peers and peer

guides in the music faculty. We are there to help.

However, to protect your privacy we are not meant to ask directly about any preexisting or developing conditions, even if we see signs or sense trouble. We will not be routinely informed on special arrangements/ allowances, especially since the studio lesson is not an academic course. On the other hand, we also appreciate the fact that if something is bothering a student, he or she is not going to talk about that in a 200-head count lecture. We can't go much beyond the question "So, how are you doing?" unless you take the lead. In the same way, we cannot discuss your progress/situation with parents unless we have your specific permission to do so. As an adult, you are now in a self-advocacy situation. Please take the initiative and talk to your studio teacher if you need to, so we can help set you on a path to some relief.

We look forward to working with you this year!

i) **Course Prerequisites:** 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

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.

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 assignments will receive a grade of zero.

v) **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

vi) **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 green "I Need Help Now" button on the Health and Wellness page above.**

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) **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.