**COURSE SYLLABUS**

**MUS 212/L: Musicianship IV**  
Section: 10783/10784  
T/Th, 9:30-10:45  
CY113  

**Instructor:** A.J. McCaffrey, D.M.A.  
**arthur.mccaffrey@csun.edu**  
**Office:** CY232  
**Office hours:**  
Mondays 1:30-2:30  
Tuesdays & Thursdays 11-12  
**Additional times available by appointment**

**Course Description:** The three-year sequence of Musicianship classes (levels I–VI) provides a structured environment in which students develop the basic musical skills expected of those working toward a music degree. The present class, Musicianship IV, continues the course of study begun in levels I–III. Focus areas at this level include music fundamentals; singing prepared melodies, melodies at sight, and arpeggiating Roman numeral progressions using “movable do” solfége; rhythm performance; melodic, harmonic, and rhythmic dictation; and basic conducting.

**Prerequisites:** Music 211/L (Musicianship III), placement exam, or permission of instructor in consultation with the coordinator of musicianship. Additionally, students should already have taken (or placed out of) MUS 213 (Harmony I) and be currently enrolled in MUS 214 (Harmony II)*. In addition, good keyboard skills are an enormous asset.

Topics for this course, in both dictation and singing, include diatonic and basic chromatic materials in tonal music, such as diatonic seventh chords, decorative and passing chromaticism, and secondary functions.  
*If you do not feel comfortable or familiar with these concepts, it is strongly recommended that you review them outside of class.* Your instructor can direct you to the appropriate resources, such as tutors, textbooks, online help, etc.

**Required Texts** (available in the Matador Bookstore):  
Horvit/Koozin/Nelson, “Musicianship III & IV” course pack

**Things to Bring to Each Class Meeting:**  
• Musicianship V & VI Course Manual in a 3-ring binder (should also contain blank staff and lined paper for note-taking)  
• Pencils and erasers  
• Folder for handouts  
• A RED PEN (see below)

**Course Expectations:**  
I expect that you, the student, will:  
• Come to class regularly  
• Come to class prepared  
• Come to class on time  
• Contribute positively to the class environment and participate in all class activities. Be ready and willing to perform regularly  
• Do the assigned work  
• Cover any material missed through absence or tardiness by consulting with classmates and the textbook*  
• Satisfactorily complete all assignments, quizzes, exams and projects  
• Not hesitate to contact me with any difficulties you are having in understanding course topics
• Immerse yourself fully into the musical concepts of this style and time period, giving the benefit of the doubt to new, uncomfortable and/or unfamiliar material
• Spend time throughout the semester thinking about the connections between this music and the music you most commonly play, listen to and practice
• Be willing to approach this material with techniques from other classes and even disciplines, including harmony, instrumental performance, art, mountaineering, accounting...

Office Hours and Extra Help:
My goal in this course is to help you learn the material, and to be available to you as best I can, through emails and office hours, when you’re having difficulty. If you’re having a problem in this class, let me know. Remember, I can’t help solve a problem that I don’t know about! *Important note: my office hours are to help students with their understanding of concepts, not to re-teach a class that you have missed or were late for. If you miss a class, you should make every effort to cover the material on your own by completing assignments and consulting with classmates and the texts and handouts for this course; then and only then should you come to me with questions outside of class.

Important Dates:
• Tuesday, January 24 First day of classes
• Friday, February 10 University Add/Drop deadline
• Tuesday, March 14 Mid-term Dictation Exam (in class, CY113)
• Thursday, March 16 Mid-term Individual Singing Assessments, 9:30-10:45am and by additional appointment, CY232. Sign-up times will be available on Moodle.
• Thursday, May 11 Final Dictation Exam (in class, CY113)
• Tuesday, May 17 Final Individual Singing Assessments, 8-10am, CY232. Sign-up times will be available on Moodle.
• Friday, May 26 Final Grades due/posted

Grading Categories & Descriptions:
• Homework assignments (take-home dictations) 20%
• In-class prepared & unprepared performance of melodies, arpeggios, and rhythms 20%
• In class dictation quizzes, announced and unannounced 20%
• Mid-term exam (in-class dictation test and individual prepared and unprepared singing (weighting between dictation & singing TBA) 20%
• Final exam (in-class dictation test and individual singing (weighting between dictation & singing TBA) 20%

Grades will be given using plusses and minuses, using the following scale:
A  93-100   B+  87-89.99   C+  77-79.99   D+  67-69.99   F  59 and below
    80-82.99   C-  70-72.99   D-  60-62.99

Important note: Any final grade below a C- is not considered a passing grade for music majors in a music class.

