

**MUSI 4326 Instrumental Administration, Spring 2022**  
**Dr. Jeffrey Emge, Instructor**  
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Class Meeting Time: MWF 9:05–10:00, FAC 1009  
Office hours: 10-11MWF, 1-2TR and by appointment

Text and Materials:

No required text, but students must have access to computer, printer, and own a USB for data storage.

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)

Grading: Final grade is determined by:

40% homework, 30% Midterm exam, 30% Final Exam. There is no major project for this class.

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

E-mailed homework is not accepted. Handwritten homework is not accepted.

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 as a music major; 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 any college student—regardless of major—in a very short time; obvious 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.

**ATTENDANCE:** (If classes are in person) Attendance is taken at 9:10. Excessive absences will affect the final grade. Students are allowed **three** absences without the final grade being affected. Each absence, starting with the fourth, will lower the semester average by three points. The instructor retains the right to determine whether an absence is of an emergency nature that would not count towards the two allowed absences. Emergencies are handled on a case-by-case basis. Student participation in UT-Tyler-sponsored trips (absences associated with a UT Tyler course in which the student is enrolled) do not count towards the two allowed absences. Vacations, trips not associated with a UT Tyler class, airplane schedules, etc. are not reasons to miss class, and work missed for these reasons will be given a grade of zero. Furthermore, if a student has nine or more absences, **excepting CoVid-related issues as mentioned above**, s/he must drop the course or receive a grade no higher than a D. Students who are habitually tardy will first be counseled privately, but if necessary the instructor reserves the right to combine time tardy into absences of those students who are habitually, significantly late. However, if you are sick, **DO NOT COME TO CLASS**. You must go to the university clinic or a doctor the day of the absence. After an absence for illness, I will not allow you to come back to class unless I see a note stating you were seen by the university clinic or your own private physician, and cleared to return to class. If any classes are on ZOOM, you must have your camera on during the entire class, and your face must be clearly visible in frame throughout the class in order to receive credit for attendance.

**Hygiene:** As we are currently in a Covid-19 pandemic, extra precautions are in place for the entire semester. I expect all students to wear a mask covering both nose and mouth; otherwise, please refrain from talking. All students must stay six feet away from each other and the teacher at all times. Hand sanitizer is provided, and all students must hand sanitize on their way in. Students will be seated six feet apart in all directions from each other.

**Student Dress and Conduct:** Hats or caps of any kind, pajamas, or sleep pants are prohibited as dress in this class. **All cell phones, tablets/iPads, and computers are forbidden except for taking notes; students found using these devices for other reasons will be charged with an absence.** Any recording—video and/or audio—of any portion of lectures is strictly forbidden, and violators will be asked to drop the class and referred for disciplinary proceedings. Students must avoid wearing strong perfumes/after shave in class, as they can easily trigger allergies. Grooming and hygiene are important to a good learning environment, because students must sit for a long time near each other. Students with noticeable body odor will be asked to leave class and charged with an absence.

I will not discuss your homework/exam grades or your semester grade during class. You are welcome to e-mail me to privately share your concerns, questions, faux outrage, and incredulous reactions. A professional e-mail with specific concerns backed by evidence is likely to achieve the outcome you desire.

## Course Outcomes

By enrolling in and completing successfully MUSI 4326, the student should:

- \*be able to match instruments to beginners by physical characteristics, academic aptitude, and music aptitude score;
- \*be able to compare and contrast the content and pedagogy in five leading beginning band method books;
- \*be able to articulate the defining characteristics of a composition by grade level, and define it's challenges for rehearsal;
- \*be able to detect errors in pitch, rhythm, articulation, and balance in selected short excerpts for winds;
- \*have a basic knowledge of pedagogy and educational psychology in dealing with the woodwind, brass, and percussion sections.
- \*write the basic budget process in Texas schools from campus to state, including relevant terms

## Probable Course Outline (the ongoing pandemic may cause changes to content)

January 10, 12, 14	instrument drives; matching beginners to instruments music aptitude tests; UIL forms (set up student practice account) UIL forms and C-SR policies, continued (bring laptops, we'll log on)
January 19, 21	beginning method books— <i>Band Today</i> ; <i>Best in Class</i> ;
January 24, 26, 28	beginning method books— <i>Standard of Excellence</i> , <i>Essential Elements 2000</i> ; <i>Band Expressions</i>
January 31, Feb 2, 4	Introduction to PML and literature classification; characteristics of grade 1 (1A-2A) literature; characteristics of grade 2 (3A) literature
February 7, 9	characteristics of grade 3 (4A) literature; characteristics of grade 4 (5A) literature; (no class, February 11)
February 14, 16	characteristics of grade 5 (6A) literature; seating chart—beginner, junior high, high school (no class, February 18)
February 21, 23, 25	rehearsal technique, junior high; rehearsal technique, high school (2 classes);
Feb 28, March 2, 4	<u>Midterm Exam</u> ; editing parts to make your group sound better (2 classes)

## Spring Break

March 14, 16, 18	MLR score reading/error detection (3 classes)
March 21, 23, 25	MLR score reading/error detection (3 classes)
March 28, 30, April 1	MLR score reading; Woodwind educational psychology of rehearsal Brass section educational psychology of rehearsal
April 4, 6, 8	Percussion educational psychology of rehearsal; jazz ensemble basics; basic instrument repair
April 11, 13, 15	Intonation and balance (2 classes); Trips and transportation
April 18, 20, 22	Band Assessment/grading; Budgets/Finance—guest ISD fine arts supervisor (2 classes)

## Final Exam (tentative) 8:00-10:00am, Friday, April 29

Both the midterm and final exams are multiple-choice exams: 33 (midterm exam) and 40 (final exam) questions in length.