**Department of Music: Syllabus Template for Classroom Teaching**

***To the instructor: All information below is required. Information in blue font is intended to help you prepare your syllabus, and will need to be changed or removed from the final version as appropriate.***

**Department of Music**

**Course Title & Number & Section**

**Academic Term and Year**

Instructor:

Office:

Phone: (*optional)*

E-mail: *Use your @ualberta email address, as per University of Alberta Electronic Communication Policy. Indicate how you would like the email titled, whether to email you directly or through eClass, the expected response time and whether or not you will reply to inquiries on weekends or exam dates.*

Office Hours: *Choose a variety of different times on MWF and TR cycles to try to be more available. Alternatively, you may list office hours as “By appointment”*

*Remote: When and how will you be available to chat with students?*

Course Location, Days & Time: *Room number found on Bear Tracks*

*Remote: What platform is your online class being delivered on? If the course requires students to attend via video please clearly state the logon times and days. If the course doesn’t require video conferencing Days and Times can be removed.*

Teaching Assistant Information: (*if applicable)*

**Course Description:** *Copy from the current online Calendar; Music course descriptions can be found on:* [*https://catalogue.ualberta.ca/Course/Subject?subjectCode=MUSIC*](https://catalogue.ualberta.ca/Course/Subject?subjectCode=MUSIC) *Include pre- and/or co-requisites*

It is your responsibility as a student to ensure that you have the appropriate prerequisite for the course.

**Course Objectives and Expected Learning Outcomes:** *State the main goals and objectives of the course. Make clear how your assessments are integrated into and aligned with the learning experiences and objectives of the course.*

**Course Format:** For example, “The objectives of this course will be learned from a combination of formal lectures, guest presentations, assigned readings and audiovisual materials.”

**Textbooks (and other Couse Materials):***Indicate if a textbook is required or recommended. If recommended, then required reading for the course cannot be from the textbook.*

*Remote: Include if a laptop is required or if students only need a phone or tablet. Include all other required materials (eg printer, headphones, microphone, calculator etc.).*

**Additional Course Fees:** *List of any other course fees*

**Important Dates:** See [Academic Schedule in current Calendar](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7441)

First Day of Class:

Add/Delete Date:

50% Withdrawal Date:

Withdrawal Date:

Last Day of Class:

Final Exam Date (if applicable): *For 13 Week classes please see the* [*Fall / Winter Exam Planner*](https://www.ualberta.ca/registrar/examinations/exam-schedules/fall-2019-winter-2020-exam-planner) *for the date, time and location*

Date of Deferred Final Exam:

**Lecture Schedule & Assigned Readings:** *(A table can also be created in Excel and cut and pasted into this document)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Dates** | **Topic** | **Readings** |
| *1* | *Sept 3, 5, 7* | *How To Write a Syllabus* | *Chapter 2 & 13* |
| *2* | *Sept 10 & 12* | *Joys of formatting* | *(may include web links)* |
| *2* | *Sept 14* | *Midterm #1* |  |

**Components of Course Grade:** %’s for each component, including participation &/or attendance; give dates or due-dates for tests or assignments counting for 10% or more; link assessments to course objectives &/or learning outcomes.

|  |  |  |
| --- | --- | --- |
| **Component** | **Weighting** | **Date** |
| Participation | 10% | Full term |
| Midterm #1 | 20% | Sept 14 |
| Assignment #1 | 30% | Oct 3 |
| Quiz | 10% | Nov 16 |
| Final Exam\* | 30%\*\* | Dec 15 \*\*\* |

*FYI: Students should receive the mark for at least one significant piece of term work in time for discussion with the instructor, prior to the last day to withdraw from the course. Due dates for all assignments should be listed in the syllabus. Once written in the syllabus, weighting and timing of exams and assignments cannot be changed.*

**In this course:** *Here instructors should describe how “attendance” and “participation” are evaluated if they are a component of the course grade.*

**Grading:** *Every course syllabus must contain clear information about how marks will be translated into grades.* *If your department has a set grading scale insert that information here.*

Marks for assignments, tests, and exams are given in percentages, to which letter grades are

also assigned, according to the tables below (“Department of Music Grading Scale –

Undergraduate/Graduate”). The percentage mark resulting from the entire term work and

examination then produces the final letter grade for the course.