More Grading Policies and Class Mechanics:
Assignments
• You will be evaluated on three different kinds of activities, all of which will involve our course packet: 1) assigned/prepared singing in class of melodies, rhythms, and arpeggios; 2) unassigned/unprepared (“sight”) singing in class of melodies, rhythms, and arpeggios, and 3) assigned melodic, harmonic, and rhythmic dictations to be completed at home and turned in.
• Assignments will be written on the board in class. As much as possible, the list of assignments will be kept up-to-date on our Moodle page. Remember, you are responsible for any assignment given in class even if it doesn’t show up on Moodle! Check with your colleagues ASAP if you miss a class.
• We will typically go over assignments at the beginning of the class for which they are due. **It is imperative that you circle your mistakes with a red pen!** This will ensure that both you and I are keeping track of the things you need to work on or need extra help with. After we go over the assignment, you will turn it in to me. I will give the assignment a grade between 80-100 percentage points and return it to you asap.

• Late assignments will not be accepted. See below for exceptions.

• In general you will receive one singing grade per week, and these grades will be regularly posted on Moodle. If you are dissatisfied with your singing performance in class you are welcome to re-sing the material for me in my office for a better grade at my discretion. **You must make an appointment with me by email, and this re-sing must take place within one week of the original in-class performance.**

**NEW: Online Musicianship Drills via “Moodle Module”**

• This semester, we will be alternating weekly between written, turned-in assignments with exercises and quizzes available on our Moodle page. In our weekly schedule of topics, click on the “Solfege Module” link for that week and follow instructions. You will be asked to complete a set of exercises each day on the topic of the week, and then complete a quiz at the week’s end. Points will be given for both successful completion of the quiz AND regular engagement with the practice activities! A score for how often you engage with the practice material will be factored into your “Assignment” grade for the course while the quiz results will be included in your “Quiz” totals for the course.

**Quizzes and Exams**

• **Quizzes may or may not be announced.** Scheduled quizzes and exams will be listed on Moodle.

• Beside each item on a graded dictation quiz or exam, you will see the number of subtracted points, your points earned out of the total available points, and then that score converted to a percentage out of 100: for instance, “-15, 112/127, 88%”. The scores for all items will be averaged together for a total percentage score using a 100 point scale. See the rubrics listed below for more information.

• Both the midterm and final exam for this class will have two portions: 1) an in-class dictation exam and 2) an individual singing assessment which will take place in my office (CY232) and for which you will sign up on Moodle. (See “Important Dates” above)

**Rubrics for Quizzes, Exams, and Prepared/Unprepared In-class and Individual Singing Assessments:**

• Prepared and unprepared singing performances will be graded on a 100-point scale. Points will be weighted by criteria as follows:
  • Accuracy of pitch: 25 points
  • Accuracy of rhythm and “flow” – that is, performing at a consistent tempo with no stops and starts: 25 points
  • Accuracy of intonation: 20 points
  • Accuracy/consistency of conducting: 15 points
  • Accuracy of solfege syllables: 15 points

• For graded melodic (and rhythmic) dictations, you will hear a melody or rhythm for a specified number of listenings and be asked to accurately transcribe that material onto a staff.
  • Points will be allocated by pitch or beat, depending on the density and complexity of the material.
• Typically for each note, two points will be allocated for pitch and one for rhythm, which will determine the total number of points for that melody or rhythm (see above under “Quizzes and Exams” for more information on how the total grade is calculated).

• Partial credit will be given for dictations that are “off by one”, either rhythmically (by, say, one subdivision) or melodically (i.e., the relative intervals between the notes are correct but the actual pitches are not).

• For graded harmonic dictations, you will hear a harmonic progression for a specified number of listenings. You will be asked to notate the bass and soprano voices on a grand staff and indicate the correct Roman numeral and any necessary 7th chord/inversion symbols.
  - Each pitch in the soprano line will be worth two points, as will each pitch in the bass line.
  - Each Roman numeral will be worth five points. These points represent the accurate identification of the root, quality, type (i.e. triad vs. seventh chord), inversion, and function of each chord, and partial credit will be given.

More on Assignments, Quizzes & Exams:

• If you miss a quiz or cannot turn in a dictation assignment due to illness or emergency, with my permission either it may be turned in on a later date (assignments), completed as a take-home quiz (quizzes), or its grade may be waived (i.e. it will not count toward your assignment or quiz total total on the Moodle gradebook) only if you email me before the start of the class in which the assignment is due or the quiz is given. If you need this accommodation more than two times, you will need to provide an doctor’s note or some kind of official documentation explaining your absence and/or reason why you were not able to complete or turn in the assignment. Neither the mid-term exam nor the final exam may be made up with this official documentation.

