



SYLLABUS
COLLEGE OF THE ARTS
SCHOOL OF MUSIC
MUSI 3345: WIND SYMPHONY
FALL 2022

Course Information

Class meeting time: Tuesday/Thursday, 2:00-4:00pm
Modality and Location: Face to Face course, Morgan Hall (occasionally Scott Hall)
Syllabus is accessible through D2L

Instructor Information

Name: Dr. Daniel Lee
Email: dlee173@kennesaw.edu (please email directly, not through D2L)
Office Location: Room 110C, Music Building (or Room 103 at Brandsmart)
Office phone: 470.578.4280
Office Hours: By Appointment Only
Preferred method of communication: Email

Course Description

0 Class Hour 4 Laboratory Hours 0-1 Credit Hour
Wind Symphony offers music majors, minors, and non-music majors the opportunity to study, rehearse, and perform literature for the wind band medium. This course may be repeated for upper-division or zero credit.

Prerequisite: membership in the Wind Symphony is by audition only.

Course Materials

Required Materials:

- Instrument and all necessary items to play properly (reed, neck strap, valve oil, etc.)
- SOLID BLACK concert attire (see Concert Dress section below)
- A tuner (or app)
- A metronome (or app)
- All KSU Wind Symphony issued music contained within your folder

Music and Folder

You will be issued a leather Wind Symphony folder in which to keep your ensemble music. This folder is assigned specifically to you and needs to be returned to the ensemble assistant following the final performance. To ensure visual uniformity, everyone will use these folders during performance. If this folder is not returned at the end of the semester, or is returned in an unusable state, your bursar bill will be charged \$25.00 – the replacement cost for a new folder. Any music that is issued to you should be considered as an original part and property of Kennesaw State University and returned following the respective performance.

Learning Outcomes

Goals

To perform at least two on campus concerts in Morgan Hall in the Bailey Performance Center.

Objectives

The KSU Wind Symphony provides students with a performative outlet to put into practice all the elements learned in private study. Attention is paid to historically relevant works to the medium, as well as works by contemporary composers. Elements focused on in rehearsal include, but are not limited to: pulse, rhythm, fundamentals (sound, tone, note starts, etc.), symmetry of sound, and aesthetic nuances found in the music (dynamics, phrasing, etc.).

Desired Learning Outcomes

The desired outcome of any performing ensemble is a performance demonstrating the rehearsed concepts and nuances of the learned literature, performed at the highest level possible of the group at that time. The students should take from the performance a sense of accomplishment and enhanced musicianship.

Evaluation and Grading Policies

Assessment in this course is based on attendance and participation. Perfect attendance at rehearsals and performances is expected. In the unlikely event of an emergency, please notify Dr. Lee *prior* to rehearsal if at all possible—just as you would with an employer. You may call Dr. Lee’s office at 470.578.4280 or send an email to dlee173@kennesaw.edu. It is your responsibility, if you miss a rehearsal, to secure a suitable substitute player and provide them with the music prior to the start of the rehearsal.

It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays.

Attendance

Each unexcused absence from rehearsal will lower your grade by one full letter grade beginning with your second unexcused absence. First unexcused absence = no grade change, 2 unexcused absences = B, 3 unexcused absences = C, etc.

An unexcused absence from a performance will result in a failing grade in the course.

Each tardy accumulates so that 3 tardies = 1 unexcused absence

THE KEY IS COMMUNICATION: Communicate with Dr. Lee so that he has the opportunity to work with you and your schedule. If no information is provided to Dr. Lee, the tardy or absence will automatically be considered unexcused.

GRADING SCALE:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Course Policies

Formal Concert Dress

Acceptable Options:

SOLID black tuxedo or suit, SOLID white shirt, SOLID black socks, SOLID black shoes and SOLID black bowtie; vest (solid black) is optional.

SOLID black dress, skirt, or pant suit. If wearing a dress or skirt, please wear SOLID black hose underneath and be certain that the style is appropriate to prevent diverting the audience's attention from the performance to your hem or neckline. Your shoes should be SOLID black and closed-toed.

Sectionals

At least once per concert cycle, section leaders should organize a sectional to be held outside of normal class time to focus on concert repertoire. This sectional should be held after players have had the music long enough to practice on their own, and before the week leading up to a concert. Section leaders should let Dr. Lee know when these sectionals have taken place.

Required Performances

Grading for performances will be based on attendance and being dressed in appropriate concert attire (described above). More specific information pertaining to call time and concert procedures will be released to students closer to each concert date.

Music majors in this ensemble are also required to attend the performances of the other KSU Bands:

- Wind Ensemble Concerts: September 26th (7:30pm), November 11th (8:00pm) (both Morgan Hall)
- University Band Concerts: September 28th, November 16th (both at 7:30pm, Morgan Hall)

Institutional Policies

Academic Feedback: Institutional Chief Academic Officers will encourage faculty to clarify for students, at the beginning of each course, the basis on which grades will be determined and to provide timely academic feedback as the course progresses ([BOR Academic and Student handbook policy 2.18](#)).

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.

Course Delivery: KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

Face Coverings: Based on guidance from the University System of Georgia (USG), masks are encouraged based on individual preference and assessment of personal risk. Disposable face coverings can be picked up at the Office of Emergency Management at Chastain Pointe on the Kennesaw campus and Norton Hall Police Precinct on the Marietta campus. Please email oem@kennesaw.edu if you have questions.

