

MUJS 3800

Conducting Jazz Ensembles

Spring 2026 Syllabus

Instructor: Alan Baylock, alan.baylock@unt.edu, 703-967-1785 (cell)

Teaching Assistant: Claudia Easterwood, claudiaeasterwood@my.unt.edu

Class Location: MUSI 263 (Lab East)

Class Time: Tuesdays and Thursdays, 11:00am - 12:20pm

Office Hours: By appointment, or just stop by my office (MUSI 275)

Course Description

This course is designed to teach the fundamental concepts of leading a jazz ensemble. These include, but are not limited to:

- Conducting techniques
- Performance techniques
- Analysis of standard jazz instruments
- Repertoire and programming

Expectations

- You will attend class regularly and actively participate in class discussions
- You will adequately complete all assignments and thoroughly prepare for Graded Conducting Experiences
- You will be respectful and kind to your fellow students and to the instructor

Final Exam

April 30, 2026, 11:00-12:20, during Week 15 (not Finals Week)

Attendance Policy

We will follow the UNT attendance policy. (Follow this link to view the policy.) <https://policy.unt.edu/policy/06-039>Links to an external site.

The maximum number of unexcused absences allowed is four. Students who have more than four unexcused absences will receive the final grade of an F.

In addition to the excused absences listed in the linked Student Attendance and Authorized Absences document, you are allowed up to three absences for professional activities and out-of-town auditions. Each absence after the third will be counted as an unexcused absence.

Grades

For the three Graded Conducting Experiences, your grade will be based on how well you demonstrate concepts discussed in class.

Grading Scale

All grades are on a point basis. To equate your final grade, your accumulative number will be divided by 10, to give an average out of 100-point scale.

- Class participation: 50 points
- Small assignments and quizzes: 100 points (5)
- Graded Conducting Exercise: 100 (1)
- Graded Conducting Experiences: 300 points (3)
- Instrument Presentation: 50 points (1)
- Peer Reviews: 125 points (5)
- Recital Observations: 100 points (2)
- Rehearsal Observations: 75 (3)
- Final Exam: 100 points (1)

Schedule (subject to change)

Week 1 | January 13 & 15

- (1/13) - Syllabus review, intake form, count-off
- (1/15) - Vocabulary, conducting patterns and traditional gestures, Conducting Exercises introduction

Week 2 | January 20 & 22

- (1/20) - Conducting Exercise practice
- (1/22) - Graded Conducting Exercises

Week 3 | January 27 & 29

- (1/27) - Gestures specific to Jazz, Banter (class cancelled due to weather)
- (1/29) - No Class

Week 4 | February 3 & 5

- (2/3) - Graded Conducting Experience 1 introduction - now Gestures specific to Jazz, Banter
- (2/5) - No Class

Week 5 | February 10 & 12

- (2/10) - Rachel Eckroth visit - now Graded Conducting Experience 1 introduction
- (2/12) - Graded Conducting Experience 1

Week 6 | February 17 & 19

- (2/17) - Graded Conducting Experience 1
- (2/19) - Transpositions Part 1 and Pre-quiz

Week 7 | February 24 & 26

- (2/24) - Transpositions Part 2
- (2/26) - Transpositions Quiz

Week 8 | March 3 & 5

- (3/3) - Instrument Presentations
- (3/5) - Instrument Presentations

Week 9 | March 17 & 19

- (2/17) - Graded Conducting Experience 2 introduction
- (2/19) - Graded Conducting Experience 2

Week 10 | March 24 & 26

- (3/24) - Graded Conducting Experience 2
- (3/26) - Related topics Graded Celebration 3 introduction

Week 11 | March 31 & April 2

- (3/31) - Graded Conducting Experience 3
- (4/2) - Graded Conducting Experience 3

Week 12 | April 7 & 9 (no class)

- (4/7) - Graded Conducting Experience 3
- (4/9) - No Class

Week 13 | April 14 & 16

- (4/14) - Vocal Jazz
- (4/16) - Chuck Owen visit

Week 14 | April 21 & 23

- (4/21) - Vocal Jazz
- (4/23) - Vocal Jazz

Week 15 | April 28 & 30

- (4/28) - Recap and Final Exam review
- (4/30) - Final Exam

Finals Week

- Final Exam will take place on April 30 during class

ACADEMIC INTEGRITY

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use

by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

See: [Academic Integrity](#)[Links to an external site.](#)

LINK: <https://policy.unt.edu/policy/06-003>[Links to an external site.](#)

STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.

See: [Student Code of Conduct](#)[Links to an external site.](#)

Link: <https://deanofstudents.unt.edu/conduct>[Links to an external site.](#)

ACCESS TO INFORMATION – EAGLE CONNECT

Your access point for business and academic services at UNT occurs at my.unt.edu[Links to an external site.](#). All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

See: [Eagle Connect](#)[Links to an external site.](#)

LINK: eagleconnect.unt.edu/[Links to an external site.](#)

ODA STATEMENT

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a

private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester. For additional information see the Office of Disability Access.

See: [ODALinks to an external site.](#)

LINK: [disability.unt.eduLinks to an external site.](#) (Phone: (940) 565-4323)

Health and Safety Information

Students can access information about health and safety at: <https://music.unt.edu/student-health-and-wellness>[Links to an external site.](#)

Registration Information for Students

See: [Registration InformationLinks to an external site.](#)

Link: <https://registrar.unt.edu/students>[Links to an external site.](#)

Academic Calendar, Spring 2026

See: [Spring 2026 Academic CalendarLinks to an external site.](#)

Link: <https://registrar.unt.edu/registration/spring-academic-calendar.html>[Links to an external site.](#)

Final Exam Schedule, Spring 2026

See above

Financial Aid and Satisfactory Academic Progress

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Undergraduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

See: [Financial AidLinks to an external site.](#)

LINK: <http://financialaid.unt.edu/sapLinks to an external site.>

Graduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

See: [Financial AidLinks to an external site.](#)

LINK: <http://financialaid.unt.edu/sapLinks to an external site.>

RETENTION OF STUDENT RECORDS

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates.

See: [FERPALinks to an external site.](#)

Link: [http://ferpa.unt.edu/Links to an external site.](http://ferpa.unt.edu/)

COUNSELING AND TESTING

UNT's Center for Counseling and Testing has an available counselor for students in need. Please visit the Center's website for further information:

See: [Counseling and TestingLinks to an external site.](#)

Link: <http://studentaffairs.unt.edu/counseling-and-testing-servicesLinks to an external site.>

For more information on mental health resources, please visit:

See: [Mental Health ResourcesLinks to an external site.](#)

Link: <https://disparities.unt.edu/mental-health-resourcesLinks to an external site.>

ADD/DROP POLICY

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. See Academic Calendar (listed above) for additional add/drop Information.

Drop Information: <https://registrar.unt.edu/registration/spring-academic-calendar.html>Links to an external site.

STUDENT RESOURCES

The University of North Texas has many resources available to students. For a complete list, go to:

See: [Student Resources](#)Links to an external site.

Link: <https://success.unt.edu/aa-sa-resources>Links to an external site.

CARE TEAM

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.

See: [Care Team](#)Links to an external site.

Link: <https://studentaffairs.unt.edu/care-team>Links to an external site.