• All accommodations for missed quizzes, missed exams, and late/missing/incomplete assignments are granted at the instructor’s discretion.

• All assignments, quizzes and exams are to be done IN PENCIL. The first quiz or homework assignment done in pen will be assessed 15% penalty, and each additional ink-based infraction will be assessed increasingly larger penalties proportional to my mood after trying to decipher pen scribbles.

• Please see below for the University’s Policy on Missed Classes Due to Participation in University-Approved Activities for information on how this policy affects assignments, quizzes, and exams.

Music Department Attendance Policy:
Do everything within your power to attend every class session! Music Department policy mandates that absences in excess of 10% of the class meetings result in the reduction of your final grade by one grade increment (e.g., A- becomes a B+). Two tardies equal one absence.

How Grading Works in this Class:

You receive both a “lecture” grade and a “lab” grade for this course. The “lecture” grade is calculated using the Grading Categories & Descriptions and Grading Scale guidelines above, minus any attendance penalty. Assuming you complete your Concert Attendance Requirement (see below), you receive the same grade for the “lab” portion of the course.

If you do not fulfill the Concert Attendance Requirement, you may request, in writing on the approved form, an Incomplete for the “lab” portion of the course. Note that you must request an Incomplete; one will not be assigned to you automatically.
To be considered for an Incomplete: 1) you must be passing class; 2) you must submit the required form no later than your appointment for individual aural testing during Finals week; 3) the proposed date for completion must be no later than the last day of classes of the subsequent semester.

To clear an Incomplete, you must attend 13 events during the subsequent academic semester; qualifying events will be determined by the criteria listed in Concert Attendance Requirement, below. Note that you must attend 13 events—not just the balance of concerts you didn’t already attend. No concert attendance is held over to the next semester. Incompletes not cleared within this period will be automatically converted to a \textbf{F(Fail)} by the University Admissions and Records Office.

\textbf{Academic Integrity:}
On all written assignments, you are expected to do your own work. Work on assignments or projects which is clearly plagiarized, or for which the student intentionally misleads the instructor as to its origin, will not be tolerated. Visit \url{http://www.csun.edu/~vcspc00g/303/achonesty.html} for information about the University’s \textit{Student Conduct Code}, and a description of disciplinary procedures resulting from violations of the Code.

\textbf{Concert Attendance Requirement:}
Attendance at 13 concerts is required to receive the lab portion of your grade (see \textit{How Grading Works}, above). Of these, at least 9 must fall into Category 1, described below; the remaining 4 may be—but do not need to be—in Category 2.

\textbf{Category 1—Programs and Events Sponsored by the CSUN Music Department:} This category includes faculty and student recitals, guest artist programs sponsored by the Department, concerts by the Department’s ensembles, the CSUN Opera, midday Tuesday and Thursday recitals, master classes held under the Department’s auspices, and others. Most Music Department events are held on-campus, but sponsored off-campus performances of the CSUN ensembles qualify in this category. Events on the CSUN Performing Arts Center’s season also qualify, as long as they contain a significant \textit{live music} component (i.e., a dance program with live musical accompaniment qualifies, but a dance program with recorded music does not). If you’re in doubt regarding whether an event fits in this category, \textit{ask the Instructor}.

When Concert Cards are collected at the door following a Music Department–sponsored event (most on-campus events), \textit{you must turn in your card at that time}; look for the “Concert Cards Collected Here” sign. \textit{Except when cards are not collected at an event, no cards may be turned in later. Forgetting to bring a card, or to turn one in, is not a valid excuse.}

To receive credit for events at which cards are not collected, you must turn in a Concert Card, along with a program, ticket, or other supporting document, to your Musicianship Instructor \textit{within two weeks following the event}. Cards handed in later than two weeks following an event will be disallowed. Note that it’s your responsibility to verify whether cards are being collected at an event; if cards are collected, any card you turn in independently will be disallowed.

\textbf{Category 2—Other Events:} This category includes all qualifying events not identified in Category 1 above. To receive credit for outside concert attendance, you must turn in a Concert Card, along with a program, ticket, or other supporting document, to your Musicianship Instructor \textit{within two weeks following the event}. Cards handed in later than two weeks following an event will be disallowed.

\textbf{The Bottom Line:} Plan for concert attendance—it is part of this course and your grade.

\textbf{Final Word:} \textit{It is each student’s responsibility to know and follow the entire contents of this syllabus.} This syllabus is subject to change. Students will be notified of any changes and the most current version of the syllabus will be kept on Moodle.