

# MUTH1500 (Sections 001 & 002): Theory II Online

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*Fall 2020: 2.0 Credits*

## Instructor, TA, and Grader Contact Information

**Instructor Name:** Dr. Gillian Robertson (you can call me Dr. Robertson)

**Office Location:** MU260A

**Office Hours (Zoom):** M/W (1:00–2:00 pm), T/TH (3:30–4:30 pm), and by appointment. Face-to-face meetings will only be set up in extreme situations at the discretion of the instructor.

**Email:** [gillian.robertson@unt.edu](mailto:gillian.robertson@unt.edu)

**TA:** Mr. Levi Walls ([leviwalls@my.unt.edu](mailto:leviwalls@my.unt.edu)) will also hold one weekly Zoom office hour (M 4:00–5:00 pm)

**Grader:** Mr. Bryan Stevens ([bryanstevens@my.unt.edu](mailto:bryanstevens@my.unt.edu))

**Instructor Communication:** My primary method of communication will be through Canvas (Announcements, Messages) and UNT email, so please have your Canvas notifications set to receive updates at least on a daily basis and check your UNT email frequently. Students can contact me with questions or concerns via email or a Canvas message. I will generally be able to respond to emails/messages within a few hours, but no later than 24 hours after receiving them. I will not be answering emails/messages between the hours of 11:00 pm and 8:00 am CT. There are times when things are out of our control, so if you don't receive a response from me and it's been more than 24 hours, please send me a gentle reminder to answer your email/message.

**Student Communication:** please see the “Rules of Engagement” section below on how to communicate in an online classroom and review the following webpage for additional [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>).

## Course Description

This course will continue to expand a framework for understanding and interpreting tonal music. We will complete our study of diatonic harmonies and begin to explore chromatic harmonies. In addition to these harmonic topics, we will explore sequences, diatonic modulations, phrase structures, and small forms (binary form).

## Course Structure

This course is a 15-week asynchronous online course (students learn course content on their own time rather than meeting at specified times each day with the instructor). The course will be divided into two units and delivered over twelve modules (modules are 1–2 weeks in length). Additional modules will contain resources and practice materials.

## Course Prerequisites or Other Restrictions

**Prerequisites:** MUTH 1400 (Theory I) and MUTH1410 (Aural Skills I) both with a grade of C or higher

**Corequisite:** MUTH1510 (Aural Skills II)

**Restrictions:** enrollment is restricted and non-Texas resident students residing outside of the state are not eligible to enroll in this section. Contact the department for enrollment assistance in an appropriate section of the course, if applicable.

## Course Objectives

By the end of this course, students will be able to:

1. Identify all diatonic chords, certain types of chromatic chords, common harmonic sequence types, and diatonic modulations employed in common-practice Western art music through score analysis.
2. Illustrate diatonic and chromatic chord spelling and resolutions, harmonic sequence types, and diatonic modulations through figured bass realization and 4-voice (SATB) part writing.
3. Analyze, compare and contrast, and interpret multiple musical examples of musical phrase structures and small-scale forms from vocal and instrumental repertoires.
4. Compose sequences, musical phrase endings, and a short waltz in binary form using music notation software. These composition exercises will require students to demonstrate their command of harmony and its interaction with melody, cadences, phrase structures, and formal types.
5. Communicate the technical vocabulary relating to harmony, phrase types and musical forms clearly and accurately.

## Materials

- **Required Book:** Steven Laitz, *The Complete Musician, Workbook I: Writing and Analysis*, 4th ed. Oxford: Oxford University Press, 2016. *For students who don't have access to the workbook, exercises will be made available for you.*
- **Recommended Books, Materials, Technology:** Steven Laitz, *The Complete Musician, Textbook*, 4th ed. Oxford: Oxford University Press, 2016. Staff paper, pencils for homework assignments, binder/folder for lesson notes and homework assignments, printer, and Canvas mobile app (available for Android and iOS).

