



## Request for Graduate Course Addition - Page 2

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College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 554

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Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

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1. FACULTY: Identify by name the faculty in your department/division who may teach this course.

Wendell Dobbs

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not Applicable.

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not Applicable.

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Not Applicable.

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

Not Applicable.

6. COURSE OBJECTIVES: (May be submitted as a separate document)

Rehearsal and performance experience in a flute ensemble. Exposure to a variety of flute ensemble literature.

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7. COURSE OUTLINE (May be submitted as a separate document)

One (1) rehearsal per week; 1-2 performances per semester; may include off-campus performances

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

Not Applicable. Musical repertoire selected by instructor and student members

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lab setting

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### 10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Attendance; Participation and level of preparation for rehearsals and performances.

### 11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Graduate students will be expected to perform at a level equivalent to or above Level 6 on the MU Applied Music Levels system (see attached).

### 12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

Not Applicable.

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Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Catalog Description:

Prerequisites:

First Term Offered:

Credit Hours:

Department: Music

Course Number and Title: MUS 554 Flute Ensemble

Catalog Description: Performs a wide variety of musical styles from full choir to quartets, trios, etc. (PR: Audition)

Prerequisites: Audition

First Term Offered: Fall 2015

Credit Hours: 1

Applied Music Level System: To maintain consistency throughout the applied music program, the Department of Music adheres to a system of levels that describe the relative performing abilities across the various curricula and according to the number of years of study. Students must refer to the syllabi of studio teachers to determine the specific studies and repertoire required at each level.

Level	Elective	Music Minor	BA Music Ed	BFA	MA
<b>1</b>	Standard entry level	Minimum acceptance			
<b>2</b>	Third year of study	Standard entry level	Probationary entry		
<b>3</b>		Second year of study	Standard entry level	Probationary entry level	
<b>4</b>			Second year of study	Standard entry level	
<b>5</b>			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
<b>6</b>			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
<b>7</b>			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
<b>8</b>				Graduation (based upon successful completion of	Standard entry for Performance major
<b>9</b>				Honors undergraduate - Performance	Second year of study for Performance major
<b>10</b>					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

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**Department of Music**  
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**304-696-2359**  
**office hours: check on office door after 2<sup>nd</sup> week of semester**

Syllabus, F 15  
Flute Ensemble, MUS 254/454/554

Flute Ensemble will meet for the following rehearsals and performances:

**Rehearsals:** TBA

**Dress Rehearsal:** November 20, 2:00 pm Rm. 123

**Performance:**

Thursday evening, November 20, 7:30 p.m. Jomie Jazz Forum

Continued next page

**Description: Marshall Flute Ensemble**

Flute Ensemble. 1; 1 hr. I, II. Performs a wide variety of musical styles from full flute choir to quartets, trios, etc. Membership required of all flute majors; others by audition. One rehearsal per week.

**Objectives**

The goal of rehearsals is to adequately prepare music for public performance. The performance is scheduled and carried out as departmental schedules, personnel schedules and others uncontrollable factors will permit (weather, university schedules, sports activities, etc.) A proposed schedule is posted each semester (as you see above). In addition to the rehearsal schedule, there is generally an additional “dress rehearsal” before each public performance. The performance itself may be at a time other than the regularly scheduled class time. It is the responsibility of each member to note the schedule for each semester and accommodate the schedule.

**Learning Outcomes:**

1. To build a better sense of ensemble and intonation in a flute choir setting.
2. To build the technical abilities necessary for better ensemble and intonation.
3. To build a familiarity with the repertoire for flute ensemble.

These learning outcomes are also program level learning outcomes.

**Department of Music degree program’s student learning outcomes**

MUS 254/454/554 addresses item 1.a. and b. in the Department of Music’s student learning outcomes:

1. Create an effective applied music performance:
  - a. by integrating comprehensive capabilities in major performing medium including technical facility, musicianship, musical styles, and musical interpretation;
  - b. by demonstrating knowledge of literature for instrumental/vocal medium through application in performance.

