**Fundamentals of Brass Instrument Repair**

***\*Fall 2020 Hybrid Delivery***

Instructor: Justin Cooper

Course Number: MUAG 4350-701

Time: MWF 10:00-10:50 *(TBD)*

Location: Music Annex Rm. 106 *(Canvas)*

E-mail: justin.cooper@unt.edu

Office Hours: MWF 9:00-9:50

Course Outline

Objectives

1. To be able to diagnose and articulate common problems with brass instruments.
2. To learn the proper repair techniques for common problems associated with brass instruments.
3. To learn proper maintenance techniques that can help avoid issues caused by negligence and improper care.
4. To learn proper “Emergency” repair procedures that can be used when taking an instrument to a repair shop is not an immediate option.
5. To be able to recognize what repairs can be performed with a minimal repair kit and what should be addressed by a professional repair technician.

Books and Supplies

1. There will be no textbook for this class. Any written materials will be distributed by the instructor.
2. A shared WW/Brass student repair kit will be provided. Other tools and supplies will be made in class or will be provided by the instructor.
3. Instruments for class work will be provided. Other instruments may be brought in by the student after all regular course work is completed, and only after being approved by the instructor.

Class Organization

1. Lecture and demonstration by instructor of all repair and maintenance techniques. Due to COVID-19 these will be conducted online via Zoom or prerecorded videos posted to Canvas.
2. Individual lab work by students on all demonstrated techniques. To maintain social distancing students will be split into 3 groups, two groups of 3 and one group of 2. Each group will attend one in-person class per week to practice the given technique for that week.

Special Projects

 Project #1: Compile a list of five band instrument repair resources/vendors.

At least three of the resources on your list should be vendors open to business with non-instrument repair technicians. Your list may include websites. If you wish to include YouTube videos as a resource, please list the channel and not a specific video. YouTube channels will only be considered if they have several REPUTABLE videos concerning instrument repair. These resources/vendors do NOT have to be limited to just brass repair.

 Project #2: Make a bibliography of five band instrument repair manuals. Of the five,

 at least three should still be in print and two should be aimed at band directors.

 Do NOT include woodwind specific manuals or online .pdfs.

 Project #3: Create an inventory list for your own personal “Emergency Instrument Repair

Kit.” Any items on your list that are not self-explanatory in nature (i.e.

mouthpiece puller) should include a description of their application. Insight

for what to include in such a kit will be obtained through class lectures, your

resource list, and any of the texts included in your bibliography. Your list will

need to be brass oriented, but should also include general purpose

tools/supplies that could be helpful with woodwind repairs. Your list will

be graded on thoroughness.

Grading Criteria

1. The students grade in this class will be determined by a combination of the following factors:
2. Attendance
3. Completion of designated repairs
4. Special Projects
5. The final exam will be a thorough cleaning and organizing of the shop; attendance is mandatory.
6. The final grade will break down as follows:

80% - in class work completed and attendance

10% - Special Projects

10% - final exam (*TBD)*

Attendance Policy

Students will be allowed three unexcused absences. Any absences beyond those three will lower your final grade by 5% for each absence. If you have to miss for a designated university event or class, the appropriate documentation will need to be given to the instructor within one week of the absence. Any exceptions can be discussed on a case by case basis.

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 because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class. 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/symptomstesting/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or 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.

Dress for Class

 The work being performed during class can often be messy. Do not wear any clothing

 that you are not comfortable getting dirty and/or ruining. Aprons will be provided by

 the instructor upon request. Most types of jewelry should be removed before performing

 repairs. Long hair should be tied back. Also, due to safety concerns, open-toed

 shoes are not permitted. Face coverings are required for in-person classes per state and

 university mandates.

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/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 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 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. See: ODA LINK: disability.unt.edu

(Phone: (940) 565-4323)

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: Diversity Statement Link: [https://policy.unt.edu/sites/default/files/04.018\_PolicyStateOnDiversity.pub 8\_.18.pdf](https://policy.unt.edu/sites/default/files/04.018_PolicyStateOnDiversity.pub%208_.18.pdf)

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

See: Fall Registration Guide Link: <https://registrar.unt.edu/registration/fall-registration-guide>

Academic Calendar at a Glance, 2020-2021 See: Academic Calendar Link: <https://www.unt.edu/catalogs/2020-21/calendar>

Final Exam Schedule Note: See updates on the final exam schedule at Fall 2020 Instructional Guide See: 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 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 UNTInternational 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 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: See: Counseling and Testing Link: <http://studentaffairs.unt.edu/counseling-and-testing-services>.

For more information on mental health issues, please visit: See: Mental Health Issues Link: <https://speakout.unt.edu>.

The counselor for music students is: Myriam Reynolds Chestnut Hall, Suite 311 (940) 565-2741 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 12th 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 Spring, 2020 is March 30th. Information about add/drop may be found at: See: Add Drop Link: <https://registrar.unt.edu/registration/fall-add-drop>

STUDENT RESOURCES

The University of North Texas has many resources available to students. For a complete list, go to: See: Student Resources Link: <https://www.unt.edu/sites/default/files/resource_sheet.pdf>