PART ONE: WHERE AM I GOING?

17 January
Topic: Welcome Aboard
Topic: Review of Syllabus & Course Policy
Topic: "Don't Think, Just Do; Don't Seek, Just Look"
Reading: "An American Theorist Reflects on a Quest of Quibbles (or) Don't Follow Us, You Don't Want to Go There"

19*
Computer Competency: Finale & Midi Files

22*
Motive, Phrase, Period (page 1-)

24*
Phrase Groups, Double Period

26*
One Part Form

29
Two-Part Forms (page 21-)

31
Board Work and Analysis

02 February
Assignment #1

05
Three- and Five-Part Forms (page 25-)

07*
Board Work and Analysis

09*
Assignment #2

12*
Assignment #2

14
The Rondeau (page 45-)

16
Assignment #3
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>19</td>
<td>First Rondo Form (page 52-)</td>
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<td>21</td>
<td>Board Work and Analysis</td>
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<td>23</td>
<td>Assignment #4</td>
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<td>26</td>
<td>Reading &amp; Discussion: Second and Third Rondo Forms (page 57-)</td>
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<td>28</td>
<td>Board Work and Analysis</td>
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<td>02 March</td>
<td>Assignment #5</td>
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<td>05</td>
<td>Song Form &amp; Trio (page 77-)</td>
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<td>Board Work and Analysis</td>
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<td>19</td>
<td>The Ground Bass, Passacaglia, Chaconne (page 90-)</td>
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<td>21</td>
<td>Board Work and Analysis</td>
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<td>Assignment #7</td>
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<td>26</td>
<td>The Chorale Prelude (page 114-)</td>
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<td>28</td>
<td>Board Work and Analysis</td>
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<td>30</td>
<td>Assignment #8</td>
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<td>02 Apr</td>
<td>Theme &amp; Variations (page 122-)</td>
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<td>04</td>
<td>Board Work and Analysis</td>
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<td>06</td>
<td>Assignment #9</td>
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<td>09</td>
<td>Sonata Form (page 165-)</td>
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<td>13</td>
<td>Assignment #10</td>
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<td>16</td>
<td>Forms in the Medieval &amp; Renaissance Eras</td>
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<td>18</td>
<td>Forms in Popular Music</td>
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<td>23</td>
<td>&quot;The Overture&quot; (page 188-)</td>
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<td>25</td>
<td>&quot;The Symphonic Poem&quot; (page 192-)</td>
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<td>27</td>
<td>&quot;The Baroque Suite&quot; (page 195-)</td>
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<td>30</td>
<td>&quot;The Fantasia&quot; (page 202-)</td>
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<td>D-Day; all points and attendance entered in gradebook</td>
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<tr>
<td>02 May</td>
<td>&quot;TBA&quot;</td>
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<td>No changes to gradebook after 5:00 p.m.</td>
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<td>04</td>
<td>(No Class—Reading Day)</td>
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Office Hours (room 204A)
► **9:15 a.m.** (-9:50) and **12:00 p.m.** (-12:50) on MWF ◄

Final Exam Time
► 10:30 a.m. -12:30 p.m. on Monday, 07 May ◄
PART TWO: HOW AM I GOING TO GET THERE?

01. READ ME

Before you do anything else, read the syllabus and the course policy and then check your Blackboard homepage.

Ignore this advice and you won't know what you're supposed to do and you will send annoying questions to the people who have already given you the answers.

Have a question about the syllabus or course policy? This is a Word doc.; this is 2018. Do a word search.

02. Technical Difficulties with Logging into Blackboard

Please note that course instructors cannot access the system to isolate any technical problem or provide technical assistance.

Contact the Helpdesk at (940) 565-2324 if you have technical difficulty accessing the online material, but do not accept the quick-fix response that "the instructor must have blocked you from the course."

MANDATORY PRELIMINARY EXERCISES

03. Who are you?

If you marry and/or otherwise change your name and tell "the university," please be aware that there is no system in place that notifies "the instructors." Save both yourself and all of your instructors the headache simply by sending us a message. Otherwise, you're an unknown entity in the gradebook and we have no choice but to award a failing grade to the mystery person who otherwise has completed all of the coursework.

04. Required Course Materials

*Basic Forms in Music,* Charles W. Walton.

05. Gradebook Confirmation = YOUR Responsibility

I assume that your grade is important to you; I will, therefore, make every effort to keep you abreast of your progress in the class via an online gradebook. You, however, must assume responsibility for checking—in a timely manner—the accuracy of that online gradebook.