## Technical Requirements & Skills

### Minimum Technology Requirements

- Computer/laptop/tablet with camera and microphone
- Reliable internet access
- Internet browser compatible with Canvas learning management system (see hyperlink below)
- Microsoft Office Suite including Word (available to UNT students)
- Adobe Acrobat Reader (free)
- Access to music notation software (e.g., Sibelius, Finale, MuseScore)
  - Sibelius and Finale are available in Music Lab, MuseScore and Noteflight (and others?) are free to download.

- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

In order to be successful in this online class, students need the following technical skills:

- Navigating and using Canvas (learning management system) where the course will be delivered
- Using email with attachments
- Downloading and installing software
- Creating and submitting Word documents and PDFs
- Scanning homework assignments with either a scanner or using a mobile app to take a picture and create a PDF

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times New Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or 😊.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

See the [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

### Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations. You will need to be actively engaging with this course (logging in and accessing course content) most days during the week. Although this course is asynchronous, it is not strictly a complete-when-you-want course—there is some sort of assessment due every few days and course content is released on a week-to-week basis. I recommend that if you are struggling with any course topic, navigation or access issue, that you contact me and seek help earlier, rather than later. One of the toughest hurdles for many students taking an online class, is time management, particularly in regard to scheduling time to learn the course content and completing

assignments by the stated deadlines. I recommend reading some tips on succeeding in an online course at [“How to Succeed as an Online Student”](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

## Getting Help

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** <http://www.unt.edu/helpdesk/index.htm>

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am–9pm

**Telephone Availability:**

- Sunday: noon–midnight
- Monday-Thursday: 8am–midnight
- Friday: 8am–8pm
- Saturday: 9am–5pm

**Laptop Checkout:** 8am–7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

### Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)

- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

### Course Requirements

You are expected to complete course assessments **independently** (see Academic Integrity statement on p. 9 for more details). Please ask for clarification if you are unsure about the instructions or direction of any assessment *before* its due. Class assessments will be weighted according to the following breakdown:

<b>Assessments</b>	<b>Percentage of Final Grade</b>
<i>Homework Assignments (x12)</i>	25%
<i>Quizzes</i> <ul style="list-style-type: none"> <li>• <i>Reading &amp; Comprehension (x9)</i></li> <li>• <i>Skills/Analysis (x11)</i></li> </ul>	18%
<i>Midterm Exam</i>	15%
<i>Final Exam</i>	15%
<i>Short Composition Project</i>	15%
<i>Discussion/Participation Activities</i>	12%

**Homework Assignments:** assignments will feature part-writing, figured bass realization, harmonic analysis, form analysis, etc. Expect to see a combination of exercises that I have created and ones from the workbook. Students will complete the assignments by hand (in some cases the assignment will be set using music notation software), scan the assignment using a cell phone/scanner, and upload a PDF of the assignment into Canvas. Assignments are due on the dates specified in the schedule, usually by 11:59 pm; these *must be completed neatly, and the scans must be legible*. Your homework assignment with the *lowest* score will be dropped at the end of the semester.

**Quizzes:** some quizzes will be reading and comprehension in nature (roughly 10 questions specifically relating to the lesson content, while others will allow you to practice new musical skills (e.g., spelling and analysis) based on the new chords and musical elements we cover. Students can attempt reading

quizzes up to 2 times each and skills/analysis quizzes up to 3 times each (there will often be different questions on additional attempts from a bank of questions). *Your highest attempted score* will be the one that is recorded in the grade book. Make sure to always read quiz instructions, particularly for information on answer formatting. Your lowest 2 scores will be dropped at the end of the semester. Please see the Assignment Policy below for details regarding the 12-hour grace period on homework assignments.

**Exams:** there will be an exam at the end of each unit (a midterm and final exam) that you can complete online. Part of the exam may include a short worksheet for you to complete answers on staff paper (e.g., short part writing exercises). This would be scanned and submitted along with the online questions. More details will be provided about the exam formats the week of the exams. I may require Respondus LockDown Browser for the online questions of the exams and will notify the class if we will be using this or not the week of the exams. Given the nature of the course, the final exam will be cumulative, but the main emphasis will be on the topics covered in modules 8–12.

