

POLICIES and GUIDELINES for COLLABORATIVE PIANISTS in STUDIO and CLASSROOM

Fall 2020

<https://music.unt.edu/fall-2020-instructional-guide>

In addition to content in the link above, the following are guidelines for any collaborative pianist on campus, both student and professional freelance.

PLEASE NOTE: ANY person on campus must self-monitor.

<https://healthalerts.unt.edu/symptoms-monitoring>

Like everything else in our world, there is a new normal. The points below aim to provide an “ensemble” of measures to allow maximum artistic expression while taking clear and consistent precautions to safeguard our community.

These guidelines were developed in conjunction with and approved by UNT administration, and are subject to change. Thank you for your kind attention to what follows, and for any questions or concerns, please contact Elvia.Puccinelli@unt.edu.

This is a challenging time for all of us, and as we all juggle many new requirements and ideas, it is important that we remember patience, generosity and understanding for those around us. At the same time, it is assumed that everyone in our community will make themselves aware of and will adhere to the guidelines that follow for the sake of the community's safety.

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Guidelines for Student and Professional Freelance Collaborative Pianists in Studio and Classroom

General Information

Collaborative pianists work with many partners and ensembles. There is no substitute for a live partnership; however, at this unique time, we must seek to reduce or eliminate every possible unnecessary risk of transmission or exposure. This is the goal of what follows.

- **Face-to-face pianist time is reduced** for the duration of the pandemic to protect all involved. Fewer sessions will be scheduled, and sessions will be shorter to avoid prolonged exposure as much as possible. Spaces will be vacant for specified periods between sessions to allow for air turnover.
- Face-to-face pianist time for any instrument is to **be prioritized for degree recitals** for those graduating in December 2020, and then for other degree recitals for Fall or in preparation for spring 2021.
 - Each case will vary depending on previous partnership and repertoire demands, but, as a ballpark estimate, please refer to the following for all freelance agreements:
 - 6-8 total in person contact hours over the course of the semester for degree recital, including the recital;
 - 4-5 for BM senior and MM not preparing a recital; and,
 - 1-3 for all others
- Students who can successfully achieve the semester's goals without a live pianist are strongly encouraged to do so; in some cases, this may be required administratively. (See recorded tracks below.)
- Freelance pianists for this semester are limited to current UNT students or pianists on the list found [here](#).

Faculty Responsibility

It is the responsibility of faculty to be sure that students are aware of these guidelines, and it is the responsibility of students and faculty to ensure that any freelance pianist is aware of and in compliance with these guidelines. Please note that failure to comply with the precautions below may result in the immediate termination of the session and pianists will be within their rights to leave.

- **For any class, studio class, or ensemble, a seating chart must be established and maintained by the faculty member for contact tracing purposes.**
- **Until further notice, studio faculty are requested to keep track of any pianist who has participated in a private lesson, studio class or other activity for which the faculty member is present; a list, spreadsheet or similar with name of each participant, date and duration of session, made available upon request, is sufficient.**

- **Faculty are expected to ensure their students and pianists are aware of and, in their presence, behave in compliance with these guidelines.**
- To request a pianist for studio or class this semester through the UNT system, faculty will complete links below; hours and included activities will be different than in typical semesters and will be specified in the notification of the assignment. For recorded tracks only, please see that section below.
<https://collaborativepiano.music.unt.edu/request/class-pianist>
<https://collaborativepiano.music.unt.edu/request/studio-pianist>

Personal Safety Precautions to be observed by/for ALL Collaborative Pianists:

- Spaces must be vacant for 30-60 minutes between sessions to allow for ventilation; rehearsal or lesson time may need to be altered to accomplish this. **This is the responsibility of all involved.**
- In rehearsal, lesson and all performances, pianists will be **masked at all times** per UNT policy. Pianists may wear face shields if they choose.
- Page turners must be masked at all times, and must keep 6ft physical distance as much as possible.
- Pianists will be **distanced** a minimum of 6-12 feet from any performer (see below).
- Pianists will wash hands before entering a studio and immediately upon leaving a studio.
- Pianists will wipe down piano, bench, music rack, iPad, notebook, etc. before any session and before leaving the rehearsal/lesson space.
 - **Wipe down piano** by saturating reusable microfiber cloth or disposable paper towel, wiping keys thoroughly, and disposing of cloth. Do not apply solution directly to the instrument. (See ** below for further information.)
- **Pianists and string partners are encouraged to rehearse in classroom or larger spaces rather than faculty studios; pianists and all other partners *must* rehearse in larger spaces.**
- Any pianist who falls in the high-risk category should notify Dr. Puccinelli as soon as possible and provide medical or other verification.
- Pianists are strongly encouraged to use iPads if possible, so that scores may be electronically shared.
- If the pianist uses an iPad, scores are best provided in electronic format whenever possible, as copyright allows.
- If at all unwell, pianists will not participate in face-to-face activity.
- **Pianists have the right to expect compliance with UNT Policy and with these guidelines from anyone on campus.**
- **Pianists have the right to ask partners if they have experienced any symptoms or have been exposed to anyone who has tested positive to COVID.**
- **Pianists will track daily interaction (date, location, people involved, duration) for contact tracing purposes, and have it available upon request of administration.**
- Any use of practice facilities or collaborative faculty studio is by reservation; pianists are