Look "right now" to be sure that you can find your online gradebook (see the "My Grades" link at the left-hand side of the homepage).
ATTENDANCE

From the Vice President of Academic Affairs: This academic year we are going to be focusing on "excellence in the classroom." We will encourage all faculty . . . to emphasize to students that attendance is, indeed, vital to taking their course.

Please refer back to this statement if you are marked absent for not attending, sleeping, playing on your cell phone, etc.

06. Attendance

Regular (physical) attendance is expected of students enrolled face-to-face sections. We will begin taking attendance on Friday, 19 January.

Three class absences (i.e., three 50-minute periods) may be taken without penalty; a 4th absence automatically lowers the final grade by one letter; a 5th absence automatically lowers the final grade by an additional letter. You fail at the 6th absence regardless of your point standing in the class.

You are permitted three "vacation absences." There are no make-ups for illness, personal or family emergencies, car breakdowns, etc. Save your "vacation absences" for those illness, personal or family emergencies, car breakdowns etc. because you can't get "more" (even for a genuine emergency). This is how it works in the real world—and even with the verification of a true emergency by the Dean of Students Office.

Directly from the DOS Office:

. . . your professors have no obligation to make temporary adjustments [for illness, death in the family, etc.]. If they decline to allow adjustments you may need to withdraw from the course, take an Incomplete, or repeat the class in the future.

To be sure that you will be successful in MUTH 3510/5510 and in fairness to every other student who is enrolled in the class, no "exceptions" will be considered. If you must experience excessive or extended absence, it is only logical that you withdraw from the course.

Attendance is taken at the beginning of each class session via a sign-in sheet. When the sheet comes to you, sign it immediately and then immediately pass it on to the next person. If you do not sign the sign-in sheet, you are absent. There is no exception; there is no appeal.

If, for whatever reason, the sign-in sheet doesn't cross your desk, it is your responsibility to tell Mr. Gardner at the completion of that particular class.

Track your absence-dates so that you won't be unpleasantly surprised if you go over your limit.

As we approach the end of the semester, please remember that a jury conflict is not an excused absence; your applied area must make accommodation for you to take your jury at a time that does not conflict with your academic classes.
07. Late Entrance

You are expected to be in class for the duration of each class; each partial class is considered a full absence. If you are not sitting in your assigned seat once the instructor begins speaking—you are absent.

If you are late (not permitted to sign the roll sheet = absent), you may enter and attend class if the door remains unlocked. Enter and sit in the closest open seat; do not disrupt the class by moving to your regular seat.

The pencil sharpener is off limits once the instructor begins speaking.

08. Early Departure

Although you would be considered absent (your signature will be crossed off the roll sheet), you may leave class early whenever you wish, but once you leave, don’t come back.

Please use the restroom before you come to class (because once you leave, don’t come back).

If you need a medical exception to this policy, you must provide to the instructor, in advance, a letter from the ODA; in this case, we will seat you by the exit for your personal safety and so that you will not disturb other class members by exiting and returning.

09. University-Excused Absence

You will be excused from class attendance for a university-sanctioned athletic trip, music performance, observation, etc. Please give a printed copy of the official letter, before the event, to Mr. Gardner.

Note that illness, death in the family, etc. are NOT university-excused absences!

10. What to Bring to Class

You are expected to bring the textbook, manuscript paper, and a working pen or sharpened pencil to every class. If you arrive without these materials, you are absent.

11. What NOT to Bring to Class

Bad attitude. Bad manners.

Because it demonstrates a basic lack of courtesy toward the instructor and to those around you, if you are gabbing with your neighbor, you are absent.

Do not bring other materials to class if you might be tempted to focus on something other than the class activity. If you are not actively participating in this class, you are absent.

Do not bring the North Texas Daily, similar reading material, your CD player, your MP3 or iPod, or your laptop or iPad to class. If you have an open laptop (etc.), are reading a newspaper or magazine, are working on another class assignment, wearing headphones, sending wireless e-mails or text-messaging, sleeping, etc., you are absent and will be asked to leave the classroom.
Turn your cell phone OFF (not merely to "silent" or "vibrate"). If you are using your cell phone during class, you are absent. Likewise, if your cell phone rings during class, you are absent.

12. Smoking

University policy prohibits smoking within the building.

13. Consumption of Food & Beverage

Consumption of food and/or beverage in university classrooms varies by room and, if permitted, is at the discretion of the instructor.

☐ No, you cannot bring food and/or beverage into this particular classroom.