**Department of Music Grading Scale – Undergraduate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter** | **%** | **Pts** | **Descriptor** |
| A+ | 95-100% | 4.0 | Excellent |
| A | 90-94% | 4.0 |
| A- | 85-89% | 3.7 |
| B+ | 80-84% | 3.3 | Good |
| B | 75-79% | 3.0 |
| B- | 70-74% | 2.7 |
| C+ | 66-69% | 2.3 | Satisfactory |
| C | 62-65% | 2.0 |
| C- | 58-61% | 1.7 |
| D+ | 55-57% | 1.3 | Poor |
| D | 50-54% | 1.0 | Minimal Pass |
| F | 0-49% | 0.0 | Failure |

**Department of Music Grading Scale – Graduate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter** | **%** | **Pts** | **Descriptor** |
| A+ | 95-100% | 4.0 | Excellent |
| A | 90-94% | 4.0 |
| A- | 85-89% | 3.7 |
| B+ | 80-84% | 3.3 | Good |
| B | 75-79% | 3.0 |
| B- | 70-74% | 2.7 | Satisfactory |
| C+ | 66-69% | 2.3 |
| C | 62-65% | 2.0 | Failure |
| C- | 58-61% | 1.7 |
| D+ | 55-57% | 1.3 |
| D | 50-54% | 1.0 |
| F | 0-49% | 0.0 |

**Past (or Representative) Evaluative Material:** *According to* [*GFC policy*](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Access-to-Evaluative-Course-Material-Procedure.pdf)*, every course syllabus must state how students will be given access to past or representative evaluative course material. You have the choice to use the exam registry, to post something on eClass, to provide hard copies to each student, etc.*

**Attendance and Participation:** ~~Regular attendance is essential for optimal performance in any course.~~ *Explain how the Calendar policies on “*[*Attendance*](https://calendar.ualberta.ca/content.php?catoid=28&navoid=6961#Attendance)*” will be applied in your class.*

*Remote: Will attendance be taken for all classes delivered via video conferencing? If a course is readings and quizzes then do you require participation in other ways, such as discussion in class forums, comments on readings, etc.?*

**Policy for Late Assignments:** *Make sure your policy is clear and that it is applied fairly and equally to all.*

**Missed Tests and Assignments:** *Explain what you require the student to do in order to make up for apply for missed tests and assignments.*

Deferral of term work is a privilege and not a right; there is no guarantee that a deferral will be granted. Misrepresentation of Facts to gain a deferral is a serious breach of the *Code of Student Behaviour*.

**Deferred Final Examination:** For information on how to apply for a deferred exam see [“I Missed my Final Exam, Now What?”](https://www.ualberta.ca/arts/media-library/student-services/documents/2019-documents/deferred-final-exams-april-2017.pdf)

**Student Responsibilities:**

**Academic Integrity:** The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the [Code of Student Behaviour](https://cloudfront.ualberta.ca/-/media/universitygovernance/documents/resources/policies-standards-and-codes-of-conduct/cosb-updated-july-1-2019.pdf) and avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

All students should consult [the Academic Integrity website](https://www.ualberta.ca/current-students/academic-resources/academic-integrity). If you have any questions, ask your instructor.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process.](https://www.ualberta.ca/provost/dean-of-students/student-conduct-and-accountability/discipline-process)

**Include in all language courses:**

*Students involved in language courses and translation courses should be aware that the use of on-line translation to complete assignments constitutes a form of cheating as the student’s own understanding and work is therefore not reflected. Also, students in language courses should be aware that, while seeking the advice of native or expert speakers is often helpful, excessive editorial and creative help in assignments is considered a form of cheating that violates the Code of Student Behaviour.*

**Recording of Lectures:** Remote: You may choose to remind students of this policy on the first day of classes. Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

**Media Archives and Departmental Broadcasting of Audio-visual Material:**

Audio or video recording of performances, lectures, seminars, or any other academic or research environment activities are carried out by the Department of Music for archival purposes. These archives may be collected and housed in the Music Library. Recorded material is to be used solely for non-profit, educational, research, and community outreach purposes, and is not to be used or distributed for any other purpose without obtaining the express permission from all parties involved.

Please be advised that your solo or group performance may be featured on the University of Alberta's Department of Music website and/or social media platform(s). If you object to this use of audio and/or video material in which you will be included, please advise your instructor or the Department of Music in writing prior to participating in any performance, lecture, seminar or public event held by the Department of Music."

