



# LOW BRASSES

## Instrumental Lesson Handbook

Syllabus and Policy for Music Applied Courses:

CLASS BRASS 1-	MUA 1111 RYAB
ELECTIVE BRASS 1-	MUA 1141 RYAB
Brass- MUS ED Majors 1-	MUA 1172 RYAB
Brass- MUS ED Majors 2-	MUA 1182 RYAB
Brass- MUS ED Majors 3-	MUA 2172 RYAB
Brass- MUS ED Majors 4-	MUA 2182 RYAB

**Tracy Crosby, Instructor**

Reeves 232  
601-857-3269  
tacrosby@hindsc.edu

## GENERAL INFORMATION

**Music Majors are responsible for all policies and information in this handbook.  
Class and Elective Brass are responsible for pages 1-7.**

### Overall description

Applied study in Low Brass provides an opportunity for weekly one-to-one or small group lessons that expand a student's performance abilities. Skills in instrument technique, note reading, scales, musical interpretation, and the ability to apply knowledge from other music courses onto the Low Brass area are introduced.

### Student's Goals

Your goal should be to improve your existing abilities in all areas by following the course requirements.

### Prerequisites

Normally, a student will have several years of band or private instruction before enrolling in one of the Low Brass sections. **It is expected that the student reads music proficiently and has a working instrument.**

### Enrollment Procedure

Placement in course sections is done by an audition and approval from a Music Department Advisor. Music Majors must audition with me before being placed into the Low Brass section. After the audition, student will be placed according to ability (see Course Descriptions and Audition requirements for more information).

~In addition, membership in the band (or other ensembles) will often require you to enroll in one of the Low Brass sections as part of your scholarship requirements. In these cases, you will have to complete your course work in Low Brass as a co-requisite to your membership in that group. Please see the Band Director (or other musical director) for exact requirements concerning co-requisite low brass enrollment.

### Credit Hours

Non-majors receive 1 credit hour. Music Majors will receive 2 credit hours. Occasionally, a non-major is allowed to enroll in the Music Major section (only with instructor's approval) and in that case, the non-major can receive 2 credit hours.

### Drop Date

The first and last dates to drop this course without penalty are listed in the HCC Academic Calendar. Please refer to the HCC Student Handbook and the HCC Catalog for important dates and policies. (Both found online at: [www.hindscc.edu](http://www.hindscc.edu))

### Disability Services: Raymond Campus 601.857.3310

Hinds Community College seeks to comply with the letter, intent and spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Hinds Community College provides reasonable accommodations for students with disabilities through Disability Support Services (DSS). DSS verifies eligibility for accommodations and works with eligible students who have self-identified and provided current documentation. Students should schedule an appointment with the designated DSS staff member on their respective campus to establish a plan for reasonable accommodations and services.

## **MY PHILOSOPHY**

An applied studio is not a place that you should come to because you “have to”. It’s my hope that you come here with enthusiasm and curiosity, well prepared to perform assignments and to allow me to have a fair chance of evaluating your growth as a musician. My main objectives are to:

- 1) determine your current playing level and then
- 2) assign exercises and music that will increase your talents while helping you overcome your deficiencies.

For this to take place, a level of trust must be in place between us.

- I trust that you will present your very best when performing
- I trust that you will spend an adequate amount of time practicing, studying, preparing
- I trust that you will give yourself a real chance to improve by doing the things I ask of you
- I trust that you will treat me courteously and with respect
- I trust that if you cannot be at your lesson, you will let me know before you miss (see Policy for Absence later in this book)
  
- You can trust that I will be eager to see you and hear you play
- You can trust that I will not overload you with assignments, but will require that you fulfill your obligations
- You can trust that I have spent time evaluating your level of performance and will create a set of exercises and assignments specific for your individual improvement
- You can trust that I have your best interests at heart and seek to help you in any way I can
- You can trust that I will treat you courteously and with respect

In addition, you should know that I view you as an adult, not a child. Please do not have your mother or father call me to explain why you are unable to practice, be at your lesson, have your assignment, etc. (There are laws in place for your privacy that prevent me from discussing anything with a parent or other guardian without a documented letter from you to the college.)

