Instructor: Mrs. Melissa Nabb  
Email: nabbma@sfasu.edu  
Office Hours: By appointment  
Department: Music

Class Meetings:  
Section 001: Tuesdays and Thursdays: 8:00-9:15am Wright Music Building, 170  
Section 004: Tuesdays and Thursdays: 9:30-10:45am Wright Music Building, 170

Text and Materials
- Concise Introduction to Tonal Harmony, 2nd Edition Textbook by Burstein/Straus  
- Concise Introduction to Tonal Harmony, 2nd Edition Workbook by Burstein/Straus  
- Concise Introduction to Tonal Harmony, 2nd Edition Media Access (registration code), by Burstein/Straus  
- Additional materials (provided by Mrs. Nabb)  
- Manuscript (staff) paper is mandatory, though notebooks are also expected.  
- Folder for organizing all class materials, assignments, quizzes, exams, etc.  
- Pencils Only. Work written in pen will not be accepted.  
- Access to a scanner or pdf converter to submit assignments if submitted to D2L

Course Description:  
Two-credit course. Fundamentals of music including rhythm, major and minor scales and keys, triads and seventh chords, and an introduction to counterpoint and voice leading.  
When Offered: Fall. Concurrently: Must be taken concurrently with MUTC 1116.

Credit Hour Justification and Time Requirement:  
“Theory I” typically meets twice each week in 75-minute segments for 14 weeks. This also meets for a final examination. Students are usually assigned written homework twice per week. They are also expected to spend time reading, studying, and preparing for tests and quizzes. These activities average a minimum of 3 hours of work each week outside of classroom hours.

Course Objective:  
Introductory Music Theory, chapters 1-8 of the assigned textbook.

Student Learning Objectives:  
- correctly notate pitches, rhythms, and key signatures.  
- correctly notate major and minor scales.  
- correctly notate specific intervals, triads, and seventh chords.  
- analyze triads and seventh chords with lead sheet/jazz chord symbols.  
- notate chords from figured bass.  
- write counterpoint in first, second, and fourth species.  
- identify common part-writing errors.
## GRADING POLICY

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workbook Assignments/Quizzes</td>
<td>55%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 2 (Midterm) Cumulative</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 3 (Final) Cumulative</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
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## GRADING SCALE

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>% Scale</th>
<th>Performance Rating</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>below 59</td>
<td>Failure</td>
</tr>
</tbody>
</table>

According to SFA Policy, a minimum grade of ‘C’ is required to pass Music Theory I.

## COURSE POLICIES

### Attendance Policies

SFA General Policy (Section A-10): “Regular and punctual attendance is expected for all classes, laboratories, and other activities for which a student is registered. For those classes where attendance is a factor in the course grade, instructors shall make their class policies known on the syllabus in writing during the first week of the term and shall maintain an accurate record of attendance. Students may be excused from attendance for certain reasons, among these are absences related to health, family emergencies, and student participation in certain university-sponsored events. **HOWEVER, STUDENTS ARE RESPONSIBLE FOR NOTIFYING THEIR INSTRUCTORS IN ADVANCE WHENEVER POSSIBLE FOR EXCUSED ABSENCES. STUDENTS ARE RESPONSIBLE FOR PROVIDING TIMELY DOCUMENTATION SATISFACTORY TO THE INSTRUCTOR FOR EACH ABSENCE.** Students with acceptable excuses may be permitted to make up work for absences to a maximum of three weeks of a semester or one week of a six-week summer term when the nature of the work missed permits. Whether excused or unexcused, a student is still responsible for all course content and assignments. In the case of absences caused by participation in university-sponsored events, announcement via My SFA will constitute an official excuse.”

Federal regulations require that students attend all classes in order to receive federal financial aid funds. Eligibility for federal student aid is, in part, based on your enrollment status for the term in which you are enrolled. Enrollment will be checked beginning the first class day of each term through the census date (12th class day for fall and spring). **Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination or participation in group or online discussion. Students who register for courses but do NOT attend**
or participate will be reported for non-attendance. Your financial aid will be adjusted each term and you will receive funding for only those classes you actually attend.

Excused Absences
Excused absences include only the following: official university functions (with proper documentation from the relevant professor/department submitted ahead of time), family emergency, and illness. In order to receive an excused absence for illness, injury or other extenuating circumstance, the student must:
• Submit an official, dated note from the attending doctor, parent, or supervisor, depending on the nature of absence. Documentation must be submitted promptly, and in advance when possible.
• If the student intends to be absent more than one consecutive class period, s/he is expected to notify the instructor before the second class-period of absence.

Unexcused Absences
• Each student is permitted only TWO unexcused absences without penalty. Each remaining unexcused absence lowers the student’s cumulative grade by 2.5%.

Tardiness
• Extensive and habitual tardiness will adversely affect your final grade. Late arrival to class is discouraged. Three tardy arrivals to class equal one unexcused absence. Class begins at the top the hour according to the instructor’s clock time; students entering the class after top of the hour are late, or “tardy.”

