

# MUTH 1400: MUSIC THEORY I

Fall 2018

2 Credit Hours

Section 1400.003: 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: Music Building 215  
Office Hours: TuTh 1:00-2:00pm, W 10-11:00am, or by appointment.  
To request a meeting, please e-mail me a list of days and times you are available. In the subject of your e-mail, please include "Music Theory I," and in the body of your e-mail, tell me what you would like to discuss in our meeting.

TA: Mrs. Amy Hatch  
TA Email: AmyHatch@my.unt.edu  
Office: Bain Hall 310  
Office Hours: TuTh 9:30-10:30am, or by appointment

## 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

*The Complete Musician*, 4<sup>th</sup> edition of the textbook by Steven Laitz (Oxford 2016)

*Workbook I: Writing and Analysis to Accompany the Complete Musician*, 4<sup>th</sup> edition (Oxford 2016)

*Music Theory Skill Builder* (Oxford) and/or *MusicTheory.net*

Note: *Workbook II: Skills and Musicianship to Accompany the Complete Musician*, 4<sup>th</sup> edition is used in the Aural Skills courses. I strongly recommend that you purchase the bundle that includes the Laitz textbook, both workbooks, and MTSB. You will be using these books for at least three semesters of theory classes, meaning you will have far less to buy in later semesters.

## Grading

Homework	10@30 points each	300 points (30%)
Exam 1	-	100 points (10%)
Exam 2	-	100 points (10%)
Final Exam	-	200 points (20%)
Speed Tests	4@50 points each	200 points (20%)
Composition Project	-	<u>100 points (10%)</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

## Drill Sessions

Each week, Mrs. Hatch will be leading drill/study sessions 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 he/she wishes. Some might attend weekly; others might choose to go only when they need improvement on a specific topic. Times and rooms will be determined and posted during the first week of classes.

## Access to Information- Eagle Connect

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

LINK: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

Announcements, homework, and class handouts will be posted on Blackboard/Canvas (<https://learn.unt.edu/>).

*The Complete Musician* companion site contains recordings of most examples and exercises. Click on “Student Resources,” then a chapter number, then “audio files” to access recordings to most excerpts in the textbook and both workbooks. Consult these regularly.

<http://global.oup.com/us/companion.websites/9780199347094/>

NO CELL PHONES, LAPTOPS or other electronic devices are to be used during class, even for Blackboard/Canvas. Students should access Blackboard/Canvas before or after class, not during lectures.

## Assignments

Homework will be assigned weekly. All homework, quizzes, and exams must be completed neatly IN PENCIL. Assignments are due to your grader by the start of the class. If you do not understand how to complete an assignment, please contact Mrs. Hatch ([AmyHatch@my.unt.edu](mailto:AmyHatch@my.unt.edu)) or see me at least 24 hours *before* the assignment is due. If you know you will be absent, have a classmate turn in your assignment for you and email your completed homework to Mrs. Hatch (CC: Dr. Graf) *before* class begins. **No late work will be accepted.** Exceptions will only be made for **documented** excused absences (such as medical emergencies) or other extreme circumstances at the discretion of the instructor.

\*If a student claims that a homework assignment was turned in but lost by the grader, he/she has **one week** after the assignment was due to notify Dr. Graf. After that time, the assignment will not be accepted.

## Attendance

I expect you to attend every class. You can always check your absences on Blackboard/Canvas at any time throughout the duration of the class—*the posted number of absences will 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** (even if the student is only 1 minute late each time). 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 absences: Withdrawn (WF) automatically without warning\*

\*Since students can track and view their attendance record at any time via Blackboard/Canvas, the instructor is not required to send warning emails, alerts, or notifications when a student approaches his/her fifth or sixth absence.

\*Excused absences include *official* University or College of Music activities, medical emergencies 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) with the reason and documentation for your absence. If you are ill, you must 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.

**IMPORTANT:** If any student wishes to dispute an absence as “excused” instead of “unexcused” with the instructor (Dr. Graf, Benjamin.Graf@unt.edu), he/she must do so within 48 hours of the last class period he/she missed. After that time period expires, the student will have to go through the Dean of Students Office (Maureen “Moe” McGuinness, Union 409) to obtain an excuse note on UNT letterhead in order to request absences to be changed from “unexcused” to “excused.”