encouraged to practice at home whenever possible.

****Note from our wonderful piano technicians:**

“I recommend wiping with alcohol if available, such as isopropyl, ethanol or denatured alcohol. The advantage of alcohol is that it evaporates relatively quickly off the keys and easily absorbs into cloth. A microfiber cloth can be used many times and can at the end of the day be taken home to be washed. The alcohol will kill the virus also if the virus is wiped up into the cloth so there is no need to toss the cloth after each use.

A 70% concentration is recommended because it does not evaporate as fast as higher percentage alcohol and this allows more time for the alcohol to penetrate the outer layer of the virus. Other products like peroxide can also be used but are still difficult to obtain. Disadvantage of peroxide is that after application keys stay wet for a long time and it doesn't absorb as well into cloth. Peroxide is corrosive and it will (temporary) bleach your fingers on contact so gloves would be recommended. Ready to go wipes are easy but also quite wet so I am not sure how well that works. I would not use them myself but for many it may be practical.”

String Studios and Piano Studios

- Any face-to-face session with string/piano student, teacher and collaborative pianist must have a **minimum of 6 ft distancing between all parties, with masks worn by all parties at all times**, per UNT policy. **If this is not possible in the teacher's studio, then an alternative space must be found.**
- In the case of piano concerto partnerships, where having two instruments in the same space is required, the faculty member may participate in the lesson via remote means if one of the halls is not available for the lesson.
- Please see above for reduced number and length of sessions.

Voice, Wind and Brass Studios

- For wind or brass instruments and for singers, **face-to-face lessons with pianist are not allowed in faculty studios until further notice.** No face-to-face rehearsals are allowed to take place in the teacher's studios.
- Any session with singer/wind/brass student AND teacher AND collaborative pianist must take place in a large space (allowing a **minimum of 9 ft physical distancing between each person, and a minimum of 12 feet in all directions with singer**) or via remote platform.
- For all in-person work, **masks must be worn by faculty** (unless demonstrating) **and pianist** at all times in these sessions, per UNT policy.
- Wind/brass **students must wear a mask at all times unless playing.**
- **Singers** are expected to be masked at all times unless in remote collaboration/alone in a room.
- **Rehearsals** with these instruments may take place **remotely** or in **larger classrooms** or other large spaces allowing a **minimum of 9/12 ft** physical distancing, with bell/mouth,

- etc. facing away from pianist.
- Please see above for reduced number and length of sessions.

Alternatives to In-Person Collaboration

Use of recorded tracks and even the most sophisticated app is no substitute for the human-to-human connection of collaborative partnership, or for the creativity and spontaneity such a relationship allows. This understood, in these unusual times, we must favor precaution and minimizing in-person contact as the world seeks to find a way through and out of pandemic.

Recorded Tracks

- **Recorded tracks for applied classical lessons and juries for any instrument/any student** may be requested through the UNT request/assignment process.
 - There are two deadlines for this: Sept. 15 and October 15. Please allow a minimum of a week for delivery of song/aria tracks and a minimum of two weeks for sonata/concerto/other works (in first pass).
 - Tracks may be requested for lesson, jury or performance class only.
 - Tracks requested for off-campus auditions, competitions or other purposes do not fall under the request system and should be coordinated directly with the pianist as a freelance arrangement.
 - **To request a track, please email elvia.puccinelli@unt.edu the following:**
 - name of teacher and student;
 - contact information for student;
 - clean and legible pdf of the score with tempi and any other pertinent information clearly marked;
 - purpose of the recording.
 - If a week passes after submitting your request and you have had no response, please resend the original email.
 - Tracks may be revised up to two times if necessary to accommodate changing needs (tempo, breathing, cadenza, etc.) over the course of the semester, bearing the above deadlines in mind and as time permits in the pianist's load. For revisions to previously prepared tracks the final deadline for the fall semester to request revision is October 30. Please request any revisions by emailing Dr. Puccinelli, the pianist who prepared the revision, and copying your major professor. A request cannot be a guarantee, especially in this unusual semester; please note that the sooner requests are made, the better the likelihood of accommodation.

