

MUTH 1400: MUSIC THEORY I

Fall 2025

2 Credit Hours

Section 1400.002: TuTh 8:30-9:20am, MUSI 301 (Recital Hall)

Section 1400.001: TuTh 11:00-11:50am, MUSI 301 (Recital Hall)

Instructor: Dr. Benjamin Graf
Email: Benjamin.Graf@unt.edu
Office: MU 215 (across from the Choir Room)
Office Hours: *W 8:00-8:50am, Tu 1:00-1:50pm, F 12:00-12:50pm*
*if these hours don't work, just make an appointment
TA: Jacob Wright and Claire Daniels
TA Email: jacobwright3@my.unt.edu, clairedaniels@my.unt.edu

Office: Bain Hall 116, TBA
Office Hours: TBA

Course Objectives:

This course develops elementary music literacy and analytical tools. After a review of fundamentals, the class delves into diatonic harmony. Class activities will develop fluency in analysis, part writing, and model composition. Prerequisites: Must be a music major. Co-requisite: MUTH 1410 (Aural Skills I).

Required Materials

- Staff paper, pencils, notebook/binder/tablet for handouts
- Ability to access Canvas (either at school or at home)

Optional Materials

The Complete Musician, Fourth edition of the textbook by Steven Laitz (Oxford 2016)
MusicTheory.net and *Open Music Theory*

Grading

Homework	10@40 points each	400 points (40%)
Test 1	-	100 points (10%)
Test 2	-	100 points (10%)
Test 3	-	100 points (10%)
Speed Tests	3@50 points each	150 points (15%)
Composition Project	-	<u>150 points (15%)</u>
TOTAL		1,000 points

Letter Grades

A	900-1,000 points
B	800-899 points
C	700-799 points
D	600-699 points
F	0-600 points

Tutoring Sessions

Each week, the TAs will lead FREE drill/study sessions during their office hours to review concepts and skills from class. These sessions are *open to all students* who want further guided practice on materials from class. Any student may attend as many or a few of these as they wish. TA Office Hours will be determined and posted via Canvas during the first week of classes.

The UNT Learning Center offers FREE tutoring sessions specifically designed for Music Theory students. These sessions follow the speed test topics and/or general topics from Music Theory I. All students should take advantage of the free tutoring from the UNT Learning Center.

***10% extra BONUS points on Tests are available when students show Dr. Graf proof of attendance from UNT Learning Center tutoring or TA office hours.

Attendance

I expect you to attend every class. You can always check your absences on the Canvas column at any time throughout the duration of the class—the posted number of absences does NOT include excused absences. Remember, if you miss class for any reason, you are still responsible to not only know the material covered in the lecture that day, but you are also required to submit all assignments on time. Unexcused absences will include: sleeping in class, leaving class early, distracting other students in class, and not being prepared for class at the discretion of the instructor.

Two tardy arrivals are equivalent to one unexcused absence. Absences and tardiness will affect the final course grade as follows:

0-2 absences: No questions asked.

3 absences: Final course grade lowered by 10% (Example: 85%B = 75%C)

4 absences: Final course grade lowered by 20% (Example: 85% B = 65%D)

5 absences: Final course grade lowered by 30% (Example: 85% B = 55%F)

6 or more absences: Final course grade = F

*The TA and I will do our best to alert you as you approach the 5th or 6th absence, but it is ultimately every student's responsibility to monitor absence totals.

-Excused absences include official University or College of Music activities, medical emergencies, all COVID-related procedures, absences with supporting documentation from a doctor's visit, religious observances, and absences accompanied by a note from the Dean of Student's office.

-Excused absences do not count against your attendance or lower your grade. E-mail the instructor as soon as possible (within 48 hours of your last missed class) with the reason and documentation for your absence. If you are ill, please provide a doctor's note, but please keep your medical condition private. If you expect to be absent for several days or weeks, you will have to obtain a note from the Dean of Students Office. If you have a chronic medical condition that might affect your class attendance or performance, please see the Office of Disability Accommodations.

