

# UNT POLICIES and GUIDELINES for COLLABORATIVE PIANISTS in STUDIO and CLASSROOM

2021-2022

*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. Knowing the loving care that exists at UNT, it is assumed that everyone will will adhere to the guidelines that follow for the sake of the community's safety.*

## IMPORTANT UNT HEALTH AND WELLNESS INFORMATION

<https://healthalerts.unt.edu/>

### Take precautions to minimize spread:

In addition to sanitizing hands and distancing as possible, UNT encourages everyone to wear a **face covering** when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

### Monitor your wellness

Students can call 940-565-2333 to **schedule a vaccine** through UNT Student Health & Wellness. The vaccine is currently offered for free, and walk-in/scheduled COVID-19 testing will continue.

If you are experiencing any **symptoms of COVID-19**

(<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu) ) or your health care provider **PRIOR** to coming to campus.

### Report illness or exposure

UNT also requires you to contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

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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. 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 seek ways to reduce or eliminate every possible unnecessary risk of transmission or exposure. This is the goal of what follows.*

*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](mailto:Elvia.Puccinelli@unt.edu).*

- When working in person, and particularly for instruments that are **aerosol producing**, it is strongly encouraged that all parties involved observe the following safety measures with regularity:
  - Wear masks
  - Meet in larger spaces with good ventilation
  - Limit session length to 30 minutes whenever possible
  - Wash hands before and after each session, and wipe down keyboards and shared touch areas
- **Prioritize in person work for those presenting degree recitals:** in the interest of protecting our community at large, it is strongly encouraged that face-to-face time be prioritized for those who are presenting degree recitals until further notice.

- Students who can successfully achieve the semester's goals without a live pianist or with reduced in person time are encouraged consider and discuss this with their major professor.
- **Tracks** for any instrument can be requested at no cost through UNT. (See below.)
- Temporary options, such as apps like AppCompanist or 4D Piano, various karaoke tracks readily available on YouTube or other services may be useful, particularly for students not preparing recitals in this semester.
- Low-latency platforms may be explored as excellent possible alternatives to in-person work. SoundJack suites may be available for voice and collaborative piano students.

### Information for Faculty

*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 pianist with whom they work are 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.*

- Until further notice, it is recommended that studio faculty **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.
- 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>

### **\*\*Note from our wonderful piano technicians for sanitizing a keyboard:**

“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.”

**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, until further notice:

- Unless a singer is preparing a degree recital or a series of auditions, it is strongly encouraged that recorded tracks, Accompanist, 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, if applicable. See [PianistRequest@unt.edu](mailto:PianistRequest@unt.edu)

## **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](mailto: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.

Please note:

- In your role as TA/TF, just as is true for faculty and staff, you may not ask anyone about vaccination status as that is privileged health information.
- If you are uncomfortable with a COVID-related work situation that is part of your TA/TF assignment, please contact Dr. Puccinelli as soon as possible.
- Any pianist who falls in the high-risk category should notify Dr. Puccinelli before assignments are made to discuss this.

### **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.**

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 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 Friday of week 4** 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 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 about scheduling, please contact [Elvia.Puccinelli@unt.edu](mailto: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 2021-2022

## Recorded Tracks and 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.*

Tracks may be requested through UNT at [TrackRequest@unt.edu](mailto:TrackRequest@unt.edu).

These tracks may be used only for practice, UNT lesson and jury.

This service is offered to currently enrolled students without charge.

If you are interested in creating a tailor-made, synchronous track for your practice, lesson or jury, please email [Elvia.Puccinelli@unt.edu](mailto:Elvia.Puccinelli@unt.edu) to discuss using Soundjack for this purpose

*The policy and procedure below are subject to change.*

Recorded tracks can be requested at any time up **Monday of week 7** ; tracks will be prepared in the order the requests are received. They may take up to several weeks to complete, depending on the volume of requests received. Students are *strongly* encouraged to request tracks as soon as possible.

### Recorded Tracks

- **Recorded tracks for applied classical lessons and juries for any instrument/ any student** may be requested through the UNT request/assignment process.

. To Request:

- Student emails clean and legible pdf, with metronome marking, breaths and any other needs clearly marked, to [TrackRequest@unt.edu](mailto:TrackRequest@unt.edu), copying your major professor before the deadline.
- The track can be tailored to your work if you also provide an capella recording (encouraged!).
- Allow up to three weeks for completion and delivery of these tracks.
- If a week passes after submitting your request and you have had no response, please resend the original email, copying Dr. Puccinelli at [elvia.puccinelli@unt.edu](mailto:elvia.puccinelli@unt.edu).
- Tracks may be revised up to two times if necessary to accommodate changing needs (tempo, breathing, cadenza, etc.) over the course of the semester, as time permits in the pianist's load. For revisions to previously prepared tracks, the deadline to request revision is Monday of week 10 of the semester. Please request any revisions by emailing Dr. Puccinelli *and* the pianist who prepared the revision, copying your major professor. A request cannot be a guarantee, especially in this unusual time; please note that the sooner requests are made, the better the likelihood of accommodation.

### Tips on using 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. Preparing to work with a pre-recorded track is a great opportunity for you to increase your musical independence, authority and leadership. 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. You will also be asked to 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:
  - a. 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.
  - b. if your tempo, rubato, phrasing, breathing, etc. change significantly enough to warrant a new recording, ask your pianist if a revision could be made following the procedure listed above.

**Tips on making 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.