To prepare and use tracks (singers and instrumentalists):

1. Learn your part without use of a track; making reference to professional recordings may be of assistance, depending on your learning style.
2. Once you have worked on your part with your teacher and confirmed basics of tempo, phrasing, breathing, etc., annotate a clean copy of the score to indicate these and any other features you'd like included in the track. Share and

discuss with the pianist who will prepare the track. Ideally, also share a recording of your performance of your part; this will allow the pianist to record the track while listening to your performance, allowing for the most closely tailored version of the work. Be clear and authoritative in your musical choices; this will help your pianist provide the best possible track for you.

3. Once you have received the track, use it some of the time, but not all of the time: your performance should develop from your own ideas, rather than attempting to match a static recording.
4. Performances change over time: if the overall tempo of a received track is too fast or too slow, or if it's an issue of timing in cadenza passages, experiment first with editing in software such as Audacity or GarageBand.
5. Performances change over time: if your tempo, rubato, phrasing, breathing, etc. change significantly enough to warrant a new recording, ask your pianist if a revision could be made. Follow the same process (providing clearly marked copy and providing recording of you performing by yourself; you can make that recording while listening to the current version of the track via headphones or earbuds). Please note: if a pianist is being provided through UNT, please confirm this through your major professor; the final deadline to request any revisions is October 30.

To make tracks (pianists):

Please read previous section.

1. Review the score submitted by your partner. Learn your part, including understanding translation/grammatical structure for vocal literature and including becoming aware of orchestral realities for any repertoire in reduction. Listening to professional recordings may be of assistance, particularly with the latter.
2. Record your part, checking first for the best placement of your recording device for your unique situation. Record while listening to the recording your partner provides through headphones or earbuds, if applicable. Check the recording in its entirety for playability, accuracy and musicality. Revise as needed.
3. Share the recording with your partner via WeTransfer, DropBox, OneDrive or similar service.
4. Your partner may request revision of the tracks over the course of the semester following the guidelines above.

Apps and Other Resources

- Students and faculty are encouraged to explore temporary options, such as apps like AppCompanist or 4D Piano, various karaoke tracks readily available on YouTube or other services that may be useful, particularly for students not preparing recitals for fall 2020.
- **Low-latency platforms** such as Cleanfeed and SoundJack may be explored as excellent possible alternatives to in-person work. At this time, at least two SoundJack suites may be available for voice students

Note regarding voice lessons, recitals and juries:

Typically, a pianist is needed for each voice lesson. Recognizing the importance of this collaboration, in the interest of precaution, the following measures are in place until further notice:

- **Singers who sing in the presence of any other person (teacher, pianist, etc.) must be masked until definitive science provides alternate information.**
- Pianists will be allowed face-to-face in voice lessons only if the lesson takes place in a large space (Voertman, 258, etc.) where the physical distancing listed above is possible *and* the singer is masked.
- Unless a singer is preparing a degree recital or a series of auditions for Fall 2020, it is strongly encouraged that recorded tracks, Appcompanionist, etc. or use of a low latency platform as available be used for lessons instead of live pianist.
- The UNT request system will provide: tracks for singers for voice lessons and juries; face-to-face sessions for those preparing degree recitals; and rehearsal and jury for performance majors.

Policies and Procedures for TA/TF Assignments to Studio and Classroom

Every time we sit down to make music with another person, we build community. As artists, we have a precious opportunity to change the world – little by little - one phrase, one note, one breath at a time, by being attentive to and available for our partner in our musical exchange. In this time of pandemic, the need for connection is even greater.

It is expected that all partners bring thorough preparation and a receptive attitude to each encounter, be it a performance, a lesson or a rehearsal, virtual or face-to-face.

The policies and procedures outlined below are aimed at fostering both this ideal environment and the safety of all members of our community at this unusual time.

Thus, as we work together to ensure the best educational experience and professional preparation for all students in the COM, we ask all parties (faculty, TF/TA pianists and student instrumentalists/singers) to please observe these policies and procedures.

If you have any questions about these policies or concerns about their practical application, or if there are any concerns about a partner's preparation, please contact Dr. Puccinelli at elvia.puccinelli@unt.edu. Exceptions to the policy below may be allowed if all parties are in agreement and notification is emailed to Dr. Puccinelli in advance.

STUDIO ASSIGNMENTS

Repertoire included in for an instrumental assignment is typically one larger work (concerto/sonata) and one other work of a 10 minute duration or less, or the equivalent. Vocal assignments will vary by degree level and recital status.

Assignments for this semester will be different than in previous semesters as we all work together to minimize contact and maximize artistic outcome.

