

**Texas Tech University**  
**Applied Trombone Policies/Procedures**  
**Spring 2010**

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**I. Equipment needs**

- A. Adequate Professional Model Trombone (.547 bore) in good working condition.
- B. Notebook – word doc distributed under separate cover**
- C. Straight Mute**
- D. Etudes and Solos as prescribed.
- E. Metronome
- F. Recording Device (Tape Player, Mini-disc, etc.)
- G. Breathing Device**
  - 1. 1<sup>st</sup> year students: **Breath Builder**
  - 2. 2<sup>nd</sup> year students or greater: **Breathing Bag – 5 liter anesthesia bag or greater**
- H. Tune-up Systems “Basic Training”
- I. Active Smart Music Subscription

**II. Iota Tau Alpha**

- A. Def- Trombone Service Fraternity, an organization which helps support, promote and champion the level of trombone playing through the sponsorship of:
  - 1. Guest Recitals
  - 2. Clinics
  - 3. Regional Festivals, such as the Big XII Trombone Conference
- B. Membership is a Trombone Studio Requirement**
- C. Joining procedure**
  - 1. Create an “Orgsync” account by going to [www.studentorgs.ttu.edu](http://www.studentorgs.ttu.edu)
  - 2. Request to join the organization under Texas Tech University>Special Interest/Iota Tau Alpha
  - 3. You’ll be asked for a password. The password is ‘trombone’.

4. You will be invoiced the dues amount. Check, cash or credit card payments are acceptable

### III. Performance, Education, Music Minor General Requirements

#### A. Practice Time

1. Performance Majors: 3 or more hours/day
2. Education Majors: 1 ½ - 2 ½ hours/day
3. Non Majors and Education Majors who have already completed their junior recital : 1 ½ - 2 hours/day.

#### B. Workload Responsibilities

1. Performance and Education Majors: Iota Tau Alpha Membership, Technical Smart music Exercises, Chamber Music Requirement, Weekly Performance Classes, Concert Attendance, Jury/Recital and Special Project.
2. Education Members who have completed their Junior Recitals: Iota Tau Membership, Chamber Music Requirement, End of Semester Jury and Technical Smart music Exercises.
3. Non-Majors: Iota Tau Membership, Chamber Music Requirement, and Technical Smart music Exercises.

### IV. Grading Policies

A. Grading Proportions: outlined in the course syllabus

B. Lesson Attendance/Preparation/Punctuality Grading

1. Every lesson will be graded according to punctuality and preparation.
2. A maximum of 10 points may be earned during any one lesson

C. Jury grading is outlined below.

#### D. EXTRA CREDIT/MAKE-UP OPPORTUNITIES:

1. Serving as an officer for ITA (trombone services fraternity) will result in a 5 percentage point credit to your grade.
2. Participation as a *soloist* in a Thursday Recital/Studio Recital will result in a 5 percentage point credit to your grade.
3. Everyone participating in **both** trombone choir and a chamber music group will get 5 points added to their lesson/participation portion of their grade
4. Students may earn a **maximum** of **15** points extra credit/semester.

## V. Studio Technical Requirements

### A. Fundamentals

1. All students will be required to perform the following technical facility exercises to fulfill the studio technical requirements. These intervals will be worked on generally in various keys during weekly lessons. The proficiency grading will be done through Smartmusic.

2. **Technical requirements:**

- a. First Year Students: Natural Minor Scales
- b. Second Year: Melodic Minor Scales
- c. Third Year: Thirds, Harmonic and Melodic Minor
- d. Fourth Year: Fourths, Harmonic and Melodic Minor
- e. Fifth Year: Triads, Harmonic and Melodic Minor
- f. Sixth Year: Seventh Chords, Major and Natural Minor
- g. Seventh Year: Diminished and Whole Tone Scales

3. **Technical Assignment due dates – there will be an assignment due bi-weekly. Six assignments total will be submitted.**

- 1) **All technical facility exercises will be played off and submitted through Smartmusic “Impact”.**
- 2) **Every individual needs a current Smartmusic Subscription to enroll into “Impact” and complete the interval assignments.**

### B. Minimum Trombone Studio Scale Requirements

- 1. First Semester Freshmen: Major Scales
- 2. Second Semester Freshmen/Transfer Students: Major and Natural Minor Scales.
- 3. Sophomore First Semester (Third Semester of Study): Major, Natural Minor and Harmonic Minor Scales.
- 4. Fourth Semester of Study: Major, Natural Minor, Harmonic Minor and Melodic Minor Scales.

### C. **Technical /Accompaniment Project Grading Criteria; 200 possible points**

- 1. **25 points/Technical facility exercise (Six submissions total; 150 total possible points)**
- 2. **50 points – Special Project, based on major**
  - a. **Education: Beginning trombonist curriculum**
  - b. **Performance: Transcribing/Performing 3- 5 minute solo piece/movement from a solo piece**

d. **THE ENTIRE PROJECT IS DUE FRIDAY, APRIL 2<sup>nd</sup>.**

3. **LATE ASSIGNMENTS: All technical facility exercises must be submitted weekly to receive credit/ A Five Point/Day Deduction will be given for assignments submitted late. A Maximum of 10 points may be given for assignments turned in before the end of the semester, at the discretion of Mr. Decker.**

E Etude Assignment Component

1. Everyone will be assigned a series of technical/lyrical etudes to perform for me during the course of the semester.
2. **The minimum quantity of assignments due will be determined on an individual basis during the initial student/instructor planning session.**

