

Texas Tech University
Applied Trombone Policies/Procedures
Fall 2020

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I. General Weekly Schedule

- A. **Weekly Performance Classes:** Tuesdays, 5:00 – 5:50, beginning on August 25, 2020. **All studio classes will be held via Zoom.**
- B. **Trombone Choir** – takes place on Wednesdays at 5PM, beginning on Wednesday, August 26th, 2020 in an outdoor location TBD.
- C. **Weekly Lessons:** Students will be assigned regular **50-minute** time slots either with me exclusively, alternating between myself and our TAs, Calvin Audis or Christopher Gonzales or exclusively with one of them.

II. 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.
- B. Response is expected within 24 hours, whether communication is via e-mail or voice mail.
- C. Cell Phone Usage: Cell phone usage or text messaging is prohibited during lessons or studio class. **Make sure your device is turned to silent mode before entering class.**

III. Web sites to bookmark – be sure to bookmark and review the following sites often:

- A. www.blackboard.com – Contains Applied Trombone info.
- B. www.texastechtrombones.com – The Official Trombone Studio website.
- C. www.big12tromboneconference.com – The official conference website

IV. Equipment needs

- A. Adequate Professional Model Trombone (.547 bore) in good working condition.
- B. Facial Covering
- C. **Lesson/Practice Journal – hard copy or electronic file**
- D. **Straight/Cup Mute**
- E. Etudes and Solos as prescribed.
- F. Metronome*

G. Recording Device*

H. *can use an app equivalent

I. Breathing Device

1. 1st year students: **Breath Builder**
2. 2nd year students and above: **Breathing Bag – 5-liter anesthesia bag or greater**

J. Intonation Repair Tool – 2nd year students and above

V. Lesson Parameters

A. Because of the current COVID-19 Pandemic, special lesson parameters must be followed.

B. Modes of lesson delivery

1. Face to Face

1. **Face to Face lessons can only take place for a maximum of 30 minutes. After this 30-minute lesson, both student and instructor must vacate that space for 30 minutes so that the air handlers can clear the room**
2. **A maximum of 50% of lessons during a semester may be delivered in this mode**

2. Virtual/Zoom

1. **These lessons can take place for up to 60 minutes in a specific location if the student is alone in that location**
2. **After the 60-minute period, that location must be vacated for 30 minutes so that the air handlers can clear the room. This applies only to on campus locations**

C. Lesson Activities and Formats

1. **Lesson assignments and activities will take place asynchronously, independently, and synchronously**
2. **All students will have a Flipgrid Account where they will be able to submit recording of etudes or technical assessments.**
3. **Assignments and learning resources will be posted on my website, www.jamestdecker.com, for review and assessment.**
4. **Activities taking place during the live portion of the lessons will consist of problem solving, musical aptitude assessment, and solo/excerpt review**

VI. 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

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

VII. Performance, Education, Music Minor General Requirements

A. Practice Time: Generally, 2 ½ hours or more of practice time/day is expected. As a music professional, it is your duty to become the best musician possible, to make yourself marketable as a performer, to get familiar with repertoire that you are likely to teach, to effectively learn problem solving skills that you can share with your students, and/or generally demonstrate great musicianship to you students and otherwise serve as their role model.

B. Workload Responsibilities

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

C. Practice Rooms

1. **Practice Rooms for the Fall 2020 Semester will be available via sign-up basis only.**
 1. **Schedule will be posted on the practice room doors and must be strictly followed**
 2. **Practice Rooms may be used by individual students for a maximum of 60 minutes – a 30-minute air recirculation break will follow each 60 minute period.**
2. **The Trombone Practice Rooms will be 021 and 023**
3. **All practice rooms will be equipped with sanitizer and towels. Students shall wipe all surfaces used both prior to and at the conclusion of their practice sessions. This includes piano keyboards.**
4. **Facial coverings must always be worn.**
5. **Other areas to practice**
 1. **Outside – designated spaces can be reserved**
 2. **Other classrooms**
 - 1) **Longer practice sessions are possible here**
 - 2) **30-minute air recirculation breaks will always follow.**

VIII. Grading Policies

A. Stated in Syllabus

B. EXTRA CREDIT/MAKE-UP OPPORTUNITIES:

1. Serving as an officer for ITA (trombone services fraternity) will result in 50 points credit to your grade.
2. Everyone participating in **two trombone** chamber music groups will get 50 points added to their grade
3. Other musical enriching activities may be granted extra credit, at the discretion of Mr. Decker.
4. Students may earn a **maximum** of **150** points extra credit/semester (equivalent to raising your grade by a grade and a half)

IX. Scale Requirements

A. **All first-year students will be studying both major and natural minor scales this semester. It is expected that they will practice these and their major scales daily, 24 scales/day (12 majors, 12 natural minor) after being introduced to these forms.**

B. **Second-year students and above will be expected to practice all 48 scales/day.**

C. **All undergraduates may be examined on their scale knowledge during any lesson. The performance level of their scales will be considered for daily lesson grading purposes.**

X. Studio Technical Requirements

A. Fundamentals

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

2. **Technical requirements (all the material below will be studied during the first half of the semester and some of it will be graded during the second half of the semester through smart music):**

- a. First Year Students: Major Scales
- b. Second Year: Thirds – Major and Harmonic Minor
- c. Third Year: Triads – Major and Harmonic Minor

3. Technical Assignments—Two assignments total will be submitted, earning up to 100 points towards your grade. For Sophomores and higher, two submissions, combined with tune memorization, will comprise the 100 points. Details to be documented separately.

