

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COLA

Dept/Division: English

Alpha Designator/Number: ENG 530

☒ Graded ☐ CR/NC

Contact Person: Kristen Lillvis

Phone: 304-696-6269

NEW COURSE DATA:

New Course Title: Young Adult Literature

Alpha Designator/Number: E N G 5 3 0

Title Abbreviation: Y o u n g A d u l t L i t e r a t u r e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Critical study of literature intended for adolescent and pre-adolescent readers. Focus on coming-of-age and identity issues, and on texts representing cultural, ethnic, and social diversities of U.S. and world literatures.

Co-requisite(s): None

First Term to be Offered: Fall 2015

Prerequisite(s): None

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): None

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Jane Hill</u>	Date <u>23 Sep. 2014</u>
Registrar <u>Roberta Ferguson</u> 230101	Date <u>9/23/14</u>
College Curriculum Chair <u>Kevin Law</u>	Date <u>10/31/14</u>
Graduate Council Chair <u>J Christofero</u>	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: COLA

Department/Division: English

Alpha Designator/Number: ENG 530

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.

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

Hilary Brewster
Jill Treftz
Kristen Lillvis
Allison Carey

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)

Please see attached syllabus.

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

Please see attached syllabus.

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

Please see attached syllabus.

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

The class will be almost entirely discussion based.

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

The entire grade will be based on written/multimedia projects, including regular reader's journal entries, a midterm portfolio of creative projects (options include book reviews, a letter to a character, and a poetry collection), a final multimedia project (options include a graphic adaptation of a text, a video book trailer, and an ABC picture book), and an annotated bibliography.

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

Graduate students are required to complete an annotated bibliography in which they seek out, read, and dissect 10 scholarly articles about a YA Lit topic of their choice. Students then compose an MLA style annotated bibliography that both summarizes and critiques each article.

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

- Bean, Thomas and Karen Moni. "Developing Students Critical Literacy: Exploring Identity Construction in Young Adult Fiction" *Journal of Adolescent and Adult Literacy* 46(8) May 2003 pp 638-648.
- Brown, Joanne. "Historical Fiction or Fictionalized History? Problems for Writers of Historical Novels for Young Adults" *The Alan Review* 26.1 (1998): 1-7.
- Clark, Caroline T. and Mollie V. Blackburn. "Reading LGBT-Themed Literature with Young People: What's Possible?" *English Journal* 98.4 (2009): 25-32.
- Connors, Sean P. "The Best of Both Worlds: Rethinking the Literary Merit of Graphic Novels." *The Alan Review* (2010): 65-70.
- Fanetti, Susan. "A Case for Cultivating Controversy: Teaching Challenged Books in K-12 Classrooms." *The Alan Review* (2012): 6-17.
- Fitzgerald, Frances. "The Influence of Anxiety: What's the Problem with young adult novels?" *Harper's Magazine* (2004): 62-70.
- Gillenwater, Cary. "Lost Literacy: How Graphic Novels can Recover Visual Literacy in the Literacy Classroom" *Afterimage* 37.2: 33-36.
- Hazlett, Lisa, Angela Beumer Johnson, and Judith Hayn. "An Almost Young Adult Literature Study" *The Alan Review* (2009): 48-53.
- Hughes-Hassell, Sandra. "Multicultural Young Adult Literature as a Form of Counter-Storytelling." *Library Quarterly* 83.3 (2013): 212-228.
- Keil, Katherine. "Rediscovering the Joy of Poetry." *English Journal* 95.1 (2005): 97-102.
- Perfect, Kathy. "Poetry for the Heart And Head." *The Reading Teacher* 52.7 (1999): 728-737.
- Santoli, Susan and Mary Elaine Wagner. "Promoting Young Adult Literature: The Other 'Real' Literature." *American Secondary Education* 33.1 (2004): 65-75.
- Seyfried, Jonathan. "Reinventing the Book Club" *Graphic Novels as Educational Heavyweights* *Knowledge Quest* 36.3 (2008): 44-48.
- Soter, Anna and Sean P. Connors. "Beyond Relevance to Literary Merit: Young Adult Literature as 'Literature.'" *The Alan Review* (Fall 2009): 62-67.
- Sullivan, Ed. "Some Teens Prefer the Real Thing: The Case for Young Adult Non Fiction" *English Journal* 90.3 (2001): 43-47.
- Thacker, Peter. "Growing Beyond Circumstance: Have We Overemphasized Hopelessness in Young Adult Literature?" *English Journal* 96.3 (2007): 17-18.
- Wilkinson, Rachel. "Teaching Dystopian Literature to a Consumer Class" *English Journal* 99.3 (2010): 22-26.
- Woodson, Jacqueline. "Who Can Tell My Story?" *The Horn Book Magazine* 74.1 (1998): 34-38.
- Wopperer, Emily. "Inclusive Literature in the Library and the Classroom: The importance of young adult and children's books that portray characters with disabilities." *Knowledge Quest* 39.3 (2011): 26-34.

Request for Graduate Course Addition - Page 5

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: English

Course Number and Title: ENG 530: Young Adult Literature

Catalog Description: Critical study of literature intended for adolescent and pre-adolescent readers. Focus on coming-of-age and identity issues, and on texts representing cultural, ethnic, and social diversities of U.S. and world literatures.

Prerequisites: None

First Term Offered: Fall 2015

Credit Hours: 3

Marshall University
Eng 530 (MC): Young Adult Literature

Course Title/Number	ENG 530 Young Adult Literature
Semester/Year	Fall 2015
Days/Time	Tues/Thurs 2:00-3:15
Location	Corbly 354
Instructor	Hilary Brewster
Office	Corbly 314
Phone	304-696-6613
E-Mail	brewsterh@marshall.edu
Office/Hours	Monday/Wednesday, 3:30-5:30, Corbly 314 Wednesday, 9-12, South Residence Hall Lobby Others by appointment/electronic (I am in my office way more than that, for sure)
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Description: From Catalog

This course examines literature written for adolescents and young adults, literature whose focus is coming of age and the formation of identity. Students will examine primarily the contemporary trends of young adult literature (YA lit). Students will become familiar with a variety of YA genres including dystopian fiction, sci-fi and fantasy literature, contemporary realistic fiction, graphic novels, multimodal texts such as vooks, novels in verse, and historical fiction. Students will apply literary critical lenses to their reading of YA literature. Because this course is a requirement for all English Education majors, special attention will be given to issues of censorship of YA literature, and students will be introduced to pedagogical and professional resources for the use of YA literature in the classroom. Moreover, as part of the course's focus on contemporary trends in YA lit, students will consider texts that explore coming of age in today's diverse world, and how the identity formation process is affected when adolescents interact with people from different racial, regional, national, cultural, religious, or economic backgrounds.

Learning Outcomes

Course Student Learning Outcomes	How you will practice the outcome in this Course	How your achievement of each outcome will be assessed in this Course
Students will build knowledge about topics through the close reading of texts, writing, and dialogue with peers	In class and out of class writing assignments; class discussions;	Reading journals

Students will interpret the meaning of texts and analyze the techniques/strategies used to make that meaning	In and out of class reading assignments; In and out of class writing assignments; class discussions;	Reader's journals
Students will identify and formulate questions for productive and independent inquiry	In and out of class reading assignments; In and out of class writing assignments; class discussions;	Reader's journals
Students will use and generate a range of media, including print, graphic, video, and digital	In and out of class writing assignments; interactive classroom activities; final project	Reader's journals Final project Annotated Bibliography
identify and compare in depth and detail specific texts that represent a range of world English literatures, historical traditions, and the experiences of different ages, genders, ethnicities, sexualities, classes, and regional origins	In and out of class writing assignments; in and out of class reading assignments; class discussions	Reader's journal Annotated Bibliography
apply a variety of well chosen and well deployed theoretical principles and methods to the interpretation and analysis of texts	In and out of class writing assignments; In and out of class reading assignments; Class discussions	Reader's journal Annotated Bibliography

Required Texts, Additional Reading, and Other Materials

All literary texts are available at the MU bookstore, though you are also free to acquire them elsewhere (betterworldbooks.com, a local library). Articles and other scholarly readings will be available on Blackboard. This list is alpha by title, not in reading order ☺

1. *The Absolutely True Diary of a Part Time Indian*, by Sherman Alexie
2. *Bomb: The Race to Build—and Steal—the World's Most Dangerous Weapon*, by Steve Sheinkin
3. *Feed*, by MT Anderson (there is another YA novel called *Feed* by Mira Grant; do not get them confused!)
4. *Fire in the Streets*, by Kekla Magoon OR *Code Name Verity* by Elizabeth Wein
5. *The House on Mango Street* by Sandra Cisneros
6. *Luna*, by Julie Ann Peters
7. *Monster*, by Walter Dean Myers
8. *Out of My Mind*, by Sharon Draper
9. *The Perks of Being a Wallflower* by Stephen Chobsky (plus the movie)
10. *Persepolis*, by Marjane Satrapi (just book 1, not the text that includes this and the sequel)
11. *Sold*, by Patricia McCormick
12. *Speak*, by Laurie Halse Anderson
13. *A Wreath for Emmett Till* by Marilyn Nelson

Course Requirements / Due Dates

Here are brief instructions and due dates for the assignments for the course. More detailed instructions will be shared in class and distributed electronically, as will the rubrics.

Reader's Journals

For each reading assignment, you will complete a 500-600 word (about one and a half -2 double spaced typed pages, but *not* if you do silly things with margins, font, etc. hence, the word number requirement rather than length on the physical document) reaction to the selection, grounded in aspects of the text (language, narrative progression, symbolism, narration, use of metaphor, etc.). This is *not* a summary of the plot or events, nor merely an "I liked it" response. It may, and probably will be, in first-person (i.e., you can say "I thought that...") but this reaction goes beyond your preferences about the text itself and instead is a personal reaction to textual features used by the author to convey the story's meaning (or developing meaning). Additionally, you need to spend about a paragraph (so, say, the last half of the second page) putting the novel in conversation with the argument of the article for that week. These reader's journals should be printed out and brought to class to be referenced (though not solely relied upon) during our discussions. At the end of each class meeting, I will give you time for you to add onto your journal any thoughts/ideas/etc. that were brought up during the discussion that day. **40% of your final grade.**

Midterm portfolio

This mini-project is a compilation of 7 little creative(ish) assignments (chosen by you from a predetermined list) focused the books from weeks 2-8. My suggestion—which you are free to take or leave—is to be working on it as you go. **15% of your final grade**

Final Project

For a book of your choosing (from a predetermined list), you will complete a final multimedia project. More details to come, including due date, requirements, rubric, etc. **15% of your final grade.**

Annotated Bibliography

You will seek out, read, and dissect 10 scholarly articles about a YA Lit topic of your choice. (See me for ideas on what successful topics might look like.) You will then compose an MLA style annotated bibliography that both summarizes and critiques each article. You will send this document to me by the final exam date and attach all ten articles (as PDFs) in the email as well. 30% of your final grade.

Grading and Academic Honesty

Academic Integrity: All students are expected to comply with MU's Academic Integrity Policy (see Student Handbook). Violations of the policy **will result in a failing grade for this course** (not just the assignment). Examples of conduct that violate this policy include (but are not limited to):

- ☐ plagiarism
- ☐ allowing someone else to represent your work as his or her own
- ☐ copying from another's quiz or exam
- ☐ stealing an examination or key from the instructor

I take academic honesty very seriously, as it is the foundation not only of my own vocation, but also of the institution that we are both a part of. Any instance of dishonesty or plagiarism—regardless of the amount, the value of the assignment, or whether the plagiarism occurs intentionally or through neglect—will be dealt with as described above. If you have any questions at all about what may

constitute plagiarism or academic dishonesty, I encourage you to ask me before you submit your work. Before you turn something in, we can have a productive conversation about the boundaries of what is and is not permissible, but after you submit your work, that conversation is over. (In honor of this, I admit here that a professor friend at another institution gave me permission to use the above paragraph.)

Grading

Your reader's journals are due on the Tuesday class the week it's due. Reader's journals submitted after class, but still on that class day, will receive 50% credit; after the day of class, I will not take them.

Reader's journals are due even if you will be absent from class, however, individual cases may vary and please see me if this is an issue once or twice. (Repeated absences and non-preparedness will result in lowering of your final grade.)

Your midterm and final projects will be presented in class, and you will lose a full letter grade each day it is late.

Attendance Policies

Excused absences. As an undergraduate course, my attendance policy must take into account MU's excused absence policy. Please look this up as it is not necessarily as lenient with illness as you might think—merely feeling “crappy” is not reason enough to skip class, since it does not prohibit you from participating, generally speaking. (Active listening is participating.) Obviously, things like debilitating personal illness or critical illness/death in the immediate family (as defined by MU) cannot be planned for in advance most of the time. It is times like these that late reader's journals will be accepted. However, all of the other excused absences as outlined by MU—athletics, jury duty, MU sponsored activities with an educational purpose, etc.—are not “last minute” **and your assignments will still be due on time despite your excused absence from class.**

Unexcused absences. We meet twice a week, but that doesn't mean that attendance is not especially important. You may use 1 absence as unexcused—i.e., any reason that doesn't fall within the parameters of excused: feeling “crappy” but not prohibitively ill, a TV show marathon you can't pull yourself away from, wanting to take an extra shift at work, not wanting to walk to class in the rain, etc. Your work is still due, but you can miss up to 1 classes with no penalty on your grade. After your 1st unexcused absence, however, any unexcused absences will lower your *final grade* by 2 points.

Repeated absences. Obviously, it is possible that your athletics schedule, an illness in the family, and other excused reasons all happen to fall on Tues/Thurs during class time. I encourage you to evaluate your calendar sooner rather than later, as consistently missing class will not only impact your overall grade (your participation matters to both you and us) but you will not really be learning anything, which I hope is your ultimate goal. You will be encouraged to drop the course if you or I foresee repeated absence as a problem.

Tardiness. Things happen that sometimes prevent us from being places on time. I encourage you to plan in advance for the likely culprits—parking, a line in the cafeteria, having to use the restroom—but quietly coming into class a moment or two late is, of course, better than not showing up. That said, it is YOUR responsibility to approach me after class in the event that you arrived after I took attendance to ensure I have you accounted for. Any tardies that are not addressed by the end of that class meeting will not be discussed. I, too, plan to arrive on time for each class meeting, but I hope you will grant me the respect to wait a bit before assuming class is canceled. According to urban legend, PhD's deserve 15 extra minutes. ☺ That said, if there is ever an emergency (critical illness or death in my family, for

instance), I will do my best to email you in advance or, if nothing else, have it posted on the door or board that class is canceled. If you do not receive such notices, assume we're a go.

Preparedness. There is more to being counted as present for class than being a warm body in a chair. You are expected to have all class materials (books, handouts, etc.) and be undistracted from our work together (which means phones away). It is at my discretion whether not being prepared or being distracted counts as an absence for that day.

Course Schedule

Below is the schedule for the semester as detailed as it can be. It is understood that you are expected to regularly check Blackboard and your email for updates, but major assignments are pretty set in stone.

Week/Date	General topic	Reading(s) due	Assignments Due
1 Aug 25	Introduction	None	None
1 Aug 27	YA Lit: merit, etc.	4 articles on Blackboard	Reading journal
2 Sept 1/3 (9/1 no class)	Disability/inclusion	<i>Out of My Mind</i> ; article	Reading journal
3 Sept 8/10	Realistic/censorship	<i>Abso True Diary</i> ; article	Reading journal
4 Sept 15/17	Narrative non fiction	<i>Bomb</i> ; article	Reading journal
5 Sept 22/24	Historical fiction	<i>Book choice</i> ; article	Reading journal
6 Sept 29/Oct 1	Dystopian; canon	<i>Feed</i> ; article	Reading journal
7 Oct 6/8	Multimodal;	<i>Monster</i> ; article	Reading journal
8 Oct 13/15	Current issues	<i>Speak</i> ; article	Reading journal
9 Oct 20/22	LGBTQ/gender issues	<i>Luna</i> ; article	Reading journal; portfolio
10 Oct 27/29	Novel in verse	<i>Sold</i> ; article	Reading Journal
11 Nov 3/5	Graphic memoir	<i>Persepolis</i> ; article	Reading Journal
12 Nov 10/12	Short stories	<i>Mango Street</i> ; article	Reading journal
13 Nov 17/19	Poetry	<i>Wreath...Till</i> ; article	Reading Journal
14 Nov 24/26	Thanksgiving Break	None!	None!
15 Dec 1/3	Epistolary, adaptation	<i>Perks</i> ; article	Reading journal
16 Dec 8	Final, wrap up		Project and annotated Bib

Communication: We live in an increasingly digital world. I expect that you will regularly check email and Blackboard, and you can rest assured of the same for me. That said, we all have other parts of life going on. Do not *expect* an immediate reply to emails sent outside of normal “business” hours (i.e., 9ish-5ish, M-F).

