

**University of North Dakota
Department of Music**

Syllabus Policy

Instructors of classroom courses, performing ensembles and applied lessons are required to develop a course syllabus for each offering of a course and to communicate the syllabus to students on, or before, the first day of the class. “Syllabus” is defined in this policy as a written document addressing what students need to know in order to be successful in the course. Each syllabus contains information specific to the course (e.g., goals, assignments, class policies, grading) and information regarding University policies that may affect their participation in the course (e.g., a disability accommodation, Faculty reporting obligations regarding sexual violence). Information regarding University policies, which are required in course syllabi, will be provided to faculty as a separate document in the “Policies” section of the Department of Music web site.

Course syllabi must be distributed to students as a digital document. Normally, this is done on the Blackboard course web site. Each semester PDF copies of course syllabi and instructor schedules must be sent to the Music Department Office no later than the end of the third week of classes.

Special Topics, Special Projects, Senior Project, Theses, Recitals and similar unique educational experiences will be contractually arranged by the instructor and the student, using the Department of Music Special Topics form or Recital Procedures in lieu of a syllabus and are not subject to this Syllabus Policy.

The elements listed in the Syllabus Template are required, unless noted as “optional” or “if appropriate.” Faculty are free to add additional elements as they deem appropriate.

Syllabus Template

University of North Dakota
Department of Music

Semester, Year

Title of Course: Number (i.e., MUSCXXX), Section

Building: Room Number

Blackboard Information (if applicable)

Instructor: Name

Office location and hours: [2 hrs min./wk.] and by appointment

Note: Office hours are essential to effective teaching. The faculty handbook notes the instructor's responsibility for "Being readily available to students for individual conferences relating to course work or other matters of concern and interest to students. Faculty should post a schedule indicating times when they will be available for consultation." (I 1.1). Section III-2 of the handbook reiterates the "obligations of UND faculty members to be available for advising students..., with instructions that faculty members must "set aside several hours each week for office hours and to post a listing of these hours in a readily accessible place."

Phone:

E-mail:

Teaching Assistants (if applicable):

Office location and hours:

Phone:

E-mail:

Description of Course

Give a description of the course subject matter and some of the reasons for its importance or other contextual material.

Objectives of the Course

Describe the intended outcomes and goals of the courses, including perhaps the skills practiced and the knowledge of particular subject matter or of an approach to learning gained.

[Note: If the course is an Essential Studies course, please include this fact in the description, noting its category within the program and the goals or objectives of the course in terms of the ES, as well as the music-specific outcomes.

Texts

Required texts or materials:

Optional texts:

Texts on reserve:

Other required materials:

Grading System

(e.g. A – 90-100; B – 80-89; C – 70-79; D – 60-69; F – 0 - 49)

Major Assignments and Percentage of Final Grade

Outline the percentage each assignment is worth.

Exams and Percentage of Final Grade (These may vary according to the course).

Quizzes:

Class Participation:

Midterms:

Major Assignment(s):

Final exam:

[Note: Please remember that according to UND policy, final exams may only be given during finals week.]

Course Policies

Course attendance: *Describe all attendance policies in detail.*

Participation in class discussions: *Outline all expectations, especially relation to final grade.*

Timely completion of assignments: *Note any consequences for late assignments, missed tests or examinations.*

Expectations for Student Attendance, Class Participation and Behavior

Attendance or participation policy.

Some instructors include expectations for civil behavior and consequences for any disturbances of the class. If you have a policy regarding the use of personal electronic devices, include it here. (e.g., Unless it is required for a class activity, you should not receive or make phone calls or texts, send or receive e-mail, or take photographs or video. Laptop computers and tablets may be used only for note-taking or for designated in-class assignments. Failure to abide by these rules will result in a grade penalty (usually 3 points per offense). I reserve the right to increase the grade penalty depending upon the severity and frequency of the offense.)

Support of Student Learning (e.g., Resources for Students on campus, Study/Practice Tips, How to Get Course Help)

Having a section of the syllabus to support student learning is encouraged, but it is optional.