Obviously if there is an emergency, and you cannot make a call yourself, then it is best to have anyone call than no one at all. But, except for these emergency occasions, please be responsible for your own behavior.

## GENERAL DESCRIPTIONS OF COURSE REQUIREMENTS

### **Class Brass**

Your weekly lesson is the primary component of this applied section, which includes passing off scales or music (sometimes from memory.) Attendance and ample preparation are expected at lessons.

Lesson time and location will be assigned the first week of each semester - it is your responsibility to find out this information. **Please see posted notices on the Band and Music Department bulletin boards concerning time and location of private lessons.**

Also see:

"Policies" and "Grading"

### **Elective Brass**

Your weekly lesson is the primary component of this applied section, which includes passing off skills or music (sometimes from memory). In addition, you may have other assignments congruent with your level of performance. These may include solos, etudes, advanced scale and tonguing techniques, or other skills. Attendance and ample preparation at lessons are expected. **All Elective Brass lessons will be in my studio.**

Lesson time will be assigned the first week of each semester - it is your responsibility to find out this information. **Please see posted notices on the Band and Music Department bulletin boards concerning private lesson times.**

Also see:

"Policies" and "Grading"

### **Music Ed Brass (Levels 1, 2, 3 & 4) (MUSIC MAJORS ONLY)**

Your weekly lesson is the primary component of this applied section, which includes passing off skills or music from memory. In addition, you will have other assignments congruent with your level of performance. These will include solos, etudes, advanced scale and tonguing techniques, and other skills. Attendance and ample preparation at lessons are expected. **All Music Ed Brass lessons will be in my studio.**

Lesson time will be assigned the first week of each semester - it is your responsibility to find out this information. **Please see posted notices on the Band and Music Department bulletin boards concerning private lesson times. Also, you are required to attend Recital Class each Friday, both area recital and general recital. You will also be required to perform at these recitals each semester.**

## **POLICIES (For All Students)**

Lesson times will be assigned during the first week of the semester and are posted on Music and Band Department bulletin boards. You are responsible for knowing your lesson time and location.

### **Attendance:**

**Attendance at lessons is not optional. ALL COLLEGE POLICIES WILL BE FOLLOWED (Please refer to your Student Handbook concerning Absentee-Tardy rules)**

<http://www.hindscc.edu/CurrentStudents/Documents.aspx?type=current>

Official college absences or illness emergencies will be excused **only** with documentation and must be made up. Notes from home are not accepted as documentation. Only official documentation is accepted for absences. **You should contact me by phone or email at least 1 day in advance of an official absence. In the event of an emergency or an illness that can be documented by a physician, contact me BEFORE you miss the lesson. Call or email me.** In accordance with college policy, you must meet at least 80% of your class time to be given course credit, regardless of the nature of your absence, even an excused absence. Therefore you must meet 11 of the 14 lessons we have scheduled in order to get credit for the course. If you do not meet 11 lessons, you will have to be dropped and given an “F” for the class (or, if your absences are excused, you will be asked to withdraw and will receive a “W” on your transcript.)

**If you must miss a lesson, you should follow this procedure:**

- 1) CALL MY OFFICE BEFORE YOU MISS THE LESSON!  
601-857-3269
- 2) Come by my office as soon as possible to get your make-up work or to schedule a make-up lesson.
- 3) Bring any documentation from a physician or the Dean’s Office to the VERY NEXT lesson. Your absence will not be excused without accepted documentation.