Late Assignment Policy
• No assignments will be accepted after the respective due-date unless the student provides documentation for an excused absence; in this instance, the assignment is due at the beginning of the next class period. The lowest two assignment grades will be dropped.

CLASS PROCEDURES
• All cell phones must be turned off and remain off for the duration of the face-to-face class.

• Assignments are due at the beginning of class unless otherwise specified.

• Assignments may be turned in to the music office and placed in the instructor’s mailbox if turning in during class was not possible.

ADDITIONAL INFORMATION & REMINDERS
1. All assignments, quizzes and final exam must be legible. If submitted to D2L, they must be uploaded as a PDF file or they will not be graded.

2. Tests and Quizzes may only be rescheduled or made up if missed due to an excused absence. See “excused absences” policy.

3. Minimum Grades and Sequencing of Music Theory Courses: The SFASU School of Music Undergraduate Handbook states: “Courses required to be taken concurrently (MUTC 1116 & 1211;
MUTC 1117 & 1212; MUTC 2116 & 2211; and MUTC 2117 and 2212) must BOTH be passed with a 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.” Also, be aware that you only have two attempts to pass any required music class.

4. 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 and 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.

5. 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.

6. End of Semester Course Evaluations: Students are expected to evaluate this course electronically. Constructive feedback is useful so that changes can be incorporated, and positive aspects of the course can be reinforced for future classes.


8. Covid: We will follow University guidelines in this course through the semester.

Withheld Grades Semester Grades Policy (5.5)
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. For additional information, go to http://www.sfasu.edu/policies/course-grades-5.5.pdf.

Academic Integrity (4.1): 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/student-academic-dishonesty-4.1.pdf.

Mental Health and Wellness
SFA values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students' mental health and wellness. Many of these resources are free, and all of them are confidential.
On-campus Resources:
SFA Counseling Service www.sfasu.edu/counselingservices
Rusk Building, 3rd Floor 936.468.2401

SFA Human Services Counseling Clinic www.sfasu.edu/humanservices/139.asp
Human Services, Room 202 936.468.1041

Crisis Resources:
Burke 24-hour crisis line: 1.800.392.8343S
Suicide Prevention Lifeline: 1.800.273.TALK (8255)
Crisis Text Line: Text HELLO to 741-741
## Fall 2021 Theory I Course Schedule.
(Subject to revision.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Preparation/Assignment Due</th>
<th>Class Meeting Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24</td>
<td>1</td>
<td>Introduction &amp; Syllabus / Chapter 0 selected topics</td>
<td>Course Introduction Clefs, Pitch, Rhythm, Meter</td>
</tr>
<tr>
<td>8/31</td>
<td>2</td>
<td>Chapter 1</td>
<td>Major and minor scales</td>
</tr>
<tr>
<td>9/7</td>
<td>3</td>
<td>Chapter 1</td>
<td>Key signatures, circle of 5ths</td>
</tr>
<tr>
<td>9/14</td>
<td>4</td>
<td>Chapter 2</td>
<td>Intervals: consonance, dissonance</td>
</tr>
<tr>
<td>9/21</td>
<td>5</td>
<td>Exam Week</td>
<td>Review</td>
</tr>
<tr>
<td>9/28</td>
<td>6</td>
<td>Chapter 3</td>
<td>Exam 1 (Chapters 0-2)</td>
</tr>
<tr>
<td>10/5</td>
<td>7</td>
<td>Chapter 3</td>
<td>Triads: (intro and constructing), inversions, analysis</td>
</tr>
<tr>
<td>10/8</td>
<td>8</td>
<td>Chapter 3</td>
<td>Triads: figured bass, roman numerals, seventh chords</td>
</tr>
<tr>
<td>10/19</td>
<td>9</td>
<td>Exam Week</td>
<td>Examination</td>
</tr>
<tr>
<td>10/26</td>
<td>10</td>
<td>Chapters 4 and 5</td>
<td>Exam 2-Midterm (Chapters 0-3)</td>
</tr>
<tr>
<td>11/2</td>
<td>11</td>
<td>Chapter 6</td>
<td>Four-part harmony (writing and realizing, Voice Leading (motion, resolving)</td>
</tr>
<tr>
<td>11/9</td>
<td>12</td>
<td>Chapters 6 and 8</td>
<td>Harmonic progressions (cadences, progression patterns, implied harmony). Figuration and development</td>
</tr>
<tr>
<td>11/16</td>
<td>13</td>
<td>Chapter 8</td>
<td>Species Counterpoint</td>
</tr>
<tr>
<td>11/23</td>
<td>14</td>
<td>Thanksgiving Holiday. No class.</td>
<td>Species Counterpoint</td>
</tr>
<tr>
<td>11/30</td>
<td>15</td>
<td>Thanksgiving Holiday. No class.</td>
<td>Species Counterpoint and Review</td>
</tr>
<tr>
<td>12/7</td>
<td>16</td>
<td>Section 001 8:00-10:30am</td>
<td>Review</td>
</tr>
<tr>
<td>12/9</td>
<td></td>
<td>Section 004 8:00-10:30am</td>
<td>Final Exam (Chapters 0-8)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Exam (Chapters 0-8)</td>
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</tbody>
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