## Office of Disability Accommodations

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation. LINK: [disability.unt.edu](http://disability.unt.edu). (Phone: (940) 565-4323)

## Academic Integrity

**You are expected to complete all homework, skill tests, quizzes, exams, and projects independently. 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 Mrs. Hatch (TA) with your query or to schedule a meeting. Any student caught 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. Additionally, the incident will be reported to the UNT Dean of Students (Maureen McGuinness), who may impose further penalty.

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, 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.

LINK: <http://vpaa.unt.edu/dcgcover/resources/integrity>

## 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 classroom, labs, discussion groups, field trips, etc.

LINK: Student Code of Conduct - <https://deanofstudents.unt.edu/conduct>

### **2018-2019 Semester Academic Schedule (with Add/Drop Dates)**

<http://catalog.unt.edu/content.php?catoid=20&navoid=2120>

### **Academic Calendar at a Glance, 2018-2019**

<https://www.unt.edu/catalogs/2018-19/calendar>

### **Final Exam Schedule**

<https://registrar.unt.edu/exams/final-exam-schedule/fall>

## 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 registered hours per term. 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 being doing so.

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 Blackboard/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.

Link: <http://ferpa.unt.edu/>

## Responding to Students in Distress: UNT Care Team

UNT's Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center's website for further information: <http://studentaffairs.unt.edu/counseling-and-testing-services>. For more information on mental health issues, please visit: <https://speakout.unt.edu>.

The counselor for music students is:

Myriam Reynolds

Chestnut Hall, Suite 311

(940) 565-2741

Myriam.reynolds@unt.edu

Week	Date	Reading Due	Homework Due	Assessments
1	28-Aug	Chapter 1		-
	30-Aug	Chapter 1	HW 1 Due	Speed Test 1A
2	4-Sep	Chapter 2	HW 2 Due	-
	6-Sep	Chapter 2		Speed Test 1B
3	11-Sep	Chapter 3	HW 3 Due	-
	13-Sep	Chapter 3		Speed Test 1C
4	18-Sep	Chapter 3	HW 4 Due	-
	20-Sep	-		Speed Test 1D
5	25-Sep	Review		-
	27-Sep	Review		<b>TEST 1</b>
6	2-Oct	Chapter 4		Speed Test 2A
	4-Oct	Chapter 5	HW 5 Due	-
7	9-Oct	Chapter 5		Speed Test 2B
	11-Oct	Chapter 6	HW 6 Due	-
8	16-Oct	Chapter 6		Speed Test 2C
	18-Oct	Chapter 7	HW 7 Due	-
9	23-Oct	Chapter 8		Speed Test 2D
	25-Oct	Review	(Review)	
10	30-Oct	Review		<b>TEST 2</b>
11	1-Nov	(SMT)	(Conference)	---
	6-Nov	Chapter 9		-
12	8-Nov	Chapter 10		Speed Test 3A
	13-Nov	Chapter 10	HW 8 Due	-
13	15-Nov	Chapter 11		Speed Test 3B
	20-Nov	Chapter 11	HW 9 Due	-
14	22-Nov	-	*Thanksgiving	-
	27-Nov	Chapter 12		Speed Test 3C
15	29-Nov	Chapter 12	HW 10 Due	-
	4-Dec	Review	(Review)	Speed Test 3D
	6-Dec	Review	(Review)	<b>Last day to take Speed Tests</b>

**FINAL EXAMS:**

Tuesday December 11  
8:00am and 10:00am

Speed Drill 1:	Key signatures (Major/minor)
Speed Drill 2:	Triad spelling (Major/minor)
Speed Drill 3:	Diatonic chords (RNs)
Speed Drill 4:	All 3 Speed Tests Combined

\*Speed Tests can be retaken an unlimited number of times at any time in office hour

\*Maximum 1 attempt per office hour (so everyone has a chance during peak time)

\*Speed Tests cannot be retaken after the last day of class- DECEMBER 6

\*\*Final Exam Times (from the UNT Registrar's schedule):

8:30AM class (Section 003)– Tuesday, December 11 from 8:00AM-10:00AM

11:00AM class (Section 001)– Tuesday, December 11 from 10:30AM-12:30PM