Instructor: Dr. Carlos Gaviria

Session:
- Section 003: TR 9:30–10:45 am
- Section 005: TR 12:30–1:45 pm
- Section 006: TR 11:00 am –12:15 pm

Classroom: Music 275

Office: Music 275A

E-mail/Phone: gaviriac@sfasu.edu, 936-468-5572

Office Hours: By appointment (e-mail me to schedule a time or see me after/before class)

Textbooks & Resources
- L. Poundie Burstein and Joseph Straus, Concise Introduction to Tonal Harmony, Second Edition and the workbook accompanying Concise Introduction to Tonal Harmony textbook. These could be either the digital version or hardcover.
- A Norton digital resources account, included with the purchase of the textbook. Please use your SFA email to facilitate record keeping.
- Additional materials (provided by Dr. Gaviria)
- Zoom (videoconferencing software) https://sfasu.zoom.us/ All SFA students, faculty, and staff have Zoom Pro accounts through the university. Using your Zoom Pro account requires that you are signed in with your SFA credentials.
- Working access to D2L (https://d2l.sfasu.edu/). Please become acquainted with the website as soon as possible and check it on a daily basis, since new material (study guides, announcements, assignments, etc.) will be posted regularly. Please contact the D2L customer support ASAP if you are having problems with access.
- Access to a scanner or pdf converter to submit assignments if submitted to D2L
- Manuscript (staff) paper mandatory; notebook paper and a binder to organize class materials.
- Pencils Only! Absolutely NO PENS!!! Pens are banned from use in this class. I will not grade homework or exams that are written with pen.

Credit Hour Justification and Time Requirement:

“Theory I” typically meets twice each week in 75-minute segments for 14 weeks and 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 Description & Program Learning Outcomes

This course constitutes the first semester in core undergraduate music theory and analysis for music majors. Students will demonstrate the ability to hear, identify, and work conceptually with the melodic, harmonic, and rhythmic elements of music, including sight-singing, analysis, and error detection. Through homework assignments, quizzes and test, students will demonstrate the ability to correctly:

- Notate pitches and rhythms.
- 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.
- Write counterpoint in first, second, and fourth species.
- Identify common part-writing errors.
- Realize chords from figured-bass symbols, Roman numerals and lead-sheet symbols.
- Identify and differentiate types of cadences.
- Provide chord symbol and Roman numeral analysis of diatonic progressions using triadic harmony.

**ACCORDING TO SFA POLICY, A MINIMUM GRADE OF ‘C’ IS REQUIRED TO PASS MUSIC THEORY 1.**

**GRADING POLICY**

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Assignments/Quizzes/Inquizitive</td>
<td>55%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 3</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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**GRADING SCALE**

<table>
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<tr>
<th>Letter Grade</th>
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<th>Performance Rating</th>
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<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>
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<tr>
<td>D</td>
<td>60 – 69</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>below 59</td>
<td>Failure</td>
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</tbody>
</table>

**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 attending doctor, supervisor or professor, depending on the nature of absence. Documentation must be submitted promptly.

Unexcused Absences

• Each student is permitted only three unexcused absences without penalty. After permitted two absences, 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 of the hour; 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 due date will be at the discretion of the instructor. The lowest assignment grade will be dropped at the end of the semester.

Dr. Gaviria’s Policies

Please be prepared for each class. Read the pertinent chapter beforehand so you will be able to participate in class. Your class participation will make the difference in your final grade. Absence (either excused or unexcused) from class is neither a wise nor acceptable excuse for a lack of knowledge about course requirements, assignments, and deadlines. When the student has foreknowledge of absence, they are expected to consult the instructor proactively regarding assignments and deadlines prior to missing class. Also, check D2L as the homework will be posted there as well. Absences are assessed on a case-by-case basis. When a student misses class, they are expected to proactively and promptly acquire the missed information before the next calendar class day and meet all requirements administered by the instructor. See Excused and Unexcused Absence policies above for more details.

All electronic devices must be turned OFF (not silenced) and headphones need to come off before class begins. Devices must remain off until I dismiss class. Failure to comply will result in your dismissal from that day’s class. An unexcused absence will be recorded for that day. No devices can be used for note-taking.

