

# MUTH 1400: MUSIC THEORY I

Fall 2019

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 (NOT @my.unt.edu)  
Office: Music Building 215 (across from the Choir Room)  
Office Hours: Tuesday: 9:30-10:30am or 1:00-2:00pm  
Thursday: 9:30-10:30am, or by appointment

TA: Alexandra Rouw  
TA Email: TBA  
Office: Bain Hall 310  
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

*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, the TA will be leading drill/study sessions during his/her office hour 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. TA Office Hours will be determined and posted during the first week of classes.

The Learning Center offers free tutoring sessions specifically designed for Music Theory I 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.

\*For every Learning Center event a student attends, he/she will earn one additional point on his/her final speed test score (speed test 4); the maximum number of points earned via Learning Center hours is 5.

## 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 instructions, and other class materials will be posted on Canvas (<https://unt.instructure.com/login/ldap>).

*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 Canvas. Students should access Canvas before or after class, not during lectures.

## Assignments

Homework will be assigned weekly. All homework 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 see Dr. Graf (or any member of my team) *before* the assignment is due. If you know you will be absent, take a picture and email your completed homework to your grader *before* class begins (CC: Dr. Graf). **No late work will be accepted.** Exceptions will only be made for unplanned excused absences (emergencies only) or other extreme circumstances at the discretion of the instructor. If you believe that your grader lost or misplaced your assignment, you must ask Dr. Graf to resubmit within two

class periods of the due date; after that two week time period expires, it will remain a zero in the gradebook.

## Attendance

I expect you to attend every class. You can always check your absences on 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 one 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 or more absences: Final course grade = F

\*Since students can track and view their attendance record at any time via 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. 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 48-hour 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 Access (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 Access.  
LINK: [disability.unt.edu](http://disability.unt.edu). (Phone: (940) 565-4323)

## Statement on Diversity

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.  
[https://policy.unt.edu/sites/default/files/04.018\\_PolicyStateOnDiversity.pub8\\_18\\_0.pdf](https://policy.unt.edu/sites/default/files/04.018_PolicyStateOnDiversity.pub8_18_0.pdf)

## 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 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.  
LINK: [https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final\\_.pdf](https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf)

## 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>

### **2019-2020 Semester Academic Schedule (with Add/Drop Dates)**

<https://registrar.unt.edu/registration/fall-registration-guide>

### **Academic Calendar at a Glance, 2019-2020**

<https://www.unt.edu/catalogs/2019-20/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 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 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 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

Please visit the CARE Team website to tips to help and recognize students in distress and what we can all do in cases of extreme behavior or references to suicide.

LINK: <http://studentaffairs.unt.edu/care>

## Counseling and Testing

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](mailto:Myriam.reynolds@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. After the 12<sup>th</sup> class day, students must first submit a completed "Request to Drop" form to the Registrar's Office. The last day for a student to drop a class in Fall, 2019 is November 4<sup>th</sup>. Information about add/drop may be found at:

<https://registrar.unt.edu/registration/fall-registration-guide>

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

[https://www.unt.edu/sites/default/files/resource\\_sheet.pdf](https://www.unt.edu/sites/default/files/resource_sheet.pdf)

Course Schedule:

Week	Date	Reading Due	Homework Due	Assessments
1	27-Aug	Chapter 1		-
	29-Aug	Chapter 1		Speed Test 1A
2	3-Sep	Chapter 2	HW 1 Due	-
	5-Sep	Chapter 2		Speed Test 1B
3	10-Sep	Chapter 3	HW 2 Due	-
	12-Sep	Chapter 3		Speed Test 1C
4	17-Sep	Chapter 3	HW 3 Due	-
	19-Sep	Chapter 3		Speed Test 1D
5	24-Sep	Review	HW 4 Due	-
	26-Sep	Review		-
6	1-Oct	-		<b>TEST 1</b>
7	3-Oct	Chapter 4	HW 5 Due	-
	8-Oct	Chapter 5		Speed Test 2A
8	10-Oct	Chapter 6	HW 6 Due	-
	15-Oct	Chapter 6		Speed Test 2B
9	17-Oct	Chapter 7	HW 7 Due	-
	22-Oct	Chapter 8		Speed Test 2C
10	24-Oct	Chapter 8		
	29-Oct	Review		
	31-Oct	*NATS*	-	-
11	5-Nov	-		<b>TEST 2</b>
12	7-Nov	Chapter 9		-
	12-Nov	Chapter 9	HW 8 Due	Speed Test 3A
13	14-Nov	Chapter 10		-
	19-Nov	Chapter 10	HW 9 Due	Speed Test 3B
14	21-Nov	Chapter 11		-
	26-Nov	Chapter 12	HW 10 Due	Speed Test 3C
15	28-Nov	-	*Thanksgiving	-
	3-Dec	Review	-	Speed Test 3D
	5-Dec	Review	-	<b>Last day to take Speed Tests</b>

**FINAL EXAM(S):**

Tuesday December 10  
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, with Dr. Graf or TA

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

\*Speed Tests **cannot** be retaken after the last day of class- DECEMBER 5

\*Speed Test 4= AVG of Speed Tests 1-3 OR Final Exam Speed Test, whichever is higher

\*UNT Learning Center attendance bumps Speed Test 4 grade by 1pt/session (max 5)

\*\*Final Exams must be given during the assigned time from UNT Registrar