-If any student wishes to dispute an absence as "excused" instead of "unexcused" with the instructor (Dr. Graf, Benjamin.Graf@unt.edu), the student must do so within 48 hours of the last class period they missed. After that 48-hour period expires, the student will have to go through the Dean of Students Office (Union 409) to obtain an excuse note and official UNT documentation in order to request absences to be changed from "unexcused" to "excused."

Assignments

Homework will be assigned weekly. All homework and exams must be completed neatly and legibly—especially if submitted in an electronic/online format (no HEIC files please). Assignments submitted in person are due *to your grader* in class. If you do not understand how to complete an assignment, please see Dr. Graf (or any member of my team), we are happy to help and we will grant an extension if you need one. If you are absent, take a picture and email your completed homework to your grader and CC: Dr. Graf (no HEIC files please).

Please let me know the circumstances for your late Homework, and I will work with you. If you come and talk to me about your late work, I will often let students resubmit, make corrections with me, and raise the score to a max score of 80%. Exceptions for Tests will only be made for unplanned excused absences (emergencies or COVID situations only) or other extreme circumstances at the discretion of the instructor. If you believe that your grader lost or misplaced your assignment, you must obtain instructor permission to resubmit within a week of the grades posting—not during the last week of class.

ACADEMIC INTEGRITY

*****You are expected to complete all homework, skill tests, quizzes, exams, and projects independently. Unless directed, DO NOT collaborate with other students on assignments.***** If you have a question regarding the directions or the content of an assignment, please e-mail the instructor and your grader with your query, or schedule a meeting.

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/

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. (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>

Registration Information for Students

See: [Registration Information](#)

Link: <https://registrar.unt.edu/students>

Academic Calendar, Fall 2025

See: [Fall 2025 Registration Information](#)

Link: <https://registrar.unt.edu/registration/fall-academic-calendar.html>

Final Exam Schedule, Fall 2025

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>

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 resources, please visit:

See: [Mental Health Resources](#)

Link: <https://disparities.unt.edu/mental-health-resources>

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/fall-academic-calendar.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>

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>

Course Schedule:

Date	Lecture/Topic(s)	Assignment(s) Due
Aug 19	clefs, keys, octave reg.	-
Aug 21	scales, intervals, keys cont'd	-
Aug 26	pulse, rhythm, and meter	HW 1 Due
Aug 28	triads, lead sheets, constr.	-
Sep 2	triad voicing, inversions intro	HW 2 Due
Sep 4	triads, key context, symbols	-
Sep 9	lead sheets, context appl., Rev.	HW 3 Due
Sep 11	Unit I Review	-
Sep 16	-	TEST 1 (in class)
Sep 18	diatonic modes and scales	-
Sep 23	embellishments intro, analysis	HW 4 Due
Sep 25	seventh chords intro, inv.	-
Sep 30	motion by fifth, voice ldg intro	HW 5 Due
Oct 2	cadences intro and analysis	-
Oct 7	vc ldg cad, analysis	HW 6 Due
Oct 9	Unit II Review	-
Oct 14	Unit II Review	-
Oct 16	-	TEST 2 (in class)
Oct 21	dom. 7ths and tendency	-
Oct 23	analysis, inversions, ext. V7s	-
Oct 28	phrase model, function analysis	HW 7 Due
Oct 30	analysis w PD, turnarounds	-
Nov 4	inversions, exchanges, writing	HW 8 Due
Nov 6	embellishments pt 2, cont'd	-
Nov 11	context analysis, six-fours	HW 9 Due
Nov 13	appl. six-fours, writing	-
Nov 18	Unit III Review	HW 10 Due
Nov 20	-	Test 3 (in class)
Dec 2	Analysis extension, comp. proj.	-
Dec 4	Analysis and comp. projects	-
Dec 9	[no final exam]	Comp. Project Due
*No late work or speed tests will be accepted after Dec 4		
*No final exam, composition project is due on Dec 9		

*Speed Tests can be retaken any time until December 4 (last day of class)