1. **Instructor Information:**

   **Instructor:** Ingrid Crozman, flute lecturer  
   **Email:** icrozman@uwo.ca  
   **Phone Number:** 519-719-7289 (phone or text)  
   **Office:** Music Building Room 217  
   **Office Hours:** By appointment

2. **Course Information:**

   The study of flute performance through one-on-one lessons, performance classes, and performances.

   Students are responsible for familiarizing themselves with this document and the Music Performance Studies Handbook (follow the quick link to Applied Music Instruction (Lessons) found on the right side of the page).


   This handbook contains important information regarding course numbers, number and length of lessons, practicing, cancellations, performance classes, list of accompanists, jury information, grading, as well as many other important items that students need to be familiar with.

   **Both this document and the handbook are part of the course outline for the studio flute lessons.**

3. **Lessons:**

   Course numbers being taught will vary from year to year.

   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, 2922, 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.

   Lessons will cover a variety of styles, genres, and composers through standard flute repertoire as well as the development of tone, technical facility, and musicality. Warm-up, breathing, tone, and technical exercises will be assigned as needed to
help the student develop healthy playing habits. **It is required that students be warmed up and on time for all lessons.**

Repertoire choices will be made by the instructor in consultation with the student and the Jury Requirements (please see [http://music.uwo.ca/departments/music-performance/handbook/index.html](http://music.uwo.ca/departments/music-performance/handbook/index.html)). The student’s ability and expected standards for each course will be taken into consideration and the student’s initiative towards repertoire will be encouraged.

Lessons are mandatory and it is expected that students will commit to regular daily practice. Although, each student, along with the instructor, will develop a practice “plan”, it is generally expected that non-performance majors will practice a minimum of 2 hours per day, and performance majors will practice a minimum of 3 hours per day. It is through regular, consistent, and mindful practicing of the materials assigned by the instructor, that the student will see the greatest development in their progress.

4. **Performance Class/Masterclass**

   Location: MB 321  
   Day: Selected Wednesdays  
   Time: 3:30

   These classes are mandatory for any student enrolled in M1920, M2920, M2921, 2922, M3920, M3922, M4920, M3921, M4921, M4922, and M4923. Students that are not enrolled in these courses, will be invited to attend and perform in these classes although they will not be marked. Every student will have the opportunity to play at least 2 times per term. It is your responsibility to bring an accompanist to the class if your piece requires a piano part.

5. **Juries**

   All undergraduate students taking Applied Music (lessons) will be required to take a jury examination.

   Please see the following links for Jury Requirements, Jury Repertoire Forms, Dates and Grading information:


6. **End of year class recital**

All students will be required to perform on and attend the class recital. This recital will be held towards the end second term and in most cases the repertoire will consist of the pieces that are being prepared for the student’s end of year jury.

7. **Accompanists:**

Students must arrange to have an accompanist for performances, masterclasses, recitals, juries. Pianists will also be required to attend any lessons that are for coaching and preparation for these events. Students are expected to work with their pianists ahead of these lessons and events and it is their responsibility to compensate the pianists for their services. The following is a link to professional accompanists in London. It is advised that you secure your accompanist early in the year.

http://www.music.uwo.ca/about/resources/accompanists.html

8. **Course Materials:**

- Students are responsible for supplying their own original copies of the music that they are playing. It is encouraged that students purchase their music but may also borrow the music from the library.
- It is expected that the student obtains any assigned music by the following lesson
- Metronone and tuner (or app on phone)
- Recording device for recording lessons, practice sessions, rehearsals, and performances
- Study and technique books as required by “Appendix A”
- A separate 3-ring binder with note paper for taking lesson notes and any exercises or handouts that are given during lessons. This binder is to be brought to every lesson.
- Practice journal – this is to track your personal goals and practice sessions. It is a valuable tool to track your practice sessions, strengths, and weaknesses.
9. Methods of Evaluation:

Grading Definitions

A+ 90-100 One could scarcely expect better from a student at this level Superior work which is clearly above average
A 80-89 Good work, meeting all requirements, and eminently satisfactory
B 70-79 Competent work, meeting requirements
C 60-69 Fair work, minimally acceptable
D 50-59 minimally acceptable
F below 50 Fail

Grading System

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Jury Mark</th>
<th>Performance Class Mark</th>
<th>Studio Instructor Term I</th>
<th>Studio Instructor Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1920, 2920, 2921, 2922, 3920, 3922, 4920</td>
<td>25%</td>
<td>10%</td>
<td>32.50%</td>
<td>32.50%</td>
</tr>
<tr>
<td>3921, 4921, 4922, 4923</td>
<td>20%</td>
<td>10%</td>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>1925, 2925, 3925, 4925, 3924y, 3929, 4924y and 4929</td>
<td>25%</td>
<td>No performance class required.</td>
<td>37.50%</td>
<td>37.50%</td>
</tr>
</tbody>
</table>

Lessons (Studio Instructor Mark) will be evaluated weekly with a teacher report given at the end of each term. Marks will be based on:

- Attendance
- Preparedness for lessons
- Progress and improvement
- Attitude and effort

Technical Requirements will be tested by your studio instructor during the last 2 weeks of second term and will be worth 10% of your Studio Instructor Mark. Please see “Appendix A” for your specific course number requirements.

Performance Class Mark will be evaluated on the following:

- Attendance
- Performance preparedness and quality of performance
- Constructive and supportive oral contribution to the class

End of year/term jury for information please see section above
10. Cancellation Policy

Attendance is mandatory for all lessons. If the instructor needs to cancel a lesson it will be rescheduled at a mutually convenient time. Western’s policy states that there is no obligation for the teacher to make up a lesson that the student cancels. It is understood that occasionally, because of illness, family emergency, inclement weather, or legitimate academic conflicts, lessons may need to be rescheduled. Students, who do not have a legitimate excuse for missing a lesson i.e. inadequate preparation, forgot their lesson time, slept in, do not show up, or do not give adequate notice (minimum 24 hours) for missing a lesson, will not receive a make-up lesson.

11. Electronic devices
Unless approved by the instructor for in-class use, electronic devices are not to be used during class time.
STATEMENTS REQUIRED BY THE SENATE

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 & Missing Work (≥10%):** Students are responsible for making up any missed classes or assignments as soon as possible. The University recognizes that a student’s ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student’s overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the Office of the Associate Dean, Undergraduate (TC210), together with a request for relief specifying the nature of the accommodation being requested. Students are directed to read the Senate policy on accommodation for medical illness at the following website for further details regarding requirements and procedures for the supporting documentation:

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

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

iv) **Academic Consideration for Missing Work (<10%):** In cases where students miss work that is worth less than 10% of the total course grade (ie. two or fewer assignments) due to medical illness or compassionate grounds, if documentation is voluntarily submitted to the Associate Dean’s office and the Associate Dean grants an accommodation, then the missed assignment(s) or quiz(ues) will be discounted in the calculation of the final grade for the course. If documentation is not voluntarily submitted then the missed assignment(s) will receive a grade of zero. Students who have been denied accommodation by an instructor may appeal this decision to the Associate Dean’s office but will be required to present appropriate documentation.

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:** Although the intent is for this course to be delivered in-person, the changing COVID-19 restrictions may necessitate some or all of the course to be delivered 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 assessments affected will be conducted online as determined by the course instructor.

x) **Evaluation Policy Exemption:** This course has received an exemption from the requirement in the Senate Policy on Evaluation of Undergraduate Academic Performance that stipulates “At least three days prior to the deadline for withdrawal from a 1000- or 2000-level course without academic penalty, students will receive assessment of work accounting for at least 15% of their final grade.”

xi) **Compulsory First Year Exam Exemption:** The Dean's office has granted this course an exemption from the Senate policy that requires each first-year course (1000-1999) to administer a common, compulsory, final examination scheduled during the examination period worth not less than 30% of the final grade.

