

Texas Tech University
Applied Trombone Policies/Procedures
SPECIAL COVID-19 CONDITIONS

Fall 2020

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Room 210

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Because of the uncertainty of the arrival of bell covers, all lessons and classes during week one of the Fall Semester, August 24 – 28, will take place via Zoom

Basic Equipment

- Everyone must wear a facial covering while in the School of Music – logistical details will be reviewed during initial lessons and studio classes
- All players must have bell covers when practicing in the SOM Building, meeting for lessons or ensembles– the covers will be provided
- Condensation Control - to gather your personal condensation wherever you go, bring with you one of or something similar to the following:
 - Empty pie tin
 - Old towel
 - Tupperware

Lessons and Studio Classes

- Lessons can take place in two formats
 - In Person
 - Up to 50 % of lessons may take place this way
 - Lessons in this mode can last for a maximum of 30 minutes – after the 30 minutes lesson period, both student and instructor must leave the room so that the air handlers can clear the room
 - Virtually – Via Zoom
 - Lessons may last up to 50 minutes
 - The Student will meet in Professor Decker’s Studio -if this is the case, the room needs to be vacated in this instance for at least a 20-minute period for air cleansing
 - Time allowances to have the 20-minute period be in force may need to take place – I appreciate your flexibility
 - Student key access will be via a lock box adjacent to the studio door – the code will be provided

- Make sure the studio is locked and secured after usage
- A Tupperware container will be in the office for the gathering of condensation. Please line the container with a paper towel or personal towel or rag. Dispose of the paper towel after use.
- The studio will contain disinfectant and other PPE – be sure to spray/wipe down any surfaces
- Alternate locations for logistics
 - Signed out classroom space – same air cleansing rules above apply
 - Student's domestic space
- Vehicles of Lesson Content Delivery
 - Flipgrid –
 - students will submit some of their assignments through video recording using this platform
 - videos need to be submitted no less than 2 days prior to their scheduled lesson
 - Mr. Decker will provide commentary to be addressed during the lesson
 - Resources on www.jamestdecker.com
 - Materials and videos will be assigned to students for viewing
 - Content will be confirmed at the following lesson
 - Blackboard – location for
 - Assignment details
 - Syllabus and Policies
 - Weekly Announcements
 - Websites and other resources
- Studio Classes – **Tuesdays at 5PM**
 - All studio classes will take place through Zoom
 - Some student submissions may be asynchronous through 'Flipgrid' – more information to follow for new students in this regard
- Trombone Choir/Trombone Ensemble
 - Classes will meet outdoors up until at least September 28th, 2020
 - Entry/exit from the spaces will have to comply with Social Distancing Guidelines
 - A designed seating chart will be created and carefully adhered to
 - Other than when playing, masks will always be worn
 - Individuals will need to bring personal supplies to collect condensation
 - Additional details will be documented and addressed in the course syllabi

Practice Facilities

- We as a studio have access to Room 021 and 023
- Practice slots are reserved – you may sign up for your practice slots
 - Since our practice rooms are in the basement, we are not restricted to the schedule published in the PDF

- The link to the initial practice room schedule can be viewed by clicking on the following link:
https://docs.google.com/spreadsheets/d/1L7KAhHtPswOtor2Tz6bhE_cFmkWxnqZYA6f1doamNaU/edit?usp=sharing
- Please send requests for practice slots to
Christopher.J.Gonzales@ttu.edu – copy james.decker@ttu.edu on the email request
 - I will fill slots in the order received
 - There is some flexibility regarding timing of the slots and the length, as long as there is a 30-minute break between students
 - Please make requests that make it possible for 60-minute minimum slots during the day's schedule, allowing for 30-minute breaks on either side of that time slot.
 - We have approximately 150 hours of practice room access for the entire studio – I will apportion requests equitably
 - A schedule will be posted on the door of each practice space with times of occupancy – no student names will be posted
- Use of practice rooms
 - Only one student is allowed in the practice room at a time
 - Cleansing protocol will be like that of using the office
 - A Tupperware container will be in the practice room for the gathering of condensation. Please line the container with a paper towel or personal towel or rag. Dispose of the paper towel after use.
 - The room will contain disinfectant and other PPE – be sure to spray/wipe down any surfaces before you leave

Piano Accompaniments for Juries and Recitals

- The status and availability of accompanists is unknown
- Live accompanists will not be available – options
 - Create an accompaniment file with music notation software
 - Have an accompanist record the accompaniment for you
 - Accompanist provided through TTU
 - Hired accompanist
- Studio Recital – we are in the process of finding an accompanist to record all solo accompaniments

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