Inclement Weather Policy: During the course of the year, Kennesaw State University may decide to close campus or operate on a delayed schedule in cases of inclement weather.

The University will announce campus closures and delayed schedules in several ways. The cell phone number on file with the university will automatically receive KSU Alerts, so make sure your information in OwlExpress is accurate at all times. An email will also be sent to your university account.

In addition, announcements will be made by a notice on the [Kennesaw State University home page](#).

KSU Academic Integrity Statement: Every KSU student is responsible for upholding the provisions of the [Student Code of Conduct](#), as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

KSU Disruption of Campus Life Policy: All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. [Student Conduct and Academic Integrity](#) (SCAI) includes: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity.

KSU Enrollment Management/Course Attendance Policy: Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

KSU Reasonable Accommodations Policy: 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 on the Kennesaw campus or Building A in Suite 160G on the Marietta campus. Please visit the [Student Disability Services \(SDS\) website](#) for more information, or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

KSU Sexual Misconduct Policy: In accordance with federal and state law including, Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG), including Kennesaw State University, prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, Kennesaw State University follows USG Board of Regents Policy Manual, Section 6.7. See <https://equity.kennesaw.edu/titleix/title-ix.php>.

KSU Web Accessibility Policy Statement: Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government’s accessibility guidelines. As such, KSU complies with USG guidelines.

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requester.

Request for: Student Support Services
Office: Student Disability Services
Contact Number: 470-578-2666
Contact Email: studentdisability@kennesaw.edu

Request for: Student Technology Assistance
Office: University Information Technology Services
Contact Phone: 470-578-3555
Contact Email: studenthelpdesk@kennesaw.edu

Request for: Third Party Technology Assistance
Office: University Information Technology Services
Contact Phone: 470-578-6999
Contact Email: service@kennesaw.edu

Military Withdrawals: A student will receive a “WM” symbol for all courses and a full refund of tuition and mandatory fees and a pro rata refund of other fees for military and other service, as defined by BOR Policy Manual, Section 7.3.5.3. To request a military withdrawal, the student must submit a copy of official orders to the Office of the Registrar.

Netiquette: Communication Courtesy: All members of the class are expected to follow [rules of common courtesy in all email messages](#), threaded discussions and chats.

Protecting Students’ Privacy (FERPA): Students have certain rights to privacy. These rights are mandated by federal policy. Leaving their work in an unsecured area such as outside your office door (unless agreed upon with each student) means that the students’ names and grades and possibly social security numbers are accessible to everyone. Additionally, research papers can be taken and used by other individuals. It is recommended that you permit students to retrieve their work from your office if you don’t return it to them in class. Information should not be made public in any way in which a student’s

grades, social security number, or other personal information may be identified. Grade information may be shared with members of the KSU community who also have a legitimate educational interest in student success (e.g. academic advisors or members of the Behavioral Response Team). Faculty may be asked to provide early alert information if there is a concern that a student is at risk, academically or otherwise.

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.

The [Student Handbook](#) contains information regarding Rights Pertaining to Student Records, and FERPA specific details are available on the [Registrar's website](#).

Privacy in the Education Process. A key requirement of the formal evaluation process is the protection of individual privacy rights concerning educational grading. The University's online learning system and email system is designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. Consequently, faculty and students are strongly encouraged to only communicate regarding course matters through the University's designated technology learning system.

Withdrawal from Classes: Students who withdraw from courses before the withdrawal deadline, as specified by the academic calendar will receive a grade of W. A student who officially withdraws from a course by the end of the last day to withdraw without academic penalty will receive a grade of "W" and receive no credit.

A student who officially withdraws from a course after the last day to withdraw without academic penalty and before the last week of classes during the semester will receive a grade of "WF," which will be counted as an "F" in the grade point average calculation.

Students may drop one, some, or all of their classes during the drop/add period. Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses. However, a student who wishes to withdraw from a course after the last day of the drop period for a term must withdraw through Owl Express. Students with an active registration hold on their record must clear that hold before being able to withdraw from their coursework.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Dean of Students can approve a hardship withdrawal from all courses in the term for which the student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of "W" for those classes. The deadline for final approval of a hardship withdrawal by Dean of Students is the last day of class for which the hardship withdrawal is sought. If the hardship withdrawal process is not complete by the last day of class for which the hardship withdrawal is sought, a student must appeal for a retroactive hardship withdrawal from the Academic Appeals Committee.

Appeals for retroactive hardship withdrawals must be directed to the Academic Standing Committee. Retroactive hardship withdrawals are rarely granted if it has been more than one year since the last day of class for which the withdrawal is sought. Extraordinary justification must be shown. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of "W."

If a student is suspended by the Office of Student Conduct following a violation of the University's Code of Conduct not related to academic dishonesty, the Office of Student Conduct may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. The Registrar will assign grades of "W" for those classes.

A student will receive a refund only when the student withdraws from ALL courses for the applicable semester and only by the schedule outlined in the University refund policy.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, and Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Education Benefits Area in the Office of the Registrar of any course load reductions.

Course Schedule

FALL CONCERT #1: Wednesday, October 12, 2022, 7:30pm (7:00pm Call Time)
Bailey Performance Center – Morgan Hall

FALL CONCERT #2: Wednesday, November 30, 2022, 7:30pm (7:00pm Call Time)
Bailey Performance Center – Morgan Hall