

University of Wyoming
Department of Music
Collaborative Piano Guidelines and Policies 2026-27

I. Priorities for Assigning Collaborative Pianists

The collaborative pianists' assignments are made based on the following priority ranking of events:

1. Ensembles: All ensemble needs will be covered first.

Bel Canto
Chamber Orchestra
Civic Chorus
Collegiate Chorale
Opera Theatre
Singing Statesmen
Symphonic Wind Ensemble
Symphony Orchestra

2. Required Degree Recitals

Graduate
Performance
Music Education
B.A. Majors who register for Senior Recital as an *elective* will be accommodated *if* there are available pianists.

3. Non-Recital Performances

Convocations
Juries
Dorothy Jacoby Concerto Competition (UW Sponsored)

4. Private Vocal Studio Instruction (Voice Lessons)

One-hour lessons:	8 hours
Half-hour lessons:	5 hours

Note: (1) Please remember that there are not enough pianists to cover all of your private studio's needs.

(2) Non-majors who have a Music Department Scholarship will be accommodated *if* there are available pianists.

(3) Non-majors who do not have a Music Department Scholarship will *not* be accommodated.

II. Allocation of Hours for Recital and Non-Recital Performances

Full Recitals:	15 hours
Half Recitals:	8 hours
Music Ed. Recitals:	8 hours
Convocations:	3 hours
Juries:	3 hours
Jacoby Concerto Competition:	3 hours

1. The total hours listed above is the maximum a student is entitled for respective events, and it includes rehearsals, lessons, studio class, dress rehearsal, recital preview, recital, and non-recital performances. For full recitals, count 2 hours for the performance; for half recitals, count 1 hour. For non-recital performances, count 1/3 hour.
2. Students giving recitals do not receive extra 3 hours of the pianist's time for convocation, jury or concerto competition if the piece performed is part of their recital program.
3. Students who have performed their jury pieces on convocation will receive one additional hour with the pianist, one 0.5 hour rehearsal and 0.5 hour for the jury performance. A pianist request form for juries still needs to be submitted 6 weeks prior to the final exam week.
4. Students performing on the honors convocation will receive 1 hour with the pianist, one 0.5 hour rehearsal and 0.5 hour for the convocation performance.
5. The hours are not cumulative. Except for the performance week, pianists should not be used for more than ONE hour for rehearsals per week.

III. Requesting a Collaborative Pianist

A. Ensembles

A memo is sent to directors of ensembles by the Collaborative Piano Coordinator in the beginning of each semester. Instrumental ensemble works with solo piano requirements must be submitted no later than the last Friday prior to the beginning of classes. Please note that pianists will not be assigned if this deadline is not met.

B. Required Recitals

Students who would like to be assigned a pianist for their recitals must fill out and submit via e-mail a Collaborative Pianist Request Form by the deadlines to the Coordinator of Collaborative Piano. The recital date needs to be filled in.

There are three deadlines for recital pianist request:

1. **September 4, 2026 at 5 pm** for students whose recitals are scheduled in

the Fall semester.

2. **November 6, 2026 at 5 pm** for students whose recitals are scheduled in the Spring semester before spring break.
3. **January 22, 2027 at 5 pm** for students whose recitals are scheduled after spring break.

Note: If you postpone your recital to the next semester or later in the same semester, you will not be assigned extra pianist hours.

C. Non-Recital Performances: Convocations, Guest Master Classes, Juries and Jacoby Concerto Competition

Students who would like to be assigned a pianist for convocations and guest master classes must fill out and submit a Collaborative Pianist Request Form to the Coordinator **six weeks prior to the performance** via e-mail. Please note that pianists can be assigned only to music majors and minors.

