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

***To the instructor: All information below is required (unless marked as optional). 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.***

**Remote delivery considerations are in Yellow**

**Department Name**

**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”*

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

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

***If online****: Name the platform your online class is being delivered on. If the course requires students to attend via video please clearly state the log-on times and days. If the course does not require video conferencing then Days and Times can be removed.*

Teaching Assistant Information: (*if applicable)*

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.

*See* [*here*](https://www.ualberta.ca/centre-for-teaching-and-learning/teaching-support/indigenization/land-acknowledgements.html) *for the text of several University of Alberta land acknowledgements and guidance on how to use them or to create your own.*

**Course Information**

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

**Course Description:** *Copy from the* ***current*** *online Calendar. Include pre-and/or co-requisites.*

**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 Course Materials):***Indicate if a textbook is required or recommended. If only recommended, not required, then required reading for the course cannot be from the textbook.*

*Include if a laptop is required or if students only need a phone or a tablet. Include all other required materials e.g. printer, headphones with a mic, calculator etc.*

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

**Important Dates:** See [Academic Schedule](https://calendar.ualberta.ca/content.php?catoid=39&navoid=12423) and [Major Dates and Deadlines](https://calendar.ualberta.ca/content.php?catoid=39&navoid=12357) [in **current** Calendar](https://calendar.ualberta.ca/content.php?catoid=36&navoid=11353).

First Day of Class:

Add/Delete Date:

50% Withdrawal Date:

Withdrawal Date:

Last Day of Class:

Final Exam Date:

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:** Percentages 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.*

**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.*

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

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=36&navoid=11176#attendance) *will be applied in your class.*

**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 missed tests and assignments.*

*Approval of an excused absence from term work is at the discretion of the instructor. Instructors must describe their policy in the syllabus. Students must ask the instructor for approval of missed term work within two working days of the absence (or as soon as possible with due regard for the circumstances). Instructors may ask students to complete a “*[*Request for Deferral of Term Work*](https://www.ualberta.ca/arts/student-services/undergraduate-student-services/request-an-excused-absence-or-deferral-of-term-work-2023..docx.pdf)*” form (available in “Forms for Students” on* [*the Arts Student Services site*](https://www.ualberta.ca/arts/student-services/index.html)*). This request should be kept by the instructor with their class records for 3 months after the end of classes. It may be requested by the Arts Undergraduate Student Services office if the student applies for a deferred final examination or makes a grade appeal.*

*Common sense and compassion should be the guiding factors in deciding whether the student’s circumstances justify granting an excused absence. Acceptable reasons include incapacitating illness, severe domestic affliction or religious reasons. Students cannot be required to present medical documentation to support absence due to illness. Click* [*HERE*](https://www.ualberta.ca/registrar/examinations/exam-guidelines-for-instructors/what-to-do-when-a-student-is-sick.html) *for more detailed information.*

*Note: Transferring the weight of missed work to the Final Exam could result in the student not being approved for a deferred final examination. Deferred examinations are only granted if a student has attempted at least 50% of the term work as assigned in the syllabus. Instructors should warn students about this rule.*

*Note: If a student has not completed a substantial portion of their course work by the final*

*withdrawal deadline, instructors should advise them to consider withdrawing from the course.*

*Petitions to the Associate Dean (Undergraduate) for back-dated withdrawals are rarely granted.*

Receiving alternate arrangements for the completion of term work is a privilege and not a right. There is no guarantee that late work will be accepted or that an absence will be excused.  Misrepresentation of facts to gain an unfair academic advantage over other students is a serious breach of the [Code of Student Behaviour](https://www.ualberta.ca/governance/resources/policies-standards-and-codes-of-conduct/code-of-student-behaviour.html).

Deferred Final Examination: Students must apply to their home Faculty for a deferred examination. The application form for Arts students is in “Forms for Students” on [the Arts Student Services site](https://www.ualberta.ca/arts/student-services/index.html).

**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 (on the [University Governance](https://www.ualberta.ca/governance/index.html) website) and avoid any behaviour which 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.

Instructors are required to report suspected violations of the COSB. See the [Academic Discipline Process.](https://www.ualberta.ca/provost/dean-of-students/student-conduct-and-accountability/discipline-process)

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. Students who want to strengthen their academic skills and learn more on topics such as note-taking, time management, and academic integrity are encouraged to explore [The Academic Success Centre](https://www.ualberta.ca/current-students/academic-success-centre/index.html).