**Composition Project:** students will compose a short, original waltz for piano in binary form using music notation software. Further details about the composition will be provided a few weeks before the project is due.

**Discussion/Participation Activities:** to foster engagement and to help with content understanding, students will have various types of activities or discussions to answer (ranging from 0–2 per week). These types of assessments include surveys, discussion posts (usually analytical in nature), online “quiz-like” questions, and one written assignment with a Zoom component.

## Grading

Letter grades will be assigned according to the percentages below. *A grade of C (70%) or higher is needed to pass this course and move on to Theory III.*

A = 90–100%

B = 80–89%

C = 70–79%

D = 60–69%

F = 0–59%

**Late Policies:** Each student can use **two** “late passes” in order to turn in two separate homework assignment late (up to a max. of 3 days or 72 hours after the Canvas deadline) **without penalty**. Please email the class grader (Mr. Stevens) to request your late pass for the assignment (no later than roughly 12 hours after the deadline). Once you’ve used up your late passes, any homework assignments submitted late will be subject to a grade deduction. To allow for technical difficulties, assignments submitted more than 12 hours after the deadline will be considered late (see more details under Assessment Policy). The points deducted from a late assignment will be the equivalent of a 5% deduction per day it is late. Assignments will not be accepted more than 3 days late (72 hours, 15% deduction).

Quizzes and discussion/participation-related exercises are due by the deadline posted. Any late policies for the composition project will be specified in more detail in the instructions/rubrics for this assessment. Exams will be available for 12 hours and only students who have a documented excused absence will be allowed to write the midterm and/or final exam at an alternate time.

**Extra Credit:** there are no extra credit opportunities in this course so it's important to complete assignments as they are assigned.

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. Evaluations will be available from November 16–December 3.

## Course Policies

### Assignment Policy

Each assessment type will be available for students to complete for a specified amount of time and will include instructions on how to complete the assignment, what the acceptable file types for submission are (e.g., *.pdf*, *.mscz*, etc.), and an official due date (usually set for 11:59 pm). All assessments will be submitted online through Canvas. If any changes need to be made (e.g., extensions), I will notify students via a Canvas Announcement. Due dates can be found in each assessment as well as in your Canvas calendar, in the To-Do list on the homepage, and under the Course Summary on the Syllabus page.

For homework assignments, the official due date is 11:59 pm (usually Sundays), but to allow for technical difficulties, I'm allowing a 12-hour grace period in which to submit the assignment without it being considered late. This means that the deadline that will display on Canvas will **include** the 12-hour grace period. For example, if a homework assignment is due Sunday at 11:59 pm, the deadline that will show on Canvas is Monday at noon (12:00 pm), which includes the 12-hour grace period. A homework assignment would be considered late after 12:00 pm (noon) on Monday. It could be submitted late (with a late pass for no penalty or with a 5% deduction per day without a pass) up to 72 hours after the noon deadline (so, Thursday of the same week by noon).

Students taking an internet class are responsible for having a working computer and internet access. If your home Wi-Fi is not working, try to find alternative internet access if possible. Please contact me ASAP if your access to a computer or Wi-Fi is suddenly unavailable and I'll work with you to find a solution.

Students should immediately report any problems with Canvas videos or documents not working or opening to the class TA (sending a screenshot of these kinds of issues will be helpful). The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an

appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Examination Policy

Exams will be completed online and may be monitored using Respondus Lockdown Browser. Exams will be available for students to complete on a specified date over a 12-hour period of time. If a student loses internet connection during an exam, please contact me ASAP so that I can make necessary accommodations for you. I also recommend contacting the Student Helpdesk and document the remedy ticket number before contacting me.

