Ms. Kayla Roth  
Email: Rothkd@sfasu.edu **Please do not email me through D2L or via text message.**  
Office: Rm 258D  
Office Hours: by appointment

**Required Texts and Materials:** *Concise Introduction to Tonal Harmony* by L. Poundie Burstein and Joseph N. Strauss (textbook AND workbook); blank staff paper, pencil  
(Online access: https://digital.wwnorton.com/conciseharmony)

**Course Objective:** Introductory music theory, chapters 1 - 7 of the assigned textbook

**Attendance:** Regular attendance is essential in this class. Students may have up to three unexcused absences; for each absence thereafter, five points will be dropped from their final average. You are considered tardy if you arrive after I have taken roll; three tardies equals one absence.

*Excused Absences:* It is university policy to excuse students for reasons related to health, family emergencies, and participation in a university activity; students are responsible for providing documentation satisfactory to the instructor. The Health Clinic (http://www.sfasu.edu/healthclinic/) has services available to all enrolled SFASU students for **free**, regardless of insurance status.

If you know you are going to miss class and it is excused, contact me as soon as possible (most preferably before class) so that we may discuss any homework that is due.

**Cell Phones:** Cell phone and other digital devices are not to be used during class. Students who violate this rule will be asked to leave class and will receive an absence for the day.

**Evaluation Procedures:** Your grade will consist of the following:  
1. Assignments, homework or in-class (worth 50%).  
2. Tests, including a final exam which will count twice (worth 50%)

**Homework assignments are due the next class period unless otherwise indicated:** NO LATE WORK WILL BE ACCEPTED, with the exception of assignments due on a date for which you have an excused absence. If you miss a class, it is your responsibility to contact a reliable classmate and get that day’s notes and any assignments.

**Online gradebook:** You are encouraged to monitor your grades by logging on to Desire2Learn using your MySFA login information: https://d2l.sfasu.edu/. It is your responsibility to monitor your progress in this class; if you wish to discuss your grade with me, you are welcome to make an appointment to do so.

**Students with disabilities:** To obtain disability related accommodations, altered formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS, Human Services Building, Room 325; 936-468-3004 / 936-468-1004 (TDD)) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodations and/auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodation. For additional information, go to http://www.sfasu.edu/disabilityservices.
Minimum grades and sequencing of music theory courses: The SFASU School of Music handbook states, “Courses required to be taken concurrently (MTC 151 & 161; MTC 152 & 162; MTC 251 & 261; MTC 252 & 262) must both be passed with the minimum grade of ‘C’ before moving on to the next two courses.” Thus, students who meet the minimum requirements in only one of the two courses may not move on to the next level until the deficiency is rectified.

Withheld grades semester grades policy (A54): 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 will automatically become 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 point average.

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.

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 of invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another 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 other source; and (3) incorporating the words or ideas of another into one’s paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp. Any work found to be in violation of the Academic Dishonesty Policies will not be accepted.