

**Secondary Music Performance, Organ**  
**Spring 2025**  
School of Music  
University of Florida

**MVO 6250 / Section 13669**

*Weekly **required** meeting times:*

Studio Class: TBD University Auditorium  
Individual Applied Lesson: TBD  
Individual Practice Sessions: TBD

**Instructor:** Dr. Laura Ellis, 326 MUB  
Phone: 352-273-3181; E-mail: [lrellis@ufl.edu](mailto:lrellis@ufl.edu)  
Office Hours: TBD  
(office hours will be announced following the scheduling of all applied lessons)

**Interim Auditorium Manager:** Daniel Villamil                      Auditorium Phone: 352-392-2346  
E-mail: [dvillamil@performingarts.ufl.edu](mailto:dvillamil@performingarts.ufl.edu)

**REQUIRED TEXTS**

Throughout the course of the semester, the student may be required to purchase literature relevant to their level of expertise.

**PURPOSES AND GOALS**

Applied lessons are designed to provide the student with a solid foundation in pedal and keyboard techniques. The course of study will include technical exercises and representative literature.

**ATTENDANCE**

**STUDIO AND LESSON ATTENDANCE IS REQUIRED OF ALL STUDENTS.** Students are required to attend virtual studio class and lessons and are responsible for all information presented or assigned. Attendance will be taken and participation in class is greatly encouraged. Predicted absenteeism should be discussed with the instructor no less than one week prior to the event. Any student missing studio class for any reason is responsible for getting information and handouts from a fellow student, not the instructor. Tardiness and leaving early will affect attendance record.

If you must be absent, please contact me prior to lesson or studio time:

Phone: 352-273-3181; E-mail: [lrellis@ufl.edu](mailto:lrellis@ufl.edu)

**GRADE DISTRIBUTION**

Weekly Lesson Grade:	--- 60%
Practice Hours:	--- 20%
Project:	--- 15%
Jury Sheet:	--- 5%

**GRADING SCALE**

Information on current UF grading policies for assigning grade points may be found here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Requirements for attendance and other work in this course are consistent with university policies:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

**JOURNAL**

All students taking applied carillon lessons are encouraged to record their progress in a "Goal Journal." This journal will list daily, as well as long-term goals. Entries in your journal will be a constant reminder to keep you focused on your short- and long-term goals. Maintain a separate notebook for this journal and be prepared to bring it to each lesson! Seven areas should be recorded:

- 1) Long-range Goals --- Five to Ten Years
- 2) Medium-range Goals --- One to Five Years
- 3) Short-range Goals --- Two to Fifteen Weeks
- 4) This Week's Goals
- 5) Today's Goals
- 6) Next Week's Goals
- 7) Practice Log

\*As time goes by and various goals are met -- make sure to keep your journal up to date. Add new pages -- put a line through goals that have been achieved -- but don't throw out your old lists.

\*Your long-term goals may change -- update them. This journal is for your use and growth. \*\*\*Items #3, #4, #5, and #7 are the goals that will allow us **to use your lesson time most efficiently**. If these goals are clear, you will find that you will soon be identifying the problem areas and making progress toward solving them. Bring your journal to your lesson every week.

For more information about journals and their effectiveness, read The Inner Game of Music, by Barry Green with W. Timothy Gallwey (Doubleday, 1986). While the entire book is useful for music performance, chapter 5, entitled "The Power of Will" can encourage all of us to use our time wisely. **ML850 .G73 1986**

### WEEKLY LESSON GRADE

The following elements will be assessed to determine the weekly lesson grade:

- 1) Attendance at weekly lessons
- 2) Attendance at tower practice sessions
- 3) Attendance of monthly recital series
- 4) Progress on assigned literature and exercises
- 5) Development of technique
- 6) Studio class attendance and participation
- 7) Performance on daily and/or concert series
- 8) Journal

### PRACTICE HOURS

Practice time in the University Auditorium, MUB 332, MUB 337, and MUB 338 is available to all organ students.

*Practice protocol:*

- 1) Utilize your assigned time. If you have a consistent conflict and need to reschedule, please notify Dr. Ellis so that the schedule can be updated.
- 2) Wash and dry your hands prior to and after your practice session.
- 3) If you use hand moisturizers, please wash your hands before using organ keyboards.
- 4) Shoes must be worn (no bare feet or stocking feet).
- 5) Feel free to use hand sanitizer **after** touching shared surfaces.

Keep track of practice hours in your journal and strive to schedule consistent practice throughout the week. To truly see improvement, daily practice is essential!

