



## SYLLABUS TEMPLATE

Course Number/Section and Title:	MUSC 4111/4112 Wind Ensemble		
Semester and Year:	Fall 2014		
Course Meeting:	MW	3:05-4:55PM	BFAC 131
	Days	Time	Location
Credit Hours:	.5/1/0		
	Total Credit Hours	Lecture Credit Hours	Lab Credit Hours (if applicable)
Is this a Travel Course:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If Yes, list travel dates:

Instructor:	Dr. Margaret Underwood	munderwood@otterbein.edu	
	First, Last	Email Address	
	BFAC 112	614-823-3085	n/a
	Office Location/Room #	Office Phone Number	Other Number or preferred contact information
	MWF 10:15-11:15AM, T 9:45-10:45AM, also by appointment		
	Set Office Hours (Days and Time) Also available by appointment.		

### Course Catalog Description

Students placed in Wind Ensemble whose degree is BMUS in Performance should register for this course; this ensemble is open through audition only. (1 hour)

Students placed in Wind Ensemble whose degrees are BA in Music, BA in Music and Business, or BME in Music Education should register for this course; non-music majors who are placed in Wind Ensemble should also register for this course; this ensemble is open through audition only. (.5 hour)

### Course Objectives

The Wind Ensemble is a laboratory course designed for the development of the professional performer and the professional educator. The goal of this organization, in rehearsal and performance, is to achieve a high degree of learning and performance excellence. It is the responsibility of the conductor and the performers to be prepared for each rehearsal. It is only through careful preparation that the goals of this organization can be achieved.

### Music and Equipment

Music and folders will be distributed during the first rehearsal. Each ensemble member will be assigned a folder and will be responsible for the folder and its contents. Fees will be assessed for lost folders, lost music or damage due to excessive marking or mishandling. A grade of "incomplete" will be rendered for folders or music not returned, and a financial hold will be placed on the student's account.

There are a number of instruments available for student use for those who do not own their own instrument. These instruments need to be signed out by the individual student. These instruments are to be stored in a locker with a combination lock in the instrument storage room. Any locker found unsecured will have the contents confiscated for security reasons. The student is responsible for all costs related to any damage that occurs to any equipment (instrument, locker, mutes, etc.) while signed out to them. In addition, the student is also responsible for replacement costs of any lost equipment (instrument, etc.) All instruments, lockers and any other equipment must be returned at the end of the school year or when the equipment is no longer needed, whichever comes first. Any

equipment not returned will result in a registration/transcript hold in addition to replacement fees.

The following people have been hired to assist you with these items:

Joshua Niswonger, library and Andrew Kovaleski, equipment

### **Attendance and Participation Policy**

1. Attendance at all concerts and rehearsals is required of all personnel.
2. Absences from dress rehearsals are not permitted without approval from the instructor. Absence from a dress rehearsal may result in dismissal from the ensemble and a failing grade for the semester.
3. Any absence not reported in advance is considered to be an unexcused absence. An unexcused absence will result in the course grade being lowered one letter grade.
4. It is expected that members will be on time and prepared for every rehearsal. Students are expected to be warmed up, in their seats and ready for rehearsal at 3:05PM, unless otherwise indicated on the rehearsal schedule. Two unexcused tardies equals 1 unexcused absence.

**Tardiness Policy:** The professional habit of arriving early for rehearsal is the correct behavior. At the very minimum, rehearsals must begin on time with everyone present. Attendance will be taken at the beginning of each rehearsal. Anyone not present when attendance is taken will be marked absent and unexcused. Students who arrive after the rehearsal has begun must consult with the conductor immediately following the rehearsal. Two unexcused tardies equals 1 unexcused absence.

**Excused Absences:** Documented absences may be excused for illness requiring medical attention or family emergency. Other absences may be excused at the discretion of the conductor.

### **Method for determining course grade**

- A consistent lack of musical preparation is not acceptable professional behavior and will result in a less than optimum grade for the course.