Calendar of Course Required Performances, Assignments and Exams (as appropriate to the course)

Required performances, major assignments, readings and exams must be noted on a calendar of assignments. Although, it is not required, calendar headings highlighting topics or ideas studied during each section of the course can be very helpful to students. It is also helpful for students to have an evaluated assignment before the third week of the class in order to provide explicit course expectations. Also, students are more likely to

participate and attend a class when graded assignments occur throughout the semester on a regular basis.

Academic Integrity:

Statement of course policy on cheating making reference to UND and Music Department policies.

*[Suggested wording - Collaboration or sharing of test or exam information before, during, or after a test or exam is cheating. In written assignments, you must acknowledge any other author's material; **all uncited material must be your work.** Written assignments must contain proper documentation of all directly quoted material and paraphrased material as well. If you cheat on tests, share test materials with others, submit any written work without necessary citation, or indulge in unauthorized collaboration on written work or examinations, you will receive a **ZERO** for the unit of work in question. Repeaters will receive an **F** for the course. All students involved in academic dishonesty will have their names referred to the Music Department Chair and to the Dean of Students' office. For more information on university policy on these matters, consult the Academic Catalog, the Code of Student Life, Section 3-3 and the Department of Music's Academic Dishonesty Policy. If in doubt, please ask me well before your assignment is due.]*

Revision of This Syllabus *[Note: Any syllabus revision must be preceded by reasonable notice to the students.]*

This syllabus is intended to give you guidance on what may be covered during the semester and will be followed as closely as possible. However, it may be modified, supplemented or changed as the course needs arise. Notice of such changes will be by announcement in class [and by written or email notice and/or on the course web site (as appropriate)].

Copyright *[optional]*

The lectures, recorded and/or delivered from written notes and course materials (including power point presentations, tests, outlines, and similar materials) are protected by federal copyright law as the instructor's original works. You are permitted to take notes of lectures and to use course materials for your use in this course. You are not authorized to reproduce or distribute notes of lectures or my course materials or make any commercial use of them without the instructor's express written consent.

University of North Dakota Notices for Inclusion in Course Syllabi AY 2015-2016

Notice of Nondiscrimination

It is the policy of the University of North Dakota that no person shall be discriminated against because of race, religion, age, color, gender, disability, national origin, creed, sexual orientation, gender identity, genetic information, marital status, veteran's status, or political belief or affiliation and the equal opportunity and access to facilities shall be available to all. Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Director of Equal Employment Opportunity/Affirmative Action and Title IX Coordinator, 401 Twamley Hall, 701.777.4171, und.affirmativeactionoffice@UND.edu or the Office for Civil Rights, U.S. Dept. of Education, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency.

Disability Policy

Contact me to request disability accommodations, discuss medical information, or plan for an emergency. My office location and contact information are as listed on the first page of the syllabus. To get confidential guidance and support for disability accommodation requests, students are expected to register with DSS at <http://und.edu/disability-services/> 180 McCannel Hall, or 701.777.3425.

Faculty Reporting Obligations Regarding Sexual Violence

It is important for students to understand that faculty are required to share with UND's Title IX Coordinator any incidents of sexual violence they become aware of, even if those incidents occurred in the past or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow UND to provide resources to help the student continue to be successful at UND. If you have been the victim of sexual violence, you can find information about confidential support services at <http://und.edu/affirmative-action/title-ix>.

UND Cares Program

The UND Cares program (<http://und.edu/und-cares/>) seeks to educate faculty, staff and students on how to recognize warning signs that indicate a student is in distress.

How to Seek Help When in Distress

We know that while college is a wonderful time for most students, some students may struggle. You may experience students in distress on campus, in your classroom, in your home, and within residence halls. Distressed students may initially seek assistance from faculty, staff members, their parents, and other students. In addition to the support we can provide to each other, there are also professional support services available to students on campus through the Dean of Students and University Counseling Center. Both staffs are available to consult with you about getting help or providing a friend with the help that he or she may need. For more additional information, please go to <http://und.edu/und-cares/>