



Reading Lab Band (MULB 1808.508 / 5174.508)

Fall 2025 | Lab East | Friday 2 – 3:50pm

Dr. Chris Van Leeuwen
Adjunct Instructor of Jazz
Office Hours: By Appointment Only
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COURSE OBJECTIVES

- Make music
- Have fun
- Learn to play as an ensemble
- Improve sight reading
- Learn various styles from the big band repertoire
- Grow and improve as musicians

ATTENDANCE POLICY

The Reading Lab Band rehearses one time a week (Fridays) for 1 hour and 50 minutes. In the instance of an emergency or illness (excused absence), students must **email** the instructor in a timely manner. Excused absences for other reasons must be approved by the instructor.

- All other absences (unexcused) will lower the student's semester grade by 5%.
- Whether an absence is excused or unexcused is at the discretion of the director. **Excused absences must be approved.**

- **Punctuality**

Be on time for all rehearsals. You are expected to be set up, warmed up, tuned up, and ready to play by the beginning of the rehearsal at 2:00pm. Tardiness may lower your grade.

You may not schedule an end-of-semester jury during regularly scheduled class.

You may not schedule labs, exams, etc. for other classes during regularly scheduled class.

PREPARATION AND EQUIPMENT

You are expected to practice your music in advance, when assigned.

Equipment

You are expected to bring all required equipment to rehearsals:

Trumpets – when asked: cup, harmon, and plunger mutes.

Trombones – when asked: cup, bucket, and plunger mutes. Occasionally straight mutes.

Saxophones – when asked: Soprano Saxophone, Clarinet, Bass Clarinet, and Flute doubles.

Guitar/Bass – All necessary patch cords and effects, acoustic and electric bass.

Drums – cymbals, bass drum pedal, sticks, brushes, and mallets (as necessary)

Music Folders

Music folders are to be turned in at the end of each rehearsal. If the instructor allows you to take a folder home, you are responsible for it! A fee of \$1.00 per double page will be charged for the replacement of any and all lost parts. A fee of \$50.00 will be charged for any lab band folder that is lost. ***(Do not lose your music or folders)***

GRADING CRITERIA

You will be graded on attendance and the quality and consistency of your musical preparation in rehearsals. Your professional attitude, as it affects the ensemble, will also be a consideration.

CELL PHONES / ELECTRONICS

- The use of cell phones, smart watches, headphones, and other electronic devices is not allowed during class unless you have special permission from the instructor.
- You may not actively use any electronic device during class aside from a laptop for note-taking (must be approved in advance by instructor).
- If you are using a laptop, it must be clear that it is not distracting you or anyone else during class.
- Dr. CVL reserves the right to ask you to put away any electronic device deemed distracting.

SYLLABUS CHANGE POLICY

This syllabus is subject to change with notice. You will be notified via Canvas if updates occur.

COMMUNICATION POLICY

All communication regarding MULB 1808 / 5174 outside of class will take place via UNT e-mail only. It is expected that you use your **UNT** email address for all correspondence related to your degree. Any university-related questions emailed to the instructor from your personal email address, through Facebook or any other social media platform, through Canvas, or through SMS (text messaging) will not receive a response.

Furthermore, you must check your **UNT** email **DAILY**. All inquiries from the instructor, TA, or any other professor or administrator should be responded to within 24 hours. For better or for worse, effective use of email is essential to your career as a professional musician. In the modern-day music business, timely responses are mandatory in order to be considered for many gigs and opportunities. Consider your use of email at UNT to be training for your professional career.

PROFESSIONALISM AND INCLUSIVITY

All students are expected to contribute to an environment of inclusivity and mutual respect, in this course and in all department courses. Please consider how some words, phrases and actions that you feel are harmless and acceptable may actually be perceived by others as an attack on their identity. Show proper respect for all of your peers and treat others how **they** would like to be treated.

UNIVERSITY POLICIES AND INFORMATION

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/

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>

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 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>