

The University of Texas at Tyler
MUSI 3228.01: Instrumental Seminar for Vocal Majors
Meetings: Virtually Tu/Th 10:00-10:50 a.m.
FAC1021
Fall 2020

Instructor: Dr. Sarah Roberts, 566-7387-office email: sroberts@uttyler.edu Office hours: just ask!
Office: FAC2216

Required Text

Text will be made available for free by instructor (you're welcome!).

Course Outcomes

By completing MUSI 3228 the vocal music education student should:

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

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 presentation, with the one exception that hospitalization of the student will be sufficient cause. Attendance will be taken every class, in keeping with university requirements on documentation.

Grading

Grades will be determined by two tests (50 questions, multiple choice) and three in-class 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. In-class presentations take about 8 minutes each and grading is based on: having copies available for all students and instructor, oral summary of arrangement, and class discussion of strengths and weaknesses of orchestration.

Each exam counts 35% of the semester grade, and the three presentations 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 Blackboard. Log in via uttyler.edu and click on the Blackboard link.

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, or any clothing that the instructor deems to be immodest and/or not fitting for the academic environment.

Planned semester outline

August 25	Instrumental notation	October 20	Trumpet overview
August 30	Flute/piccolo overview	October 25	Trumpet tonal expectations
September 1	Flute/piccolo tonal expectations	October 27	Horn overview
September 8	Oboe/English Horn overview	November 1	Horn tonal expectations
September 13	Oboe/English Horn tonal expectations	November 3	Trombone/Euphonium overview
September 15	Clarinet family overview	November 8	Trombone/Euphonium tonal expectations
September 20	Clarinet family tonal expectations	November 10	Tuba overview and tonal expectations
September 22	Bassoon overview	November 15	Tuba overview and tonal expectations
September 27	Bassoon tonal expectations	November 17	brass with chorus
September 29	Saxophone family overview	November 22	brass with chorus
October 4	Saxophone family tonal expectations	November 29	Brass project presentations
October 6	woodwind with chorus	December 1	Percussion I-membrane percussion
October 11	woodwind with chorus	December 6	percussion II- keyboard instruments/auxiliary
October 13	Woodwind project presentations	December 8	Percussion Project Presentations (probably)
October 18	Test #1	December 13	Exam #2

TECHNOLOGY IN THE CLASSROOM

Laptops and iPads are allowed for students to take notes. However, if one student is discovered to be on any social media and not working, the entire class will lose the right to use technology. There will be times as a class we use technology, such as cell phones. Students will be notified of those times and asked to take out their cell phones. For all other times cell phones should be put away. If a cell phone is out and a student is texting, the professor reserves the right to collect the device for the remainder of class. If the phone rings during class, the professor reserves the right to answer the call and collect the device for the remainder of class.

FOOD/DRINK POLICY

Also, no food or drink is allowed in this room. A bottle of water with a lid is the **ONLY** acceptable food/drink in the room.

Professor's expectations of the students:

- Keep a positive attitude
- Take responsibility for your learning in this class
- Attend every class, arrive on time, and stay the entire time
- Arrive for your office appointments on time
- Work on the skills we're studying outside of class

What students can expect from the professor:

- Treat every student with respect and the expectation that every student is capable of doing well in this class
- Begin and end class on time
- Allow time for questions in class
- Be prepared for class
- Be available outside of class in the office and by email
- Be willing to modify what we do in class in order to help students learn better

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

SYLLABUS POLICY

A syllabus is a statement of intent by the course instructor that should clearly explain what a student must do and when they must do it to successfully complete the course and get a grade. A syllabus is intended to protect students from arbitrary or untimely changes in course requirements and due dates. A syllabus must also provide information about departmental and University policies governing conduct of the course.

All UT Tyler teaching faculty are required to distribute a course syllabus to their students on the first class meeting day. Faculty are also required to post their syllabi on the UT Tyler website, in a directory determined by the department or college.

Syllabi for concurrently taught undergraduate/graduate courses (ex: CENG 4314/5314) must clearly describe the additional expectations of graduate students that are substantively and progressively more advanced than those of the undergraduates. This can be done in a separate graduate syllabus or a combined syllabus.

Each syllabus **MUST** include the following minimum information:

1. Course number, title, section number (if applicable) and scheduled class time;
2. Instructor's name, office address, phone number and e-mail address, with recommendations on which method of contact the instructor prefers;
3. Office hours-- at least three per week and a provision for arranging office hours to accommodate students whose schedules conflict with regularly scheduled office
4. Course content--should be consistent with the approved course description found in the current UT Tyler catalog;
5. Course learning objectives/outcomes and required
6. Grading policy and criteria to determine final course grade;
7. Date of final examination, scheduled according to the University final exam schedule. Reminder: any deviation from scheduled times must be approved by the college
8. Date to withdraw without penalty (census date)—please include actual date, which can be found in the current Schedule of
9. Tentative dates of required assignments, quizzes, and tests, if applicable;
10. Attendance and make-up policy
11. Required textbooks, materials, and supplies;
12. Required field trips, rehearsals, etc., scheduled outside of regularly-scheduled class time, along with any accompanying fees and tickets; and/or course procedures unique to the course that might cause students to reconsider their enrollment in the course; and
13. Required university policies and additional information is provided on the following

The information contained in the course syllabus, other than the grading criteria and absence and make-up policies, may be subject to change with reasonable advance notice as long as the change is without prejudice to the students.

Instructors should also consider including:

1. Course Web site (if applicable);
2. Course prerequisites and restrictions, as they appear in the catalog;
3. Information about required learning-management software (Canvas)
4. Tentative deadlines for all assignments;
5. Tentative schedule of course topics

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over 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>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for

only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No
- Receiving 100% refunds for partial (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses

during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

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 you have 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 Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

1. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;

- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or
2. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for
- “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic
1. All written work that is submitted will be subject to review by plagiarism

UT Tyler Resources for Students

- [UT Tyler Writing Center](http://writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](http://tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career
- [UT Tyler Counseling Center](http://counseling@uttyler.edu) (903.566.7254)