**Grading Policy**

Awarding of the final grade for Flute Ensemble is based only on attendance of rehearsals and the performance. All are required to attend the dress rehearsal and the performance or receive an automatic grade of “C” for the class. All are permitted to miss two of the regularly scheduled rehearsals without affecting the final grade. After those two rehearsals the final grade is lowered one half of a letter grade for each missed rehearsal.

**Email**

All members are required to read their Marshall University email daily.

**University Policy**

**Excused absence.** If a student is absent from class because of a circumstance that is included in the excused absence policy, the absence can be handled by an arrangement between the student and the instructor or, if either party requests, the student can obtain an official excused absence following the procedure below. The instructor must honor a university excused absence covered by this policy and allow the student an opportunity to catch up / make up work missed. This policy excludes those academic endeavors that require the



## DOBBS, Department of Music, Flute Ensemble Syllabus, F15

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completion of a certain number of clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy does not supersede program accreditation requirements.

### **Excused absences fall into five categories:**

(1) University-Sponsored Activities

(2) Student Illness or Critical Illness/Death in the Immediate Family

**"Immediate Family" is defined as a spouse/life partner, child, parent, legal guardian, sibling, grandparent or grandchild.**

a. Student Illness or Injury: **Absences will be excused only for illnesses or injuries that prohibit students from participating in class.**

b. Critical Illness of Immediate Family Member: **Absences will be excused if the student documents that he or she had to provide needed care and/or support for a critically ill immediate family member.**

c. Death of and Immediate Family Member

(3) Short-Term Military Obligations:

(4) Jury Duty or Subpoena for Court Appearance: **This applies to absences that are a result of official requests from a court of law.**

(5) Religious Holidays: **This applies to religious holidays.**

### Process to Secure an Excused Absence

**The student who seeks an excused absence must do so immediately after the event/activity/incident by following these guidelines.** Whenever time permits, such as for University activities scheduled well in advance, the excuse must be obtained and presented to the instructor prior to the absence.

1. University Sponsored Activities:

a. **Academic Activities: These absences are excused by the dean within whose unit the activity is sponsored. the dean must pre-approve any notice that is given or sent to faculty regarding absences of this type.**

2. Student Illness or Critical Illness/Death in the Immediate Family:

a. **Student Illness or Injury: The student must submit official documentation of treatment by a medical practitioner to the Dean of Student Affairs as soon as he/she returns to class. Documentation must specify the inclusive dates to be excused. The dean will notify faculty that the absence(s) meets the criteria to be excused.**

b. **Critical Illness of Immediate Family Member: The student must submit official documentation from the family member's health care provider that substantiates the critical nature of the illness and the student's need to provide the care/support. This documentation is to be submitted to the Dean of Student Affairs upon the student's return to class. The dean will notify faculty that the absence(s) meets the criteria to be excused.**

c. **Death of an Immediate Family Member: To obtain an excused absence, the student must submit one of the following to the Dean of Student Affairs upon return to classes: an obituary or funeral program with the student named as a relative; verification on letterhead stationery of the death and the relationship by clergy or funeral home personnel. The dean will notify faculty that the absence meets the criteria to be excused.**

3. Short-Term Military Obligations: **The student who seeks an excused absence for military obligation must present official documentation of his/her orders to duty to the dean of his/her college prior to the absence. The dean will notify faculty that the absences are to be excused.**

4. Jury Duty or Subpoena for Court Appearance: **The student who seeks an excused absence for jury duty or court appearance must submit his/her subpoena or official notification of jury duty to the dean of his/her college prior to the date of the obligation. The dean will notify faculty that the absence is to be excused.**

5. Religious Holidays: **Absences resulting from religious holidays will be excused when the student presents the request in advance of the absence to the Dean of Student Affairs. The dean will indicate his/her approval on the request and forward it to the Office of Academic Affairs for the official excused absence notification to faculty.**

### Process to Catch Up / Make Up Missed Work

1. **It is the responsibility of the student to request an opportunity to complete missed work.**

2. **Once the excused absence has been secured, the request to make up work should be made to the instructor at the next available class meeting.**

