MUTC 4101.501: Theory Review
1 Credit Hour / Spring 2024 / Online

Professor: Dr. Samantha M. Inman
E-mail: inmans@sfasu.edu
Office: McKibben Education Building Room 404B
Office Hours: Tues/Thurs 8:30-11:00
Zoom meetings are available upon request.

Contact Policy
Email is the best way to contact me. When you email me, please include your name and the name of
this course. I welcome questions and meeting requests. If you are requesting a meeting outside of
the normal office hours listed above, please list at least three options of possible days/times that
work with your schedule and specify whether you would prefer to meet in person or over Zoom. I
typically reply to emails received on a weekday within 24 hours. I typically reply to emails received
on Saturday or Sunday on the following Monday.

Course Description
This is a remedial course for entering graduate students with deficiency in theory as evaluated by the
graduate entrance exam. A final grade of A or B is required before taking graduate-level MUTC
courses.

Student Learning Outcomes
• Students will build fluency in the major topics of tonal 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 (like AdobeScan) that can save
images as pdfs.

Grading Rubric
<table>
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<tr>
<th>Letter Grades</th>
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<tr>
<td>A  90-100%</td>
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<tr>
<td>B  80-89%</td>
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<tr>
<td>C  70-79%</td>
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<tr>
<td>D  60-69%</td>
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<td>F  below 60%</td>
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Time Requirements
MUTC 4101 “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 fifteen modules, one per week. 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 questions that could lead to greater mastery of the material. After working through the material, you may email me with specific questions. I prefer email to be sent to inmans@sfasu.edu, but I do also reply to the email within Brightspace if that is easier for you.

You are responsible for submitting each assignment through the designated Dropbox. Most prefer printing the file, completing the assignment by hand, and uploading the finished project as a scan or picture. Others are comfortable annotating the files digitally, which is also acceptable. In either case, please make sure your work is legible. Please always save your work as a pdf. Please name your file lastname_HW#. Thus, Jane Smith would submit the first assignment as Smith_HW1.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. 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.

Once an assignment has been graded, please take the time to view the feedback. If you turned in a particular assignment complete and on time yet still scored below an 80%, I will often offer the opportunity to correct that assignment for partial credit back. These corrections will be due on the subsequent Wednesday.

Course Schedule (Modules run Thursday through Wednesday.)
Assignments are due by 11:59 PM Central Time on the date listed.

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<thead>
<tr>
<th>Mod</th>
<th>Topic</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Fundamentals</td>
<td>Wed Jan 24</td>
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<td>2</td>
<td>Triads &amp; Seventh Chords</td>
<td>Wed Jan 31</td>
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<td>3</td>
<td>Non-Chord Tones and Motion Types</td>
<td>Wed Feb 7</td>
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<td>4</td>
<td>Cadences, Sentences, and Periods</td>
<td>Wed Feb 14</td>
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<td>5</td>
<td>Part Writing Principles</td>
<td>Wed Feb 21</td>
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<td>6</td>
<td>Harmonic Function and the Phrase Model</td>
<td>Wed Feb 28</td>
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<td>7</td>
<td>6/4 Chords and Submediant</td>
<td>Wed Mar 6</td>
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<td>8</td>
<td>Sequences</td>
<td>Wed Mar 20</td>
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<td>9</td>
<td>Secondary Dominants</td>
<td>Wed Mar 27</td>
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<td>10</td>
<td>Secondary Leading-Tone Chords</td>
<td>Wed Apr 3</td>
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<td>11</td>
<td>Modulation to Closely-Related Keys</td>
<td>Wed Apr 10</td>
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<td>12</td>
<td>Modal Mixture</td>
<td>Wed Apr 17</td>
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<td>13</td>
<td>Neapolitan and Augmented Sixth Chords</td>
<td>Wed Apr 24</td>
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<td>14</td>
<td>Advanced Modulation</td>
<td>Wed May 1</td>
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<td>15</td>
<td>Final Exam</td>
<td>Wed May 8</td>
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**Academic Integrity (4.1)**
You are expected to complete all homework independently. **DO NOT collaborate with other people on assignments or exams.** If you have a question regarding the directions or the content of an assignment, please come to my office hours or email 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 and may be reported at the discretion of the instructor. A second infraction will result in a grade of F for the course and will automatically be reported.

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.

**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.
Course Evaluations
Your participation in the evaluations of this course is very important and helpful to this class, program, and the university. Near the conclusion of each semester, students in the College of Fine Arts electronically evaluate courses taken with the college. The evaluation is used for a variety of important purposes including the following:

1. Course and program improvement, planning and accreditation.
2. Instruction evaluation purposes.
3. Making decisions on faculty tenure, promotion, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the College of Fine Arts is committed to excellence in teaching and continued improvement. Therefore, your participation is crucial. The course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all rating and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

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/.

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 and 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.

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” on the corner of E. College and Raguet St.
www.sfasu.edu/thehub • 936.468.4008 • thehub@sfasu.edu

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

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