SYLLABUS - MHL 455.001
INSTRUMENTAL MATERIALS AND BAND ADMINISTRATION

TIME: 8:00-8:50 MWF
ROOM: M 121
PROFESSOR: Mr. Fred J. Allen
OFFICE: MUS 120A
PHONE: x4702
E-mail: fallen@sfasu.edu
OFFICE HOURS: Office hours will be posted on my door.

COURSE DESCRIPTION:
Study of band theories, practices, materials, organization and instructional aspects of teaching band. Sessions are usually in seminar format, with a free exchange of ideas, requiring student preparation. Writing skills are assessed in all assignments. Listening actively and discussing music intelligently occurs in each class meeting.

PROGRAM LEARNING OUTCOMES:
The student will demonstrate knowledge of content, methodologies, philosophies, materials, technologies and curriculum development for school music ensembles and classes.

STUDENT LEARNING OUTCOMES:
• The student will learn resources that will help obtain a music teaching job.
• The student will learn current trends in music education in the areas of public relations, recruiting and discipline.
• The student will learn to set up a beginning band program.
• The student will demonstrate the ability to transpose.
• The student will create a plan for teaching a specific piece of music
• The student will enter solo and ensemble contest through a computer web site.

TEXTS:
Required:
• Williams, Richard, and Jeff King. The Complete instrument Reference Guide for Band Directors.
• Jagow, Shelley. Tuning for Wind Instruments.

COURSE REQUIREMENTS AND NOTEBOOK:
The Course Outline which appears in the First Week Materials folder on the Home Page of the Blackboard gives a rough timeline for the course. Use COURSE OUTLINE as a table of contents. You may use a file box instead of a notebook. You may turn this in on disk or on-line. It is due at the final exam.

GRADERS:
20% Final Exam
30% Average of Test Grades for Units 1 (~mid-Sept.) & 2 (~mid-Oct.)
30% Daily Work, Homework and Miscellaneous Grades
20% Notebook
• The teacher may re-weight the formula above to reflect more accurately the amount of work done (or not done) for this class!
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-58
ATTENDANCE:
For school-related absences, complete assignments in advance. Illness as an excused absence may require written proof. In any case of absence, the responsibility for getting assignments rests with the student.
- 2 unexcused absences = final average lowered one letter grade
- 4 unexcused absences = final average lowered two letter grades
- 5 unexcused absences = failure of the course
- 3 tardies = 1 unexcused absence

ACADEMIC INTEGRITY (A-9.1):
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at:
http://www.sfasu.edu/policies/academic_integrity.asp

WITHHELD GRADES: SEMESTER GRADES POLICY (A-54):
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

STUDENTS WITH DISABILITIES:
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to
http://www.sfasu.edu/disabilityservices/

ACCEPTABLE STUDENT BEHAVIOR
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips,
etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.