### **My Office Hours:**

My hours are posted on my office door. I do teach classes, so I may not always be in my office, but my door is often open when I am in. If it is closed or I am practicing you are still welcome to knock. I am easily available by email and telephone to schedule make up work or additional help. PLEASE come see me for help with Low Brass questions, other music courses, or just to say hi! If you are having difficulty in a class and want my help, don’t wait until the end of the semester to discuss it.

### **Email and Cell Phone**

I expect you to check and reply to emails sent to your HCC address promptly. This is an important method of communication between the college and you, and therefore your participation or lack thereof in this area is factored into the written portion of your lesson grade.

Likewise, I need your cell number to text or call you in the event that I must miss your lesson or change our meeting time for the week. Please be sure I have this information.

**Preparing for your lesson:**

Do not waste my time or yours. Be prepared for your lesson by spending whatever amount of time you need to IN ADVANCE of coming to my office. Your lesson time is not a place to practice, but to perform. We will not practice during your lesson. IF YOU HAVE NOT TAKEN TIME TO PREPARE FOR YOUR LESSON, YOU WILL BE ASKED TO LEAVE AND WILL BE GIVEN A ZERO FOR THAT LESSON.

I recommend that music education majors/performance majors practice a **minimum** of 2 hours per day or more. Non-majors should practice 30-45 minutes at least 3 times per week. The more practice, the better. For best results, you should schedule your practice time just as you do your other classes, and stick to the schedule.

**Attire:**

Please do not wear perfume or cologne, as it makes me sneeze. Also, please bathe and wear clean clothes and shoes. Students may dress casually; usually anything you wear to class is fine to wear in my studio. Please wear shoes! Women, please wear undergarments and do not expose large amounts of skin. Men, please pull your pants up and do not allow your underwear to show. If you are in doubt, bring a jacket or cover up to your lesson.

**Physical Aspects of Lessons:**

Playing a low brass instrument is a physical experience. You are not legally obligated to disclose any medical conditions. If you are comfortable with discussing it, please inform me if you have any medical conditions that I should be aware of that may alter your ability to perform on your instrument. (Example – if you have asthma, diabetes or other conditions that may be affected by playing an instrument) Secondly, at times I will have to examine your physical technique and suggest changes. If this requires me to touch you, I WILL ALWAYS ask for your permission to do so. It is your right to refuse if this makes you uncomfortable.

**Lesson Etiquette:**

Arrive a few minutes prior to your lesson time having already warmed up and prepared your lesson for the day. Bring your instrument, but leave the case in your locker. Please knock at your lesson time, even if you hear playing. Make sure you have all music, a pencil and your notebook. **Cut your cell phone OFF before entering.**

I give you ten minutes as a courtesy - if you have not shown up by then and I have not heard from you, I will consider the lesson cancelled and unexcused, and you will receive a zero. If I am late for your lesson and there is no posted note on my door, please give me 10 minutes as a courtesy. If I have not arrived by then, please sign my message board and then go check in the music office and check with Mrs. Rhines to see if I have left a message.

I'll say this again in case you missed it: Please do not wear perfume or cologne, as it makes me sneeze. Also, please bathe and wear clean clothes and shoes. We are in close quarters blowing around a lot of air, so use common sense and courtesy. Also, please empty your spit valve into the spittoon I have under the music stand.

### Skills Evaluation

During the mid-point of each semester, a skills evaluation will be included during your lesson. It will be based upon your warm-up routines, fundamental exercises (such as tonguing) or music and concepts covered in lessons, and scales. The exact dates of the evaluation will be announced.

### Instruments:

All Low Brass students are to have instruments whose slides and valves work without any stiffness or stickiness. If you do not have a working instrument, please do not expect a good grade, because you will not be able to play the music correctly when your horn does not work.

#### Class Brass and Elective Brass students:

HCC Band owns a few acceptable instruments, however you must maintain the instrument in good working order. Please see your Band Director for information about checking out an instrument if you need one.