☐ Yes, you can bring food and/or beverage into this particular classroom. Please deposit all trash into the appropriate receptacle at the end of each class session.

WHAT IF . . . ?

14. University Progress Reports

If you need a signature to verify that you have been attending class, are making satisfactory progress, etc., please contact Mr. Gardner through the Blackboard message system.

15. ODA Statement (see below)

EXAMS, ASSIGNMENTS, & GRADES

16. Grades

There are no exams in this course.

Your final grade is determined by the percentage of points you acquire on 10 assignments—which involve writing, projection on to the classroom screen, performance via a MIDI file, and explanation.

Our plan is to

1. discuss (prepared by textbook reading assignments) the common architectural structures that have been used by composers;

2. submit (via the Bb message system) assignments—prepared in Finale and then submitted as pdf and MIDI attachments—to Mr. Gardner no later than 9:00 a.m. on the days on which we are scheduled to show our work;

3. perform and explain our work to the class. In addition to whatever you send to Mr. Gardner, please bring a PRINT copy of your work for the instructor whenever you are scheduled to perform.
Each assignment will be worth up to 10 points, with 90% = A, 80% = B, 70% = C, 60% = D.

If you fail to present your work on a day that you are scheduled to present, you will receive a 0% on that assignment; no make-ups are possible.

If you must miss class, you may have someone else perform your work on that particular day to accrue for the presentation but you will still accrue an absence for that day.

Due to time constraints, not every student will have the opportunity to present all 10 of their assignments. Nevertheless, all work is due no later than 9:00 a.m. on the days on which we are scheduled to show our work; students who are to present their work will have their names drawn from a hat at the beginning of that particular class session.

**17. Fairness**

Rather than perpetuating the system in which students beg for points to raise their grades to grades that they didn't earn—because this one is on academic probation, because that one will lose a scholarship or eligibility, because some other needs a particular GPA in order to graduate, etc.—all students are treated equally in MUTH 3510/5510.

Grades are based on a percentage of the 100 points required for a "perfect" score.

You will see your grades continually updated in your online gradebook; final grades are automatically tabulated by computer immediately following the close of the Replacement Exam. Final grades are then submitted, electronically, to the Office of the Registrar . . . untouched by human hands.

A "Point Tracker" is available at the end of this file, following the syllabus; print this page and track your points and absences as we move through the semester to ensure that there are no unpleasant surprises.

The grade you will receive is the grade that you've earned, and you can be assured that no other student received a "secret exception."

**18. D-Day (Monday, 30 April)**

At 8:00 a.m. on the Monday of the last partial week of classes, attendance records will be up-to-date as of the previous Friday and all of your grades will have been entered into the gradebook.

Please note that we will continue to take attendance throughout the last week of classes.

If you have any question about your exam credit or your attendance, you must resolve the matter with Mr. Gardner through the Blackboard message system prior to 5:00 p.m. on Wednesday, 2 May. Please note that "resolved" does not mean "making the first contact" at 4:59 p.m. on Wednesday, 2 May.

After 5:01 p.m. on Wednesday, 2 May the gradebook will be set in stone and there will be no changes whatsoever . . . even if it was our error.
19. Your Pre-Final Grade (Ignore It... for Now)

Note that this pre-final tally shows an "F" in the gradebook. until 8:00 a.m. on Monday, 30 April. This is because the system is recording your current number of points toward a cumulative number of points, and all of your points won't be entered until you complete all of the work.

20. Incompletes

Be advised that an Incomplete will not be awarded simply because the student hasn't been doing the work and is failing the class.

CONDUCT

21. Financial Aid & Satisfactory Academic Progress (see below)

22. Student Behavior (see below)

23. Academic Integrity (see below)

24. Academic Misconduct

Due to copyright restrictions, audio or video recording of this class is not permitted under any circumstance; infraction may lead to university discipline in addition to civil penalty.

Do note, however, that the course instructor will be wearing a lavalier mic to record his lectures as part of a pedagogy project co-sponsored by the University of North Texas and Palacký University (Olomouc, Czech Republic).

25. Don't Shoot Me

By Texas law, any person with a License-to-Carry may now bring a concealed firearm into the college classroom.

Please visit the following for more information:


IF YOU CARRY: Please remember that your Second Amendment "right" to carry does not provide law-enforcement authority or immunity from prosecution.