3. **Missed activities will be rescheduled or, in the event that rescheduling of an activity is not practical or possible, a fair and equitable alternative way of arriving at the grade for the missed component of the overall grade will be developed by the instructor.**

4. **Punitive measures must not be taken against students who present an official University excused absence.**

5. **Students should be aware that excessive absences--whether excused or unexcused--may affect their ability to earn a passing grade.**

6. **If the faculty member believes that the number of absences accrued under the terms of this policy is such that the student cannot fulfill the learning experience/mastery that a course requires, he/she may recommend that a student withdraw from the class.**

**Regardless of the nature of the excused absence, the student is responsible for completing all coursework prior to the end of the semester.**

**Cancelled class.** If class is cancelled by your professor, you will be notified by via your Marshall University email and/or a note posted on the classroom door.

**Incomplete.** The grade of *I* (incomplete) indicates that the student has completed three-quarters of the course, but cannot complete the course for a reason that accords with the university excused-absence policy. Students must be in good standing in the class prior to requesting an incomplete. The course instructor decides whether or not an incomplete will be granted and specifies in writing what work the student must complete to fulfill the course requirements. The student has until the end of the next fall or spring semester from the

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date of receipt of the incomplete grade in which to complete the course, or the instructor may establish an earlier deadline. If special circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete may be extended with approval of the instructor, the instructor's chair or division head, and the instructor's dean. If the student satisfactorily completes the course in the prescribed time he/she will receive a letter grade. If the student fails to complete the course requirements during the stipulated time, the grade of *I* changes to a grade of *F*.

**Academic Dishonesty** All students should be familiar with the university's policy concerning academic dishonesty. This policy can be found on pp. 106 – 109 of the undergraduate catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_08-09\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_08-09_published.pdf), or on pp. 59 – 62 in the 2008 online graduate catalog [http://www.marshall.edu/catalog/Graduate/S2008/gr\\_sp08.pdf](http://www.marshall.edu/catalog/Graduate/S2008/gr_sp08.pdf). (Faculty are encouraged to add any additional information specific to their expectations and/or rules regarding academic dishonesty in their class).

**Policy for Students with Disabilities.** Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

**University Computing Services' Acceptable Use Policy.** All students are responsible for knowing this policy, which can be found on the web at <http://www.marshall.edu/ucs/CS/acptuse.asp>.

**Affirmative Action Policy.** This course will follow Marshall University's policy on Affirmative Action, which can be found on p. 93 of the 2008-2009 undergraduate catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_08-09\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_08-09_published.pdf), or on pp. 16-17 of the 2008 graduate catalog [http://www.marshall.edu/catalog/Graduate/S2008/gr\\_sp08.pdf](http://www.marshall.edu/catalog/Graduate/S2008/gr_sp08.pdf). Specifically, all students will be afforded equal opportunity without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation.

### Computer Requirements:

Requirements for a MUOnline course may be found at

[http://www.marshall.edu/muonline/computer\\_requirements.asp](http://www.marshall.edu/muonline/computer_requirements.asp)

Hardware/Software Check

<http://www.marshall.edu/muonline/hardwaresoftwarecheck.asp>

Plugins – many available for free at the Download Center

[http://www.marshall.edu/muonline/computer\\_requirements.asp](http://www.marshall.edu/muonline/computer_requirements.asp)

Help Desk – for assistance needs

<http://www.marshall.edu/ucs/cs/helpdesk/>

FAQ – Frequently Asked Questions

<http://www.marshall.edu/muonline/technicalfaq.asp>

### WEATHER-RELATED AND/OR

### EMERGENCY CLOSINGS AND DELAYS

Visit <http://www.marshall.edu/ucomm/weather.html>

One helpful note:

*Students should be aware that a 2- hour delay means classes begin at 10:00 a.m. That means classes ending before 10:00 a.m. on the day of the delay won't meet. Classes that are scheduled to begin or those that would regularly be in session at 10:00 a.m. will begin at that hour.*

academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.”