MTC 463
Scoring and Arranging

Mr. Fred J. Allen
Music Building, Office 120A
(936) 468-4702 (Band Office) or 1081 (my desk)
FAX: 936-468-1318 (use cover sheet directing it to me)
fallen@sfasu.edu

OFFICE HOURS:
My office hours will be posted on my office door.

COURSE DESCRIPTION:
Scoring for choral and instrumental groups. Students will practice arranging in a variety of styles, and learn techniques of handling instruments, voices, textures, transitions, introductions, modulations, harmonies, etc.

PROGRAM LEARNING OUTCOMES:
(Undergraduate level PLO for MTC 463) Student will demonstrate the ability to hear, identify and work conceptually with the melodic harmonic and rhythmic elements of music, including sight-singing and analysis.

STUDENT LEARNING OUTCOMES:
• The student will demonstrate basic practices of notation.
• The student will demonstrate the skill of arranging for voices.
• The student will demonstrate the skill of arranging for instruments.

TEXTBOOK/MATERIALS:
1. Notation Software – Students must own or have access to either Finale© or Sibelius© notation software. (Note that I do not own Sibelius, so I would never be able to open any files you might send in that format. I would, however, be able to see a pdf of a file created in a format other than Finale.) The most cost-effective option is to get Finale© Printmusic which is available online for less than the full version. Finale©NotePad will work for the first few assignments, but I have been told by MANY students it is impossible to do more complex assignments on it.

Also, each of the following books are required. Both are available at the campus Barnes & Noble bookstore:
2. Essential Dictionary of Music Notation by Tom Gerou and Linda Lusk (Published by Alfred)
3. The Technique of Orchestration (6th edition) WORKBOOK NOT NECESSARY--WILL NOT BE USED BY ME by Kent Kennan and Donald Grantham (published by Prentice-Hall)

COURSE REQUIREMENTS and CALENDAR: In the d2l system, inside the Course Resources folder, you will find a Due Dates Chart detailing reading assignments, quizzes and projects and due dates for all of these. I will also give you a copy of this.

GRADING
Grades are based on the 100 possible points as follows:
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

The grade is figured according to this formula:

Arranging Projects 50%
Assessments 30%
Homework, classwork 20%

NOTE: Extra credit is not available in this class.

**TURNING IN PROJECTS:** The first two projects can be done either by hand or using notation software. Following the 2nd project, all work must be done using music-writing software.

**LATE WORK:** I cannot accept late work on the first four projects, because they are linked one to the next. Beginning with the fifth project however, I may accept late work, simply because I am more interested in helping you learn than in imposing some arbitrary deadline upon you. I may accept late work (from Project 5 onward) up to 48 hours late, but with a grade deduction. **Any work later than 48 hours will incur additional point deductions.** It is UP TO YOU to communicate with me if you are going to be late on work.

**ATTENDANCE:**
Attendance is mandatory, as learning how to score and arrange is a process in which each skill is built on ones previously learned. Students who are ill must take the responsibility for providing documentation of illness. For school-related absences, complete assignments in advance. 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

**COURSE EVALUATIONS:**
All students should complete the online course evaluation for this course prior to taking the final exam. The results of this evaluation will be completely anonymous, and the instructor will not see them until well after you have completed the course.

**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.

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