xii) **Examinations & Attendance:** Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

xiii) **Electronic Devices in Classrooms:** The in-class use of electronic devices (other than for instructor-approved in-class uses) is expressly prohibited. Students found guilty of disrupting the class with electronic devices will be asked to leave the class and may be subject to disciplinary measures under the Code of Student Conduct.
Appendix A

Technical Requirements for Flute

Last revised: August 2021

M1925

Technique
All Major and Melodic Minor Scales and Arpeggios
Minimum speed: Quarter note = 80 in eighth notes
To be played from memory, ascending, and descending for two octaves, all slurred and all tongued

M1920 M2925

Studies
Select any two studies from:
- Andersen op.41
- Andersen op. 37
- Koehler op. 33 (book 1)

Technique
1. All Major and Melodic Minor Scales (two octaves), all slurred and all tongued
2. All Major and Minor Arpeggios (two octaves), all slurred and all tongued
Minimum Speed: Quarter note = 69 in sixteenth notes

M2920 M2922 M3925

Studies
Select any two studies from:
- Berbiguier 18 Etudes
- Andersen op. 21, 30, or 33
- Koehler op. 33 (book 2)

Technique
   All tongued, all slurred, two slurred/two tongued, two tongued/two slurred, one tongue/three slurred, and three slurred/one tongued.
   Minimum speed: Quarter Note = 80 in sixteenth notes

2. M.A. Reichert: Seven Daily Exercises, op. 5, no.2
   All slurred
   Minimum Speed: Quarter note = 72 in sixteenth notes
**M2921**

**Studies**
Select any two studies from:
- *Karg-Elert: 30 Caprices, op. 107*
- *Boehm: 24 Caprices, op. 26*

**Orchestral Excerpts**

Required editions:
*Orchestral Excerpts for Flute by Jeanne Baxtresser (Theodore Presser Co.)*
*Orchestral Excerpts for Piccolo by Jack Wellbaum (Theodore Presser Co.)*

**Flute**
- *Dvořák: Symphony no. 8*
- *Rimsky-Korsakov: Capriccio Espagnol*
- *Beethoven: Symphony no. 3*
- *Mendelssohn: Symphony no.4 “Italian”*

**Piccolo**
- *Beethoven: Symphony no. 9*
- *Shostakovich: Symphony no. 5*

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**M3920 M3929 M4925**

**Studies**
Select and two studies from:
- *Bohm: 24 Caprices, op. 26*
- *Karg-Elert: 30 Caprices, op. 107 (nos. 1-10)*

**Technique**
*Marcel Moyse: Daily Exercises - Major 3rds: Exercise E*
All tongued, all slurred, two slurred/two tongued, two tongued/two slurred, one tongue/three slurred and three slurred/one tongued.
Minimum speed: Quarter note = 80 in sixteenth notes
**M3922**

**Orchestral Excerpts**

Required editions:

*Orchestral Excerpts for Flute by Jeanne Baxtresser (Theodore Presser Co.)*

*Orchestral Excerpts for Piccolo by Jack Wellbaum (Theodore Presser Co.)*

**Flute**

*Beethoven: Leonore Overture no. 3*

*Debussy: Prelude to The Afternoon of a Faun*

*Brahms: Symphony no. 4*

*Prokofiev: Peter and The Wolf (excerpts 1 and 3)*

**Piccolo**

*Rossini: Overture to la gazza ladra*

*Ravel: Piano Concerto in G major*

**M4920 M4929**

**Studies**

Select any two studies from:

- *Andersen op. 15*
- *Karg-Elert 30 Caprices, op. 107 (nos. 11-30)*
- *Casterede 12 Etudes*

**Technique**

1. *M.A. Reichert: Seven Daily Exercises, op. 5, no. 5*

All tongued, all slurred, two slurred/one tongued and one tongued/two slurred

Minimum speed: Quarter note = 60 in sixteenth triplets


Articulations 7, 9 and 10

Minimum speed: Dotted quarter note = 50