*Regarding rehearsal in the University Auditorium:*

- 1) Rehearse only during your scheduled times. The auditorium staff is responsible for having the organ console out and available for your use.
- 2) The organ will remain "on" during the day to minimize stress to the blower. **IF YOU HAVE THE LAST PRACTICE SESSION OF THE DAY, PLEASE BE SURE THAT ORGAN IS TURNED OFF WHEN YOU LEAVE.**
- 3) **Be sure to properly cancel organ stops and open boxes when you complete your practice! If you are the last person scheduled to use the UA organ for the day, please turn off the blower.**

*Regarding rehearsal in the facilities in the Music Building:*

**Be sure to properly cancel organ stops, turn off organ, turn out all lights, and check that the door is locked as you leave the organ studio and practice rooms!**

Most disinfectant cleaners are terrible for organ keys (particularly wood keys). Any liquid introduced to wood will have a damaging effect. Players must thoroughly wash hands and dry before each practice session. If you use hand moisturizers, please wash your hands before using organ keyboards. Feel free to apply hand moisturizer after you are done for the day! Hand sanitizer may be used *after* practicing.

### JURY/PROJECT

All students will be expected to present a jury at the end of the semester. Literature will be determined in consultation with

the instructor. The jury will consist of up to 10 minutes of your organ performance. Keyboard juries will occur on **Tuesday, April 29, 2025**.

### **JURY SHEET**

At the end of the semester, all students will be required to turn in a jury sheet that outlines the achievements of the semester. The jury sheet will contain the following items:

- 1) jury sheet
- 2) repertoire sheet
  - a. don't forget to list date of performance in studio or recital
  - b. if you have prior study on the carillon, please make this a cumulative repertoire sheet.

**Jury Sheets must be submitted to Dr. Ellis no later than NOON on Monday, April 28, 2025.**

### **PRESENTATIONS IN STUDIO CLASS**

All students are encouraged to develop one presentation each semester for studio class. This could include a short biography of a composer, analysis of an organ work, hymn study, or related information. Please consult with Dr. Ellis regarding appropriate topics.

### **STUDIO WEBSITE**

The organ studio website is <http://www.arts.ufl.edu/organ>. Students are encouraged to visit the site regularly. Concert programs and pictures of recent events and field trips will be posted. Studio pictures will be posted and student bios are welcomed.

### **COURSE EVALUATION**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

### **ACCOMODATIONS FOR STUDENTS WITH DISABILITIES**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### **ACADEMIC HONESTY**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Conduct Code](#). If you have any questions or concerns, please consult with the instructor or TAs in this class.

### **DIGITAL STUDENT COMMUNICATION AND EXPECTATION**

The preferred communication method between faculty member and students enrolled in this course is via the UFL-mail system. Please send e-mails to me at: [lellis@arts.ufl.edu](mailto:lellis@arts.ufl.edu) or [LREllis@ufl.edu](mailto:LREllis@ufl.edu) via your ufl.edu e-mail. I will endeavor to respond to all school related e-mails within 24 hours. Should you need assistance resolving technical issues, contact the UF Help Desk (<https://helpdesk.ufl.edu>) or call 352-392-4357.

### **IN-CLASS RECORDING**

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed

by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

## **CAMPUS RESOURCES**

### **Health and Wellness**

#### *U Matter, We Care:*

If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [www.umatter.ufl.edu](http://www.umatter.ufl.edu) to refer or report a concern and a team member will reach out to the student in distress.

#### *Counseling and Wellness Center:*

Visit [www.counseling.ufl.edu/](http://www.counseling.ufl.edu/) or call 352-392-1575 for information on crisis services as well as non-crisis services.

*Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or visit [www.shcc.ufl.edu](http://www.shcc.ufl.edu).

*University Police Department:* Visit [www.police.ufl.edu/](http://www.police.ufl.edu/) or call 352-392-1111 (or 9-1-1 for emergencies).

*UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [www.ufhealth.org/emergency-room-trauma-center](http://www.ufhealth.org/emergency-room-trauma-center).

### **Academic Resources**

*E-learning technical support:* Contact the UF Computing Help Desk ([www.helpdesk.ufl.edu](http://www.helpdesk.ufl.edu)), 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

*Career Connections Center:* Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services. [www.career.ufl.edu/](http://www.career.ufl.edu/)

*Library Support:* <https://afa.uflib.ufl.edu> various ways to receive assistance with respect to using the libraries or finding resources.

*Teaching Center:* Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring. [www.teachingcenter.ufl.edu/](http://www.teachingcenter.ufl.edu/)

*Writing Studio:* 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. [www.writing.ufl.edu/writing-studio/](http://www.writing.ufl.edu/writing-studio/)

*Student Complaints On-Campus:* <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

*On-Line Students Complaints:* [www.distance.ufl.edu/student-complaint-process/](http://www.distance.ufl.edu/student-complaint-process/)

***Additional Course Fees:*** \$1.00