

MUSI 4326 (MUSI 4399) Instrumental Administration, Spring 2015

Dr. Jeffrey Emge

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Class Meeting Time: MW 2:30-3:50, FAC 2006

Office hours: 10:00-11:00 MWF, 10:00-11:00 TR or any other time my office door is open.

Text and Materials:

Student edition of *MLR Score Reading*, Music Manuscript paper—pencils, notebook

Course Requirements:

- Attendance at all class meetings is required. See explanatory text below.
- All assignments are to be completed and handed in at the class for which they are due.
- There is a significant amount of outside class preparation required (homework, score study, school observations)

Grading: Final grade is determined by:

25% homework, 25% UIL Study Guides, 25% Midterm exam, 25% Final Exam

Final grades are determined on a 10-point basis, with 90-100=A, 80-89=B, etc.

*Guideline for evaluation of homework grades

- A: submitted when due; in very neat format with great attention to detail; far exceeds expectations for an upper-division class in the major area; anticipates details of assignment and shows obvious research into the area of assignment
- B: submitted when due; neat format with detail given to assignment particulars; exceeds expectations of an upper-division class in the major area; some detail of thought given into researching the assignment.
- C: submitted when due; little attention to detail; poorly organized; gives the bare effort of completing the assignment in the literal sense; may not meet expectations of an upper-division class.
- D: late with other indicators of an A, B, or C; sloppy and illegible in places; no attention to detail; gives the most obvious, minimal information for the assignment; the work turned in could have been done by a non-music major in a very short time; spelling and grammar errors.
- F: late with indicators of C or D; or, very careless work with major misspellings and grammar errors; answers and work nonsensical; shows a lack of respect for the assignment and the student's peers; untyped homework.

Attendance: College instructors not only train students to retain course content, but also to be responsible and dependable employees. By the time a music major reaches upper-division, it is expected they will attend every class, just as teachers are expected to be at work every day. Unexcused absences will affect the final grade. Each unexcused absence will lower the semester average by three points. The instructor retains the right to determine whether an absence is excused or unexcused. Emergencies are handled on a case-by-case basis. **Regardless of the reason for the absence, homework must be turned in when due.** Furthermore, if a student has nine or more absences, regardless of the reason, s/he must drop the course or receive a grade no higher than a D. As student is considered tardy when they arrive after the class begins. For a student with repeated tardies, the instructor will first confer privately with the student. In the event that tardies continue after a conference, the instructor reserves the right to assign an unexcused absence for repeated tardies.

Classroom deportment: Your instructor has certain standards of behavior and dress that you must follow. You are **encouraged to bring laptops every day**. However, students found to be using the internet for recreational purposes will be charged with an unexcused absence. Cell phone use of any kind is forbidden. Students wishing to sleep during class will be "encouraged" to stay awake. I am aware that standards of dress vary outside the classroom, but I ask that in the classroom you not wear revealing clothing, clothing or accessories with rude, political, or sexualized messages, and be polite to both your classmates and your instructor.

Course Outcomes

By completing MUSI 4326 the student should:

- *be able to match instruments to beginners by physical characteristics, academic aptitude, and music aptitude test scores;
- *be able to compare and contrast the content and pedagogy in four leading beginning band method books;
- *create a portfolio of study guides for ten compositions on the UIL concert band list and share them with the class
- *be able to articulate the defining characteristics of a composition, and define it's challenges for rehearsal/performance;
- *be able to detect errors in pitch, rhythm, articulation, and balance in selected short excerpts; and
- *have a basic knowledge base for each wind instrument necessary for survival in the school setting.

Probable Course Outline

January 12-14	instrument drives; matching beginners to instruments music aptitude tests; UIL forms (set up student practice account) UIL forms, continued (bring laptops, we'll log on)
January 19 January 21	MLK day—no class beginning method books— <i>Band Today</i> ; <i>Best in Class</i>
January 26-28	beginning method books— <i>Standard of Excellence</i> beginning method books— <i>Essential Elements</i>
February 2-4	music guide charts (by teacher; <i>Teaching Music through Performance in Band</i>) characteristics of grade 1 (1A-2A) literature characteristics of grade 2 (3A) literature
February 9-11	characteristics of grade 3 (4A) literature characteristics of grade 4 (5A) literature characteristics of grade 5 (6A) literature
February 16-18	seating chart—beginner, junior high, high school rehearsal technique, junior high (beginners, junior high band) rehearsal technique, high school
February 23-25	editing parts and making your group sound better MLR score reading/error detection
March 2-4	MLR score reading/error detection Midterm Exam
March 9-13	Spring Break
March 16-18	MLR score reading/error detection Flute and Piccolo pedagogy
March 23-25	Oboe and English Horn pedagogy Bassoon pedagogy
March 30-Apr 1	Clarinet and Bass Clarinet pedagogy and reeds, mouthpieces Saxophone pedagogy and reeds, mouthpieces
April 6-8	Saxophone pedagogy and reeds, mouthpieces Trumpet pedagogy and mouthpiece selection
April 13-15	Horn pedagogy and mouthpiece selection Trombone pedagogy and mouthpiece selection
April 20-22	Euphonium/Tuba pedagogy and mouthpiece selection Percussion pedagogy
Final Exam	probably 2:45-4:45 pm, Wednesday April 29

UNIVERSITY POLICIES

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
<http://www2.uttyler.edu/wellness/rightsresponsibilities.php>

Grade Replacement/Forgiveness and Census Date Policies

Students repeating this 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 that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

- Receiving 100% refunds for partial withdrawals (There is no refund after the Census Date).

- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade).

- Completing the process for tuition exemptions or waivers through Financial Aid.

Census Date is January 26, 2015.

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 exemption must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstances. Please contact the Enrollment Services Center if you have any questions.

Disability Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a commonly-observed 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.