Pianists will participate in lesson, rehearsal, studio class, jury or recital as outlined in each individual assignment notification. All activities must fit within the specified number of contact hours for the semester, which are reduced (due to pandemic) until further notice.

Please note: Recital postponements may result in the pianist being unavailable for the event due to her/his own performance schedule and agenda.

Some pianists will have a multi-part assignment for the semester, the assignments may involve preparing and/or performing the same work(s) with multiple partners throughout the semester to allow for the pianist's time to be used efficiently and well for all involved.

The following services are **not** included in assignments and will be compensated by the student, arranged directly with the pianist well in advance:

- *non degree-recitals or recitals not part of the original assignment agreement*
- *off campus competitions*
- *recordings*

Deadline for Assignment of Repertoire

It is the responsibility of the studio faculty to whom a pianist is assigned to distribute any hours assigned to her/his studio as will best suit the studio's needs. **All repertoire (including the scores) to be prepared as part of a TF/TA's load must be emailed or otherwise delivered to the pianist as soon as assigned, but not later than the Monday of the 5th week of the semester.** For the fall term, that date is **Monday September 21**.

Delivering scores within this time frame will offer our pianists an adequate amount of time to prepare all assigned repertoire to the expected professional level. Late assignment of repertoire will result in the cancellation of the TF/TA assignment to the studio.

Scores

The student to whom a pianist is assigned is required to provide a score to the pianist before the **September 21** deadline. Scores must be delivered to the pianist within this time frame, regardless of when in the semester rehearsals are anticipated to begin. This is

considered professional courtesy, and is to allow for adequate preparation time for the pianist in view of her/his major study and other performance responsibilities. Please note: not receiving the musical score within this time frame will result in the removal of an assignment from a pianist's load.

Pianists are responsible to investigate their assigned repertoire (listening, scores via the library, online, etc.) immediately upon receipt of the assignment, as they await receipt of the score. If there are any concerns about the repertoire assigned, these must be communicated to Dr. Paul and Dr. Puccinelli via email *within 48 hours of the assignment of repertoire*. After that time, the assignment will be considered final.

All students and faculty are busy and juggle many responsibilities, particularly at the start of a semester. **Pianists** are required to *email the assigned partner, studio faculty and Dr. Puccinelli in the same email if a score is not received by **Wednesday September 16** in order to allow time for the score to be received within the deadline.*

Scheduling and Communication

- Mutual respect and professionalism are expected in these assignments at all times and in all forms of communication. Professionalism includes but is not limited to: accurate and thorough preparation of the score in advance of any rehearsal, lesson, etc.; courteous behavior to all parties; appropriate attire for public performances; punctuality; responsibility; and, appropriate availability.
- All parties are to reply to messages in a timely fashion; communicate with your partner your preferred mode of communication (phone, email, text, etc.).
- All parties are expected to exchange complete contact information at the time the studio faculty member makes the assignment.
- Advance notice must be given for any changes in schedule whenever possible; excepting last-minute emergency or illness, a minimum of a twenty-four hour cancellation notice is expected on the part of pianist, instrumentalist/singer and faculty member.
- *Scheduling will also be different this semester, and should be coordinated directly between pianist, faculty and student partner. Schedule should allow for the many demands on the pianists' preparation schedule. Generally speaking, time should be spread out, rather than used in a compressed period of two or so weeks, unless by three-way agreement. For any questions in this atypical semester about scheduling, please contact Elvia.Puccinelli@unt.edu.*
- ***Pianists who travel for up to three weeks of the semester are required to make up all lesson and rehearsal hours that would be missed either before or after the travel takes place. This is to be scheduled directly with the faculty and students involved before the travel begins.***
- ***Pianists who will be gone for more than 21 days must coordinate being temporarily taken off payroll with Dr. Harlos.***

CLASS ASSIGNMENTS

TF assignments to classes vary from 1 to 3 hours, depending on the class, the amount of time involved, and the amount of material to be prepared.

Each class will have a different structure. The TF is advised to meet with the instructor of the class as soon as the assignment is made to discuss this. The deadline for assignment of repertoire does not apply to class assignments. That said, class instructors must show consideration of the busy schedules of the pianists and the amount of repertoire each is preparing, separate from the class assignment, particularly as the semester advances. Instructors are expected to give all class repertoire known in advance to the pianist when the assignment is made or as soon as possible. Class repertoire that is determined in consultation with the major professor over the course of the semester must be given to the pianist no later than two weeks before the anticipated performance date. Any repertoire for public performance outside of the classroom setting must be given to the pianist at least three weeks in advance.

UNT Collaborative Piano Fall 2020