

Department of Music: Course Administration Information

In addition to a number of online resources to help navigate the school year, information relevant to your studio and classroom teaching in the Department of Music is provided here.

Please note:

- The 10-minute break between classes is scheduled to allow movement of students and instructors leaving and entering the classroom. Please be considerate of your colleagues during the 10-minute class break.
- Special events should not be scheduled during the final two weeks of either term or during mid-term week in either term. These are high demand times for students to complete requirements for their coursework.
- In the event of conflicting demands on a student's time, attendance in the class in which the student is registered takes precedence over additionally scheduled events. In the case of rehearsal and performance conflicts in ensemble courses in which a student is participating, a dress rehearsal takes precedence over a regularly-scheduled rehearsal, and a performance takes precedence over a dress rehearsal.

Class Lists:

- A class-list for your course(s) is available on your "Instructor Self-Service" feature on [Bear Tracks](#).
- Check your [Bear Tracks](#) Class List carefully on the first day of classes.
- If a student is attending your class but is *not* on your class list, please send them to the Music Office immediately.

Course Outlines and Grades:

- A copy of your course outline must be submitted to the Undergraduate Administrator in the Music Department at the beginning of each course.
- For full information regarding UofA guidelines for course outlines and other course administration information, see [section 23.4 \(Evaluation Procedures and Grading System\) in the UofA calendar](#).
- **Studio Instructors:** For Department of Music guidelines regarding information required for applied music syllabus/course outlines, please refer to *Syllabus Templates for Applied Teaching (2017-18)*, which can be found in the [Forms Cabinet](#). This document also includes grading guidelines pertaining to applied teaching.
- **Classroom Instructors:** For Department of Music guidelines regarding information required for classroom course outlines, please refer to the document *Syllabus Template for Classroom Teaching (2017-18)*, which can be found in the [Forms Cabinet](#). This document also includes grading guidelines pertaining to classroom teaching.
- Final grades are to be submitted online within 5 working days of the final exam. In the case of courses without a final exam, final grades are to be submitted online within 5 working days of the last day of classes. You will receive a notice from Bear Tracks to submit your grades.
- For further information regarding Evaluation Procedures and Grading System, see [section 23.4 \(Evaluation Procedures and Grading System\) in the UofA calendar](#).