



MUS 149, 151, 152, 351, 352, 551, 552
Applied Flute/Piccolo
Course Syllabus: Fall 2026
East Texas A&M University

Instructor Information

Instructor:	Dr. Ben Carlee
Classroom Location:	MUS 219
Office Location:	Music Building
Office Hours:	Posted on office door
Office Phone:	N/A
University E-mail:	ben.carlee@etamu.edu
Preferred Form of Communication:	Email
Communication Response Time:	Within 24 hours

Course Information

Course Description

MUS 149 is applied music at the beginner level. Intended for students majoring in subjects other than Music.

MUS 151 One to four semester hours. Private instruction for music majors in keyboard, voice, instruments, or composition. The course includes recitals and performance forums with teacher-directed student evaluations and instructions. May be repeated for credit.

MUS 152 Principal Applied. One to four semester hours. Private instruction for music majors in keyboard, voice, instruments, or composition. This course includes recitals and performance forums with teacher-directed student evaluations and instructions. May be repeated for credit.

MUS 351 Private instruction for advanced music majors in keyboard, voice, instruments, or composition. This course includes recitals and performance forums with teacher-directed student evaluations and instructions. All students must pass the upper division barrier examination prior to enrollment. May be repeated for credit.

MUS 352 Principal Applied. One to four semester hours. Private instruction for advanced music majors in keyboard, voice, instruments, or composition. This course includes recitals and performance forums with teacher directed student evaluations and instructions. All students must pass the upper division barrier examination prior to enrollment. May be repeated for credit.

MUS 551 Applied Music. (Minor applied) One to four semester hours. Private instruction for graduate performance majors. Prerequisites: Satisfactory level assessed in the applied music performance audition.

MUS 552 Applied Music. (Principal applied) One to four semester hours. Private instruction for music majors in keyboard, vocal instrumental, conducting, or composition. May be repeated for credit.

Student Learning Outcomes

In this course, students will:

Minors

MUS 149: Students will perform selected repertoire with technique and musicianship suitable for a non-major and appropriate to the student's musical and developmental level.

MUS 151: Students will perform selected repertoire with basic technique and musicianship suitable for a secondary performance medium.

MUS 351: Students will perform selected repertoire with basic to intermediate technique and musicianship suitable for a secondary performance medium.

MUS 551: Students will perform selected repertoire with intermediate to advanced level technique and musicianship suitable for a minor applied lesson at the graduate level.

Majors

MUS 152: In level one principal applied lessons, students will perform selected repertoire suitable to the student's musical development with intermediate technique and musicianship in preparation for the upcoming junior level proficiency exam.

MUS 352: In level three principal applied lessons, students will perform selected repertoire suitable to the student's musical development with advanced technique and musicianship in preparation for the upcoming junior or senior recital.

MUS 552: In level five principal applied lessons, graduate students will perform selected repertoire suitable to the student's musical development with professional level technique and musicianship in preparation for the upcoming graduate recital.

In addition, Level 1, 3, and 5 Major students will be able to do the following:

- Level 1: Students will perform two-octave major and minor scales in all keys, in sixteenth-notes at a minimum of 70 bpm with five or fewer errors.
- Level 3: Students will perform two-octave major and minor scales in all keys, in eighth-notes at a minimum of 120 bpm with five or fewer errors.
- Level 5: Students will perform two-octave major and minor scales in all keys, in eighth-notes at a minimum of 120 bpm with three or fewer errors.
- All major students will perform selected orchestral excerpts, etudes and repertoire with appropriate musicianship, technique and interpretation.
- Level 5 students will perform selected pieces from memory with appropriate technique, interpretation and style, in preparation for the memory requirement in the Graduate Recital.
- All major students will sight-read an intermediate-level etude with steady tempo, making fewer than 5 melodic or rhythmic errors.

Required Textbook

N/A

Recommended Course Materials

Suggested Readings:

Bate, Philip. The Flute: A Study of Its History, Development and Construction.

Boehm, Theobald. The Flute and Flute Playing in Acoustical, Technical and Artist Aspects.

Bruser, Madeline. The Art of Practicing.

Chapman, Frederick. Flute Technique.

