

UNT STUDIO and CLASSROOM GUIDELINES for COLLABORATIVE PIANISTS

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. 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.

The policies and procedures outlined below are aimed at fostering this ideal environment in our community and beyond. 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. 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 that failure to comply may result in termination of the assignment.*

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. It is much better to deal with an early concern than with a problem later, so please feel free to reach out as needed. Thank you!

MAKING A REQUEST

To **request a pianist** for studio or class through the UNT system, faculty will complete links below noting the submission deadlines. For recital requests, please include repertoire details.

<https://collaborativepiano.music.unt.edu/request/class-pianist>

<https://collaborativepiano.music.unt.edu/request/studio-pianist>

To request a pianist through private arrangement, please complete this form:

<https://collaborativepiano.music.unt.edu/ntcp-request>

STUDIO ASSIGNMENTS

Repertoire

Repertoire included in an instrumental assignment is typically one larger work (concerto/sonata) and one other shorter work. Vocal assignments will vary by degree level and recital status.

Contact Hours

A 3 hour assignment carries 2 weekly contact hours; a 2 hour assignment normally carries 1.5 contact hours. Contact hours are to be divided weekly between the activities listed

below*.

Unless otherwise specified in the assignment from the Coordinator, pianists will participate in weekly lesson and rehearsal time. It is expected that the student partner will use this weekly time to rehearse, even if the pianist may not be needed in lesson or studio class in a given week.

Assignments also include jury or recital, and several performances in studio class and/or departmental over the course of the semester. UNT Concerto Competition may be included in some assignments.

Recitals** will be included only if specified in the original assignment notification.

**Scheduling will be coordinated directly between pianist, faculty and student partner, taking into consideration the many demands on the pianists' preparation schedule, particularly towards the end of the semester. Generally speaking, time should be spread out weekly, but in some circumstances, it may be used in a compressed period of several weeks if all parties agree and if approved by the Coordinator in a three-way agreement beforehand. For any questions about scheduling, please contact Elvia.Puccinelli@unt.edu.*

*** Recital postponement, particularly from one semester into a following semester, may result in cancellation of the assigned partnership.*

Assignment to a Particular Work with Multiple Partners

Some pianists will have a multi-part assignment which 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 effectively for all involved, and for greater access to pianist time for members of a particular studio. In these cases, the number of contact hours will remain the same throughout the semester, with different student partners working with the pianist in different weeks.

What Assignments do NOT Include

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 – *Before the Monday of the 5th week of the semester*

All students and faculty are busy and juggle many responsibilities, particularly at the start of a semester. Please bear the following responsibilities in mind to ensure a positive outcome from the assignment.

Studio faculty will distribute any hours assigned to the studio (and not to a particular student's recital or other project) as will best suit the studio's needs by emailing the student, copying Dr. Puccinelli. **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*, regardless of when rehearsals are anticipated to begin. In the case of voice lessons, it is possible to add/change one or two selections by midterms; for studio classes and class voice, please see below.

Student partners are expected to deliver scores to pianists within this time frame as a professional courtesy, bearing also in mind that each pianist will be preparing other repertoire as part of their major study and other responsibilities.

Late assignment of repertoire and/or delivery of scores may result in the cancellation of the assignment to the studio.

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

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 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 and openness to new ideas; 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 contact (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 for all parties.

PIANISTS:

- *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.*

CLASSROOM and STUDIO CLASS ASSIGNMENTS

TA/TF assignments to classes and studio classes vary from 1 to 4 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. Pianists are advised to meet with the instructor of the class as soon as the assignment is made to discuss this. The above deadline for assignment of repertoire does not apply to class assignments, but it is expected that all studio/class instructors will show reasonable 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. To this end, faculty are requested to observe the following guidelines:

Please give all in-class repertoire known in advance to the pianist when the assignment is made or as soon as possible, and not later than **two weeks for instrumental classes** and **one week for vocal classes**.

All repertoire for public performance outside of the classroom setting *must* be given to the pianist at least *three weeks* in advance.