- 1) All technical facility exercises will be graded through Smart music “Impact” during lessons.
- 2) If a student misses a lesson during a submission week, they will need to submit their assignment through smart music by the end of that week. Assignment details documented separately.
- 3) Every individual needs to be registered on Smartmusic or have a current Smartmusic Subscription to enroll into “Impact” and complete the interval assignments.

B. Solo Repertoire for an upcoming jury or recital.

C. Etude books, as assigned

XI. Trombone Chamber Music/Trombone Choir Component

A. Students are required to be in a trombone choir.

B. Chamber Music Choice

1. Everyone will be in one of two trombone choirs
 1. The TTU Trombone Choir (Wednesdays – 5PM)
 2. The ‘Red Raider Trombone Collective’ (Wednesdays – 4PM)
2. Students ranked in the top 8 of the current semester’s concert auditions may join the TA’s and Dr. Casadonte as members of the ‘Red Raider Trombone Collective’, the trombone ensemble that performs the most advanced literature and may tour or go to conferences in any given semester.
3. In addition, students ranked in the top 8 for this semester’s concert auditions may also elect to be in a trombone quartet.
 1. The group will have one of the TA’s as Instructor of Record, with Mr. Decker making himself available for coaching sessions upon request.
 2. The activity of the quartet will include specific projects such as, but not limited to
 - 1) Recording and competing in advertised competitions
 - 2) Serving as an outreach ensemble in the West Texas Region

3. The projects will be mutually agreed upon by the members of the quartet and the IOR, in consultation with Mr. Decker
 4. Everyone will register in one small or medium ensemble
- C. Non-Participation in one of these groups will account for 100-point deduction from your applied grade point total.
- D. Other Chamber Music Opportunities
1. Students are encouraged to read trios or quartets together to gain ensemble experience in a fun, relaxed manner
 2. Trio and Quartet Folders are available for borrowing from Professor Decker's Office
 1. The sets of music may be borrowed for up to a two hour period, normally during business hours.
 2. Make sure that all copies of the music remain in order and in the folders themselves
 3. If a group finds music they want to work on more, separate copies of the arrangement(s) will be made for your use.

XII. Lesson/Studio Class Attendance/Absences

- A. Absences from lessons will be excused for any of the reasons outlined in the syllabus.
- B. Students must have the minimum number of graded lessons, as outlined in the syllabus.

XIII. Practice Journal Maintenance

- A. All undergraduates are required to maintain a journal. You may have the journal be hard copy or in an electronic file of your designation. Use it for
 1. Planning of practice
 2. Evaluation of current practice sessions
 1. Successful strategies
 2. Positive achievements
 3. Areas that need improvement
 4. Musical goals
 3. Recording of assignments given during lessons
 4. Taking notes during lessons (you may also record your lessons in lieu of actual note taking)
- B. The journal will be checked periodically.

XIV. Big 12 Trombone Conference

- A. EVERYONE is expected to attend clinics/concerts and assist with the administration of the Big 12 Trombone Conference, which is January 15 – 17,2021.**
- B. ATTENDANCE WILL BE TAKEN AT ALL EVENTS! Students will be graded based on the percentage of events attended or worked.**

XV. 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.**

XVI. Orchestra Soloists Competition

A. Eligibility

- 1. Juniors or higher class or grade students are eligible to enter the preliminary round of the solo competition to represent the studio**
- 2. If a student is a member of the Symphonic Wind Ensemble or Orchestra, they are eligible to enter the solo competition, regardless of class level.**

B. Procedure

- 1. Because of the COVID-19 Pandemic, the soloists competition will take place during the Spring of 2021.**
 - 2. All interested, eligible students will submit a 5-minute recording to Mr. Decker by November 15th, 2020.**
 - 3. The studio will listen to all recordings anonymously at a chosen studio class towards the end of the semester.**
 - 4. The top 2 vote getters will represent the studio in the Solo Competition**
 - 5. The soloists not chosen will have their entry count as their jury submission for the semester.**
- C. Entry into the solo competition will take the place of the jury for all students representing the studio.**

XVII. 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**
 - 1) Pre-recorded accompaniment**
 - 2) Music notation generated accompaniment**
 - 3) Smart Music**
 - 2. Unaccompanied solo**
 - 3. A solo plus a selection of four orchestra excerpts, minimum**
- 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. **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 three copies of the performance grading form filled out for their jury.**
2. Students must sign up for a jury time before “Dead Day”
3. All students should arrive at the jury **at least 10 minutes before** their scheduled jury time.
4. **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.).**