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Current Alpha Designator/Number: ENVE 616

Contact Person: Isaac Wait

Phone: 304-696-5444

CURRENT COURSE DATA:

Course Title: Principles of Bio Waste Treat

Alpha Designator/Number:

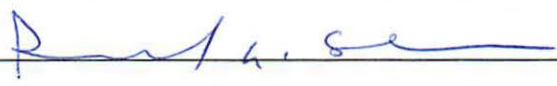



E N V E 6 1 6

Title Abbreviation:

P r i n c i p l e s o f B i o W a s t e

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>2/6/15</u>
Registrar 	Date <u>2/9/15</u>
College Curriculum Chair 	Date <u>2/12/15</u>
Graduate Council Chair 	Date <u>3-30-15</u>

Request for Graduate Course Change - Page 2

College: CITE

Department/Division: Engineering

Alpha Designator/Number: ENVE 616

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

P	r	i	n	c	i	p	l	e	s		o	f		B	i	o		W	a	s	t	e		T	r	e	a	t	
---	---	---	---	---	---	---	---	---	---	--	---	---	--	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	--

 (limited to 30 characters and spaces)

To

W	a	s	t	e	w	a	t	e	r		T	r	e	a	t	m	e	n	t		F	a	c		D	e	s	i	g	n
---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	--	---	---	---	--	---	---	---	---	---	---

If Yes, Rationale

The updated title more accurately conveys the design-orientation of the course, and the emphasis on application of fundamental principles.
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Change in COURSE ALPHA DESIGNATOR:

From:

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 To:

--	--	--	--

☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

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 To:

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If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

Principles and practices of the process design of biological systems employed in wastewater treatment, including such topics as microbial metabolism, oxygen transfer, and biomass-separation. Lectures, laboratory, and field trips. (PR: ES 651)
--

To

Fundamental principles and applied practices of wastewater treatment facilities. Includes performance analysis, component selection, and system design for physical, chemical, and biological processes. (PR: ENVE 615)

If Yes Rationale

The updated catalog description reflects emphasis on the application of fundamental principles to all of system design, including physical and chemical processes in addition to biological. Additionally, the new description includes mention of performance analysis and component selection. The rise of "package plant" solutions for wastewater treatment makes this increasingly important.
--

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☒ YES ☐ NO (May attach separate page if needed)

From Primary emphasis on biological systems as related to wastewater treatment.

To Coverage of biological, physical, and chemical systems as related to wastewater treatment.

Rationale This is a relatively minor change, since until now physical and chemical systems have already been addressed during the course in an indirect way. This indirect coverage of physical and chemical systems in the existing course arises when each is examined relative to the needs of managing the microbial environment in a wastewater treatment plant.

With the proposed change, the former indirect coverage would be replaced with additional, specific exposure to both chemical processes in wastewater treatment (e.g., disinfection) and physical processes in wastewater treatment (e.g., particle settling). This change is proposed to enhance students' ability to design components of the entire system, including those without a primary biological focus, such as the disinfection basin, flow equalization basin, grit chamber, etc.

Request for Graduate Course Change-Page 4

College: CITE _____

Department: Engineering _____

Course Number/Title ENVE 616 / Principles of Bio Waste Treat _____

1. **REQUIRED COURSE:** If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. **COURSE DELETION:** List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. **ADDITIONAL RESOURCE REQUIREMENTS:** If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. 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

Request for Graduate Course Change - Page 5

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

COURSE DESCRIPTION CHANGE

Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE

Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE

Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE DESCRIPTION CHANGE

Department: Engineering

Course Number and Title: ENVE 616 - Principles of Bio Waste Treat

Rationale: The updated catalog description reflects emphasis on the application of fundamental principles to all of system design, including physical and chemical processes in addition to biological. Additionally, the new description includes mention of performance analysis and component selection. The rise of "package plant" solutions for wastewater treatment makes this increasingly important.

Course Description (old): Principles and practices of the process design of biological systems employed in wastewater treatment, including such topics as microbial metabolism, oxygen transfer, and biomass-separation. Lectures, laboratory, and field trips. (PR: ES 651)

Course Description (new): Fundamental principles and applied practices of wastewater treatment facilities. Includes performance analysis, component selection, and system design for physical, chemical, and biological processes. (PR: ENVE 615)

Catalog Description: Fundamental principles and applied practices of wastewater treatment facilities. Includes performance analysis, component selection, and system design for physical, chemical, and biological processes. (PR: ENVE 615)

COURSE TITLE CHANGE

Department: Engineering

Current Course Number/Title: ENVE 616 / Principles of Bio Waste Treat

New Course Title: Wastewater Treatmnt Fac Design

Rationale: The updated title more accurately conveys the design-orientation of the course, and the emphasis on application of fundamental principles.

Catalog Description: Fundamental principles and applied practices of wastewater treatment facilities. Includes performance analysis, component selection, and system design for physical, chemical, and biological processes. (PR: ENVE 615)

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Current Alpha Designator/Number: ENVE 617

Contact Person: Isaac Wait

Phone: 304-696-5444

CURRENT COURSE DATA:

Course Title: Physiochemical Treatment of Water & Wastewater

Alpha Designator/Number:

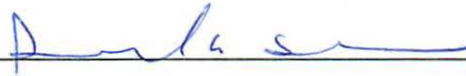



E N V E 6 1 7

Title Abbreviation:

P h y s i o c h e m T r m t W a t e r & W

1. Complete this five page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>2/6/15</u>
Registrar 	Date <u>2/9/15</u>
College Curriculum Chair 	Date <u>2/12/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Change - Page 2

College: CITE

Department/Division: Engineering

Alpha Designator/Number: ENVE / 617

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

P	h	y	s	i	o	c	h	e	m		T	r	m	t		W	a	t	e	r		&		W	s	t	w	t	r
---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	--	---	---	---	---	---	--	---	--	---	---	---	---	---	---

 (limited to 30 characters and spaces)

To

W	a	t	e	r		T	r	e	a	t	m	e	n	t		F	a	c		D	e	s	i	g	n				
---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	--	---	---	---	--	---	---	---	---	---	---	--	--	--	--

If Yes, Rationale

The updated title excludes "wastewater", which is covered in greater detail in a different course (i.e., ENVE 616), and adds the mention of design to the course title. Design will receive added emphasis in the course.

Change in COURSE ALPHA DESIGNATOR:

From:

--	--	--	--

 To:

--	--	--	--

☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

--	--	--	--

 To:

--	--	--	--

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

A unit operation/unit process approach to industrial and advanced waste treatment covering physical and chemical methods. Application of methods to specific waters and wastes. Lectures and laboratory sessions. (PR: ENVE 615)

To

Fundamental principles and applied practices of water quality and water treatment facilities. Includes analysis of source waters, and design of physical and chemical system components. (PR: ENVE 615)

If Yes Rationale

The updated catalog description reflects an added emphasis on source water quality, and on design of system components.

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☒ YES ☐ NO (May attach separate page if needed)

From Primary focus on fundamental concepts, with limited emphasis on the design of specific treatment components. Current course content includes a minor tie-in to physical and chemical processes as they relate to wastewater treatment.

To Evaluation of source water quality, investigation of relevant fundamental physical and chemical treatment concepts, and application of these concepts to the analysis, selection, and sizing of water treatment system components.

Rationale The course will be shifted from being mostly "theoretical", to a more balanced division between the concepts that are behind water quality and physical and chemical treatment of water, and the application of those concepts to system design. This shift is warranted to ensure that students are able to leave the course ready to perform work in designing water treatment facilities. The exclusion of wastewater from this course is because it is already covered in another course: ENVE 616.

Request for Graduate Course Change-Page 4

College: CITE _____

Department: Engineering _____

Course Number/Title ENVE 617 / Physiochem Trmt Water & Wstwtr _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. 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

Request for Graduate Course Change - Page 5

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

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE DESCRIPTION CHANGE

Department: Engineering

Course Number and Title: ENVE 617 Physiochem Trmt Water & Wstwtr

Rationale: The updated catalog description reflects an added emphasis on source water quality, and on design of system components.

Course Description (old): A unit operation/unit process approach to industrial and advanced waste treatment covering physical and chemical methods. Application of methods to specific waters and wastes. Lectures and laboratory sessions. (PR: ENVE 615)

Course Description (new): Fundamental principles and applied practices of water quality and water treatment facilities. Includes analysis of source waters, and design of physical and chemical system components. (PR: ENVE 615)

Catalog Description: Fundamental principles and applied practices of water quality and water treatment facilities. Includes analysis of source waters, and design of physical and chemical system components. (PR: ENVE 615)

COURSE TITLE CHANGE

Department: Engineering

Current Course Number/Title: ENVE 617 Physiochem Trmt Water & Wstwtr

New Course Title: Water Treatment Fac Design

Rationale: The updated title excludes "wastewater", which is covered in greater detail in a different course (i.e., ENVE 616), and adds the mention of design to the course title. Design will receive added emphasis in the course.

Catalog Description: Fundamental principles and applied practices of water quality and water treatment facilities. Includes analysis of source waters, and design of physical and chemical system components. (PR: ENVE 615)

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Alpha Designator/Number: ENVE 671

☒ Graded☐ CR/NC

Contact Person: Isaac Wait

Phone: 304-696-5444

NEW COURSE DATA:

New Course Title: Hydraulic Structures

Alpha Designator/Number:

E N V E 6 7 1

Title Abbreviation:

H y d r a u l i c S t r u c t u r e s

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Analysis and design of water conveyance channels and hydraulic structures, such as siphons, chutes, weirs, flumes, dams, spillways, gates, locks, storm surge barriers, and outlet works.

Co-requisite(s): None

First Term to be Offered: Spring 2016

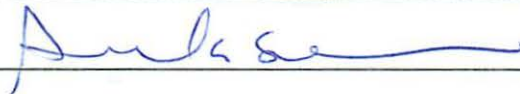
Prerequisite(s): None

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): Not Applicable

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head



Date

2/6/15

Registrar



141401

Date

2/9/15

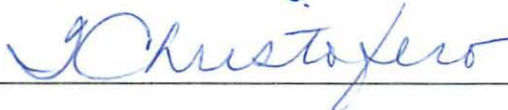
College Curriculum Chair



Date

2/12/15

Graduate Council Chair



Date

3/30/15

Request for Course Addition

The undersigned hereby requests that the following course be added to the curriculum of the institution named above for the semester beginning on the date indicated below. The course is being requested for the following reason:

Name of Institution: _____
Address: _____
City: _____ State: _____ Zip: _____
Date: _____

Page 1 of 1

1	2	3	4	5	6	7	8	9	10
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11	12	13	14	15	16	17	18	19	20
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Signature of Requester

Signature of Institution Representative

Date of Request

Page 1 of 1

Received by _____
Date _____
Signature _____
Date _____

Request for Graduate Course Addition - Page 2

College: CITE

Department/Division: Engineering

Alpha Designator/Number: ENVE 671

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.

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

Dr. Isaac Wait

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)

This course will help students to: (1) develop the ability to perform analyses related to open channel flow; (2) design water conveyance channels; (3) utilize industry-standard design and analysis software packages on complex systems; (4) apply hydraulic principles to the analysis and design of structures such as siphons, chutes, spillways, weirs, flumes, gates, outlet works, dams, and others.

Request for Graduate Course Addition - Page 3

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

Week 1 - Open Channel Flow, Specific Energy, Discharge-Depth Relationships
Week 2 - Enlargements & Contractions, Momentum-Depth Function, Hydraulic Jumps
Week 3 - Gradually Varied Flow, Water Surface Profiles
Week 4 - Numerical Integration Method, Direct Step Method, Standard Step Method
Week 5 - HEC-RAS
Week 6 - HEC-RAS
Week 7 - Midterm Exam, Introduction to Course Project
Week 8 - Siphons
Week 9 - Chutes, Spillways
Week 10 - Weirs, Flumes
Week 11 - Gates, Outlet Works
Week 12 - Locks
Week 13 - Storm Surge Barriers
Week 14 - Dams
Week 15 - Project Reports

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

Hydraulic Structures, 4th Edition, P. Novak, CRC Press, 2007, ISBN: 0415386268

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

Lecture

Request for Graduate Course Addition - Page 4

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

Homework assignments, Midterm Exam, Final Exam, Analysis & Design Project Report, Analysis & Design Project Presentation.

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

Not Applicable

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

"Applied Hydraulics in Engineering" 2nd edition, by Henry Morris and James Wiggert, Wiley, 1972.

"Computer Applications in Hydraulic Engineering" 8th edition, by Tom Walski et. al, Bentley Institute Press, 2013.

"Fundamentals of Hydraulic Engineering Systems" 4th edition, by Robert Houghtalen, A. Osman Akan, and Ned Hwang, Prentice Hall, 2009.

"HEC-RAS, River Analysis System Hydraulic Reference Manual" US Army Corps of Engineers Hydrologic Engineering Center, 2010.

"Hydraulic Design Handbook" by Larry Mays, McGraw-Hill, 1999.

"Hydraulic Engineering" 2nd edition, by John Roberson, John Cassidy, and Hanif Chaudhry, Wiley, 1998.

"Hydraulic Engineering" by Gardner Hiscox, Knowledge Publications, 2009.

"Open Channel Hydraulics" 2nd edition, by Terry Sturm, McGraw-Will Science, 2009.

Request for Graduate Course Addition - Page 5

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: Engineering

Course Number and Title: ENVE 671

Catalog Description: Analysis and design of water conveyance channels and hydraulic structures, such as siphons, chutes, weirs, flumes, dams, spillways, gates, locks, storm surge barriers, and outlet works.

Prerequisites: None

First Term Offered: Spring 2016

Credit Hours: 3

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Alpha Designator/Number: ENVE 672

☒ Graded ☐ CR/NC

Contact Person: Isaac Wait

Phone: 304-696-5444

NEW COURSE DATA:

New Course Title: Watershed Modeling

Alpha Designator/Number: E N V E 6 7 2

Title Abbreviation: W a t e r s h e d M o d e l i n g

(Limit of 25 characters and spaces)

Course Catalog Description: Setup, execution, and calibration of numerical watershed models. Includes the rational method, TR-55, HEC-1, and HEC-HMS. Emphasis on watershed analysis for decision making and drainage design.

(Limit of 30 words)

Co-requisite(s): None

First Term to be Offered: Spring 2016

Prerequisite(s): None

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): Not Applicable

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head

Date

Registrar

Date

College Curriculum Chair

Date

Graduate Council Chair

Date

Request for Graduate Course Addition - Page 2

College: CITE

Department/Division: Engineering

Alpha Designator/Number: ENVE 672

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.

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

Dr. Isaac Wait

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)

This course will help students to: (1) learn how to obtain and apply accurate and appropriate geospatial data; (2) prepare numerical watershed models using a variety of established techniques; (3) calibrate watershed models using stream gage data; (4) apply watershed analysis for runoff management and drainage system design.

Request for Graduate Course Addition - Page 3

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

Week 1 - Hydrology Overview, Precipitation
Week 2 - Evaporation, Infiltration
Week 3 - Runoff, Hydrographs
Week 4 - Obtaining and analysis of precipitation and streamflow data
Week 5 - Regression Peak Flow Modeling, PeakFQ
Week 6 - Watershed Model Pre-Processing: Elevation Data & Basin Delineation
Week 7 - Land Cover and computing curve number
Week 8 - Midterm Exam
Week 9 - Modeling with the rational method & TR-55
Week 10 - Modeling with HEC-1
Week 11 - Modeling with HEC-1, cont.
Week 12 - Modeling with HEC-HMS
Week 13 - Watershed calibration, Pt. 1
Week 14 - Watershed calibration, Pt. 2

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

"Water Resources Engineering", 2nd edition, Larry Mays, Wiley, 2010.

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

Lecture

Request for Graduate Course Addition - Page 4

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

Homework assignments, Midterm Exam, Final Exam, Project Report

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

Not Applicable

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

"Elements of Physical Hydrology", 2nd edition, George Hornberger, Patricia Wiberg, Jeffrey Raffensperger, and Paolo D'Odorico, Johns Hopkins University Press, 2014.

"Hydrology and the Management of Watersheds", 4th edition, Kenneth Brooks, Peter Folliott and Joseph Magner, Wiley-Blackwell, 2012.

"Hydrology and Hydraulic Systems", 3rd edition, Ram Gupta, Waveland Press, 2008.

"Hydrology and Floodplain Analysis", 5th edition, Philip Bedient, Wayne Huber, and Baxter Vieux, Prentice Hall, 2012.

"Hydrologic Modeling System HEC-HMS, User's Manual", version 3.5, US Army Corps of Engineers Hydrologic Engineering Center, 2010.

"National Engineering Handbook, Part 630 - Hydrology", US Department of Agriculture Natural Resources Conservation Service, 1997.

"Physical Hydrology", 2nd edition, S. Lawrence Dingman, Waveland Press, 2008.

"Water-Resources Engineering", 3rd edition, David Chin, Prentice Hall, 2012.

Request for Graduate Course Addition - Page 5

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: Engineering

Course Number and Title: ENVE 672

Catalog Description: Setup, execution, and calibration of numerical watershed models. Includes the rational method, TR-55, HEC-1, and HEC-HMS. Emphasis on watershed analysis for decision making and drainage design.