Other classes’ work: I expect your full attention in this class, therefore, working on assignments for other classes during my class is forbidden (if you need to do it, take advantage of the unexcused absences policy and use that time to complete the assignment). Failure to observe this policy will result in your dismissal of class and a recorded unexcused absence for the day.

Assignment Policy

• Assignments will be uploaded to a D2L dropbox on the respective due date/time. Late assignments will not be accepted. The assignments can be done either physically on the workbook or digitally through the website and noteflight. Please save the assignments as a single PDF file, other formats will not be accepted. If you do not have access to a scanner, find an app that will allow you to use your smartphone as scanner and save as a PDF, please ask if you have any issues with this.

Online Quizzes

• Online quizzes will be taken using Norton’s Inquizitive (included with your book purchase). Due dates will be announced in class and posted in D2L.
Electronic devices policies

- **SMARTPHONES (READ THIS TWICE, PLEASE):** There are NO smartphones permitted to be within your reach or within your sight and/or within sight of your instructor during this class. This class requires your engagement, and all use of cell phones serves detract from that engagement. Additionally, your phone should be not only put away in your bag, but set on “silent” (NOTE: vibrate is NOT silent).

- **Laptops and Tablet computers:** Electronic devices, while useful, also have the potential to distract you from your engagement in class. If you choose to use any electronic device to take course notes, you will be subject to observation. If, at any point, you are found to be working on any application (i.e., Netflix or such) or project other than your course notes, or your device causes a noise distraction during class, you will be dismissed and counted absent for the class session. If I determine that you are too distracted by your electronic device, you may be asked not to bring it to class, and to take paper notes instead. **Cell Phones should be put away and out of sight. Cell phones are not note taking devices.**

**ADDITIONAL INFORMATION & REMINDERS**

1. All assignments, tests and quizzes must be 1) legible, and 2) submitted in pencil; Assignments submitted in pen will not be accepted, and illegible work will be marked incorrect.

2. Quizzes reward attendance through participation and cannot be retaken or made-up. No exceptions.

3. Rescheduling tests is possible only in case of emergency, and preferably with advance notice. A student who fails to show up promptly at the scheduled time for a make-up exam forfeits the exam and receives a grade of zero.

4. Minimum Grades and Sequencing of Music Theory Courses: The SFASU Department of Music Student Handbook states: “Courses required to be taken concurrently (MTC 151 & 161; MTC 152 & 162; MTC 251 & 261; and MTC 252 & 262) must BOTH be passed with a minimum grade of “C” before moving on to the next two courses! Thus students who meet the minimum requirement in only one of the two courses may NOT move on to the next level until the deficiency is rectified.”

5. 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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

6. Academic Integrity (4.1): The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

   Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.
Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

7. 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.

8. 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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, 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:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

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

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers
comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

[Website Link] www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

**Crisis Resources:**

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

**9. 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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic(s)</th>
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| 1    | Introduction  
Chapter 0: Notation of Pitch and Rhythm. |
| 2    | Chapter 1: Scales |
| 3    | Chapter 2: Intervals |
| 4    | Chapters 1 & 2. Review and **Exam 1.** |
| 5    | Chapter 3: Triads and Seventh Chords |
| 6    | Chapter 3, continued. |
| 7    | Chapter 3, continued. |
| 8    | **Review & Exam 2** |
| 9    | Chapter 8: Species Counterpoint. |
| 10   | Chapter 8, continued |
| 11   | Chapter 4: Four-Part Harmony |
| 12   | Chapter: 5 Voice Leading |
| 13   | Chapter 6: Harmonic Progression |
Chapter 7: Figuration and Embellishing Tones

Chapter 7, continued and Review.

**Week 16: Final Exam:**

- Section 003: Thursday, December 14\textsuperscript{th}, 8:00 am-10:00 am.
- Section 006: Tuesday, December 12\textsuperscript{th}, 10:30 am-12:30 pm.
- Section 005: Thursday, December 14\textsuperscript{th}, 10:30 am-12:30 pm.

**Important Dates**

November 18\textsuperscript{th}-November 26\textsuperscript{th}: Thanksgiving Break

Please do not hesitate to contact me regarding class content and extra help.

Have a great semester!