

THE UNIVERSITY OF TEXAS AT TYLER

School of Performing Arts

Course syllabus for

MUSI 3128: Instrumental Seminar for Vocal Majors

Fall 2024 – TR 11:00-12:20 – FAC2006

Professor: Dr. Mary Heiden

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Office Hours: TR 10-11 and 2-2:30 or by appointment

Course Overview: Basic instrumental techniques are explored in this class designed for vocal music education majors. Includes introductory instruction in woodwinds, brass, percussion and string instruments common in public school instrumental programs.

Student Learning Outcomes: By completing MUSI 3128 the vocal music education student should

1. Have a general overview of the technical capabilities of brass, woodwind, and percussion instruments;
2. Have a general overview of the tonal characteristics of brass, woodwind, and percussion instruments.
3. Be able to rehearse church choirs and school choral groups with instruments, with good blend, balance, and rehearsal planning;
4. Be able to write short arrangements, in which instruments are added to already-existing choral scores.

Required Materials:

Text is available for free by the instructor (you're welcome!).

Attendance:

Some students will have already obtained significant instrumental experience prior to this class. For that reason, there will be no attendance requirement. However, there will be no makeup exams or makeup of any class project presentation. Attendance will be taken every class, however, in keeping with university requirements on documentation.

Grading:

Grades will be determined by two tests (multiple choice) and three in-class project presentations. The two exams are not cumulative; the first covers material from the first half of the semester, and the second exam covers material from the second half of the semester. The three projects deal with adding instruments to a choral score. In-class presentations of the projects take about ten minutes each and grading is based on: having copies available for all students and instructor, oral summary of the arrangement, class discussion/evaluation, and instructor evaluation of strengths and weaknesses of orchestration.

Each exam counts 35% of the semester grade, and the three projects are 30% of the semester grade. Grading scale: 90-100=A; 80-89=B; 70-79=C; 60-69=D; <60=F; i.e. 89.5 final average is treated as an "A." Grades are available on Canvas.

Student Conduct and Dress:

UT Tyler students are expected to act and dress like pre-professionals. There is always room in a college classroom for polite disagreement. However, profanity, ethnic/sexual/gender slurs, threatening actions, and/or insults towards students or instructor are not tolerated; a student exhibiting such behavior will be

forced to drop the course, with referral for disciplinary action. Disagreements with grades or class policies are handled by conference during office hours. Note: Cell phones and/or any handheld devices are not allowed in class. Students who make/receive calls/text in class or surf the Internet will be asked to leave. The following are not permitted in class: caps or hats, hoods (sweaters or jackets must be worn with the hood down), pajamas, sagging pants, tights worn as pants, or any clothing that the instructor deems to be immodest and/or not fitting for the academic environment. All backpacks, briefcases, bags, etc. must be left at the periphery of the room during class.

Late Work and Make-Up Policy: All tests and projects are due on the days indicated. Tests and projects cannot be made up (see above). Exceptions to this policy will only be granted in the case of serious illness with sufficient documentation and at the instructor's discretion.

Communication: Students are required to regularly check their Patriot e-mail account and the class Canvas page.

Other: On our course Canvas site, in the “**Syllabus**” module, please see these links:

- “**Student Resources**” and “**University Policies and Information.**”

Artificial Intelligence: AI is not permitted in this course at all.

I expect all work students submit for this course to be their own. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. Use of ChatGPT or any other artificial intelligence (AI) tools for any stages of the work process, including brainstorming, is forbidden. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values.

Academic Integrity: Academic dishonesty will not be tolerated. Cheating, including plagiarism of any kind, will result in an automatic F for the course. In written work, quoting other sources is often a appropriate, but plagiarism includes:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

(From: <https://www.plagiarism.org/article/what-is-plagiarism>)

Planned semester outline

August 27	Instrumental notation	October 17	Trumpet overview
August 29	Flute/piccolo overview	October 22	Trumpet tonal expectations
September 3	Flute/piccolo tonal expectations	October 24	Horn overview
September 5	Oboe/English Horn overview	October 29	Horn tonal expectations
September 10	Oboe/English Horn tonal expectations	October 31	Trombone/Euphonium overview
September 12	Clarinet family overview	November 5	Trombone/Euphonium tonal expectations
September 17	Clarinet family tonal expectations	November 7	Tuba overview and tonal expectations
September 19	Bassoon overview	November 12	Tuba overview and tonal expectations
September 24	Bassoon tonal expectations	November 14	brass with chorus
September 26	Saxophone family overview	November 19	brass with chorus
October 1	Saxophone family tonal expectations	November 21	Brass project due
October 3	woodwind with chorus	December 3	Percussion I-membrane percussion
October 8	woodwind with chorus	December 5	percussion II- keyboard instruments/auxiliary
October 10	Woodwind project due		
October 15	Exam #1	December 12, 3:30:	Exam #2 date and time; percussion project due

Student Resources:

Faculty can update student resources to provide additional supports appropriate for each course.

Resources to assist you in the course

- [UT Tyler Student Accessibility and Resource \(SAR\) Office](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center](#)
- [The Mathematics Learning Center](#)
- [UT Tyler PASS Tutoring Center](#)
- [UT Tyler Supplemental Instruction](#)
- [Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas](#)
- [Robert Muntz Library](#) and [Library Liaison](#)
- [Canvas 101](#) (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam
- [The Career Success Center](#)
- [UT Tyler Testing Center](#)
- [Office of Research & Scholarship Design and Data Analysis Lab](#)

Resources available to UT Tyler Students

- [UT Tyler Counseling Center](#) (available to all students)
- [MySSP App](#) (24/7 access to Student Support Program counseling through phone or chat and online wellness resources available in a variety of languages)
- [Student Assistance and Advocacy Center](#)
- [Military and Veterans Success Center](#) (supports for our military-affiliated students)
- [UT Tyler Patriot Food Pantry](#)
- [UT Tyler Financial Aid and Scholarships](#)
- [UT Tyler Student Business Services](#) (pay or set up payment plans, etc.)
- [UT Tyler Registrar's Office](#)
- [Office of International Programs](#)
- [Title IX Reporting](#)
- [Patriots Engage](#) (available to all students. Get engaged at UT Tyler.)

University Policies and Information**Withdrawing from Class**

Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#)..

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. **CAUTION #1:** Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). **CAUTION #2:** All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. **CAUTION #3:** All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. **CAUTION #4:** All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade *only when all of the following conditions are met*: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military Affiliated Students

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.