The deadlines for jury pianist request are as follows:

1. **October 2, 2026 at 5 pm** for the Fall semester
2. **February 26, 2027 at 5 pm** for the Spring semester

Policies applying to both recitals and non-recital performances:

1. You will not be assigned a pianist if your pianist request form is not properly filled out and submitted by the deadline.
2. No changes in repertoire will be accepted once the request form has been submitted and a pianist assigned.
3. Please submit your form via e-mail to the coordinator: jhan1@uwyo.edu

D. Voice Lessons

A Collaborative Pianist Request Form is sent to voice faculty electronically in the beginning of each semester and needs to be filled out and returned by applied teachers to the Collaborative Piano Coordinator by **September 3, 2026 at 5 pm** for the Fall semester and **January 29, 2027 at 5 pm** for the Spring semester.

Students who take 1-hour lessons and are assigned a pianist receive 8 pianist hours throughout the semester; students taking half-an-hour lessons will receive 5 pianist hours.

Note: This policy applies to voice students who are NOT giving a degree recital.

IV. Time Limits for Recitals and Juries

1. Full recital: the maximum time of repertoire with piano is 60 minutes.
2. Half recital: the maximum time of repertoire with piano is 30 minutes.
3. Music Ed. Recital: the maximum time of repertoire with piano is 20 minutes.
4. BA recital: the maximum time of repertoire with piano is 20 minutes.
5. **Jury: the maximum time of repertoire with piano is 12 minutes.**

A pianist will only be assigned for this amount of repertoire.

V. Responsibilities

A. of the student

1. Since a pianist will play with multiple students during the semester, you should notify your pianist as soon as you know your lesson time and date of performance and contact the pianist to set up rehearsals. At least one-week notice of lessons, studio classes, and rehearsals is **required**. When contacting your pianist for scheduling, you are required to use UW e-mail. Any other forms of digital communication are not accepted.
2. A notification of cancelation or change of lessons or rehearsals must be sent to the pianist via UW e-mail at least 24 hours in advance. **Less than 24-hour notice or no show will result in losing the time**; the pianist receives the credit for the time.
3. Make sure to be punctual for your rehearsals, lessons, and studio class performances. Time lost due to your lateness will not be made up.
4. You are responsible for finding a page turner for your recital pianist.
5. The minimum amount of time for your rehearsals and lessons with a collaborative pianist is 30 minutes.

*This policy does not apply to voice students who take half-an-hour lessons.

6. **To avoid losing your pianist assignment, contact your collaborator to give him/her the music within a week after the assignment is made.**
7. Be prepared for rehearsals. You are expected to study the piano part for musical cues before meeting with the pianist. The purpose of rehearsals is to work on musical interpretation and ensemble rather than practice in front of your pianist.
8. Submit the pianist request form via e-mail to the collaborative piano coordinator by the deadline as stated in Section III.
9. **To voice students: if you get assigned a pianist for your lessons, you are required to give your pianist music within one week after the assignment is made.**

B. of the collaborative pianist

1. Pianists are expected to be responsive in communicating about lesson times and rehearsal schedules with their collaborators. Make sure to check your UW e-mail on a daily basis.
2. Be well prepared for rehearsals, lessons, and performances. Showing up on time in all collaborative engagements is essential. Being unprepared or irresponsible in attendance will lower your semester grade for collaborative piano, and you will be expected to make up the time.
3. Submit a filled out collaborative piano time sheet to the Collaborative Piano Coordinator by 5 PM on the 2nd and 4th Fridays every month.

Contact Information

Coordinator of Collaborative Piano

Dr. Jiwon Han

FA 2035

E-mail: jhan1@uwyo.edu

Collaborative Pianist

Mizi Li

FA 3041

E-mail: mli8@uwyo.edu

Student pianists available for hire:

GyeJun Baek	gbaek@uwyo.edu
Luciano Filizola	lfilizol@uwyo.edu
Ye Seul Mun	ymun@uwyo.edu
Min Jae Jeon	mjeon@uwyo.edu
Malcov Terena	mterena@uwyo.edu
Yeli Lin	ylin9@uwyo.edu
Junqi Tong	jtong1@uwyo.edu

Bryn Catlin	bcatlin@uwyo.edu
Teddy Hart	thard6@uwyo.edu
Michelle Kaufman	mkaufma8@uwyo.edu

Non-student	
Ruth Ogden	theogruth@gmail.com (307) 249-6992