IF YOU CARRY: Don't violate the 30.06 signs (several are posted in the College of Music). When open carry went into effect in Texas, the bill reduced the penalty for 30.06/30.07 sign violations to a class C misdemeanor, punishable by up to a $200 fine, no jail time, and no impact on your license to carry. However, 30.06 sign violations on campus property are a class A misdemeanor, punishable by up to a year in county jail, up to a $4,000 fine, and a five-year revocation of your license to carry.

IF YOU ARE UNCOMFORTABLE AROUND GUNS: Don't panic if you "see" a firearm. The Texas Penal Code Sec. 46.035. UNLAWFUL CARRYING OF HANDGUN BY LICENSE HOLDER states that
(a) A license holder commits an offense if the license holder carries a handgun on or about the license holder's person under the authority of Subchapter H, Chapter 411, Government Code, and intentionally displays the handgun in plain view of another person in a public place.

In other words, it is not an offense merely because you "see" a firearm inside of a backpack or purse or under a sport coat that accidentally comes open.

**GETTING IN TOUCH**

**26. Phone-and-Electronic Messages through Blackboard**

Note that many faculty no longer have office telephones. If you call my former office number (940-369-7689), you will be informed that the line is no longer active and be directed to send a message through the Blackboard message system.

Send a message! . . . which is the official method of communication at the University of North Texas. This ensures that everyone has a record of what was actually said.

**WARNING:** If you have your Blackboard messages forwarded to some other account (e.g., my.unt) and you send an e-mail TO Blackboard FROM this other account . . . the sender comes through as "unknown." To send a message TO Blackboard you must be IN Blackbord.

Please be aware that neither I nor Mr. Gardner can respond to any e-mail sent to any address other than through the Blackboard message system. You must use the Blackboard message system.

**27. Electronic Message Conduct = "Curmudgeon Alert!"

I'm old.

When I began teaching at UNT (31 years ago, long before you were born), faculty were issued a typewriter and a box of ribbons; e-mail would not be available on campus for another 7 years; DVDs would not be invented for another 8 years.

I don't IM or text or tweet or Facebook. I don't own an iPhone or an iPod or an iPad. I drive a stick shift and I still write with a fountain pen.

For people like me (and your future employer), "communication" is not pecking away on a miniature keyboard to post a message on Facebook.

"Communication" is not "texting" with your BFF LMNOP."

"Communication" is not thumbing-up acronymic code and making XQZ about why you can't take the time to write in English.

Blackboard messages that that contain misspellings, phonetic spellings, EXCESSIVE CAPS, no caps, no punctuation, 3rd-grade grammar, run-on (and on and on) sentences, Internet acronyms and abbreviations, bad manners, etc. will be returned for resubmission.
Pretend I'm your future employer, who will expect the same.

28. Who Does What?

If you have a question, please contact Mr. Gardner through the Blackboard message system. Better yet, read the course policy and the syllabus and read your messages, because you already have the answer.

All Blackboard messages will be answered within 48 hours, but please give Mr. Gardner the full 48 hours before you write to the instructor to say that you can't get a response.

If you do not receive a satisfactory resolution after discussing the matter with Mr. Gardner, please forward all relevant messages to the instructor.

(UNIVERSITY LEGALESE)

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, 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:// facultysuccess.unt.edu/ academic-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. (Also see below, UNT Care Team)

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.

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 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. (Phone: (940) 565-4323)

2017-2018 Semester Academic Schedule (with Add/Drop Dates)
Link: http://catalog.unt.edu/content.php?catoid=17&navoid=1737

Academic Calendar at a Glance, 2017-2018
Link: https://www.unt.edu/catalogs/2017-18/calendar

Final Exam Schedule
Link: http://registrar.unt.edu/exams/final-exam-schedule/spring

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

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.

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 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 recognize students in distress and what you need to do in cases of extreme behavior or references to suicide.

Link:  http://studentaffairs.unt.edu/care
PART THREE: HOW WILL I KNOW THAT I'VE ARRIVED?

Two-Part Forms
Three- and Five-Part Forms
The Rondeau
First Rondo Form
Second and Third Rondo Forms
Song Form & Trio
Ground Bass, Passacaglia, Chaconne
The Chorale Prelude
Theme & Variations
Sonata Form

TOTAL

Out of a total of 100 possible points for the semester (via your presentations):

90 points to receive an "A"
80 points for a "B"
70 for a "C"
60 to pass the class with a "D"

Minus absences!

Three class absences (i.e., three 50-minute periods) may be taken without penalty; a 4th absence automatically lowers the final grade by one letter; a 5th absence automatically lowers the final grade by an additional letter. You fail at the 6th absence regardless of your point standing in the class.