#### Instruments for Majors:

To pursue musical study, it is imperative that you own an acceptable instrument. **All music majors should own a high-quality instrument.** While I know this is a sizeable financial investment, you should realize that without your own instrument, you will not be accepted into major colleges and universities as a music major. Therefore, I also expect you to have an instrument of your own. Your one-time investment in a quality instrument is an investment in your chosen career and it should last you for at least 20-30 years. Tuba/Baritone students may use a HCC instrument for one year. After this time, you may continue use IF THERE IS NOT ANOTHER STUDENT WHO NEEDS THAT INSTRUMENT. Please remember that if you are not willing to make the commitment to purchase the tool of your craft, you should probably look for another career.

### Materials and Costs (All Low Brass):

You are very lucky to have the opportunity to attend a community college, were your lessons do not cost you anything. At a college or university, you may be charged a hefty fee for each lesson! Even though the lesson is free, there are costs associated with playing an instrument. **I recommend that students and/or parents budget \$150-250 to cover the costs of upkeep/repairs on your instrument and any valve oils, slide cream, mutes, books or other materials that you need.** *These are your responsibility!* (If you play a school owned instrument, you should check with the Band Director to find out exactly what you will be charged for upkeep on the horn.)

**Music Majors and Some Electives:** For all Majors, required music must be purchased in a timely manner from the date it is assigned, usually within one week. Etude books are usually available in the bookstore, although I encourage students to buy music and books anywhere they can online of this is less expensive. However, online ordering is not an excuse to go without materials for several weeks! Please make sure you can get items shipped within a few days if you decide to order online.

Elective students do not usually have to buy music or books, but you may need to dependent upon your abilities...this will vary with each student and will be assigned individually

## GRADING (For All Students)

At each lesson, I give you an assignment/grade sheet that shows what you did at the lesson and what you should prepare for the next one. Each lesson sheet has a grade for the day's lesson and you will therefore be able to know your overall grade throughout the semester. These will be averaged at the end of the semester along with any skills or playing tests. **Unexcused absences from lessons and unprepared lessons will constitute an "F" for that week's grade.**

### MUSIC MAJORS: Grade Calculation

**70% Weekly Lesson Preparation, Demonstrated Improvement**

**10% Jury Performance (average of all faculty grades)**

**10% Skills Evaluations and Playing tests**

**5% Recital performance and attendance (Area and General)**

**5% Email, Required Materials and/or Attendance at Required Activities**

### Non Majors: Grade Calculation

**80% Weekly Lesson Preparation, Demonstrated Improvement**

**15% Skills Evaluations and Playing tests**

**5% Email, Required Materials and/or Attendance**

I keep a copy of your lesson sheet to document your progress or lack thereof. Below is a general synopsis of how I determine grading levels for your weekly lessons.

- ➔The **A Lesson** – student can perform all material that was assigned; can play through the music without stopping and has a consistent tempo; most or all notes, dynamics and rhythms are correct; student has gone past the assigned techniques and has performed very musically.
- ➔The **B Lesson** – student can perform most of the material assigned, but has a few problems; can play through sections without stops and maintains consistent tempo, but not for the entire work; there are some wrong notes, dynamics and rhythms but most are present; student has added through practice past what is printed on the page or was assigned; some musicality was performed.
- ➔The **C Lesson** – student can perform 50%-75% of material assigned; or can play through the assigned material but has frequent stops and not a consistent tempo; there are many notes, rhythms and dynamics that are incorrect or absent; student has not generated any insights or added any significant musical concepts past what is printed on the page or was assigned; no evidence of musicality.
- ➔The **D Lesson** – student has prepared 25% - 50% of the material assigned; cannot play any of the assigned material without frequent stops; student has not prepared the work well enough to play the printed dynamics, articulations, and rhythms, no evidence of incorporating other musical knowledge into performance.
- ➔The **F Lesson** – student has prepared 25% or less of the assigned material; cannot play any of the assigned material without frequent stops; student has not prepared the work well enough to play the printed dynamics, articulations, and rhythms, no evidence of incorporating other musical knowledge into performance.