### Instructor Responsibilities and Feedback

My responsibilities in the course are to:

- Help students learn and grow
- Provide clear instructions and grading rubrics
- Answering questions about course content and assignments
- Identify additional resources as necessary
- Review and update course content

**Instructor Feedback:** Students will generally receive immediate feedback on quizzes upon submission (unless there are questions that need to be graded manually). Homework assignments, discussion board posts, and exams will typically be graded within a week of the **due date**.

### Late Work

Late work (homework assignments) will be accepted with a daily penalty (5% per day) up to a maximum of 3 days (72 hours) after the deadline. Please see “Late Policies” under the Grading section for more details and about using a late pass on up to two homework assignments.

### Attendance Policy

According to UNT’s policy, a student’s absence may be excused for the following reasons: religious holy day observances (including travel for that purpose), active military service (including travel for that purpose), participation in official university function (including College of Music functions), medical emergencies and illnesses, pregnancy and parenting under Title IX, official University closure by UNT’s President, and other extenuating circumstances on a case-by-case basis (e.g., death of immediate family member).

Since we will not be meeting synchronously at a regular time each week, accommodations for documented excused absences will be made if your absence conflicts with a pre-arranged online discussion meeting (online video conversation) or the submission of an assessment whereby the length of your excused absence has prevented you from accessing or completing the necessary work (e.g., you haven’t been able to access Canvas materials and assessments for a few days because of death in the



family). Please contact me ASAP with the reason and satisfactory documentation/evidence for the absence.

**COVID-19 Impact on Attendance:** While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class (keep up with course work, work online) because you, a family member, a spouse, a dependent, or someone you live with is ill with or experiencing symptoms of COVID-19. It is important that you communicate with me sooner rather than later so that I am aware of the situation and can help provide resources and make appropriate accommodations.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

### **Class Participation**

Gaining fluency in music takes consistent practice so I expect you to be watching the lesson videos and/or reading lesson materials, completing any assigned readings and practice questions, and participating in any other discussions or activities I assign that you would normally encounter during a face-to-face class (refer to the Assessment section of the syllabus for more on how participation factors into your overall grade).

### **Syllabus Change Policy**

This syllabus, the course information, and any due dates are subject to change with advance notice. Please check Canvas for the most up-to-date information.

## **UNT Policies**

### **Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. In this course, the range of academic penalties or sanctions will include, but are not limited to, one or more of the following: 1) a verbal and written warning, 2) a 0 for the assessment, and 3) filing the incident in the University's Academic Integrity Database, which could lead to further or more severe penalties from the Office of Academic Integrity.

## ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable 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 a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access website](http://www.unt.edu/oda) at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

## Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

## 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 online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

## Acceptable 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. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

## Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

## 2020–2021 Semester Academic Schedule (with Add/Drop Dates)

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

## Academic Calendar at a Glance (2020–2021)

See: <https://www.unt.edu/catalogs/2020-21/calendar>

## Final Exam Schedule

Final exams will be delivered remotely (for asynchronous online classes, the schedule is based on the instructor's last name). See: <https://registrar.unt.edu/exams/final-exam-schedule/fall>

## Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 (November 16–December 3) of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

## 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 GOA 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 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 <https://financialaid.unt.edu/sap>

## 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 at <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; phone: 940-565-2741; email: [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 2020 is November 2. Information about add/drop may be found at: <https://registrar.unt.edu/registration/fall-add-drop>.

### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### **UNT Policy 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. See the policy at: [https://policy.unt.edu/sites/default/files/04.018\\_PolicyStateOnDiversity.pub8\\_.18.pdf](https://policy.unt.edu/sites/default/files/04.018_PolicyStateOnDiversity.pub8_.18.pdf)

