Faculty and Course Information

Instructor
Dr. Laurence Sherr, Professor of Music, Composer-in-Residence
Office: Music Building 116
Phone: 470-578-3406
E-mail: lsherr@kennesaw.edu

Class Meetings
Tuesday and Thursday, 12:00–12:50 pm
WB 119

Course Website
KSU D2L Brightspace: http://d2l.kennesaw.edu/

Course Communication
I am available to speak with you in person or on the phone, and to communicate by email. In-person communication is preferred, and the other specified modes are also completely viable. Office Hours: to be announced

Electronic Communications
“The University provides all KSU students with an “official” email account with the address “students.kennesaw.edu.” As a result of federal laws protecting educational information and other data, this is the sole email account you should use to communicate with your instructor or other University officials.”

Required Materials
The required books are The Study of Orchestration (Fourth Edition) and the accompanying Workbook for The Study of Orchestration (Fourth Edition), both by Samuel Adler. The textbook is needed every class to follow the demonstration of musical examples. Textbook listening examples are at: https://digital.wwnorton.com/orchestration4. Also required are manuscript paper (12 staff recommended) and a straight edge (triangle recommended). An USB flash drive (for storage and class sharing of project files) is required.

Course Description, Credit Hours, and Prerequisites

Catalog Course Description
MUSI 3324 - Instrumentation/Arranging
2 Class Hours 0 Laboratory Hours 2 Credit Hours
Prerequisite: A grade of “C” or better in MUSI 2222

A study of the characteristics of orchestral instruments, including scoring principals and techniques. In addition the course includes the arranging of musical works for a variety of large and small vocal and instrumental ensembles.
**COURSE GOALS**

**Purpose/Rationale**
The understanding of instrumental and vocal capabilities, and the art of combining performers in arrangements and compositions, are musical proficiencies that are an important part of professional training. This upper division course builds on the techniques of SATB vocal scoring utilized in the first two years of music theory. After gaining knowledge in the idiomatic use of instruments and voices, students will achieve skill in arranging music for groupings of individual instruments and for the sections of instruments playing together in a large ensemble. At a higher level, students will expand basic choral arranging techniques to master the encompassing principles of scoring and arranging applicable to ensembles such as orchestras, wind ensembles, choirs, and jazz bands. Gaining experience in instrumentation and arranging provides knowledge and abilities important for success in a broad range of musical disciplines.

**Course Goals and Objectives**
Students will learn about the technical capabilities and musical characteristics of standard instruments. Knowing the particular sounds and abilities of each instrument will allow students to gain skills in creating arrangements ranging from chamber to symphonic. Preparing transcriptions will equip students with the skills to create arrangements for a variety of vocal and instrumental ensembles. Related skills to be learned are: 1) score notation and reading, including the use of different clefs and transpositions; 2) music notation, copying, and editing; 3) the preparation of score and parts, and 4) a working knowledge of instrument names and playing instructions in different languages.

**COURSE CONTENT AND REQUIREMENTS/GRADING SCALE**

**Course Topics and Outline**
Please see the course documents on D2L, which include a detailed Class Schedule with reading assignments, Homework Assignments list, and Project schedule.

"Disclaimer: The syllabus and accompanying schedules represent my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected."

**Grading Scale and Course Policies**
1. **CLASS:** Class will consist of demonstration, lecture, listening, and discussion. There will be a reading and/or homework assignment for most classes.

2. **ASSIGNMENTS:** Similar to performing, there is no substitute for the improvements in skill and ability that come from PRACTICE. For this course, the practice of arranging is structured into the homework (HW) assignments and projects. Thus, **HW is not optional for this class.** There are 3 opportunities to submit each HW. Homework will normally be submitted at the beginning of the class it is due. HW submitted BEFORE the next class loses one letter grade, and BY THE END of the next class loses 2 letter grades. No HW will be accepted after that. Students missing in excess of 3 HWs before the midterm exam, or from that point to the end, are required to drop (or fail) the course.

3. **TESTS:** There will be two exams, one at mid-term and the other at the end of the term. To be eligible for a make-up test, students must notify the instructor of their absence and desire to take a make-up, by phone or e-mail, NO LATER THAN THE TIME OF THE TEST.
4. ATTENDANCE: Class includes live demonstrations of instruments and the explanation of materials not in the text. There is no substitute for exposure to the playing and insights of live performers. Regular attendance is thus crucial for success in this course, and is expected at every class. There is an allowance of three absences for illness or emergency. Each additional absence results in the loss of a letter grade from the student’s final course grade. Three late arrivals count as an absence. Arriving more than 15 minutes late for a regular class, or late at all for an in-class reading session, counts as two late arrivals.

5. PROJECTS: For the three class projects, each student will create arrangements for the following ensembles:
   - Instrumental: 1) string quartet, 2) woodwind quintet, 3) brass quintet
   - Vocal: 1) women’s choir (SSA or SSAA), 2) men’s choir (TTB or TTBB), 3) a cappella mixed chorus

   The final project is an arrangement for full orchestra or wind ensemble. Scores and parts for each project will be notated in a standard software program (Finale or Sibelius recommended). The full version of Finale v25 is available in our Music Lab. We will seek to have live readings of student projects in class. For all projects, on-time submission is required to pass the course.