VI. **Chamber Music/Trombone Choir Component**

- A. **Students Juniors and above are required to be in either an active chamber music group (trombone trio, quartet, jazz trombones or mixed brass group) or a trombone choir. Participation in one of these groups will account for 10% of your applied grade.**
- B. **Freshmen/Sophomores are required to participate and register for a trombone choir.**
- C. **This grade will be given on a pass/fail basis.**
- D. **Chamber Music**
  1. You may elect to be in an active chamber music group of your choosing.
  2. **You must let Mr. Decker know of your group personnel and your planned performance(s) for the semester.**
    - a. **Thursday Afternoon Recital**
    - b. **Performance at a house of worship.**
    - c. **Trombone quartet; Performance will take place at the trombone choir concert.**
  3. **Mr. Decker will assign a piece for your group to play if it's a trombone trio or quartet.**

VII. **Notebook Maintenance**

- A. **All undergraduates are required to maintain a notebook. You may use the TTU Practice Log as its basis; but, you must plan your practice sessions, document challenges and strategies that overcome the challenges, and bring your notebook to all lessons for potential notetaking and review.**
- B. **I will check notebooks three times during the semester and collect all notebooks at your last lesson.**
- C. **If a student does not present the notebook on the day of their lesson, 5 points will be deducted from their daily grade and all subsequent lessons until the notebook is presented.**

**VIII. Big 12 Trombone Conference**

**A. EVERYONE is expected to attend and help with the administration of the Big 12 Trombone Conference, which is January 15 – 17, 2010.**

**B. ATTENDANCE WILL BE TAKEN AT ALL EVENTS!**

- 1. Anyone who attends 10 - 12 events will have a 50 point credit added to their point total.**
- 2. Anyone who attends 5 - 9 events will have points neither added nor deducted.**
- 3. Anyone who attends less than four events, but attends some events, will have 20 points deducted from their grade.**
- 4. Anyone not attending any events or participating at all will have 100 points (equivalent to one letter grade) deducted from their final point total.**

**C. There will be an organizational meeting on Friday, January 15<sup>th</sup>, 2010 @ 4PM. Assignments will be given out then.**

**IX. General Weekly Schedule**

**A. Weekly Performance Classes:** Tuesdays, 5:00 – 5:50, beginning on *January 19, 2010*. . Location of each performance class will be posted on the board outside of M250 and on Blackboard.

**B. Trombone Choirs**

- 1. Red: Wednesdays, 4:00 – 4:50 (Mass Choir) AND 6:30 – 8:00PM, ; FIRST MEETING, *January 13, 2010*. MUEN3100-208**
- 2. Gold: Wednesdays, 4:00 – 6:30PM, FIRST MEETING, *January 13, 2010* MUEN3110-209**
- 3. Every student participating in a class must be enrolled per OP 34.16**

**C. Weekly Lessons:** Students will be assigned regular one hour time slots either with me exclusively or alternating between myself and our TA, David Leslie, or exclusively with David Leslie.

**X. Recital Preparation**

**A.** All students who are giving recitals for this semester will be given schedules for completion of essential recital preparation tasks.

**B. Each phase of preparation must be completed in a timely manner.**

**XI. Juries**

**A.** Everyone, other than current semester recitalists, will be required to play a jury.

**B. Repertoire: Selections from one of the following categories:**

1. **Solo repertoire with accompaniment**
2. **Unaccompanied solo**
3. **A solo plus a selection of four orchestra excerpts, minimum**
4. **Freshman/First Year Students: For the first semester of study, freshman and First Year Students may perform two contrasting etudes of their choice.**

C. The total time of the juries will be 8 minutes maximum.

D. Grading Parameters

1. **Any performance of a trombone/ piano work unaccompanied will result in a one grade deduction on the jury grade.**
2. If an accompanist cancels out at the last minute, please see Mr. Decker for advice on an emergency alternative..
3. **The accompanist requirement is waived if the student decides on the solo/excerpt option for jury performance**

E. Preparation/Performance Guidelines

1. **Everyone needs to have two copies of the jury form and one copy of the repertoire report form filled out for their jury.**
2. **In addition, students must have two copies of their jury selections prepared for the jury panel.**
3. Students must sign up for a jury time before “Dead Day” **Anyone who does not sign up for their jury by this time will fail the jury.**
4. All students should arrive at the jury **at least 10 minutes before** their scheduled jury time.
5. **Treat the jury as a performance.** Dress accordingly. **You may be penalized a letter grade if dress is too sloppy or casual (i.e. no jeans, t-shirts, sneakers, etc.). .**

## **XII. General Communication Policies**

- A. Most communication will be done in mass through e-mail, postings around the studio door and by general announcements at studio class. **Blackboard will also be used to communicate information and/or post important documents. Blackboard will be accessible to students beginning the first day of classes.**
- B. Response time: 24 – 48 hours, whether communication is via e-mail or voice mail.
- C. Cell Phone Usage: Cell phone usage or text messaging is not permitted during lessons or studio class unless a student is given permission by Mr. Decker. **Make sure your device is turned to silent mode before entering class.**

- D. Text Messages:** As of this writing, I do not have text messaging capabilities on my phone. Please use e-mail or phone as the main means of communication.
- XIII. Web sites to bookmark – be sure to bookmark and review the following sites often:**
- A. [www.orgsync.com](http://www.orgsync.com) – the website that contains Iota Tau Alpha information, polls, discussion panels and schedules. Check often and share with prospective ITA members.**
  - B. [www.blackboard.com](http://www.blackboard.com) – Contains Applied Trombone info.**
  - C. [www.texastechtrombones.com](http://www.texastechtrombones.com) – The Official Trombone Studio website. Take a look and make suggestions to me. This could be a great recruiting tool for the studio.**
  - D. [www.big12tromboneconference.com](http://www.big12tromboneconference.com) – the official site of the Big 12 Trombone Conference. Familiarize yourselves with schedules, etc.**