**Disclaimer:** Any typographical errors in this syllabus are subject to change and will be announced in class and posted on eClass. The date of the final examination is set by the Registrar and takes precedence over the final examination date reported in this syllabus.

**Student Resources:**

The best all-purpose website for student services is: <https://www.ualberta.ca/current-students>.

**Accessibility Resources:** (1 – 80 SUB)

The University of Alberta is committed to creating work and learning communities that inspire and enable all people to reach their full potential. Accessibility Resources promotes an accessible, inclusive, and universally designed environment. For general information to register for services visit the  [Accessibility Resources](https://www.ualberta.ca/current-students/student-accessibility-services) webpage.

**The Academic Success Centre:** (1-80 SUB)

[The Academic Success Centre](https://www.ualberta.ca/current-students/academic-success-centre) offers a variety of workshops on effective study and exam strategies. There are in-person and online sessions available for a modest fee.

**The Centre for Writers:** (1-42 Assiniboia Hall)

The [Centre for Writers](https://www.ualberta.ca/current-students/centre-for-writers/) offers free one-on-one writing support to students, faculty, and staff. Students can request consultation for a writing project at any stage of development. Instructors can request class visits and presentations.

**First People’ House:** [The First Peoples' House](https://www.ualberta.ca/current-students/first-peoples-house/index.html) provides an environment of empowerment for First Nations, Métis, and Inuit learners to achieve personal and academic growth.

**Health and Wellness Support:** There are many health and community services available to current students. For more information visit the [Health and Wellness Support](https://www.ualberta.ca/current-students/wellness) webpage.

**Office of the Student Ombuds:**

The [Office of the Student Ombuds](https://www.ualberta.ca/current-students/ombuds) offers confidential interviews, advice and support to students facing academic, discipline, interpersonal and financial difficulties.

**Learning and working environment:**

The Faculty of Arts is committed to ensuring that all students, faculty and staff are able to work and study in an environment that is safe and free from discrimination and harassment. It does not tolerate behaviour that undermines that environment.

It is the policy of the University of Alberta that sexual violence committed by any member of the University community is prohibited and constitutes misconduct. Resources and more information can be found at <https://www.ualberta.ca/campus-life/sexual-violence>

To read the policy in more detail, please visit: <https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Sexual-Violence-Policy.pdf>

**Working Alone Policy:**

Remote: Presently (Fall term),access in University Buildings including the Fine Arts Building (FAB) and Old Arts is closed. Access may be granted through special permission and reservation. University COVID-19 updates ( <https://www.ualberta.ca/covid-19/updates/index.html> ). Follow all University and Department protocols for safety (eg masks, hand washing, surface cleaning, etc.). This will be reviewed for Winter term.

The **Fine Arts Building** hours are as follows and subject to change:

* 7:30 AM - 9: 30 PM on weekdays\*
* 7:30 AM - 8:00 PM on weekends\*
* The building is closed on holidays

*\* Please note restricted corridors are locked at 4:30 PM during the week and locked throughout the weekend. Card access is required.*

Students (and staff) may choose to work alone after hours, particularly those students using practice room or rehearsal space. While the department strongly encourages students to practice, students are not required to be on the premises after hours. Students choosing to work alone should take all necessary precautions to ensure their own safety. This includes: a) using the "buddy system" and/or notifying someone of their intent to work alone by communicating the time and exact location; b) being aware of emergency protocols, including the location of emergency phones, medical devices and/or exits; and, c) utilizing University programs, such as "SafeWalk" as a precaution. We **strongly recommend** that all students working in the building after hours keep their mobile devices on their person.

Students should be vigilant in their surroundings. This includes reporting suspicious individuals and/or activity to UAlberta Protective Services. Emergencies should be reported to Edmonton Police Services via 911.We also ask students to carry their ONEcard at all times in order to access restricted areas. Please do not prop doors open and be wary of "tailgating" (when an individual follows you through a locked door without utilizing a card / key). Valuables should be kept on your person at all times.

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

Policy about course outlines can be found in the [Evaluation Procedures and Grading System](https://calendar.ualberta.ca/content.php?catoid=20&navoid=4939#Evaluation_Procedures_and_Grading_System) section of the University Calendar.

**Copyright:** Instructor’s Name, Faculty of Arts, University of Alberta (*year*) *[some professors have been adding a copyright statement. It is not really necessary, but it may be useful to reinforce the fact that your syllabus is your intellectual property.]*