Prerequisites: None

First Term Offered: Spring 2016

Credit Hours: 3

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Business

Dept/Division: HRM

Alpha Designator/Number: 671

☒ Graded ☐ CR/NC

Contact Person: Dr. Margie McInerney

Phone: 304-696-2675

NEW COURSE DATA:

New Course Title: Human Resource Internship

Alpha Designator/Number:

H R M 6 7 1

Title Abbreviation:

H u m a n R e s o u r c e I n t e r n s h i p

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Project-oriented experience in Human Resources. intended for those students with insufficient experience in the field. (PR: Permission of program director and HRM 600)

Co-requisite(s):





First Term to be Offered: Fall 2015

Prerequisite(s): Permissions from Program D

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form):

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head		Date	2/12/15
Registrar	 521002	Date	2/13/15
College Curriculum Chair		Date	2-2-15
Graduate Council Chair		Date	3/30/15

Request for Graduate Course Addition - Page 2

College: Business

Department/Division: HRM

Alpha Designator/Number: 671

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.

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

Division Chair of MGT/MKT/MIS (Currently Dr. Rex McClure)

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)

Practicum Objectives and Requirements in separate document.

Request for Graduate Course Addition - Page 3

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

Separate document.

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

N/A

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

Internship

Request for Graduate Course Addition - Page 4

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

Projects and Final presentation

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

N/A

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

Request for Graduate Course Addition - Page 5

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:

MGT/MKT/MIS

HRM 671

Project-oriented experience in Human Resources. intended for those students with insufficient experience in the field.

PR: Permission of program director and HRM 600

Fall 2015

3



Human Resource Management Internship Approval Packet

Student Eligibility

- You must be current Human Resources Management student and in good academic standing (minimum 3.2 GPA).
- You must have already completed nine hours of graduate credit in program before starting the internship.
- You must get approval from COB Associate Dean of Graduate Programs and Assistant Director of Graduate Programs.

Student Requirements

- Students must work at least 200 hours to receive 3 hours of Graduate Internship credit for HRM 671. Additional hours may be required by the employer.
- Before starting the internship and getting registered for HRM 671 you will need to get the appropriate signatures on the approval form (page 2) as well as have the employer complete a job description (page 3).
- While working you will need to complete a daily work log outlining your duties.
- You will need to complete a mid-term report that will be submitted to the COB Associate Dean of Graduate Programs. There will also be a final report and presentation.
- You and the employer will complete an evaluation at the conclusion of the internship.

Salary and Other Job Benefits

- Salary and other job benefits are established through agreement between the student and employer
- The student is not guaranteed a job on completion of the program and, if performance or other conditions merit it, the employer may at any time terminate the employment of the student. The student is expected to perform and follow policies and practices common to other employees of the employer.

Note: You are not eligible for internship with current job/employer.



**Marshall University College of Business and
Agency Agreement of Supervised
Human Resources Internship**

Agency Name:

Agency Address:

Agrees to Accept: _____ as an intern during the
_____ semester for a total of _____ (at least 200) contact hours beginning on
_____ and ending on _____.

The student will be under the direct agency supervision of _____
who agrees to items on the attached Site Supervisor Form.

Student Signature

Date _____

Agency Site Supervisor

Date _____

COB Associate Dean of Graduate Programs

Date _____

This document must be completed in full and signed by all parties before the residency may begin. The employer must also submit a letter to outline responsibilities and expectations.

Copies to: Agency Supervisor
COB Associate Dean Graduate Programs
Academic Advisor



DESCRIPTION OF
Human Resources Internship

Date _____

Semester _____

Name _____

Goals and objectives of Human Resources Internship as well as a brief description of proposed Internship and project:

Site Supervisor

Name _____

Agency/Organization _____

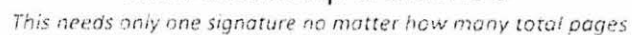
Address _____

Phone _____ FAX _____

E-Mail _____

Student Signature/Date

COB Associate Dean Graduate Programs/Date



STUDENT NAME _____

[illegible]

Site Supervisor Signature

Marshall University

Lewis College of Business

Internship/Co-Op Program

Employer Appraisal

_____ Company: _____
 Student's Name Address: _____

 Date: _____ Supervisor's Name: _____

Indicate in the respective space a rating of the intern on each factor. This appraisal will be used by the Division Head to determine the intern's grade and whether the student will be given credit for the intern experience.

DEFINITIONS OF PERFORMANCE LEVELS

- 5 **EXCELLENT.** The intern's performance is well above the normal requirements of the job. The students in this rating are consistently very high performers and continually contribute more than their share to the organization.
- 4 **GOOD.** The intern's performance is beyond the ordinary requirement for satisfactory performance on the job. This rating indicates accomplishment of all assigned tasks.
- 3 **SATISFACTORY.** The intern adequately and competently performs the requirements of the job.
- 2 **POOR.** The intern does not meet the expectations. This rating applies to those performing in a substandard manner, and improvement is needed.
- 1 **UNSATISFACTORY.** The intern's performance is totally unacceptable. Release is justified unless improvement is made within a specified period of time.
- NA **NOT APPLICABLE.** This rating applies to those factors that are not relevant to the intern's responsibilities.

	PERFORMANCE LEVEL (5-1)	COMMENTS
1. Exhibits traits such as honesty, loyalty, and trustworthiness.	_____	_____ _____ _____
2. Reports to work without tardiness or absenteeism.	_____	_____ _____ _____

WORKPLACE SKILL	PERFORMANCE LEVEL (5-1)	COMMENTS
3. Exhibits courteousness and the ability to work well with others.		
4. Uses effective oral/written communication skills.		
5. Demonstrates the ability to work with company policies and regulations.		
6. Sets priorities and utilizes good time management skills.		
7. Adapts well to changes.		
8. Demonstrates initiative/self-starter attitude.		
9. Follows directions, admits errors and accepts constructive criticism.		
10. Meets expected volume of work.		
11. Meets quality expectations.		
12. Exhibits diligence and perseverance.		

WORKPLACE SKILL	PERFORMANCE LEVEL (5-1)	COMMENTS
13. Requires minimum supervision.	_____	_____ _____ _____

What is the intern's strongest qualification? _____

What is the intern's most noticeable area of needed improvement? _____

What suggestions do you have for this intern which may help him/her achieve his/her career goal? _____

Additional comments: _____

Number of internship hours completed as of this date: _____

Rated by: _____ Date: _____
 Signature

_____ Title
 Print Name

_____ Department

This report has been discussed with the intern: YES NO

Internship Program Evaluation

Student Evaluation of Employer

This form must be submitted in order to receive credit for the internship.

Name _____ Student I.D. _____
Semester _____ Department of Internship (ex: ACC 490) _____
Employer's Name _____ Phone _____
Company Name _____ E-mail _____
Company Address _____

1. This internship provided me with knowledge of the field.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

2. My mentor spent adequate time with me.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

3. I was allowed to participate in meaningful work activities.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

4. The staff made me feel welcome.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

5. There are opportunities for further employment with this employer.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

6. My mentor understands that my schoolwork is my number one priority.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

(continued on back)

7. My internship did not interfere with my schoolwork.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

8. This internship exceeded my overall expectations.

☐
Strongly
Disagree

☐
Somewhat
Disagree

☐
Neutral

☐
Somewhat
Agree

☐
Strongly
Agree

Please include any additional comments you wish to make regarding your internship:

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Alpha Designator/Number: ME- 601

☒ Graded ☐ CR/NC

Contact Person: Asad Salem

Phone: 696-3207

NEW COURSE DATA:

New Course Title: Advanced Engineering Analysis I

Alpha Designator/Number: M E 6 0 1

Title Abbreviation: A d v a n c e d E n g r A n a l y s i s I

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

The core of this course is to learn advance analytical and computational methods to solve multi-dimensional conduction, convection-advection, mechanical vibration, and elasticity equations.

Co-requisite(s): None

First Term to be Offered: Fall-2015

Prerequisite(s): Graduate Status

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form):

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head



Date

2/6/15

Registrar



141901

Date

2/9/15

College Curriculum Chair



Date

2/12/15

Graduate Council Chair



Date

3-30-15

Request for Graduate Course Addition - Page 2

College: CITE

Department/Division: ENGINEERING

Alpha Designator/Number: ME-601

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.

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

Asad Salem

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.

None

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.

None

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

Please refer to the attached syllabus

Request for Graduate Course Addition - Page 3

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

Please refer to the attached Syllabus

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

Advanced Engineering Mathematics: 4th Ed., by D. Zill and W. Right. 2011

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

Lecture

Request for Graduate Course Addition - Page 4

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

Mid-term exams 50%
Assignments including Projects: 2%
Final Exam: 25%

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

None

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

- o ☒ Advanced Engineering Mathematics, 10th Ed., Erwin Kreyszig, 2011.
- o ☒ Advanced Mathematics for Engineers and Scientists, Paul Duchateau, 2013
- o ☒ Advanced Engineering Mathematics, Alan Jeffrey, 2001
- o ☒ Advanced Engineering Mathematics. 2nd Ed, Michael D. Greenberg, 1998

Request for Graduate Course Addition - Page 5

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: Weisberg Division of Engineering

Course Number and Title: ME 601: Advanced Engineering Analysis I

Catalog Description:

The core of this course is to learn advance analytical and computational methods to solve multi-dimensional conduction, convection-advection, mechanical vibration, and elasticity equations.

Prerequisite: knowledge of ordinary differential equations, linear algebra and multivariable calculus is assumed.

First year Offered: Fall 2015

Credit Hours: 3

Course Title/Number	ME 601: Advanced Engineering Analysis I
Semester/Year	
Days/Time	
Location	EL 101
Instructor	Dr. Asad Salem
Office	EL 108
Phone	304-696-3207
E-Mail	salema@marshall.edu
Office/Hours	
University Policies	<p>By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802</p> <p>Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment</p>

Course Description:

The core of this course is to learn advance analytical and computational methods to solve multi-dimensional conduction, convection-advection, mechanical vibration, and elasticity equations.

Prerequisite: knowledge of ordinary differential equations, linear algebra and multivariable calculus is assumed.

Required Text: *Advanced Engineering Mathematics: 4th Ed.*, by D. Zill and W. Right. 2011.

References:

- Advanced Engineering Mathematics, 10th Ed., Erwin Kreyszig, 2011.
- Advanced Mathematics for Engineers and Scientists, Paul Duchateau, 2013
- Advanced Engineering Mathematics, Alan Jeffrey, 2001
- Advanced Engineering Mathematics. 2nd Ed, Michael D. Greenberg, 1998

Course Motivation: This course provides analytical and computational techniques in the more advanced areas of mathematics that are of most relevance to engineering disciplines. Applications of these techniques for the solution of boundary value and initial value problems will be given. The problems treated and solved in this course are typical of those seen in applications and include problems of heat conduction, mechanical vibrations and wave propagation.

Course Outcomes: With the successful completion of the course, the student should be able to:

- a) Strengthen their fundamental analytical skills, in preparation for advanced studies and research.
- b) Gain an Understanding of how to use mathematics to address practical operational issues facing dynamical, mechanical and thermal systems engineers.

Course Objectives: The objective of this course is to provide graduate mechanical engineering students of with various mathematical techniques that are necessary in order to solve practical problems.

1. Students will demonstrate ability to solve linear systems, apply various methods of mathematical, and communicate solutions in writing.
2. Students will demonstrate ability to solve non-linear systems, apply various methods of mathematical, and communicate solutions in writing
3. Students will demonstrate ability to solve PD's, apply various methods of mathematical, and communicate solutions in writing.
4. Students will demonstrate the ability to comprehend advanced mathematics, and present the material orally and in writing

Course Outlines:

- **Emphasis I: Conduction Equation (4 weeks)**
 1. Solutions of multi-dimensional homogenous conduction equation
 2. Solutions of Multi-Dimensional non homogenous conduction equation
- **Emphasis II: Convection-Advection Equation (4 weeks)**
 1. Approximate solutions of convection equation
 2. Numerical solutions of convection equation
 3. Analytical and numerical solutions of convection and advection systems
- **Emphasis III: Vibrations and Dynamical Systems (4 weeks)**
 1. Approximate solutions of vibration equation
 2. Numerical solutions of multi-dimensional vibration equation
 3. Introduction to analytical solutions of dynamical systems
- **Emphasis IV: Elasticity Equation (2 weeks)**
 1. Solutions of linear electricity equation
 2. Solutions of non-linear elasticity equation

Grading:

Grading Basis:	Mid-term exams:	50%	A:	90-100%
	Assignments:	25%	B:	80-90%
	Final Exam:	25%	F:	0-60%

Homework and Academic Dishonesty Policy:

Homework assignments will be announced in class, and periodic in-class quizzes will be given. Late work is not accepted, except in cases of officially university-excused absences.

Students are expected to adhere to the Marshall University academic dishonesty policy, found in the undergraduate catalog. Academic dishonesty will not be tolerated, and infractions of the university academic dishonesty requirements will lead to sanctions and reporting to the Office of Academic Affairs. Students are particularly encouraged to be careful to avoid cheating, plagiarism, and complicity as related to homework assignments.

Copying homework is not allowed:

Acceptable Behavior

Unacceptable Behavior

- ☺ Discuss homework problems with others.
- ☺ Check answers with other students.
- ☺ Help other students learn & find mistakes.
- ☹ Show someone every step of a problem.
- ☹ Hand your assignment to someone else.
- ☹ Group working problems simultaneously*

* Since everyone works at a different speed, "group work" can degenerate into a slower student copying a faster one, without really understanding what is going on. Quizzes and exams are taken individually, so it is important for students to learn how to solve problems on their own. **Incoming homework assignments will be screened for inappropriate collaboration.**

Additional Academic Policies:

Marshall University policies pertaining to Academic Dishonesty, Excused Absences, University Computing Services Acceptable Use, Inclement Weather, Dead Week, Students with Disabilities, Academic Dismissal, Academic Forgiveness, Academic Probation and Suspension, Academic Rights and Responsibilities of Students, Affirmative Action, and Sexual Harassment can be found at:

http://www.marshall.edu/academic-affairs/?page_id=802

Relationships between Course, Program, and Degree Profile Outcomes

Course Outcome – student will:	Implementation Method	Evaluation Method	Program Outcomes	Degree Profile Outcomes
Strengthen their fundamental mathematical skills, in preparation for advanced studies and research.	<ul style="list-style-type: none"> • Lectures • In-class examples • Homework assignments 	<ul style="list-style-type: none"> • Homework Assignments • Exam problems 	a3, b3, e3, k3	<ul style="list-style-type: none"> • Specialized knowledge • IS: Quantitative Fluency • IS: Communication Fluency
Gain an Understanding of how to use mathematics to address practical operational issues facing dynamical, mechanical and thermal systems engineers.	<ul style="list-style-type: none"> • Lectures • In-class examples • Homework assignments 	<ul style="list-style-type: none"> • Homework • Exam problems 	a3, b3, e3, k3	<ul style="list-style-type: none"> • Specialized knowledge • IS: Quantitative Fluency • IS: Analytic Inquiry • IS: Communication Fluency

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Business

Dept/Division: MGT

Alpha Designator/Number: 671

☒ Graded ☐ CR/NC

Contact Person: Dr. Margie McInerney

Phone: 304-696-2675

NEW COURSE DATA:

New Course Title: Business Administration Internship

Alpha Designator/Number: M G T 6 7 1

Title Abbreviation: B u s i n e s s A d m i n I n t e r n s h i p

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Project-oriented experience in business operations and organizations intended for those students with insufficient experience in the field. (PR: Full Admission and permission of program director)

Co-requisite(s):



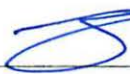
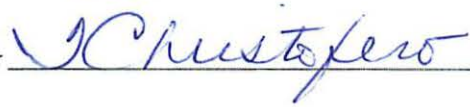
First Term to be Offered: Fall 2015

Prerequisite(s): Full Admission and Permission

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form):

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>2/12/15</u>
Registrar  520201	Date <u>2/13/15</u>
College Curriculum Chair 	Date <u>2-12-15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Business

Department/Division: MGT

Alpha Designator/Number: 671

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.

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

Division Chair of MGT/MKT/MIS (Currently Dr. Rex McClure)

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)

Practicum Objectives and Requirements in separate document.

Request for Graduate Course Addition - Page 3

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

Separate document.

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

N/A

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

Internship

Request for Graduate Course Addition - Page 4

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

Projects and Final presentation

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

N/A

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

Request for Graduate Course Addition - Page 5

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:

MGT/MKT/MIS

MGT 671

Project-oriented experience in business operations and organizations intended for those students with insufficient experience in the field.

PR: Full Admission and permission of program director

Fall 2015

3



MBA Internship Approval Packet

Student Eligibility

- You must be current MBA student and in good academic standing (minimum 3.2 GPA).
- You must have already completed nine hours of graduate credit in program before starting the internship.
- You must get approval from COB Associate Dean of Graduate Programs and Assistant Director of Graduate Programs.

Student Requirements

- Students must work at least 200 hours to receive 3 hours of Graduate Internship credit for MGT 671. Additional hours may be required by the employer.
- Before starting the internship and getting registered for MGT 671 you will need to get the appropriate signatures on the approval form (page 2) as well as have the employer complete a job description (page 3).
- While working you will need to complete a daily work log outlining your duties.
- You will need to complete a mid-term report that will be submitted to the COB Associate Dean of Graduate Programs. There will also be a final report and presentation.
- You and the employer will complete an evaluation at the conclusion of the internship.