6. EVALUATION PROCEDURE

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<th>Weight</th>
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<tbody>
<tr>
<td>Preparatory Homework</td>
<td>10%</td>
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<tr>
<td>Graded Homework</td>
<td>15%</td>
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<tr>
<td>Class Projects</td>
<td>30% (10% each)</td>
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<td>Final Large Ensemble Project</td>
<td>15%</td>
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<td>Exam 1</td>
<td>15%</td>
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<td>Exam 2</td>
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7. PERFORMANCES: The KSU School of Music is committed to broadening access to musical performances by making its concerts available to live Internet audiences. By participating in this course, you hereby acknowledge that the university may photograph, record, and/or broadcast, via live streaming or other means, any public performances, rehearsals, or classes that you participate in, and you give permission for any such use that is consistent with the university’s non-profit status.

**FEEDBACK IN A TIMELY MANNER**

Unless there are extenuating circumstances, it is the instructor’s goal to return all graded homework and Exam 1 the class following their submission.

**COURSE WITHDRAWAL**

The last day to withdraw without academic penalty is October 5.

**ACADEMIC INTEGRITY**

- Every KSU student is responsible for upholding all provisions of the Student Code of Conduct, as published at [http://scai.kennesaw.edu/codes.php](http://scai.kennesaw.edu/codes.php).
- Section 5C, the “Code of Academic Integrity,” addresses the University’s policy on academic honesty, including provisions regarding cheating and plagiarism. Incidents of alleged academic misconduct will be handled through the established procedures of the
Department of Student Conduct and Academic Integrity, which include either an informal resolution by a faculty member, or a formal hearing procedure, that may subject a student to the Code of Conduct’s minimum one semester suspension.

- From section 5C: Core Values and Honor Code Pledge:
  "Kennesaw State University students accept the pledge below by virtue of their acceptance into the institution and enrollment in courses...As a member of the Kennesaw State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire KSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Kennesaw State University community, I will not participate in any form of academic misconduct."

- Please read the full text of Section 5C at the website above.

**ADDITIONAL BOR AND KSU COURSE SYLLABUS POLICIES**

**Reasonable Accommodations**

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require "reasonable accommodation(s)" to complete the course may request those from Office of Student Disability Services. Students requiring such accommodations are required to work with the University’s Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267. Please visit the Student Disabilities Services website at [www.kennesaw.edu/stu_dev/sds](http://www.kennesaw.edu/stu_dev/sds) for more information, or call the office at 470-578-2666.

**Copyright Law**

It is the responsibility KSU faculty and students to respect the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities. The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. The University System of Georgia ensure compliance with copyright law in the following ways.

A. The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.

B. The USG develops and makes available tools and resources for faculty and staff to
assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;

C. The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and

D. The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

**KSU Sexual Misconduct Policy**

KSU does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. The University has a comprehensive sexual misconduct policy (https://policy.kennesaw.edu/content/sexual-misconduct-policy) and affirms its responsibility to:

- Respond promptly and effectively to sex discrimination, especially sexual harassment and sexual violence;
- Take immediate steps to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects; and
- Support all students with appropriate resources regardless of their status as complainant or accused.

Questions about this policy should be directed to the KSU Equal Employment Opportunity (EEO) and Title IX officer by telephone at (470) 578-2614. You may also visit the University’s EEO website http://www.kennesaw.edu/eeo/index.html for more information.

This policy applies broadly to all KSU employees, students, and third parties. All individuals are encouraged to report and seek assistance regarding incidents of sexual misconduct. A student who is under the influence of alcohol or drugs in violation of the KSU Student Code of Conduct at the time of a sexual misconduct incident should not be reluctant to seek assistance for that reason. In order to encourage students to come forward, disciplinary violations against a student (or against a witness) for his or her use of alcohol or drugs will not be enforced if the student is making a good faith report of sexual misconduct.

**KSU Policy on Electronic Recording & Social Media (Pending)**

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall make public any electronically recorded class discussion without the written permission of the instructor. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor, and others as appropriate. Note: Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the DisAbled Student Support Services available at: http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml

**Netiquette: Communication Courtesy**

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior]

http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf
KSU Student Resources

Getting Help
For issues with technical difficulties, please contact the Student Helpdesk:

- Fill out a service form
- Email: studenthelpdesk@kennesaw.edu
- Call: 770-499-3555

Getting Started With Technology Services - Steps that will help you meet the technological requirements of the University.

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from ITS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Additional Technology Resources

- Student Service Desk and Help Center
- Browser Checker
- USG Desire2Learn Help Center
- D2L Training Options & Resources for Students
- Computertrain Online Courses
- ITS Documentation Center
- Check Service Outages
- Maintenance Schedule

Academic Resources

- Academic Tutoring Services
- Disability Resources
- ESL Study and Tutorial Center
- Library
- Supplemental Instruction
- The Writing Center
- Math Lab

Student Support and Wellness Resources

- Career Services Center
- Counseling and Psychological Services

KSU offers counseling services on-campus that are available to you at no cost. All counseling services provided are confidential and in no way connected to your academic record.

- Center for Health, Promotion and Wellness
- Student Health Clinic

Note – Resource links are example based only. The specific resource and unit will reflect those determined in the new university.

Grade Appeals and Student Complaints

KSU desires to resolve student grievances, complaints and concerns in an expeditious, fair
and amicable manner. The Complaints and Appeals Page was developed to assist current and prospective students in submitting complaints and appeals and to direct them to the most effective venue for accurate information and resolution. The resources on the page will direct students to the specific venue to appropriately address related student complaint. 
http://www.kennesaw.edu/complaints_appeals.shtml

Complaints for online students are resolved following the same general procedures for students who attend classes on campus. However, for any process that requires that a student appear in person, the university may make other arrangements. For processes that cannot be completed via telephone, e-mail, or written correspondence, the university may set up a two-way videoconference site in place of a meeting on the KSU campus.