MTC 401: Theory Review  
1 Credit Hour / Spring 2019 / Online

Professor  
Dr. Samantha Inman

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Office  
Music Building 251

Office Hours  
MWF 10:00-10:50, Tu 1:30-3:30, or by appointment, or by appointment. To request a phone or Zoom consultation, please e-mail me a list of days and times you are available (specifying time zone). In the body of your e-mail, please include the course name or number as well as a description of the general reason for the consultation so I can best be prepared to help you.

Course Objectives
- To review the major topics of undergraduate theory, providing a firm foundation for graduate-level courses in theory.

Required Materials
- Materials posted on Brightspace https://d2l.sfasu.edu/
- Access to a printer and either a scanner or a phone app that can save images as pdfs.
- Adobe Acrobat Reader (or Adobe Acrobat Pro) for viewing graded assignments.

Grading Rubric  
<table>
<thead>
<tr>
<th>Weekly Assignments</th>
<th>80%</th>
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<tbody>
<tr>
<td>Final Exam</td>
<td>20%</td>
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Letter Grades
- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F below 60%

Note that graduate students must earn at least a B to be eligible to enroll in graduate level-theory classes

Topics by Week
1. Fundamentals: Intervals, Scales and Keys, Rhythm and Meter
2. Triads & Seventh Chords
3. Non-chord tones and Motion Types
4. Cadences, Sentences, and Periods
5. Part Writing Principles
6. Harmonic Function and the Phrase Model
7. 6/4 Chords and Submediant
8. Sequences
9. Secondary Dominants
10. Secondary Leading-Tone Chords
11. Modulation to Closely-Related Keys
12. Modal Mixture
13. Neapolitan and Augmented Sixth Chords
14. Advanced Modulation
15. Final Exam
Time Requirements
MTC 401 “Theory Review” (1 credit; fully online) spans 15 weeks. Each module involves reading content, listening to passages, working through a practice assignment, and working through a graded assignment. There is a final exam at the end of the course. These activities average at least 3 hours of work per week.

Coursework and Assignments
This is an online course broken into fourteen modules, one per week. (See the list on the previous page.) Materials for a given week will be made available by Tuesday, and the corresponding homework assignment will be due on Monday evening. You are responsible for printing each assignment and digitizing your finished homework for submission through an online dropbox. Please save your work as a pdf. If you do not have access to a scanner, consider installing an app on your phone such as Adobe Scan, which allows for easy conversion to pdfs. Once an assignment has been graded, please take the time to view the feedback by opening the document in Adobe Acrobat Reader (or Acrobat Pro). Assignments submitted up to one week late will be penalized 10%, and assignments more than a week late will not be accepted. Exceptions will only be made for extreme circumstances at the discretion of the instructor.

The lessons feature a mixture of summaries, handouts, videos, and practice exercises. Please listen to recordings of each excerpt. Students who take the time to work through the practice exercises tend to do far better in this class than those who merely glance at the provided key and skip to the graded assignment. Even if the practice assignment is difficult for you, the act of engaging with the material should put you in a better position to ask specific questions that could lead to greater mastery of the material.

When you have questions, you have two options. If your question is about content and is something that could benefit the entire class, please post it in the general discussion board provided in the course. I will monitor this board and reply regularly. If, instead, your question is on specific feedback you received on an assignment or on any private matter, please e-mail me. I prefer e-mail to be sent to inmans@sfasu.edu, but I do also reply to the e-mail within Brightspace if that is easier for you.

Academic Integrity (A-9.1)
You are expected to complete all homework independently. DO NOT collaborate with other students on assignments. If you have a question regarding the directions or the content of an assignment, please e-mail me with your query or to schedule a meeting. Any student caught cheating, plagiarizing, copying another student’s work, or willingly allowing another student to copy his/her own work will automatically receive a zero for the assignment or exam.

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/.

Face-to-Face Meetings
International students in residence in the Nacogdoches campus are required to meet with the instructor in person for a minimum of three hours over the course of the semester. Meetings will be scheduled via e-mail once the term is underway. This time will be spent clarifying terminology specific to music theory as taught in the United States.

All students have the option of scheduling an in-person meeting, a phone call, or a virtual meeting via Zoom as needed. E-mail the instructor with your availability to request a time.