Salary and Other Job Benefits

- Salary and other job benefits are established through agreement between the student and employer.
- The student is not guaranteed a job on completion of the program and, if performance or other conditions merit it, the employer may at any time terminate the employment of the student. The student is expected to perform and follow policies and practices common to other employees of the employer.

Note: You are not eligible for internship with current job/employer.



Marshall University College of Business and
Agency Agreement of Supervised
MBA Internship

Agency Name:

Agency Address:

Agrees to Accept: _____ as an intern during the
_____ semester for a total of _____ (at least 200) contact hours beginning on
_____ and ending on _____.

The student will be under the direct agency supervision of _____
who agrees to items on the attached Site Supervisor Form.

Student Signature

Date _____

Agency Site Supervisor

Date _____

COB Associate Dean of Graduate Programs

Date _____

This document must be completed in full and signed by all parties before the residency may begin. The employer must also submit a letter to outline responsibilities and expectations.

Copies to: Agency Supervisor
COB Associate Dean Graduate Programs
Academic Advisor



DESCRIPTION OF MBA Internship

Date _____

Semester _____

Name _____

Goals and objectives of MBA Internship as well as a brief description of proposed Internship and project:

Site Supervisor

Name _____

Agency/Organization _____

Address _____

Phone _____ FAX _____

E-Mail _____

Student Signature/Date

COB Associate Dean Graduate Programs/Date

Site Supervisor Signature

Marshall University

Lewis College of Business

Internship/Co-Op Program

Employer Appraisal

_____ Company: _____
 Student's Name Address: _____

 Date: _____ Supervisor's Name: _____

Indicate in the respective space a rating of the intern on each factor. This appraisal will be used by the Division Head to determine the intern's grade and whether the student will be given credit for the intern experience.

DEFINITIONS OF PERFORMANCE LEVELS

- 5 **EXCELLENT.** The intern's performance is well above the normal requirements of the job. The students in this rating are consistently very high performers and continually contribute more than their share to the organization.
- 4 **GOOD.** The intern's performance is beyond the ordinary requirement for satisfactory performance on the job. This rating indicates accomplishment of all assigned tasks.
- 3 **SATISFACTORY.** The intern adequately and competently performs the requirements of the job.
- 2 **POOR.** The intern does not meet the expectations. This rating applies to those performing in a substandard manner, and improvement is needed.
- 1 **UNSATISFACTORY.** The intern's performance is totally unacceptable. Release is justified unless improvement is made within a specified period of time.
- NA **NOT APPLICABLE.** This rating applies to those factors that are not relevant to the intern's responsibilities.

WORKPLACE SKILL		PERFORMANCE LEVEL (5-1)	COMMENTS
1.	Exhibits traits such as honesty, loyalty, and trustworthiness.	_____	_____ _____ _____
2.	Reports to work without tardiness or absenteeism.	_____	_____ _____ _____

WORKPLACE SKILL		PERFORMANCE LEVEL (5-1)	COMMENTS
3.	Exhibits courteousness and the ability to work well with others.	_____	_____ _____ _____
4.	Uses effective oral/written communication skills.	_____	_____ _____ _____
5.	Demonstrates the ability to work with company policies and regulations.	_____	_____ _____ _____
6.	Sets priorities and utilizes good time management skills.	_____	_____ _____ _____
7.	Adapts well to changes.	_____	_____ _____ _____
8.	Demonstrates initiative/self-starter attitude.	_____	_____ _____ _____
9.	Follows directions, admits errors and accepts constructive criticism.	_____	_____ _____ _____
10.	Meets expected volume of work.	_____	_____ _____ _____
11.	Meets quality expectations.	_____	_____ _____ _____
12.	Exhibits diligence and perseverance.	_____	_____ _____ _____

Internship Program Evaluation

Student Evaluation of Employer

This form must be submitted in order to receive credit for the internship.

Name _____ Student I.D. _____
Semester _____ Department of Internship (ex: ACC 490) _____
Employer's Name _____ Phone _____
Company Name _____ E-mail _____
Company Address _____

1. This internship provided me with knowledge of the field.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

2. My mentor spent adequate time with me.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

3. I was allowed to participate in meaningful work activities.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

4. The staff made me feel welcome.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

5. There are opportunities for further employment with this employer.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

6. My mentor understands that my schoolwork is my number one priority.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

(continued on back)

7. My internship did not interfere with my schoolwork.

☐ Strongly Disagree ☐ Somewhat Disagree ☐ Neutral ☐ Somewhat Agree ☐ Strongly Agree

8. This internship exceeded my overall expectations.

☐
Strongly
Disagree

☐
Somewhat
Disagree

☐
Neutral

☐
Somewhat
Agree

☐
Strongly
Agree

Please include any additional comments you wish to make regarding your internship:

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Business

Dept/Division: MGT-MKT-MIS

Alpha Designator/Number: MKT/684

☒ Graded ☐ CR/NC

Contact Person: Uday Tate

Phone: 696-2672

NEW COURSE DATA:

New Course Title: Global Marketing

Alpha Designator/Number: M K T 6 8 4

Title Abbreviation: G l o b a l M a r k e t i n g

(Limit of 25 characters and spaces)

Course Catalog Description: This course provides a decision-oriented approach to global marketing; focus will be placed on market entry strategies, segmentation techniques, and marketing mix decisions in a multi-national environment.
(Limit of 30 words)

Co-requisite(s): First Term to be Offered: Summer/Fall 2015

Prerequisite(s): GSM Advisor's Permission Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form):

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head

Date 10/9/14

Registrar

Date 10/14/14

College Curriculum Chair

Date 11/27/15

Graduate Council Chair

Date 3-30-15

Request for Graduate Course Addition - Page 2

College: Business

Department/Division: MGT-MKT-MIS

Alpha Designator/Number: MKT/684

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.

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

Uday Tate
Liz Alexander
Fred Mader
Ben Eng

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)

See the attached syllabus

Request for Graduate Course Addition - Page 3

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

See the attached syllabus

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

See the attached syllabus

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

Lectures, case analysis, country project writing and presentations, group discussions, and simulation decision making

Request for Graduate Course Addition - Page 4

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

Individual: One Exam worth; Individual: Global News Presentation; Individual: Class Contribution; Team: Case Analysis and Presentation
Team: Simulation Final Written Report; Team: Simulation Balanced-Score Card

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

Not applicable

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

See the attached syllabus

Request for Graduate Course Addition - Page 5

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: MGT-MKT-MIS

Course Number and Title: MKT684: Global Marketing

Catalog Description: This course provides a decision-oriented approach to global marketing; focus will be placed on market entry strategies, segmentation techniques, and marketing mix decisions in a multi-national environment.

Prerequisites: GSM Admission or GSM Advisor's Permission

First Term Offered: summer/Fall 2015

Credit Hours: 3

**Division of MGT-MKT-MIS
College of Business
Marshall University**

Course Title/Number	Global Marketing: MKT684
Semester/Year	
Days/Time	
Location	Corbly 463
Instructor	Dr. Uday Tate
Office	Corbly 320
Phone	696-2672
E-Mail	tateu@marshall.edu
Office Hours	TBA: about four hours per week
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to www.marshall.edu/academic-affairs/policies/ . Academic Dishonesty/Excused Absence Policy for Undergraduates/Computing Services Acceptable Use/Inclement Weather/Dead Week/Students with Disabilities/Academic Forgiveness/Academic Probation and Suspension/Academic Rights and Responsibilities of Students/Affirmative Action/Sexual Harassment

Course Description: From Catalog

This course provides a decision-oriented approach to global marketing; focus will be placed on market entry strategies, segmentation techniques, and marketing mix decisions in a multi-national environment. This course will equip students with the cutting-edge tools and concepts to explore and assess marketing practices in a global environment.

Note: The course is to be approved by the Graduate Council.

The table below shows the following relationships: How each student learning outcome will be practiced and assessed in the course.

Course student learning outcomes	How students will practice each outcome in this course	How student achievement of each outcome will be assessed in this course
Students will identify reasons why companies engage in global marketing operations.	Group work, in-class discussion, in-class exercises, chapter reviews, international news presentations, case presentations and simulation.	Exam questions, papers, country projects, case analysis, news presentations, simulation performance-that evaluate mastery of this particular outcome.
Students will identify the environmental factors that affect global operations.	Group work, in-class discussion, in-class exercises, chapter reviews, international news presentations, case analysis/presentations.	Exam questions, papers, country projects, case analysis, project and news presentations-that evaluate mastery of this particular outcome.

Students will assess the potential of exporting to a foreign country and design a marketing strategy accordingly.	Group work, in-class discussion, in-class exercises, chapter reviews.	Exam questions, country projects, case analysis, project presentations-that evaluate mastery of this particular outcome.
Students will assess cutting-edge issues in global marketing via news analysis and presentations.	Case analysis, news analysis, and simulation game.	Exam questions, case analysis, news presentations, simulation performance-that evaluate mastery of this particular outcome.
Students will apply the basics of global marketing via case analysis, article synthesis, video critiques, simulation, and a hands-on cross-cultural analysis project.	Country group work, in-class discussion, in-class exercises, chapter reviews, international news presentations, case presentations.	Exams, case analysis, news presentations-that evaluate mastery of this particular outcome.
Student will Plan, formulate, and apply global marketing strategies within the context of a simulation game.	Chapter reviews and simulation game.	Exams and assessment of student group performance on simulation.

Assurance of Learning Objectives/Tasks

Tasks/Learning Objectives	Knowledge Base	Written Communication	Oral Communication	Leadership Skills	DM/Problem Solving
Team: Case Presentation	X		X	X	
Team: Written Report of Simulation	X	X		X	X
Team: Presentation of Simulation Results			X	X	
Individual: News Presentation	X		X		
Individual: Exams	X	X			X
Individual: Class Contribution	X		X	X	X

Required Texts, Additional Reading, and Other Materials

1. **Global Marketing Management**, 8/E, 2014, Warren Keegan, Pearson: Prentice-Hall, ISBN-13: 9780136157397.
2. **Harvard Business Publishing, Darden Business Publishing, etc.**
3. **Country Manager: a simulation game by Interpretive Simulations**

Course Requirements/Due Dates

Individual: two Exams worth 100 points:	200 points
Individual: Global News Presentation	50 points
Individual: Class Contribution	100 points
Team: Case Analysis and Presentation	100 points***
Team: Simulation Final Written Report	100 points***
Team: Simulation Balanced-Score Card	100 points***
Team: Simulation Presentation	<u>100 points***</u>
Total	750 points

Individual: Global News Presentations (50 points): Each student is required to present latest news on any international topic for about 5 minutes. You may use PPT slides, posters, Internet, handouts, etc., to deliver your presentation. Be creative!!! If you are absent on the day of your presentation, you will get zero, unless you have a university-approved excused absent. Those with excused absences will be rescheduled to present their news. The news you will present must be no older than seven days from the day of your presentation. It must be related to an international topic involving foreign countries, regions, etc.

Individual: Two Exams (200 points): This course will have two exams. The exam will be in the form of a case analysis on an individual basis in class.

Individual: Class Contribution (100 points): I expect graduate students to discuss, opine, or express views on the subject matter. Your opinions and viewpoints are important to me and I strongly encourage you to share them with others in during class discussion. There will case discussion in class regularly; I expect ALL to participate in case discussions. Later on, I will provide you with specific instructions on how to get involved in **Blackboard** discussions. These discussions are great for learning how others' opinion on various international marketing issues!!! In addition, I will take attendance regularly and will use it as part of your class contribution. My rule is simple: **if you are not in class, you do not participate/contribute.**

Team: Case Analysis Presentation (100 points): Each team will be assigned a case for analysis and present it to the class for discussion. Details will be provided later on in class.

Team: Simulation Balanced-Score card Performance: (100 points): Each team will be required to write up a country project. Details will be provided later on in the semester.

Team: Simulation Presentation: (100 points): Each team will have 20-25 minutes to present its simulation performance. Details will be provided later on in the semester.

Team: Simulation Written Report: (100 points): Each team will submit a written report on its performance in the simulation. Details will be provided later on in the semester.

(See the Proposed Schedule)

Grading Policy

A = 90% and above; B = 80% to 89.99%; C = 70% to 79.99%; D = 60% to 69.99%;
F = below 60%

Attendance Policy

ATTENDANCE on the days of news/project/case/simulation presentations is mandatory. Failure to do so will result in reduction of your class participation points by 50 points per presentation missed. You are excused from the penalty due to any of the following university-approved excuses:

- a. medical excuse
- b. university-related activity
- c. Death of immediate family member

You must have your excuse approved by the Dean of Student Affairs. From the day of your absence, you have one week to submit the university-approved excuse to me. After this, no excuses will be accepted.

Additional policies: Students are expected to attend all class sessions; attendance will be taken regularly and will be counted toward the class contribution grade. Absences will be handled as per Marshall University's policies on excused absences.

Classroom Professionalism: My basic assumption is that you all behave professionally!

Mutual respect, trust, and civility are of paramount importance to any learning environment. Free discussion, inquiry, and expression are encouraged in this class. In fact, I appreciate students who regularly participate in class discussions and contribute to classroom learning on a voluntary basis. Also, I appreciate students with positive attitude. On the other hand, classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. **Examples include: routinely entering class late or departing early without permission; doing homework for other courses during class; sleeping or reading newspapers during class; using beepers, cellular phones, or other electronic devices; repeatedly talking in class without being recognized by the instructor; talking while others are speaking; or arguing in a way that is perceived as "crossing the civility line."** Please do not consume food during class. Also, **turn off your cell phone when in class.** In the event of a situation where a student legitimately needs to carry a beeper/cellular phone to class, prior approval of the instructor is required.

My definition of professionalism includes, but not limited to, the following:

- respectful to your fellow students and the professor
- positive attitude and mentality
- good work ethics/team work/cooperation
- punctuality
- motivated to contribute to class discussion
- well-prepared/motivated to participate in class

Grade Discussion:

If you wish to discuss your grades, attendance, assignments, etc., please do so in my office and **not in the classroom, in the hallway**, etc. This is to maintain confidentiality and professionalism during our discussion.

Working with you:

Most importantly, I look forward to working with you throughout the semester. Your learning and progress in this course are of utmost importance to me. Please feel free to see me if you need any help. For example, I can help you in preparing for examinations or completing assignments.

Course Schedule**Proposed Class Schedule: Summer Intersession, 2015**

<u>Date:</u>	<u>Topics/Tasks/Readings:</u>
May 11	Introduction to MKT684/Chapters 1, 2, 3, & 4
May 13	News/Case Analysis-Presentation/Intro to Simulation/ Chapters 5, 6, & 7
May 18	News Presentations/Chapters 8 & 9/Case Presentations/Simulation Decisions
May 20	News Presentations/Case Presentations/Simulation Decisions/In-Class Exam
May 25	News Presentations/Case Presentations/Chapters 10, 12, 13/Simulation
May 27	News Presentations/Case Presentations/Chapters 14, 15, & 16/Simulation
June 1	Simulation Presentations & Written Report due
June 3	In Class Case Exam/Graded Reports Returned

The Instructor's Disclaimer:

This course syllabus is a **guideline**. As such, the professor reserves the right to change any part of the syllabus (for example, course requirements, projects dates, exam schedule, etc.) at any time during the semester. It is the student's responsibility to keep track of scheduled examinations/project dates, any changes in these dates, material covered in the class, and all other announcements made in the class.

Bibliography:

Kotabe, Masaaki and Kristiaan Helson, (2014), *Global Marketing Management* (6th ed.), John Wiley and Sons. **Mostly textbook.**

Philip Cateora, John Graham, and Mary Gilley, *International Marketing*, McGraw-Hill/Irwin; 16th edition, 2014.

Keegan and Green, *Global Marketing*, 8th edition, 2015, Prentice Hall

Jean-Claude Usunier and Julie Anne Lee, *Marketing Across Cultures*, 6/E, 2013, Prentice Hall.

Michael R. Czinkota and Ilkka A. Ronkainen, *International Marketing*, 10th Edition, 2013, Cengage Learning.

Harvard Business Review on *Thriving in Emerging Markets*, Harvard Business Review, June 2011.

W. Chan Kim; Renee A. Mauborgne, **Blue Ocean Strategy: How to Create Uncontested Market Space and Make the Competition Irrelevant**, Harvard Business Press, 2005.

Thomas Friedman, ***The World Is Flat***, Farrar, Strauss, & Groux, 2005

Kamran Kashani, ***Beware the Pitfalls of Global Marketing***, HBR, September 1989.

Robert B. Young; Rajshekhar G. Javalgi, ***International Marketing Research: A Global Project Management Perspective***, Business Horizons, March 2007.

Emmanuel Yujuico; Betsy Gelb, ***Marketing to Developing Countries: Why and How***, Business Horizons, September 2010

Musa Chironga; Acha Leke; Susan Lund; Arend van Wamelen, ***Cracking the Next Growth Market: Africa***, HBR, May 2011.

Andrew Molinsky, ***Global Dexterity: How to Adapt Your Behavior Across Cultures without Losing Yourself in the Process***, Harvard Business Press, 2012.