-Absences from dress rehearsals are not permitted without approval from the instructor. Absence from a dress rehearsal may result in dismissal from the ensemble and a failing grade for the semester.

-Any absence not reported in advance is considered to be an unexcused absence. An unexcused absence will result in the course grade being lowered one letter grade.

-It is expected that members will be on time and prepared for every rehearsal. Students are expected to be warmed up, in their seats and ready for rehearsal at 3:05PM, unless otherwise indicated on the rehearsal schedule. Two unexcused tardies equals 1 unexcused absence.

### **Assignments/Tests and expectations for out-of-class work**

**Weekly Rehearsal Schedule:** The weekly rehearsal schedule will be posted on the Band Bulletin Board by Monday afternoon. Members of the ensemble are expected to be ready to rehearse at the times indicated. Due to the flexible instrumentation requirements, careful observation of this schedule is essential to a productive and professional rehearsal process. Check the bulletin board often and regularly for special information or changes in the rehearsal schedule.

**Wind Ensemble Bulletin Board:** The Wind Ensemble bulletin board is located outside BFAC 112. Audition results, parts assignments, rehearsal schedules (including sectional rehearsals), and other important information will be posted at this location.

### **Rehearsal Schedule**

M/W 3:05- 4:55PM, BFAC 131

#### Dress Rehearsals:

Monday, October 20	3:05 – 4:55 PM	Cowan Hall
Wednesday, October 22	3:05 – 4:55 PM	Cowan Hall
Friday, October 24	3:05 – 10:00 PM	Cowan Hall (for Collage Concert)
Monday, December 1	3:05 – 4:55 PM	Cowan Hall
Wednesday, December 3	3:05 – 4:55 PM	Cowan Hall

NB: Additional rehearsals may be called at the conductor's discretion. A 14 day notice will be given.

#### Concerts

Wednesday, October 22	8:00 PM	Cowan Hall
Sunday, October 26	7:00 PM	Cowan Hall (Collage Concert)
Wednesday, December 3	8:00 PM	Cowan Hall

#### Academic Honesty

All academic work should be your own. Academic dishonesty (plagiarism and cheating) may result in automatic failure of the assignment or the course itself, and you will be referred to the Academic Affairs Office for suspension or expulsion proceedings. You are plagiarizing when you:

1. Copy material from a source without using quotation marks and proper citation.
2. Follow the movement of the source, substituting words and sentences but keeping its meaning, without citing it.
3. Lift phrases or terms from a source and embed them in your own prose without using quotation marks and proper citation.
4. Borrow ideas (that are not common knowledge) from a source without proper citation.
5. Turn in a paper wholly or partially written by someone else.

The complete statement on Plagiarism, Cheating and Dishonesty can be found in the [Campus Life Handbook](#), page 33, at the following web link: <http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct.aspx>.

#### Learning Differences

If you have a documented learning difference please contact Kera McClain Manley, the Disability Services Coordinator, to arrange for whatever assistance you need. The Disability Services is located in Room #13 on the second floor of the Library in the Academic Support Center. You are welcome to consult with me privately to discuss your specific needs. For more information, contact Kera at [kmanley@otterbein.edu](mailto:kmanley@otterbein.edu), 614-823-1618 or visit the Disability Services at the following web link: <http://www.otterbein.edu/public/Academics/AcademicAffairsDivision/AcademicSupportCenter/DisabilityServices.aspx>.

#### Statement on Credit Hour Definition/Expectation for Student Work

For each credit hour of classroom or direct faculty instruction, students are expected to engage in two hours of out-of-class work (readings, homework, studying, project preparation, etc.). A four semester credit hour course requires eight hours per week of out-of-class work.

\*\*INST Syllabus Checklist are available on the Syllabi webpage on the Academic Affair Intranet

\*\*\*FYS Syllabus Checklist are available on the Syllabi webpage on the Academic Affair Intranet