Dick, Robert. The Other Flute: A Performer's Manual of Contemporary Techniques.

Floyd, Angelita. The Gilbert Legacy: Methods, Exercises, and Techniques for the Flutist.

Flute Talk. Published by the Instrumentalist Company.

Flutist Quarterly. Published by the NFA.

Galway, James. Flute.

Hotteterre, Jacques. Principles of the Transverse Flute.

Krell, John C. Kincaidiana: A Flute Player's Foreword.

Meylan, Raymond. The Flute.

Pellerite, James. Modern Guide to Fingerings for the Flute.

Quantz, Johann Joachim. On Playing the Flute.

Toff, Nancy. The Flute Book.

The Flutist's Handbook: A Pedagogy Anthology. Published for the 25th anniversary of the NFA.

Course Requirements

Instructional Methods

In-person, one-on-one applied music instruction.

Student Responsibilities or Tips for Success in the Course

Every week you will have an assignment for the next lesson, please prepare that assignment. Weekly studio class attendance is also required, and there may be assignments for studio class as well.

Interaction with Instructor Statement

The instructor expects timely communication via email, preferably within 24 hours.

Required Materials:

1. A Flute in good working condition. If the student plans to purchase a new flute, the student will collaborate with the instructor.
2. A Metronome
3. A Tuner
4. Music: Any method books and solo pieces to be announced with the instructor. **If by the third (3rd) week the student does not have necessary books/music, the lesson grade will be "0" until all materials are brought.**
5. A notebook and pencil
6. Semi-professional dress code (no workout clothes, sweatshirts, hoodies, etc.)

Objective:

Flute/piccolo lessons are designed to improve the basic fundamentals of flute/piccolo playing and to expose the student to all extremes of musicianship. Lessons will assist students in the development of:

1. tone, 2. technical & rhythmical accuracy, 3. scales, 4. etudes, 5. solo repertoire, 6. orchestral excerpts, 7. mind and body awareness (physical and mental), and 8. performance skills.

Applied lessons will occur in the Music Building every week, unless prior arrangements have been made. Please be warmed up and on time. All students enrolled in flute lessons will be required to attend studio class once a week for one (1) hour, **Mondays from 4-5pm**. Lesson times will also be scheduled by the 2nd class day. Be fully prepared for each lesson: mentally, physically, technically. Please have all necessary materials. You will be expected to learn assigned repertoire and perform a jury at the end of each semester.

Assessments

Grades are based on attendance, performance, preparedness, and progress.

Students will be evaluated on a percentage basis from the following areas:

1. Weekly private lessons - Student will receive a grade for each lesson. This includes having all necessary materials/books/music, scales, tone production, technique, etudes, orchestral excerpts, solo repertoire, and any special assignments designated by the instructor. Lesson grades will count for 50% of the student's final semester

grade.

- a. Students are expected to practice and prepare assignments prior to the next applied lesson at a high level.
- b. Students are expected to rehearse with their pianists on their repertoire pieces prior to the applied lessons as assigned.

2. Studio Class, Recital Attendance and Flute Choir Participation will count for **15%** of the student's final semester grade. For those not able to attend weekly studio class due to class conflicts (minors), a separate project will be assigned.

3. Scale Jury: **10%** of the final semester grade. Students are required to play a scale jury by memory at the discretion of the instructor. See D2L for more information.

4. Final Jury: **25%** of the final semester grade. Please read carefully as these are pre-requisites to your jury performance:

- a. If the repertoire to be performed has piano accompaniment, the piece(s) MUST be performed with piano accompaniment. The student must secure a pianist NO LATER THAN Nov 1st in the Fall semester and April 1st in the Spring semester. Failure to do so will forfeit the opportunity to perform the Final Jury.
- b. The student MUST have a lesson with pianist and flute instructor on jury piece(s) before finals week in order to perform the Final Jury. Failure to do so will forfeit the opportunity to perform the Final Jury.
- c. Students are expected to own the original score to ALL the material they are performing in juries and other performances and bring 2 copies for the jurors to the Final Jury, or upload 1 copy online to the provided Google Drive link. Failure to do so will forfeit the opportunity to perform the Final Jury.
- d. For MUS 149, MUS 151, MUS 351 and MUS 551 flute and piccolo students, they may have the option to arrange a separate final jury outside of Woodwind juries at the discretion of the instructor.
- e. Students must fill out the correct paperwork online prior to the jury performance time (Rep Records). Failure to do so will forfeit the opportunity to perform the Final Jury.