Michael E. Porter, ***The Five Competitive Forces That Shape Strategy***, HBR, January 2008.

Robert S. Kaplan; David P. Norton, ***Strategy Maps: Converting Intangible Assets into Tangible Outcomes***, Harvard Business Press, February 2004.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 503

☒ Graded ☐ CR/NC

Contact Person: Michael Stroehrer, Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Choral Union

Alpha Designator/Number: M U S 5 0 3

Title Abbreviation: C h o r a l U n i o n

(Limit of 25 characters and spaces)




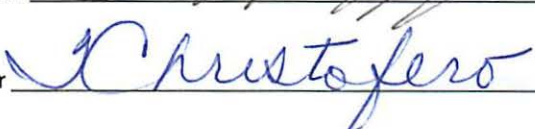
Course Catalog Description: Large choral ensemble available to university and regional singers without audition.
(Limit of 30 words)

Co-requisite(s): First Term to be Offered: Fall 2015

Prerequisite(s): Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 520: Principal Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>12/8/14</u>
Registrar  500904	Date <u>12/17/14</u>
College Curriculum Chair 	Date <u>2/5/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 503

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.

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

David Castleberry, Robert Wray

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 large choral ensemble setting. Exposure to a variety of literature for chorus and orchestra.

Request for Graduate Course Addition - Page 3

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

One (1) weekly rehearsal. 1-2 performances per semester.

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

Not applicable. Musical repertoire selected by ensemble conductor.

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

Lab setting

Request for Graduate Course Addition - Page 4

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

Attendance; Participation in 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.

Request for Graduate Course Addition - Page 5

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 503 Choral Union
Catalog Description: Large choral ensemble available to university and regional singers without audition.
Prerequisites:
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

MARSHALL UNIVERSITY CHORAL UNION
FALL 2015

MUS 203/403/503 Choral Union (1 hr. credit)
Monday evenings, 7:00-9:00 PM, Smith Music Hall #150

Dr. John W. Campbell, Director
campbelljo@live.marshall.edu
(859) 684-8392 (cell with texting)
SMH 216
Office hours: by appointment

Course Description

Large choral ensemble available to university and regional singers without audition. Gives public performances of oratorios and works for chorus and orchestra twice a year. One rehearsal per week.
(http://www.marshall.edu/ucomm/files/web/UG_14-15_published.pdf, p. 309)

Course Objectives

The purpose of the Choral Union is to develop the musicianship of its participants and provide choral experiences that will expand their understanding of choral literature and techniques. Those who participate in this ensemble will become better vocalists and better musicians, with a deeper understanding of the craft specifically of choral music-making. Among the subject areas covered are aspects of music history, styles, techniques, theory, and vocal/choral pedagogy, as well as practice in and mastery of diction in multiple languages.

Rehearsal and Concert Schedule:

The Choral Union rehearses each Monday from 7:00 to 9:00 p.m. in SMH #150. The semester concert is scheduled for Saturday, ~~December~~ 5, 7:30 PM in Smith Recital Hall.

Performances

Performances by the Choral Union are tantamount to exams. They are the result of the rehearsal process and provide musical rewards and personal satisfaction in bringing significant projects to completion. Unlike exams for many other courses, however, there is no way to “make up” a missed concert. Missing a performance without a valid excuse is the most serious of all absences and will result in failure of the course. (See university policy for excused absences.) If students anticipate a conflict with a concert date, they should consult the director at the very earliest opportunity.

Attendance

Members are expected to attend all rehearsals and be on time. In the case of university-excused absences or emergencies, students should make every effort to contact the director in a timely fashion regarding their absence, preferably in advance of rehearsal. Because an electronic message can be left for the instructor at any time, there are few excuses imaginable for failing to provide notification or explanation of absence. Furthermore, because this ensemble only rehearses once per week, each unexcused absence should be expected to result in the lowering of the course grade by one letter per absence for those taking Choral Union for credit.

Three instances of late arrival to rehearsal will constitute one unexcused absence. It is the student's responsibility to contact the attendance-taker at the break to be sure she/he was recorded as late-but-present.

A student who cannot sing in a particular rehearsal (due to non-contagious illness, for example) should still attend. She/he will sit facing the choir and take notes on what he/she hears and observes. These notes will be given to the director at the end of class with the intent of improving the Choral Union's music and presentation, and honing the listening skills of the student.

Participation

While regular attendance is extremely important to the choir's success, it is just as important that members contribute maximal effort during rehearsals. The process that enables any ensemble to perform at a high level is often challenging and time-consuming, and occasionally taxes the patience of even the most dedicated musicians. Enthusiasm for the work of the ensemble is not only helpful—it is essential.

Participation will be evaluated according to:

- the timely learning of music studied and performed
- a high level of concentration and energy during rehearsals and performances
- skill development applicable to the repertoire studied and performed
- a pro-active, positive approach to ensemble membership
- mutual support of fellow singers

Students who do not pursue these goals to the best of their abilities will be advised by the director as to areas needing remediation. Failure to address these areas promptly will result in a lowering of the final grade.

Results

Participants will:

- Gain a fuller understanding of the musical and technical demands of the music performed.
- Draw upon and synthesize these materials together with studies (where applicable) in music history, theory, styles, and vocal/choral pedagogy.
- Develop increased security in the application of techniques learned so that they can apply them to other music, whether in choral settings, instrumental opportunities, individual applied performance or other music studies.
- Demonstrate these results in successful concert performances.

Grading

Grades are determined according to the criteria outlined above and are determined by the level of participation and accomplishment achieved by each singer. There is an expectation that all students will achieve excellence in this ensemble, as determined through active, committed participation in rehearsals and concerts.

A= outstanding effort, applied consistently throughout the semester.

B= good effort throughout the semester.

C= fair or inconsistent effort during the semester.

D= inconsistent effort, usually marked by absence and/or lateness to rehearsals.

F= failure to meet the level of effort needed to contribute positively to performances by the ensemble.

To reiterate the importance of regular attendance at all rehearsals: each unexcused absence should be expected to lower the course grade by one letter per absence.

Required Materials

To allow audiences to concentrate on the music rather than individual performers, similar if not identical (within gender) **concert attire** will be worn for concerts. Subject to input from the ensemble, ladies will be in black dresses, and men in black tuxedo, white shirt, black bow tie, black socks and black dress shoes. Each singer will be responsible for procuring her/his own concert attire.

Participants may be asked to reimburse the University for the purchase of **printed music**. Any music loaned to singers by the University must be returned in good condition, or be paid for.

Cell Phones

Cell phones may not be used and text messaging is **NOT ALLOWED** during rehearsal. Phones may be left on for emergencies, but should be kept in “silent” mode. All cell phones will be turned off for performances or (better yet) left off stage altogether.

Vocal Responsibility:

Good vocal health is one of the most basic and important aspects of the successful singer's life. This, of course, includes the wise use of the voice when singing or speaking. But it also includes rest, care of general physical health, and personal habits that promote physical, mental, and emotional well-being. These are encouraged regularly by vocal teachers at Marshall University. Perhaps more than any other musical performers, singers manifest directly in their performance the results of the care they give to their instruments.

Almost everyone gets sick at one time or another. This is natural. Chronic problems with the voice that prevent consistent rehearsal and vocal process, however, are a matter for serious concern. Such problems will end a professional singer's career quickly, regardless of their cause. A single cancellation may be forgiven by an opera or theatre company. But repeated cancellations will lead quickly to dismissal and a reputation of unreliability.

It is unrealistic to expect singers to suddenly acquire good habits when they become professionals. Rather, good habits begin when one is a student. Singers must be mindful that progress is judged during a semester and from year to year by the seriousness of purpose they bring to the care and concern they show for vocal health.

University-Wide Policies

You may access university-wide policies at this web page: http://www.marshall.edu/academic-affairs/?page_id=802. Areas addressed include:

Academic Dishonesty, Excused Absences, University Computing Services' Acceptable Use, Inclement Weather, Dead Week, Students with Disabilities, Academic Dismissal, Academic Forgiveness, Academic Probation and Suspension, Affirmative Action, and Sexual Harassment.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 504

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher, Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Marshall University Chorus

Alpha Designator/Number: M U S 5 0 4

Title Abbreviation: U n i v e r s i t y C h o r u s

(Limit of 25 characters and spaces)

Course Catalog Description: A mixed chorus of 60-90 singers open to all university students without audition. Public performances of a variety of music are given each semester. Three rehearsals per week.

(Limit of 30 words)

Co-requisite(s):





First Term to be Offered: Fall 2015

Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 520: Principal Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>10/20/14</u>
Registrar  500904	Date <u>12/17/14</u>
College Curriculum Chair 	Date <u>12/5/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 504

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.

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

David Castleberry, Robert Wray

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 large choral ensemble setting. Exposure to a variety of literature for chorus.

Request for Graduate Course Addition - Page 3

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

Three (3) weekly rehearsals. 1-2 performances per semester.

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

Not applicable. Musical repertoire selected by ensemble conductor.

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

Lab setting

Request for Graduate Course Addition - Page 4

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

Attendance; Participation in 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.

Request for Graduate Course Addition - Page 5

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 504 Marshall University Chorus

Catalog Description: A mixed chorus of 60-90 singers open to all university students without audition. Public performances of a variety of music are given each semester. Three rehearsals per week.

Prerequisites:

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

MUS 204/404/504 University Chorus
Syllabus and Class Schedule: Fall 2015
Robert Wray, Director
MU Office: SMH 303
Telephone: (304)696-2399 (office); (304)972-1910(cell)
Email: wrayr@marshall.edu

Class Meetings: M W F 12:00 – 12:50 p.m. SMH 150

Course Content: University Chorus is an ensemble designed to promote vocal development, increase musical skills and knowledge, and learn an artistic discipline in a collaborative setting. This ensemble is open to any student, regardless of major.

Course Description: A mixed chorus of 60-90 singers, open to all university students without audition. Public performances of a variety of music are given each semester. Three rehearsals per week.

Required Materials: One-inch black binder, pencil, and performance attire.

MU Department of Music Expected Learner Outcomes:

Create an effective applied music performance:

- by integrating comprehensive capabilities in major performing medium including technical facility, musicianship, musical styles, and musical interpretation;
- by demonstrating knowledge of literature for instrumental/vocal medium through application in performance.

Identify use of theoretical materials in music:

- through synthesizing and articulating theoretical and stylistic concepts and perspectives;
- by utilizing aural skills for performance, historical and theoretical analysis.

Explain knowledge of musical repertoire and the relationship between repertoire and musical developments:

- through synthesizing and articulating historical and stylistic concepts and perspectives;
- by integrating knowledge of historical, cultural, and stylistic contexts in compositional, performance, scholarly, pedagogical and historical contexts, according to specialization emphasis.

Critique a student's communication of ideas and musical information in a broad context:

- by assessing knowledge of music through the application of music technology;
- by integrating theoretical, historical, and interpretive knowledge via written, oral and musical performance

Expected Learning Outcomes: Upon completion of this course, students should be able to:	Student Practice: To practice each outcome, students will:	Assessment: Student achievement will be assessed by:
Demonstrate a thorough knowledge of the ensemble's repertoire.	Participate in in-class teacher and student-led singing activities; self-led practice activities outside of class	In-class rehearsals; in-class singing quizzes; performances
Articulate an understanding of the fundamental musical and practical elements needed throughout the development of a successful choral ensemble.	Participate in teacher-led discussions pertaining to the vocal process and the selected repertoire; analyze selected audio examples; Participate in in-class teacher and student-led singing activities	In-class rehearsals; in-class singing quizzes; performances
Demonstrate an understanding of vocal technique, vocal health, choral techniques, choral repertoire, expressive diction, and the relationship between text and music.	Participate in teacher-led discussions pertaining to the vocal process and the selected repertoire; analyze selected audio examples; Participate in in-class teacher and student-led singing activities	In-class rehearsals; in-class singing quizzes; performances

Grading: The student's grade in this course is determined by an evaluation of success in fulfilling these course requirements:

- Attendance for University Chorus rehearsals
- Rehearsal preparation
- Rehearsal contribution
- Attendance at dress rehearsals and concerts
- The care and return of the music that has been individually assigned
- Completion of syllabus receipt (MU Blackboard)

1. Attendance at Regular Rehearsals

Rehearsal attendance is of the utmost importance. The success of the ensemble is severely hindered when students are absent. Thusly, attendance will be taken daily and figured into final grades. Every student is allowed three absences without grade repercussions. Upon missing the fourth (4th) rehearsal, a student's grade will be lowered one letter. The grade adjustment for each absence is as follows:

- 0-3 No grade adjustment**
- 4 Grade dropped one letter**
- 5 Grade dropped two letters**
- 6 Grade dropped three letters**
- 7 + Failure for the semester**

Additionally, if the absence is unexcused, **no grade taken during that class can be made up** (i.e. quartet and octet testing). Work missed due to an excused absence can be made up. In order for an absence to be excused, you must meet the guidelines for excused absences as stated in the Marshall University Undergraduate Catalog 2014-2015, pp. 84-85 [http://www.marshall.edu/ucomm/files/web/UG_14-15_published.pdf] and have written approval from the dean of students.

Tardiness will also count against a student's grade. Being tardy to 3 rehearsals will count as one absence.

Students are expected to have their folder, music, and pencil at every rehearsal. This point is a very important contributor to the success of the ensemble.

2. Rehearsal preparation

Though rehearsals often assist in the learning of the music, ultimately, the goal is to shape and perfect the music – not to learn the notes. If an ensemble member is having difficulty learning his or her music during regular rehearsals, it is that individual's responsibility to work on the music outside of rehearsal. To test knowledge of the music, vocal assessments (usually in the form of quartet or octet singing) will be administered periodically throughout the semester. These assessments will evaluate each student's knowledge of notes, rhythm, and diction, as well as the ability to sing with sensitivity and expression.

3. Attitude

You are expected to bring to each rehearsal a positive energy and enthusiasm that will contribute to the musical success of this ensemble.

4. Concert and Dress Rehearsal Attendance

All dress rehearsals and concerts **are mandatory** in order to receive a passing grade for the semester.

5. Care and Return of Music

You are responsible for the music assigned to you and must turn in your music at the end of the semester or pay the Department of Music the replacement cost.

6. Completion of Syllabus Receipt

All students enrolled must complete the syllabus receipt that can be found on the University Chorus Blackboard page:

The syllabus receipt must be completed Friday, September 20th at 5:00 p.m. Failure to do so will lead to being withdrawn from the course.

Ensemble Performance Attire

Members of the University Chorus must dress in the appropriate attire for all concerts. That attire is as follows:

Women- White long-sleeved blouse, black ankle-length skirt (or dress pants, dark hose and black shoes. Earrings may be worn, but only two per ear and they must be of the stud variety.

Men- Black tuxedo pants and jacket, white tux shirt, black bowtie and cummerbund, black socks, and black shoes. Earrings may be worn, but only two per ear and they must be of the stud variety.

Cell Phone Policy

Cell phones may not be used and text messaging is **NOT ALLOWED** during class. Your phone may be left on for emergencies, but must be put on silent.

University Policies

Academic Dishonesty & Plagiarism

Please consult the Marshall University Undergraduate Catalog 2014-2015, pp.70-73[or online at http://www.marshall.edu/ucomm/files/web/UG_14-15_published.pdf] for Marshall University's policy and definitions of academic dishonesty. Academic dishonesty is considered to be a crime. Doing your own work and proper documentation for quoted and paraphrased material are the keys to avoiding plagiarism. If I detect any plagiarism or academic dishonesty (i.e., copying someone else's paper or test), you will fail the assignment or test and the incident will be reported to the Office of Academic Affairs. Additionally, you might fail the course and/or be subject to academic suspension.

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 Office of Disability Services at Prichard Hall 117, phone 304-696-2271.

Inclement Weather Policy

The university has set procedures for inclement weather. Please refer to the official policy as stated in Marshall University Undergraduate Catalog 2014-2015, p. 68-69 [or online at http://www.marshall.edu/ucomm/files/web/UG_14-15_published.pdf]. When the weather is bad, be sure to consult local television and radio stations or the Marshall University website (<http://www.marshall.edu/>) for information regarding closings and delays. A delay means that every course before the new start time is cancelled. Other classes will meet as scheduled.

All Other University Policies

Please consult the website for the Marshall University Division of Academic Affairs for all other university policies:
http://www.marshall.edu/ucomm/files/web/UG_14-15_published.pdf

Last day to drop a course:

The last day to drop a course is Friday, October 31st.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 506

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher, Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Opera Workshop

Alpha Designator/Number:

M U S 5 0 6

Title Abbreviation:

O p e r a W o r k s h o p

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Preparation and performance of opera scenes and full operas. Membership open to students as singers, pianists, and technical personnel. Roles assigned by audition. Two rehearsals per week plus private coaching. (PR: Audition with Director)

Co-requisite(s):

First Term to be Offered: Fall 2015

Prerequisite(s): Audition with Director

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521: Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.


Dept. Chair/Division Head



Date

10/20/14

Registrar

 500904

Date

12/17/14

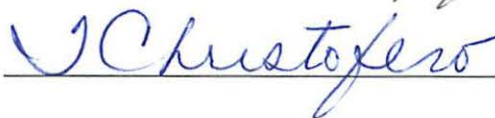
College Curriculum Chair



Date

2/5/15

Graduate Council Chair



Date

3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 506

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.

