



## ***SEVEN O'CLOCK LAB BAND***

MULB 1808 – MULB 5174  
Spring 2024 SYLLABUS

Instructor: Brian Lawrence  
Email: [brianlawrence@my.unt.edu](mailto:brianlawrence@my.unt.edu)  
Office: Bain Hall, Room 117 (Office Hours by Appointment)

### **REHEARSAL TIMES**

Tuesdays and Thursdays, 5:00-6:50 p.m.  
One 50 minute weekly sectional, TBD based on section member schedules

### **REHEARSAL LOCATION**

MU263 - LAB EAST  
Sectional location TBD, please schedule through the College of Music

### **COURSE EXPECTATIONS**

- Be ready for downbeat at 5:00 p.m. on rehearsal days
- Have all your gear (i.e. mutes, doubles, extension cords, amps, pencils, music, etc.)
- Be musically prepared for rehearsal
- Coordinate and attend sectionals
- Participate in band logistics as directed
- Be punctual and professional at all performances
- Lead players/section leaders will be responsible for the management of their respective sections
- Listening assignments may be given as needed
- Course information will be disseminated via the Canvas page. Check regularly (i.e. daily) for updates and new information

### **ATTENDANCE POLICY**

- Attendance is required for all class activities
- On a case-by-case basis with **advance notice** a substitute may be arranged
- If a substitute is approved for rehearsal, it is your responsibility to ensure the sub has the music, is qualified to play your chair, and is prepared
- You are expected to perform at ALL performances and dress rehearsals during this semester. In rare cases, an exception may be made after consultation

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you **communicate** with the instructor prior to being absent, so you can mitigate the impact of the absence on your attainment of course learning goals. Please inform the instructor as soon as possible if you are unable to attend class meetings because you are ill.

### **MEMBER RESPONSIBILITIES**

- You are responsible for all music and your music folder
  - You will be charged a fine determined by the Jazz Department for loss of any music or your folder
- It is your responsibility to acquire appropriate concert attire. Appropriate concert attire is required and will be specified before each performance

### **GRADING CRITERIA**

You will be graded on the following:

- Quality and consistency of musical preparation in both rehearsals and performance
- Professional attitude in rehearsals and performances
- Adherence to the attendance policy

### **PERFORMANCES** (as of 16 JANUARY, 2024)

Performances are subject to change; you will be notified as soon as any updated information becomes available

- 28 FEBRUARY (Wednesday) – Syndicate, 9:00 p.m. to Midnight (downbeat 10:30 p.m.)  
Attendance to watch 6:00 Lab Band at 9:00 pm is required
- 10 APRIL (Wednesday) – Syndicate, 9:00 p.m. to Midnight (sound check 8:00 p.m., downbeat 9:00 p.m.). Attendance to watch 5:00 Lab Band at 10:30 pm is required
- 26 APRIL (Friday) – UNT Lab Band Madness. Early evening soundcheck TBD (it was 5:15 last year for the 7:00)
- 27 APRIL (Saturday) – UNT Lab Band Madness. 7:00 pm downbeat
- Possible additional performances or recording session will be communicated in class with advance notice

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## UNT official policies/statements:

### 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 LINK: <https://policy.unt.edu/policy/06-003>

### 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 Link: <https://deanofstudents.unt.edu/conduct>

### ACCESS TO INFORMATION – EAGLE CONNECT

Your access point for business and academic services at UNT occurs at my.unt.edu. 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 LINK: [eagleconnect.unt.edu/](https://eagleconnect.unt.edu/)

### 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: ODA LINK: [disability.unt.edu](https://disability.unt.edu). (Phone: (940) 565-4323)

## DIVERSITY AND BELONGING

UNT values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success. UNT does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities. See: Diversity and Inclusion Link: <https://idea.unt.edu/diversity-inclusion>

## Health and Safety Information

Students can access information about health and safety at: <https://music.unt.edu/student-health-and-wellness>

Registration Information for Students See: Registration Information Link: <https://registrar.unt.edu/students>

Academic Calendar, Spring 2024 See: Spring 2024 Academic Calendar Link: <https://registrar.unt.edu/registration/spring-registration-guide.html>

## Final Exam Schedule, Spring 2024

See above

## Financial Aid and Satisfactory Academic Progress

### 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 Aid LINK:

<http://financialaid.unt.edu/sap>

## 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 Aid LINK: <http://financialaid.unt.edu/sap>

## 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: FERPA Link: <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 Testing Link:

<http://studentaffairs.unt.edu/counseling-and-testing-services>.

For more information on mental health issues, please visit: See: Mental Health Issues Link:

<https://speakout.unt.edu>.

## 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-registration-guide.html>

## STUDENT RESOURCES

The University of North Texas has many resources available to students. For a complete list, go to: See: Student Resources Link: <https://success.unt.edu/aa-sa-resources>

(Note: A printer-friendly PDF version is available by clicking the green button on the home page)

## 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 Link: <https://studentaffairs.unt.edu/care-team>