Note: The instructor reserves the right to make exceptions and adjustments to the course policies on a case-by-case basis, to accommodate particular circumstances.

Students are expected to demonstrate skills in pedagogy through their observation, analysis, and feedback of the performances of other students in Studio Class. This pedagogy requirement is guided by all flute instructors. Students are expected to gain skills in this area by the observation of teaching techniques in their own private lessons and through the observation of teaching techniques of other students in studio class, guest artists brought to campus, and optional conference attendance or optional observations of master teachers online.

Attendance

Students are expected to attend all lessons. Absences from lessons will be made up at the discretion of the instructor. It is the student's responsibility to notify the instructor in advance of a legitimate absence, and to secure any assignments from instructor or other students. **If you know that you must miss a lesson, please give me advanced notice (24 hours minimum via email or phone call) so that we can reschedule** (if possible—make-ups are not guaranteed). Lessons missed due to student vacations taken during the term will not be made up. The only excuses for missing a lesson are illness and family emergencies. If you do not give me notification in advance, you will receive a "0" for the missed lesson. After 2 absences, **your final grade may be dropped by one (1) full letter grade.**

Required Recitals:

If you are a **music major**, you are **required** to attend all flute recitals and masterclasses that are given on campus/online. This is part of your Studio Class portion of the grade (see above). There will be many other required woodwind recitals and masterclasses in the area that will be announced throughout the school year.

*Dates will be announced in weekly Studio Class as they become available.

The applied instructor selects literature and plans lessons in a logical sequence specifically designed to prepare each student to meet the stated student learning outcomes. Thus, the literature and skills addressed in each lesson will vary according to each student's experience in performance repertoire and technical strengths and weaknesses. In practice, after assessing a student's skills and needs in the early lessons, the applied instructor often provides a more detailed overview of the semester's activities; however, this overview is specific to that student and the sequential activities are contingent upon that student's continued progress.

Grading

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Course and University Procedures / Policies

School of Music Mission Statement:

The School of Music at East Texas A&M University promotes excellence in music through the rigorous study of music history, literature, theory, composition, pedagogy, and the preparation of music performance in applied study and ensembles to meet the highest standards of aesthetic expression.

University Mission Statement:

East Texas A&M University provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, social, and economic vitality of Texas and beyond.

Texas Education Code Standards

This course content is aligned with the standards established by the Texas Education Code, covering areas such as Music, the Commissioner's Rules, Pedagogy and Professional Responsibilities, Technology, and English Language Proficiency. To review these standards, please visit the Music Education Program D2L Shell and select "Standards and Objectives."

ETAMU Attendance

For more information about the attendance policy please visit the Attendance webpage and 13.99.99.R0.01 Class Attendance

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance

Attendance Policy

Students are expected to attend all classes. It is the individual student's responsibility to notify the instructor of a legitimate absence in advance. It is also the individual student's responsibility to acquire any missed notes and assignments from other students and/or the instructor. After one

(1) unexcused absence, the student's final grade will be dropped by one (1) letter grade for each additional unexcused absence.

Late Assignments or Work

No late work accepted.

Musician Health and Safety

As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The following web address provides links to information for resources related to physical and mental well-being, as well as assists in offering preventative measures that students can take to avoid serious and/or chronic conditions: Musician Health and Safety - East Texas A&M University

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

[13.99.99.R0.10 Graduate Student Academic Dishonesty](#)

Additional policies at the discretion of the faculty member [optional]

East Texas A&M University Supports Students' Mental Health

The Counseling Center at East Texas A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit <https://www.etamu.edu/counseling-center/>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, contact the Office of Student Disability Services at 903-886-5150, 903-886—5835; email studentdisabilityservices@tamuc.edu; online at Office of Student Disability Resources and Services; or in-person in Room 162 of the Velma K. Waters Library.

Tenets of Common Behavior

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook);

Campus Concealed Carry Statement

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and East Texas A&M Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.