A student with a bad attitude may also receive a poor grade. If you have a question about your semester grade we can arrange a discussion time. Please do this as soon as you feel the need!

★**LAST WORD:** If at any time you do not understand your assignment, or need help, please contact me. That's what I'm here for.

## FOR MUSIC MAJORS ONLY

### Recital Class

Every Friday at 11am there will be a brass performance, studio class, or Music Department Recital. The Recital Class is divided into GENERAL RECITAL, which is held in the recital hall, and AREA which is held in the Band Hall. **Check the schedule to know when and where to be on Friday at 11.**

You will perform each week an Area Recital is scheduled. I'll give you more about this at your lesson, but always have something prepared to perform at Area Recital.

### **RECITAL CLASS PERFORMANCE**

**Music Majors are required to perform a solo in recital class each semester.** You will be given solos to work on during the semester and at least one recital class you must perform with an piano accompanist. HCC hires an accompanist, which means you do not have to pay for the hours of practice and the performance with your accompanist...this is VERY UNUSUAL. You are very lucky to have this opportunity, because at 4-year colleges and universities you are required to pay for this yourself. Therefore, ALWAYS show respect and gratitude to the accompanist each and every time you work with him/her.

#### **Rules for working with the accompanist:**

- ✪ ALWAYS BE ON TIME
- ✪ ALWAYS BE FRIENDLY AND SHOW RESPECT
- ✪ KNOW YOUR MUSIC AND HAVE YOUR MATERIALS!
- ✪ ALWAYS THANK THE ACCOMPANIST AFTER EACH PRACTICE SESSION
- ✪ GIVE A SMALL GIFT OF GRATITUDE TO THE ACCOMPANIST  
AFTER YOUR PERFORMANCE (Gift cards are great!)

#### **Rules for recital performing:**

- ✪ ATTIRE: Women - Dresses or Pants Suits, preferably black or dark clothing.  
Men - Long sleeve shirt and tie, slacks with belt and dress shoes.
- ✪ INSTRUMENT: Clean and polished.
- ✪ MUSIC: Bring it!
- ✪ BE ON TIME FULLY WARMED UP AND TUNED
- ✪ When you finish performing, exit the stage, go around to the front doors and wait

for

applause to enter and hear the rest of the recital class.

### **Professional Recitals and Concerts**

Recitals by HCC brass faculty members, Capitol Brass, visiting brass artists, and other Low Brass students are required. Please be checking bulletin boards and review the evening concert/recital calendar during the early part of the semester and adjust any conflicts accordingly.

### **Written Assignments**

During the semester, all majors are required to attend concerts and recitals outside of the normal Friday Recital class. For these, you must prepare a written report and submit it to the Department Chair. (He will give you details about this in your Recital Class Course Policy). These reports are expected to be typed and utilize proper grammar and spelling. Reports generally consist of a paragraph about the composers and a paragraph about the work you heard.

I may also occasionally assign written items for your lesson. These could include research about the instrument, CD or article reviews, or other small reports or music. These are also expected to be typed and using good grammar.

### **JURY EXAMINATION**

At the end of the semester, music majors will be required to perform a “jury” for the faculty. This will include solo selections, etudes, scales or other materials assigned to you during the semester. The jury grade is given by the faculty, and accounts for 10% of your semester grade. Part of the jury grade is filling out the jury sheet. You should get these from me 2 weeks before juries begin and fill them out completely. Bring them to your last lesson for me to review.

A sheet will be posted announcing how to sign up for juries near the end of the semester. Please sign the sheet and know your jury time.

#### **Jury Etiquette:**

- ✪ You must wear “dress” clothes for jury. That means slacks, a tie and dress shoes for men.
- ✪ Women may wear a dress or pants suit with dress shoes.
- ✪ You must be warmed up and on time for jury.
- ✪ Being late or incorrectly dressed will drop your jury grade by one grade.
- ✪ Have all copies of music separated and ready for each instructor. Be polite and friendly, but do not engage the jury in small talk, be serious and professional at all times. Thank the jury members when you leave for taking time to hear you.