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

Linda Dobbs, David Castleberry, Larry Stickler

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 opera and/or opera scenes.

Request for Graduate Course Addition - Page 3

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

Two (2) rehearsals per week, plus private coaching. 1-4 performances per semester.

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

Not applicable. Musical repertoire chosen by the director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 506 Opera Workshop
Catalog Description: Preparation and performance of opera scenes and full operas. Membership open to students as singers, pianists, and technical personnel. Roles assigned by audition. Two rehearsals per week plus private coaching. (PR: Audition with Director)
Prerequisites: Audition with Director
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

**Marshall University
Syllabus Template**

Course Title/Number	Opera Workshop, MUS 206/406/506
Semester/Year	Spring 2016
Days/Time	TRF 3:30
Location	112 Smith Music (T, F) 123 Smith Music (F)
Instructor	Linda Dobbs
Office	Smith Music 208
Phone	304-696-2347
E-Mail	dobbsl@marshall.edu
Office/Hours	10- 1 (M); 11-1 (W). 10-11 (F) and by appointment always
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Description: From Catalog

Preparation and performance of opera scenes and full operas. Membership open to students as singers, pianists and technical personnel. Roles assigned by audition. Two rehearsals a week plus private coaching. (PR: Audition with Director)

The table below shows the following relationships: How each student learning outcomes will be practiced and assessed in the course.

Course Student Learning Outcomes	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
Students will increase operatic repertoire and share their work with the public	Through rehearsal and memorization of individual arias and one act opera.	Presentation of memorized public performance of <i>arias</i> , <i>ensembles</i> and class performance of additional arias
Students will learn to convey meaning of lyric and music	Through reading lyrics, understanding compositional technique, class discussion and applying dynamics and inflection	In rehearsal and performance
Students will discover tools for developing character including stage presence and movement	Through study of psychological affect and physical traits, composer's intentions and through performance of individual characters, theater games, repetition in rehearsal	Level of active imagination, application of intended affect, physically or vocally in aria performance and the opera

Students will develop an awareness of and sensitivity to stylistic aspects of opera	Through study of or listening to operas from different time periods. Practice of their individually assigned roles – application of vocal choices	In classroom performance by the vocal, character choices student makes
Students will gain insight into the artistic process of opera rehearsal, production and performance by working together	By being on time to rehearsal, learning music accurately, helping with technical matters, publicity and performing with enthusiasm	By their work in rehearsal and their involvement outside of class to accomplish the work necessary for public performance

Required Texts, Additional Reading, and Other Materials

1. Score as provided by director
2. Arias provided by student (copies for director and accompanist)

Course Requirements / Due Dates

1. OPERA GALA

Dress Rehearsals: Tuesday April 2, Thursday, April 4, Friday, April 5 at 3:30

Performances:

3:00 P.M. SUNDAY, APRIL 7

2. Due dates are:

Ensembles memorized - Deadline Friday, March 1

Aria memorized – Deadline – March 8

Staging Ensembles – March 11- 15

Run – March 25 – April 5

Grading Policy

Based on attendance at rehearsals and preparation for class and performance including character preparation and timely memorization of music.

Attendance Policy

You may not be actively performing at every rehearsal. Those rehearsals are a valuable learning experience as you are a participant observer. If you must miss a rehearsal due to illness, you must notify me prior to rehearsal. If you are too ill to sing, attend the rehearsal if possible. Much can be gained by your presence, for others and yourself with regard to staging or characterization. If you are too ill to be present, see a doctor and submit a **university excuse.**

University excuses must be documented and I must be notified in advance so I may adjust rehearsal plans.

Excused absences are defined in the Marshall University catalog. Work missed during an excused absence may be made up, but remember, if you miss a rehearsal, everyone else is also limited by your absence. Students must present written documentation to the Dean of Student Affairs who will issue the excuse to me.

You must be on time for rehearsal. Don't expect your colleagues to wait for you. In the professional world you would be dismissed...as in "fired!"

Information regarding rehearsals, meetings and all opera matters will be posted on the Vocal Notice Board at the "T" in the Music Building and emailed to all. You are responsible for knowing this information. Read your emails (MU email only) and check the board DAILY. If I have to adjust the schedule due to someone's absence, I can't always do that days in advance.

***Cell phone use:* Please set your phones to vibrate. In the case of emergency, alert me and I will excuse you to take a call. Otherwise, refrain from using your phones in class as a courtesy to your classmates and me.**

Please feel free to address me with any concerns you may have during our work. This is an experiential course. We have a public performance to prepare for and the opportunity to grow as singer/actors. Performance is by its nature a risk-taking adventure. I ask you all to be aware of each other's feelings and experience as we explore this repertoire we love.

This syllabus may be amended to accommodate necessary changes in the time-table.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 507

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher, Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Marshall University Chamber Choir

Alpha Designator/Number:

M U S 5 0 7

Title Abbreviation:

C h a m b e r C h o i r

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Advanced, auditioned choral ensemble open to all university students. Repertoire performed locally and on tour includes great chamber literature of the past five centuries. Three rehearsals per week. (PR: Audition with Director)

Co-requisite(s):




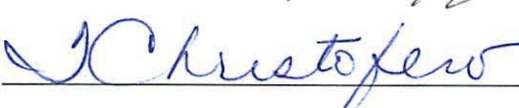
First Term to be Offered: Fall 2015

Prerequisite(s): Audition with Director

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 520: Principal Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head		Date	10/20/14
Registrar	 500904	Date	12/17/14
College Curriculum Chair		Date	2/5/15
Graduate Council Chair		Date	3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 507

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.

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

David Castleberry

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 smaller choral ensemble. Exposure to a variety of choral literature.

Request for Graduate Course Addition - Page 3

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

Three (3) rehearsals per week; 1-3 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 chosen by the director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 507 Marshall University Chamber Choir
Catalog Description: Advanced, auditioned choral ensemble open to all university students. Repertoire performed locally and on tour includes great chamber literature of the past five centuries. Three rehearsals per week. (PR: Audition with Director)
Prerequisites: Audition with Director
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
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7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

MARSHALL UNIVERSITY CHAMBER CHOIR FALL 2015

MUS 207/407/507 Chamber Choir (1 cr.)

Dr. David Castleberry, Director

Marshall University

castlebe@marshall.edu 696-2963, Smith Hall #164

Office hours: Monday through Friday, 8 a.m. to Noon and 1 p.m. to 4:30 p.m. by appointment

Class meets in Smith Music Hall #150, MWF 2:00 – 3:20 p.m.

Course Description

Advanced, auditioned choral ensemble open to all university students. Repertoire performed locally and on tour includes great chamber literature of the past five centuries. Three rehearsals per week. (Prerequisite: Audition with Director)

The Marshall University Chamber Choir is an outstanding, select choral ensemble which performs some of the most distinguished choral literature from the past five centuries. The ensemble has performed for conferences of MENC, ACDA, and AGO, and has presented performance tours to Virginia, the Washington, DC area, Cincinnati, and Charleston, South Carolina's Piccolo Spoleto Festival. The Chamber Choir has been featured in an hour-long WPBY-PBS program, "Choral Fusion," and is the recipient of numerous broadcast awards. The choir has recorded a two-CD set, "This is the morne," and a disc that features live performances from our highly successful 2012 concert tour to France.

The Chamber Choir is an auditioned ensemble whose membership includes students from across the entire Marshall University campus. Although many members pursue degrees in music performance or music education, students from other disciplines are active in this and other performing organizations at Marshall University.

Course Objectives

The purpose of the Chamber Choir is to provide students with rigorous, rewarding choral experiences that will expand their understanding of choral literature and the techniques needed to become better musicians, teachers, and recipients of the many benefits available through choral music. Students who participate in this ensemble will become better vocalists and better musicians, and will develop a deeper understanding of the craft employed in the fashioning of outstanding choral music-making. Among the subject areas covered are aspects of music history, styles, techniques, theory, and vocal/choral pedagogy, as well as practice in and mastery of diction in multiple languages. The MU Chamber Choir practices and performs some of the finest choral literature available at a level commensurate with that of the finest undergraduate ensembles anywhere. The ensemble has brought considerable credit to the program, the college, and the university. To this end, expectations of its members are high. These must be understood from the outset by all participants. Students unwilling or unable to accept these requirements should not participate. Responsibilities include:

Attendance

Students are expected to attend all rehearsals and be on time. In the case of university-excused absences or emergencies, students should make every effort to contact the director in a timely fashion regarding their absence, preferably in advance of rehearsal. Because an electronic message can be left for the instructor at any time, there are few excuses imaginable for failing to provide notification or explanation of absence. Each unexcused absence may result in the lowering of the course grade by one letter per absence. **More than three unexcused absences may result in dismissal from the choir.**

(*This policy is instituted in fairness to the majority of students who, without prompting, attend all rehearsals and participate fully in the efforts of the choir. The policy is instituted also out of regard for students unable to gain admittance to the Chamber Choir, due to the selective nature of the ensemble. Participation in Chamber Choir is an honor; not a right.)

Participation

While regular attendance is extremely important to the choir's success, it is just as important that students contribute maximal effort during rehearsals. The learning that enables a predominantly undergraduate ensemble to perform at a professional level is often challenging and time-consuming, and occasionally taxes the patience of even the most enthusiastic musicians. The rewards of this effort, though, are greater, and include mastery of the skills needed to become outstanding vocalists or teachers of vocal or choral music. Enthusiasm for the work of the ensemble is not only helpful – it is essential.

Participation will be evaluated according to:

- timely learning of music studied and performed
- a high level of concentration and energy during rehearsals and performances
- skill development applicable to the repertoire studied and performed
- a pro-active, positive approach to ensemble membership
- mutual support of fellow singers

Students who do not pursue these goals to the best of their abilities will be advised by the director as to areas needing remediation. Failure to address these areas promptly will result in either: a) lowering of the final grade, or b) dismissal from the ensemble.

Results

Participants will:

- * Gain a fuller understanding of the musical and technical demands of the music performed.
- * Draw upon and synthesize these materials together with studies in music history, theory, styles, and vocal/choral pedagogy.
- * Develop increased security in the application of techniques learned so that they can apply them to other music, whether in a choral setting, individual applied studies, or other music studies.
- * Demonstrate these results in successful concert performances.

Grading

Grades are determined according to the criteria outlined above and are determined by the level of participation and accomplishment achieved by each singer. There is an expectation that all students will achieve excellence in this ensemble, as determined through the audition process and active, committed participation in rehearsals and concerts. Continued participation in Chamber Choir depends upon fulfillment of these expectations.

A= outstanding effort, applied consistently throughout the semester.

B= good effort throughout the semester.

C= fair or inconsistent effort during the semester.

D= inconsistent effort, usually marked by absence or lateness to rehearsals.

F= failure to meet the level of effort needed to contribute positively to performances by the ensemble.

To reiterate the importance of regular attendance at all rehearsals: **each unexcused absence may result in the lowering of the course grade by one letter per absence. More than three unexcused absences may result in dismissal from the choir.**

Cell Phones

Cell phones may not be used and text messaging is NOT ALLOWED during class. Your phone may be left on for emergencies, but should be kept in "silent" mode.

Vocal Responsibility:

Good vocal health is one of the most basic and important aspects of the successful singer's life. This, of course, includes the wise use of the voice when singing or speaking. But it also includes rest, care of general physical health, and personal habits that promote physical, mental, and emotional well-being. These are encouraged regularly by vocal teachers at Marshall University. Perhaps more than any other musical performers, singers manifest directly in their performance the results of the care they give to their instruments.

Almost everyone gets sick at one time or another. This is natural. Chronic problems with the voice that prevent consistent rehearsal and vocal process, however, are a matter for serious concern. Such problems will end a professional singer's career quickly, regardless of their cause. A single cancellation may be forgiven by an opera or theatre company. But repeated cancellations will lead quickly to dismissal and a reputation of unreliability being spread about a singer.

It is unrealistic to expect singers to suddenly acquire good habits when they become professionals. Rather, good habits begin when one is a student. Singers must be mindful that progress is judged during a semester and from year to year by the seriousness of purpose they bring to the care and concern they show for vocal health.

University-Wide Policies

You may access university-wide policies by following this link:
<http://www.marshall.edu/academic-affairs/>

Performances

Performances by the Chamber Choir are tantamount to exams. They are the result of the rehearsal process and provide musical rewards and personal satisfaction in bringing significant projects to completion. Unlike exams for many other courses, however, there is no way to "make up" a missed concert. Missing a performance without a valid excuse is the most serious of all absences and will result in failure of the course. (See university policy for excused absences.) If students anticipate a conflict with a concert date or dress rehearsal date, they should consult the director at the very earliest opportunity.

Concert Attire

For women, concert dresses ordered from Southeastern Apparel. See director for information. For men, black tuxedo, white shirt, black bow tie, black dress shoes.

Rehearsal and Concert Schedule:

The Chamber Choir rehearses each Monday, Wednesday, and Friday, from 2:00 to 3:20 p.m. in SMH #150. Students will be notified in advance of any changes of schedule, including extra rehearsals and performances.

Concert Dates and commitments:

October 16: Jay Leno Performance at Keith Albee Theatre, times TBA

October 31: MU Fall Choral Festival, all day/evening

November 1: MU Fall Choral Festival, 9 a.m. to 1 p.m.

November 9: Chamber Choir Fall Concert, Sunday at 3 p.m. Call time is 2 p.m.

December 1: Messiah Dress Rehearsal, 6 p.m.

December 4: Messiah Performance I, 7:30 p.m. concert

December 7: Messiah Performance II, 3 p.m. concert

***Other dates may be added. Every effort will be made to give advance notice of additional commitments.**

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 508

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher, Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Marshall University Orchestra

Alpha Designator/Number: M U S 5 0 8

Title Abbreviation: O r c h e s t r a

(Limit of 25 characters and spaces)

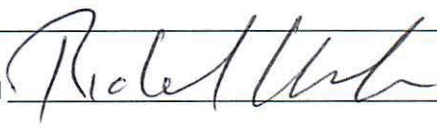



Course Catalog Description: (Limit of 30 words) The Marshall Orchestra is open to all university students, faculty, and interested musicians in the community with permission of the instructor. Concerts are presented each semester. (PR: Audition with Director)

Co-requisite(s): First Term to be Offered: Fall 2015

Prerequisite(s): Audition with Director Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 520: Principal Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>10/20/14</u>
Registrar  500904	Date <u>12/17/14</u>
College Curriculum Chair 	Date <u>2/5/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 508

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.

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

Elizabeth Reed Smith; Solen Dikener

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 an orchestral ensemble. Exposure to a variety of symphonic/orchestral literature.

Request for Graduate Course Addition - Page 3

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

Two (2) rehearsals per week; 1-3 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 chosen by the director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 508 Marshall University Orchestra

Catalog Description: The Marshall Orchestra is open to all university students, faculty, and interested musicians in the community with permission of the instructor. Concerts are presented each semester. (PR: Audition with Director)

Prerequisites: Audition with Director

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

Syllabus: Marshall Orchestra Fall 2015

Course Title/Number	Orchestra/MUS 208, MUS 408, MUS 508
Semester/Year	Fall/2014
Days/Time	T/6:30-9PM, R/4:45-6PM
Location	Smith Recital Hall (Tuesday), Band Room (Thursday)
Instructor	Dr. Elizabeth Reed Smith
Office	SMH 309
Phone	(304)696-6609
E-Mail	smithere@marshall.edu
Office/Hours	TBA, and by appointment
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Description: From Catalog

The Marshall Orchestra is open to all university students, faculty, and interested musicians in the community with permission of the instructor. Concerts are presented each semester.

The table below shows the following relationships: How each student learning outcomes will be practiced and assessed in the course.

Course Student Learning Outcomes	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
Students will . . .	Learn orchestral repertoire encompassing a variety of styles.	Public performances
Students will	Learn techniques of ensemble playing and practice professional behavior.	Public performances

Required Texts, Additional Reading, and Other Materials

None – music will be provided by the Department of Music. Students are expected to have their instruments in good working order, and to have spare strings, reeds, and any other equipment necessary. Each student should bring a pencil to all rehearsals.

Course Requirements / Due Dates

1. Orchestra concert - 7:30 PM, Tuesday, October 21, Smith Recital Hall
2. Handel's *Messiah* - 7:30 PM, Thursday, December 4 and 3:00 PM, Sunday, December 7, Fifth Avenue Baptist Church.
*Wind and percussion players who do not play in *Messiah* are expected to attend one of the performances, and may be requested to help with set-up and striking the set.

Grading Policy

Grading is based primarily on attendance. (see below) However, disruptive or unprofessional behavior will not be tolerated. A first infraction will result in a verbal warning; second infraction of the same behavior will earn a written warning, and a third instance will drop the student's grade by one letter. Each subsequent instance will drop the grade by a letter.