**Recording of Lectures**: 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).

**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.

If you are experiencing harassment, discrimination, fraud, theft or any other issue and would like confidential advice and information, please contact any of these campus services:

* [Office of Safe Disclosure & Human Rights](https://www.ualberta.ca/provost/portfolio/office-of-safe-disclosure-human-rights/index.html)*:* A safe, neutral and confidential space to disclose concerns about how the University of Alberta policies, procedures or ethical standards are being applied. They provide strategic advice and referral on matters such as discrimination, harassment, duty to accommodate and wrong-doings. Disclosures can be made in person or online using the [Online Reporting Tool](https://ualberta-gme-advocate.symplicity.com/titleix_report/index.php)

* [University of Alberta Protective Services](https://www.ualberta.ca/protective-services): Peace officers dedicated to ensuring the safety and security of U of A campuses and community. Staff or students can contact UAPS to make a report if they feel unsafe, threatened, or targeted on campus or by another member of the university community. For non-emergency dispatch, call 780-492-5050. For lost and found, call 780-492-2943. In an emergency, call 911.

[Sexual Violence Supports:](https://www.ualberta.ca/campus-life/sexual-violence/index.html) - It is the [policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Sexual-Violence-Policy.pdf?_gl=1*14h8zmi*_ga*NjUwMTI5NjcyLjE1NzE0MTM0NjU.*_ga_21TWH2P5G7*MTY2MDMyMjE4NC4xODIuMS4xNjYwMzI1MTk4LjA.) of the University of Alberta that sexual violence committed by any member of the University community is prohibited and constitutes misconduct. The University takes seriously its responsibility to reduce sexual and gender-based violence through a culture of consent, gender inclusivity, anti-oppression and support, and to respond to misconduct or conditions that allow, facilitate, or give rise to sexual and gender-based violence.

**Student Resources**

[The University Calendar](https://calendar.ualberta.ca/index.php?catoid=39) is one of the principal sources of U of A policy information for students. It includes admission requirements and deadlines, academic regulations, programs of study, academic standards, degree requirements, and University policies for both undergraduate and graduate students.

[The Student Service Centre](https://www.ualberta.ca/services/student-service-centre/index.html) provides students with information and access to services to support academic, financial, mental, and physical well-being.

[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.

[The Academic Success Centre](https://www.ualberta.ca/current-students/academic-success-centre/index.html) provides professional academic support to help students maximize their academic success and achieve their academic goals. They offer appointments, advising, group workshops, online courses, and specialized programming year-round to students in all university programs, and at all levels of achievement and study.

[Writing Services](https://www.ualberta.ca/current-students/academic-success-centre/writing-services/index.html) offers free one-on-one writing support to students, faculty, and staff. Students can request a consultation for a writing project at any stage of development. Instructors can request class visits and presentations.

Under the [Discrimination, Harassment and Duty to Accommodate policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Discrimination-Harassment-and-Duty-to-Accommodate-Policy.pdf), the Office of the Dean of Students coordinates academic accommodations for prospective and current students with documented disabilities affecting mobility, vision, hearing, learning, and physical or mental health. The provision of academic accommodations helps to remove structural barriers that these students encounter in academic environments in order to facilitate equivalent learning opportunities for these students. [Academic Accommodations](https://www.ualberta.ca/current-students/academic-success-centre/accessibility-resources/index.html) promotes an accessible, inclusive, and universally-designed environment at the University of Alberta.

[Health and Wellness Support for Students](https://www.ualberta.ca/current-students/wellness/index.html) outlines the mental and physical health resources which are offered on-campus and in the community.

[The Office of the Student Ombuds](https://www.ualberta.ca/current-students/ombuds/index.html) is a confidential service which strives to ensure that university processes related to students operate as fairly as possible. They offer information, advice, and support to students, faculty, and staff as they deal with academic, discipline, interpersonal, and financial issues related to student programs.

[Need Help Now](https://www.ualberta.ca/current-students/need-help-now.html) webpage offers contact information for a variety of supports if you are in immediate need of mental health and wellness support. You can also call the 24-hour Distress Line: 780-482-4357 (HELP).

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.

Policy about course outlines can be found in [Course Requirements, Evaluation Procedures and Grading](https://calendar.ualberta.ca/content.php?catoid=39&navoid=12216#evaluation-procedures-and-grading-system) in the University Calendar.

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