### **SKILLS EVALUATIONS ~ SCALE/ARPEGGIO REQUIREMENTS**

All scales and arpeggios must be performed from memory in eighth notes at a medium tempo (mm.80-100). Please refer to your *Low Brass Warm-up and Scales* technique book for these skills.

#### **MUS ED Semester 1**

- 8 Major Scales and arpeggios from memory, one octave.
- Chromatic (beginning on low E, to high F)
- Staccato tonguing (Exercises D, E, F from book)
- Slurs (Lip Slurs-Exercise A from book)
- Breathe endurance (Letter J)

MUS ED Semester 2

All Major Scales and arpeggios from memory, one octave  
 Standard two-octave Major scales (Refer to book)  
 Chromatic (Low E to High Bb)  
 Legato tonguing (Exercises G, H, I from book)  
 Slurs (Lip Slurs-Exercise B from book)

MUS ED Semester 3

6 Minor Scales (natural, melodic and harmonic forms) and arpeggios from memory, one octave  
 Chromatic (Low E to High Bb)  
 Any Major scale or arpeggio from Semester 1 & 2  
 Any tonguing technique from Semester 1 & 2  
 Slurs (Lip Slurs-Exercise C from book)  
 High register development (Letter K)

MUS ED Semester 4

All Minor Scales and arpeggios one octave from memory, all forms  
 All Major Scales and arpeggios (Two octaves where standard, one octave for others)  
 Chromatic (Low E to High Bb)  
 Pre-recital preparation (including program notes)

**ETUDES AND SOLOS**

In addition to fundamental techniques and scales, Music Majors are required to perform a certain number and type of etude and solo literature each semester in order to advance to the next level.

**FAILURE TO PERFORM THE REQUIRED ETUDES AND SOLOS CAN CAUSE THE STUDENT TO HAVE TO REPEAT THE SEMESTER LEVEL AND COURSE.**

Please see the description of the “A” grade to understand what is meant by “perform.” A musician who does not perform cannot be allowed to advance to the next level.

**Low Brass Music Major Expectations****MUA 1172      Freshman Semester 1**

~Standard Warm-ups and assigned technique exercises (See Skills Evaluations Level 1)

~6 etudes or more

~General RECITAL PERFORMANCE (One)

One accompanied etude or one accompanied solo from standard literature during the semester.

~Area Recital Performance

Etude or solo excerpt at each area recital (graded each week)

-INTRUMENTAL JURY

**MUA 1182 Freshman Semester 2**

~Standard Warm-ups and assigned technique exercises (See Skills Evaluations Level 2)

~6 new etudes or more

~General RECITAL PERFORMANCE (Two)

One accompanied etude AND one accompanied solo from standard literature during the semester, or two solos.

~Area Recital Performance

Etude or solo excerpt at each area recital

-INTRUMENTAL JURY

**MUA 2172 Sophomore Semester 1**

~Standard Warm-ups and assigned technique exercises (See Skills Evaluations Level 3)

~6-8 etudes or more

~General RECITAL PERFORMANCE (Two)

Standard solos with accompaniment, at least one with two or more movements

~Area Recital Performance

Etude or solo excerpt at each area recital

-INTRUMENTAL JURY

**MUA 2182 Sophomore Semester 2**

~Standard Warm-ups and assigned technique exercises (See Skills Evaluations Level 4)

~6-8 etudes or more

~General RECITAL PERFORMANCE (TWO)

Two Standard solos with accompaniment at appropriate level

~Area Recital Performance

Etude or solo excerpt at each area recital

~INTRUMENTAL JURY

~In addition, the sophomore student may be required to perform an evening recital (half or full) with at least 4 solo pieces with accompaniment.

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