### **Important Notice for F-1 Students taking Distance Education Courses**

#### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

#### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

### Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

# MUTH1500: Course Schedule (Fall 2020)

*Subject to change with advanced notice*<sup>1</sup>

Assessments are due by 11:59 pm (CT) unless otherwise stated

## Modules 1–7 (up to Midterm)

Module	Topics	Mon.	Tues.	Wed.	Thurs.	Fri.	Sun.
1	Introductions, Theory I Review	08/24	08/25	08/26	08/27	08/28	08/30
		Class starts	- Intro. Post - Survey			Quiz #1	Hw #1*
2	Submediant, Step Descents	08/31	09/01	09/02	09/03	09/04	09/06
				Activity #1	Activity #2	Quiz #2	Hw #2*
3	Mediant, Subtonic, BRDs	09/07	09/08	09/09	09/10	09/11	09/13
		Labor Day (No class)		Activity #3		Quiz #3	Hw #3*
4	Harmonic Sequences (Ascending, Descending)	09/14	09/15	09/16	09/17	09/18	09/20
			Reading Quiz A		Activity #4	Quiz #4	Hw #4*
		09/21	09/22	09/23	09/24	09/25	09/27
			Reading Quiz B		Activity #5		Hw #5*
5	Phrase Structure: Periods	09/28	09/29	09/30	10/01	10/02	10/04
			Reading Quiz C		Discussion Post (Analysis)	Quiz #5	Hw #6*
6	Phrase Structure: Sentences	10/05	10/06	10/07	10/08	10/09	10/11
			Reading Quiz D			Quiz #6	Hw #7*
7	Review, Midterm Exam	10/12	10/13	10/14	10/15	10/16	10/18
		Review questions available		Informal Review Meetings	Midterm Exam (8:00 am – 11:59 pm)		

Continued on next page →

<sup>1</sup>Check Canvas for the most up-to-date deadlines.

\*Homework assignments have a 12-hour grace period in which to submit them beyond the deadline. The due date you will see in Canvas *includes* this grace period (12:00 pm noon on Mondays). Homework assignments are considered late after the grace period (after 12:00 pm on Mondays).

## MUTH1500: Course Schedule (Fall 2020)

### Modules 8–12

Module	Topics	Mon.	Tues.	Wed.	Thurs.	Fri.	Sun.
8	Applied Dominant and Applied Leading-Tone Chords	<b>10/19</b>	<b>10/20</b>	<b>10/21</b>	<b>10/22</b>	<b>10/23</b>	<b>10/25</b>
			Reading Quiz E			Quiz #7	Hw #8*
		<b>10/26</b>	<b>10/27</b>	<b>10/28</b>	<b>10/29</b>	<b>10/30</b>	<b>11/01</b>
			Reading Quiz F		Discussion Post (Treasure Hunt)	Quiz #8	Hw #9*
9	Extended Tonicization, Modulation	<b>11/02</b>	<b>11/03</b>	<b>11/04</b>	<b>11/05</b>	<b>11/06</b>	<b>11/08</b>
			Reading Quiz G		Discussion Post (Treasure Hunt)	Quiz #9	Hw #10*
10	Modulation Continued	<b>11/09</b>	<b>11/10</b>	<b>11/11</b>	<b>11/12</b>	<b>11/13</b>	<b>11/15</b>
			Reading Quiz H			Quiz #10	Hw #11*
11	Binary Form	<b>11/16</b>	<b>11/17</b>	<b>11/18</b>	<b>11/19</b>	<b>11/20</b>	<b>11/22</b>
			Reading Quiz I			Quiz #11	Hw #12*
		<b>11/23</b>	<b>11/24</b>	<b>11/25</b>	<b>11/26</b>	<b>11/27</b>	<b>11/29</b>
		Analysis Assignment Available		Discussion Post (Analysis)	Thanksgiving Break	Thanksgiving Break	
12	Compositions, Review for Final Exam	<b>11/30</b>	<b>12/01</b>	<b>12/02</b>	<b>12/03</b>	<b>12/04</b>	
		Review questions available	Analysis Assignment (Zoom Meetings)	Analysis Assignment (Zoom Meetings)	- Composition Projects Due - Informal Review Meetings	Reading Day (No class)	
	Final Exams	<b>Exam on Wed. Dec. 9 (available from 8:00 am–11:59 pm)</b>					