Attendance Policy

Students registered for credit are allowed one unexcused absence at an evening rehearsal and one unexcused absence at an afternoon rehearsal. Each additional unexcused absence will lower the student's grade by one letter. *Absence from the dress rehearsal is not allowed* except in those rare cases where prior approval of the conductor has been granted. An unexcused absence from a dress rehearsal or concert will result in a failing grade. All university-excused absences will be accepted. There will be an attendance sign-in list at every rehearsal. You are responsible for signing yourself in. A dean's excuse will be available for the Monday dress rehearsals and the Thursday evening performance.

Course Schedule

Monday, 10-20-14	6:30-9 PM, Smith Recital Hall – Dress Rehearsal
Tuesday, 10-21-14	7:30 PM, Smith Recital Hall -- Concert
Monday, 12-1-14	6:00 PM, Fifth Avenue Baptist Church - Dress Rehearsal
Thursday, 12-4-14	7:30 PM, Fifth Avenue Baptist - <i>Messiah</i> performance
Sunday, 12-7-14	3:00 PM, Fifth Avenue Baptist - <i>Messiah</i> performance

Call time for all performances is one half hour prior to the starting time of the performance.

Concert dress:

For the Halloween-themed concert - black on the bottom, "scary" costume on top. Must be modest (ladies!) and must not restrict your vision or that of anyone behind you.

For *Messiah* -

Men – tuxedo, black bow tie, white shirt, black socks, black shoes

Women – black skirt (below the knees) or pants, black blouse, black shoes

General policies:

Rehearsals begin and end on time. Be in your seat ready to tune at starting time. Bring a pencil to every rehearsal and use it! Be professional about not talking in rehearsal except to ask musical questions. You are responsible for your music - take care of it. Practice your music, and do not hesitate to ask your applied teacher for assistance. Please help clean up after evening rehearsals by placing your chair and stand on the racks.

Request for Graduate Course Deletion

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy (without signatures), to the Graduate Council Chair. If attachments included, merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and signed hard copy.**
4. Additionally, attach a copy of your written notification and any response(s) regarding this course deletion to other Departments/Divisions which advise students to enroll in this course as a prerequisite, co-requisite, or as an approved elective.

College Dept/Div. Contact Person Phone Current Course Number and Title

Rationale for Course Deletion

The course number and title function as an umbrella for several diverse ensembles, including University Chorus, Orchestra, Wind Symphony, etc. Students wishing to participate in more than one of these ensembles are unable to do so since each ensemble does not currently have an individual course number assigned to it at the graduate level. Additionally, a student wishing to pursue doctoral level work will benefit from having the ensembles clarified on his/her transcript.

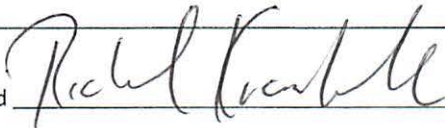
Final term and year this course is to be offered: Fall 20 Spring 20 Summer 20

Course being ADDED in place of this DELETION. NOTE: A course ADDITION request form is also required.

Course Number and Title Credit Hrs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

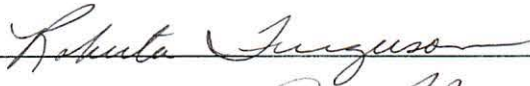
Dept. Chair/Division Head



Date

10/20/14

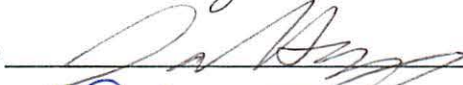
Registrar



Date

12/17/14

College Curriculum Chair



Date

2/5/15

Graduate Council Chair



Date

3/30/15

Request for Graduate Course Deletion-Page 2

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

Department:
Course Number and Title:
Rationale for deletion:
Final Term Offered:
Courses added (*if any*):

Department: Music
Course Number and Title: MUS 520 Principal Ensemble
Rationale for deletion: The course number and title function as an umbrella for several diverse ensembles, including University Chorus, Orchestra, Wind Symphony, etc. Students wishing to participate in more than one of these ensembles are unable to do so since each ensemble does not currently have an individual course number assigned to it at the graduate level. Additionally, a student wishing to pursue doctoral level work will benefit from having the ensembles clarified on his/her transcript.
Final Term Offered: Spring 2015
Courses added: MUS 503 Choral Union; MUS 504 Marshall University Chorus; MUS 507 Marshall University Chamber Choir; MUS 508 Marshall University Orchestra; MUS 559 Jazz Ensemble; MUS 565 Symphonic Band; MUS 567 Wind Symphony

List of Courses Added in place of MUS 520: Principal Ensemble

MUS 503 Choral Union

MUS 504 Marshall University Chorus

MUS 507 Marshall University Chamber Choir

MUS 508 Marshall University Orchestra

MUS 559 Jazz Ensemble

MUS 565 Symphonic Band

MUS 567 Wind Symphony

Request for Graduate Course Deletion

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy (without signatures), to the Graduate Council Chair. If attachments included, merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and signed hard copy.**
4. Additionally, attach a copy of your written notification and any response(s) regarding this course deletion to other Departments/Divisions which advise students to enroll in this course as a prerequisite, co-requisite, or as an approved elective.

College Dept/Div. Contact Person Phone Current Course Number and Title

Rationale for Course Deletion

The course number and title function as an umbrella for several diverse ensembles, including Piano Ensemble, Brass Ensemble, Opera Workshop, etc. Students wishing to participate in more than one of these ensembles are unable to do so since each ensemble does not currently have an individual course number assigned to it at the graduate level. Additionally, a student wishing to pursue doctoral level work will benefit from having the ensembles clarified on his/her transcript.

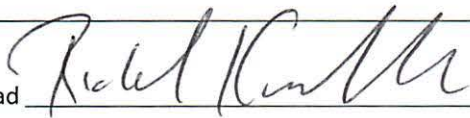
 Final term and year this course is to be offered: Fall 20 Spring 20 Summer 20

Course being ADDED in place of this DELETION. NOTE: A course ADDITION request form is also required.

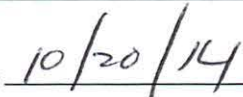
Course Number and Title Credit Hrs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

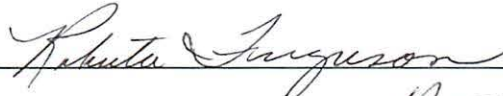
Dept. Chair/Division Head



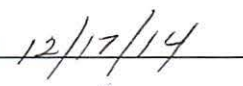
Date



Registrar



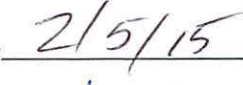
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College Curriculum Chair



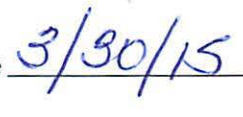
Date



Graduate Council Chair



Date



Request for Graduate Course Deletion-Page 2

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

Department:

Course Number and Title:

Rationale for deletion:

Final Term Offered:

Courses added (*if any*):

Department: Music

Course Number and Title: MUS 521 Principal Ensemble

Rationale for deletion: The course number and title function as an umbrella for several diverse ensembles, including Piano Ensemble, Brass Ensemble, Opera Workshop, etc. Students wishing to participate in more than one of these ensembles are unable to do so since each ensemble does not currently have an individual course number assigned to it at the graduate level. Additionally, a student wishing to pursue doctoral level work will benefit from having the ensembles clarified on his/her transcript.

Final Term Offered: Spring 2015

Courses added: MUS 506 Opera Workshop; MUS 545 Piano Ensemble; MUS 552: Cello Ensemble; MUS 553: Guitar Ensemble; MUS 554 Flute Ensemble; MUS 555 String Ensemble; MUS 556 Woodwind Ensemble; MUS 557 Percussion Ensemble; MUS 558 Brass Ensemble; MUS 560 Jazz Improvisation Ensemble; MUS 566 Marching Band; MUS 568 Pep Band; MUS 569 Contemporary Music Ensemble; MUS 571 African Drum and Dance Ensemble; MUS 572 John Marshall Fife and Drum Corps; MUS 574 Irish Ceili Band

List of Courses Added in place of MUS 521: Secondary Ensemble

MUS 506 Opera Workshop
MUS 545 Piano Ensemble
MUS 552 Cello Ensemble
MUS 553 Guitar Ensemble
MUS 554 Flute Ensemble
MUS 555 String Ensemble
MUS 556 Woodwind Ensemble
MUS 557 Percussion Ensemble
MUS 558 Brass Ensemble
MUS 560 Jazz Improvisation Ensemble
MUS 566 Marching Band
MUS 568 Pep Band
MUS 569 Contemporary Music Ensemble
MUS 571 African Drum and Dance
MUS 572 John Marshall Fife and Drum Corps
MUS 574 Irish Ceili Band

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 545

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Piano Ensemble

Alpha Designator/Number: M U S 5 4 5

Title Abbreviation: P i a n o E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description: Study and perform a wide variety of musical styles for multiple pianists on 1-5 pianos. (PR: Instructor Audition)
(Limit of 30 words)

Co-requisite(s):

First Term to be Offered: Fall 2015

Prerequisite(s): Instructor Audition

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

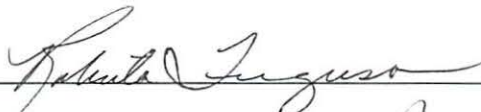
Dept. Chair/Division Head



Date

10/20/14

Registrar



500904

Date

12/17/14

College Curriculum Chair



Date

2/5/15

Graduate Council Chair



Date

3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 545

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.

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

Henning Vauth

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 on piano in an ensemble setting. Exposure to a variety of piano ensemble literature.

Request for Graduate Course Addition - Page 3

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

Weekly rehearsal(s), including those arranged by students. 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

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 545 Piano Ensemble
Catalog Description: Study and perform a wide variety of musical styles for multiple pianists on 1-5 pianos. (PR: Instructor audition)
Prerequisites: Instructor 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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

Marshall University

Syllabus

Course Title/Number	Piano MUS 245, MUS 445, 545
Semester/Year	Fall 2015
Days/Time	M 8:00pm-8:50pm
Location	SMH 312
Instructor	Henning Vauth, DMA
Office	SMH 312
Phone	304-696-2337
E-Mail	vauth@marshall.edu
Office/Hours	MF 10:00 am, W 8:00 am or by appointment (e-mail preferred)
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Description:

Study and perform a wide variety of music styles for multiple pianists on 1-5 pianos. (PR: Instructor Audition)

Student Learning Outcomes:	Students will practice each outcome in this course through these learning activities:	Student achievement in each outcome will be assessed according to:
Becoming familiar with a wide range of piano ensemble/piano chamber music repertoire.	Researching the repertoire: Students are expected to choose their own pieces (instructor's permission needed). Listening to and critiquing of fellow students playing and progress in class.	Class participation, timely start and consistency of rehearsals, amount of repertoire learned.
Learning several pieces from the repertoire with regard to chamber musical considerations and specific issues of ensemble playing.	Regular practice outside class. Realizing instructor's and peers comments during class.	Students' progress in between lessons (practice quantity and quality at home). Quality of performances during juries.

Required Texts, Additional Reading, and Other Materials

1. Students are required to purchase printed scores of all of their assigned repertoire pieces. In exceptional circumstances, the use of legal copies that are public domain may be approved by the instructor. Purchasing musical scores (as opposed to Xerox-copying and free online down-loading) ensures the continued existence of publishers who make well-researched editions of classical music available.
2. Metronome
3. Notebook

Course Requirements

1. Preparation: Regular practice and weekly rehearsals (starting in the beginning of the semester) with your partner(s) are crucial. An ample number of practice pianos is provided by the department on the 2nd and 3rd floor of Smith Music Hall (grand piano practice rooms are reserved for both classical and jazz piano students).
2. Please be courteous to your partner: Be as accommodating as possible when scheduling rehearsals and try to be on time. Don't excuse yourself before the end of the rehearsal. Come prepared. If you are having trouble finding a weekly rehearsal time, you need to contact the instructor immediately.
3. All piano major students have to be active as collaborative pianists in the department each semester and perform at least once per semester as an accompanist. You are welcome to bring your partners to class from time to time for coachings. This will be beneficial for all students.
4. You are expected to perform either two shorter selections (can be individual movements, smaller works) or one more substantial work from the repertoire covered for piano juries at the end of the semester or during MUS 100.
5. Memorization is not required.

Grading Policy

1. Graded components: Lessons (two-thirds of final grade), jury or a public performance (one-third of final grade).
2. Attendance is an essential part of this course. Four or more unexcused absences will result in automatic failure. Three or more unexcused absences from piano related concerts/recitals listed on this syllabus or announced by the instructor will result in a lowering of the final grade by one letter.

The grading system is based upon percentages:

A = 90-100%

D = 60-69%

B = 80-89%

F = 59% or less

C = 70-79%

Attendance Policy

1. Class will be held once a week for 50 minutes. Classes missed by the instructor due to performance obligations, illness, etc. will be made up. Classes that fall on holidays can usually not be made up.
2. Students are expected to attend all weekly classes, all classical piano-related chamber music/ensemble recitals and concerts taking place on campus (collaborative, concerto, faculty and student performances), and the jury).
3. All piano major students are required to be present during the weekly studio class on Thursdays from 2:00 to 3:15 pm and during the departmental Applied Music Lab on Tuesdays from 2:00 to 3:15 pm, while others are strongly encouraged.
4. Excused absences will be allowed for documented illness, death in family or officially approved university events. An unexcused absence will result in a grade of "F" for the missed lesson or jury. Written excuses must be presented at the next regular lesson that the student attends. Any jury date missed due to an excused absence must be made up at the next regular lesson unless special arrangements have been made with instructor. Juries missed without excuse may not be made up.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 552

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; 62710

NEW COURSE DATA:

New Course Title: Cello Ensemble

Alpha Designator/Number:

M U S 5 5 2

Title Abbreviation:

C e l l o E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Cello students will rehearse and perform works from the major literature for cello ensemble.

Co-requisite(s):

First Term to be Offered: Fall 2015

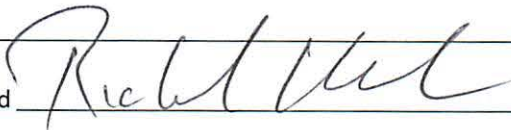
Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521: Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.


Dept. Chair/Division Head



Date

10/20/14

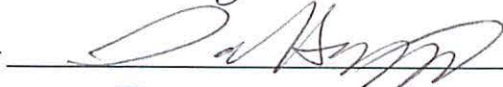
Registrar

 500904

Date

12/19/14

College Curriculum Chair



Date

2/5/15

Graduate Council Chair



Date

3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 552

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.

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

Solen Dikener

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 cello ensemble. Exposure to a variety of cello ensemble literature.

Request for Graduate Course Addition - Page 3

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

One (1) weekly rehearsal; 1-2 performances per semester

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

Not applicable. Musical repertoire chosen by the ensemble director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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 Levels system (see attached).

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

Not Applicable.

Request for Graduate Course Addition - Page 5

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 552 Cello Ensemble

Catalog Description: Cello students will rehearse and perform works from the major literature for cello ensemble.

Prerequisites:

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

SYLLABUS

MUSIC 252/452/552 CELLO ENSEMBLE

Instructor Dr. Sölen Dikener
Office 204 SMH
Phone: 696.6417
E-mail: dikener@marshall.edu
Office hours: TBA

Course description: Cello students will rehearse and perform works from the major literature for cello ensemble

Course Objectives:

Weekly chamber music practice with the cello ensemble.

Students will rehearse on a regular basis outside the class time.

Students are expected to perform with the cello ensemble at a MUS 100 concert or at studio recital or on Annual Cello Day/Festival.

Students may be asked to perform as a group for the School of Music events

Learner Outcomes:

- 1) understanding the functionality and basics of the performing in a cello ensemble.
- 2) specialization on cello chamber music repertory.
- 3) exploring the fundamental techniques of chamber music.
- 4) ensemble performance experience and rehearsal techniques.

Course Student Learning Outcomes:

<u>Course Student Learning Outcomes</u>	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
Students will	learn the functionality of the bowed string instruments in chamber music	In class demonstrated reviews and outside class practice
Students will	improve ensemble skills	In and outside class practices
Students will	explore terminology and expertise	In class and research
Students will	learn fundamental techniques of chamber music.	In class discussions
Students will	perform repertory	Studio class and other ensembles

Grading:

Preparation of assigned material

Concert performance(s) of a select chamber music works for cello ensemble.

RECOMMENDED CONCERT ATTENDANCE DATES:

See MUsic Alive Faculty & Guest Artist Series concert program

Cell Phone Policy:

Your cell phone **MUST** remain in **SILENCE** at all times. Texting is not allowed during class.

Attendance Policy:

All University excused absences will be accepted. Any unexcused absence will not be made up.

You need to notify the professor in advance, if you will be absent on a particular day

Every two unexcused absences will result in grade drop of the pre-jury grade.

Make-up lessons: are based on schedule permitting if the student missed his/her lesson. If the professor needs to reschedule a lesson, it will be scheduled on a mutually agreed day and time.

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. 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 Policy:

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 . Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 553

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Guitar Ensemble

Alpha Designator/Number:

M U S 5 5 3

Title Abbreviation:

G u i t a r E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

An ensemble for guitar majors and qualified guitar elective students; focus on sight reading skills, ensemble accuracy and position playing.

Co-requisite(s):

First Term to be Offered: Fall 2015

Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521: Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head

Date

10/20/14

Registrar

500904

Date

12/17/14

College Curriculum Chair

Date

2/5/15

Graduate Council Chair

Date

3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 553

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.

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

Julio Alves

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 guitar ensemble Exposure to a variety of guitar ensemble literature.

Request for Graduate Course Addition - Page 3

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

Two (2) rehearsals per week; 1-4 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

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 553 Guitar Ensemble
Catalog Description: An ensemble for guitar majors and qualified guitar elective students; focus on sight reading skills, ensemble accuracy and position playing.
Prerequisites:
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

MUS 553-101

Principal Ensemble

FALL 2015

M/W: 2:00-2:50; SMH 201

Instructor: Dr. Júlio Ribeiro Alves

E-Mail: alves@marshall.edu

Phone: (304) 696-6497

Office: SMH 201

Office Hours: T/W/R: 10:00 AM-11:00 AM;

T/W: 12:30 PM-1:00 PM; Other times by appointment

Course Description

Guitar ensemble. 1 hr.

An ensemble elective for guitar majors and qualified guitar elective students that focuses on sight reading skills, ensemble accuracy and position playing

Goals

1. To develop a higher level of musicianship and mastery of the classical guitar through the preparation and rehearsals of an appropriate level repertory compound of original and/or arranged pieces for guitar ensemble
2. To share this musicianship and level of technical mastery with others via performance

Required Scores

1. Alessandro Marcelo: *Concerto in D Minor*
2. Arvo Part: *Summa*
3. Heitor Villa-Lobos: *A Lenda do Caboclo* (Arr.: Gustavo Costa)
4. Jurg Kindle: *Automne*
5. Máximo Diego Pujol: *Grises y Soles*
6. Nikita Koshkin: *Changing The Guard*

(OBS.: Additional pieces may be added/changed, depending on the rhythm of the semester)

Materials

1. Original Scores
2. Pencil and Eraser
3. Footstool or guitar support
4. A Flash Drive (4GB minimum), only for this course

Milestones

Week 1: Introduction to the Ensemble

Week 8: Midterm Exam

10/15: Guitars 3 & 4

10/15: Guitars 1 & 2

11/13:

MUGGE Recital (SRH/7:30 P.M.)

Learning Outcomes Mastery Attainment Assessment

The table that follows indicates in detail the skills that will be learned by the students who successfully complete this course, and describes how each skill will be attained and assessed during the course (OBS: Mastery Attainment: **1. Elementary:** Performance/Practice of material without assistance and 70%-80% accuracy; **2. Intermediate:** Performance/Practice of material without assistance and 81%-90% accuracy; **3. Advanced:** Performance/Practice of material without assistance and 91%-100% accuracy)

LEARNING OUTCOMES	MASTERY ATTAINMENT LEVEL	ASSESSMENT
The student will read assigned ensemble parts in simple and compound meters, and in the major mode and the three forms of the minor mode at sight from 1 st to 6 th frets on the fingerboard	Active participation in class, practice outside of class (3)	Rehearsal; Midterm Exam
The student will read assigned ensemble parts in simple and compound meters, and in the major mode and the three forms of the minor mode at sight from 7 th to 12 th frets on the fingerboard	Active participation in class, practice outside of class (3)	Rehearsal; Midterm Exam
The student will read assigned ensemble parts in simple and compound meters, and in the major mode and the three forms of the minor mode at sight above the 12 th fret on the fingerboard	Active participation in class, practice outside of class (3)	Rehearsal; Midterm Exam
The student will demonstrate, in rehearsals, ability to accurately perform the notes and rhythms of the parts assigned	Active participation in class, practice outside of class (3)	Rehearsal; Midterm Exam
The student will demonstrate, in rehearsals, ability to express appropriate phrasing and dynamics of the parts assigned	Active participation in class, practice outside of class (3)	Rehearsal; Midterm Exam
The student will demonstrate, in rehearsals, ability to control the tone quality and timbre on the guitar	Active participation in class, practice outside of class (3)	Rehearsal; Midterm Exam
The student will demonstrate, in rehearsals, ability to appropriately respond to the ensemble direction/conducting provided by the instructor	Active participation in class, practice outside of class (3)	Rehearsal; Midterm Exam
The student will demonstrate, in public recital, ability to coordinate the parts assigned with the parts played by the other members of the ensemble	Active participation in class, practice outside of class (3)	Public Recital; Analysis of the Video of the Public Recital
The student will demonstrate, in public recital, ability to express appropriate sense of style of the historical period to which the assigned pieces belong to	Active participation in class, assignments and online resources (3)	Public Recital; Analysis of the Video of the Public Recital
The student will demonstrate, in performance of a video to be recorded and posted on YouTube, mastery of the repertory studied during the semester	Active participation in rehearsals, practice outside of class (3)	Video Recording; Analysis Videos to be Posted on YouTube

University Policy

By enrolling in this course, you agree to the university policies listed below. Please read the full text of each policy be going to <http://www.marshall.edu/academic-affairs/policies> (Academic Dishonesty/ Excused Absence Policy For Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students With Disabilities/ Academic Forgiveness/ Academic Probation And Suspension/ Academic Rights And Responsibilities Of Students/ Affirmative Action/ Sexual Harassment).

Attendance Policy

Unexcused absences: you are allowed one (1) unexcused absence without penalty. Absences beyond one (1) will result in the following: Two (2) absences = one letter grade reduction; Three (3) absences = two letter grade reduction; Four (4) absences = failing the course

Excused absences: all excused absences must be approved by the Dean of Students and must be accompanied by documentation. Excused absences are those absences resulting from, illness, a death in the family, major religious holidays, and university sanctioned activities such as athletics, debate, ROTC, and artistic performances. All students are encouraged to read Marshall's official policy regarding excused absences. This policy can be found on pp. 81-83 of the 2012-2013 undergraduate online catalog, which can be accessed at http://www.marshall.edu/catalog/files/2013/10/UG_13_14_published_rev10-29-13.pdf.

Course Outline

Week 1	8/25: Summa	8/27: Summa
Week 2	9/1: Labor Day (University Closed)	9/3: Automne / Summa
Week 3	9/8: Automne / Concerto in Dm, I	9/10: Concerto in Dm, I
Week 4	9/15: A Lenda do Caboclo / Concerto in Dm, II	9/17: A Lenda do Caboclo, Concerto in Dm, II
Week 5	9/22: Grises y Soles, Concerto in Dm, III	9/24: Grises y Soles, Concerto in Dm, III
Week 6	9/29: Changing the Guard	10/1: Changing the Guard
Week 7	10/6: Grises y Soles	10/8: Grises y Soles
Week 8	10/13: Midterm Playing Exam: Guitars 3 and 4	10/15: Midterm Playing Exam: Guitars 1 and 2
Week 9	10/20: Summa / A Lenda do Caboclo	10/22: Summa / Automne
Week 10	10/27: Concerto in Dm (all movements)	10/29: Changing the Guard
Week 11	11/3: Grises y Soles	11/5: Concerto in Dm (all movements)
Week 12	11/10: All pieces	11/12: Dress Rehearsal for MUGE Fall 2014 Recital
Week 13	11/17: Video of MUGE Fall 2014 Recital	11/19: Sight-Reading Materials
Week 14	11/24: Thanksgiving Break (University Closed)	11/26: Thanksgiving Break (University Closed)
Week 15	12/1: Video Recording 1	12/3: Video Recording 2

Academic Calendar Dates:

10/20: Midterm Grades; 10/31: Last Day to Drop a Full Semester Course; 11/24: Thanksgiving Break; 12/5: Last Day of Classes; 12/5: Last Day to Completely Withdraw from Fall Semester

Grading Policy

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = BELOW 60%

By signing below, I confirm that I received a copy of this syllabus on _____. I understand the course policies, requirements, and due dates. I am aware that my grade will be given according to my academic performance in fulfilling the terms described in this syllabus.

NAME (PRINTED)

SIGNATURE

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 554

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Flute Ensemble

Alpha Designator/Number:

M U S 5 5 4

Title Abbreviation:

F l u t e E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

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

Co-requisite(s):

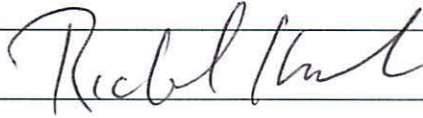



First Term to be Offered: Fall 2015

Prerequisite(s): Audition

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head		Date	10/20/14
Registrar	 500904	Date	12/17/14
College Curriculum Chair		Date	2/5/15
Graduate Council Chair		Date	3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 554

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.

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.

Request for Graduate Course Addition - Page 3

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

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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

Dr. Wendell Dobbs, Professor of Flute
Department of Music
Office: SMH Room 207
Marshall University
One John Marshall Drive
Huntington, WV 25755
dobbs@marshall.edu
304-696-2359
office hours: check on office door after 2nd week of semester

Syllabus, F 15
Flute Ensemble, MUS 254/454/545

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 254/454/545 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

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 an 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

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, or on pp. 59 - 62 in the 2008 online graduate catalog 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/accptuse.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, or on pp. 16-17 of the 2008 graduate catalog 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
- 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
- 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."

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 555

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: String Ensemble

Alpha Designator/Number:

M U S 5 5 5

Title Abbreviation:

S t r i n g E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Chamber ensemble experience for string players.

Co-requisite(s):


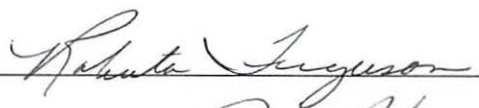
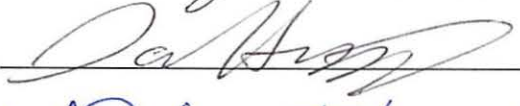

First Term to be Offered: Fall 2015

Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head		Date	10/20/14
Registrar	 500904	Date	12/17/14
College Curriculum Chair		Date	2/5/15
Graduate Council Chair		Date	3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 555

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.

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

E. Reed Smith; Solen Dikener

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 string chamber ensemble Exposure to a variety of string chamber ensemble literature.

Request for Graduate Course Addition - Page 3

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

One to two rehearsals per week, including those arranged by student members; 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

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 555 String Ensemble
Catalog Description: Chamber ensemble experience for string players.
Prerequisites:
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

Marshall University Syllabus

Course Description	String Ensemble/MUS 255; MUS 455; MUS 555 Chamber.experience.for.string.players
Semester/Year	Fall/2015
Days/Time	Wednesdays/3:00-400 PM
Location	Smith Recital Hall
Instructor	Dr. Elizabeth Reed Smith
Office	Smith Music Hall 309
Phone	(304)696-6609
E-Mail	smithere@marshall.edu
Office/Hours	TBA, and by appointment
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Student Learning Outcomes	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
Students will become familiar with chamber works for stringed instruments	Weekly rehearsals and coachings of repertoire	Public performance of chamber works
Students will learn ensemble skills: technical, musical and personal	Weekly rehearsals and coachings	Public performance of chamber works

Required Texts, Additional Reading, and Other Materials

Sheet music will be provided.

Course Requirements / Due Dates

Two performance(s) to be scheduled.

Grading Policy

Grading will be based on preparation of assigned material, on both amount and type of preparation. Students' willingness to work together and compromise in the ensemble setting will be taken into consideration. Your grade will be an individual grade, not based on the final performance of the ensemble. You are expected to learn your own part and to be reliable about attending rehearsals. Each student participating in a chamber ensemble will receive a weekly grade. You will receive a midterm grade with comments, which will be an average of the weekly grades up to that point. The final grade will be an average of the weekly grades.
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Attendance Policy

Attendance Policy: All University excused absences will be accepted. However, please notify me in advance if you will be absent on a particular day, so that I am free to schedule something else in that time. Every two unexcused absences will result in a one-letter-grade drop of the final grade. Please be considerate of your ensemble members in notifying them of absences as well.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 556

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Woodwind Ensemble

Alpha Designator/Number:

M U S 5 5 6

Title Abbreviation:

W o o d w i n d E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Chamber ensemble experience for woodwind players.

Co-requisite(s):

First Term to be Offered: Fall 2015

Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Richard Kravchak</u>	Date <u>10/20/14</u>
Registrar <u>Roberta Ferguson 500904</u>	Date <u>12/17/14</u>
College Curriculum Chair <u>Debra Ayers</u>	Date <u>2/5/15</u>
Graduate Council Chair <u>Tracy Christofero</u>	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 556

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.

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

Ann Marie Bingham, Ed Bingham, 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 woodwind chamber ensemble. Exposure to a variety of woodwind chamber ensemble literature.

Request for Graduate Course Addition - Page 3

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

One to two rehearsals per week; 1-3 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

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 556 Woodwind Ensemble
Catalog Description: Chamber ensemble experience for woodwind players.
Prerequisites:
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
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4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

Syllabus
Mus 256/456/556
W. Edwin Bingham, Professor of Music
F15
office: SMH 302
phone: 696-3147; 696-2452
304-634-1404 (cell)
email: bingham@marshall.edu

Course Objectives: To enable the student to proficiently interpret and perform literature composed and arranged for woodwind instruments.

Course Description: Chamber ensemble experience for woodwind players.

Course Activities: Ensemble Rehearsals minimum: 1 time per week, TBA.
Ensemble performance: Saxophone studio class, WW ensemble
performance: **Additional performances may be added with 2 week's notice.**

Course Evaluation: Attendance is required for all rehearsals and performances. Any unexcused absences from rehearsal can result in lowering of the semester grade by one letter grade. Failure to perform on the Woodwind Ensembles concert will result in an failing grade for the semester.

Concert: Thursday, November 20, 2015. 8:00 pm Jomie Jazz Forum

Your grade will reflect the proficiency and effort that you demonstrate in rehearsal and performance. This will include being on time and ready to play when the class begins

Attendance	50%
Proficiency	50%

Remember that this ensemble will help prepare you to take your place in the professional community. Your success is dependent on your efforts and the ensemble's success will reflect those same efforts.

Marshall University is committed to making all programs, services, and activities fully accessible to students with disabilities. If you need accommodation for a documented disability, please notify me.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 557

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Percussion Ensemble

Alpha Designator/Number: M U S 5 5 7

Title Abbreviation: P e r c u s s i o n E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

An ensemble dedicated to performing a wide variety of musical styles on instruments in the percussion family.

Co-requisite(s):





First Term to be Offered: Fall 2015

Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head		Date	10/20/14
Registrar	 500904	Date	12/17/14
College Curriculum Chair		Date	2/5/15
Graduate Council Chair		Date	3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 557

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.

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

J. Steven Hall; Ben Miller

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 percussion ensemble. Exposure to a variety of percussion ensemble literature.

Request for Graduate Course Addition - Page 3

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

Three (3) rehearsals per week; 1-2 performances per semester.

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

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 557 Percussion Ensemble
Catalog Description: An ensemble dedicated to performing a wide variety of musical styles on instruments in the percussion family.
Prerequisites:
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

Music 257/457/557 - Percussion Ensemble

Fall Semester 2015

Instructor: Steven Hall (hallj@marshall.edu)

Office: Smith Music Hall #310

Phone: 696-6468

Course Description:

An ensemble dedicated to performing a wide variety of musical styles on instruments in the percussion family.

Objectives:

To provide the basic knowledge and skills necessary in performing on the percussion instruments.

To have a working knowledge of appropriate literature for the percussion ensemble.

Expectations:

Students are expected to prepare assigned ensemble parts before rehearsals. When particular technical or musical problems are identified the student is expected to address these deficiencies in a timely fashion outside of the ensemble rehearsal. If problems are not corrected then parts may be reassigned to other students.

Grading:

Grades will be assigned based on the following criteria:

Class Attendance	-	50%
Responsibility for individual parts, having the correct instruments and mallets	-	50%

Attendance:

Any unexpected/unexplained class absence may result in parts being reassigned to other students. Three or more unexcused absences will result in a grade of "F".

Required Performances/Dates:

November 5 - Dress Rehearsal – 6 pm - ?

November 6 – Percussion Ensemble Recital – 8 pm

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 558

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Brass Ensemble

Alpha Designator/Number:

M U S 5 5 8

Title Abbreviation:

B r a s s E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Chamber ensemble experience for brass players.

Co-requisite(s):

First Term to be Offered: Fall 2015

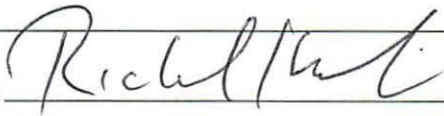
Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head



Date

10/20/14

Registrar

 500 90 4

Date

12/17/14

College Curriculum Chair



Date

2/5/15

Graduate Council Chair



Date

3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 558

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.

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

Martin Saunders; Steve Lawson; Michael Stroeher

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 brass ensemble. Exposure to a variety of brass ensemble literature.

Request for Graduate Course Addition - Page 3

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

One to two rehearsals per week, including those arranged by students; 1-3 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

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 558 Brass Ensemble
Catalog Description: Chamber ensemble experience for brass players.
Prerequisites:
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

**Marshall University
School of Music and Theater
Syllabus**

Course Title/Number	Brass Ensemble MUS 258 101, MUS 458 101, MUS 558 101
Semester/Year	Fall 2015
Days/Time	T, 5:00p - 6:25p
Location	Smith Music Hall 150
Instructor	Dr. Michael Stroeher
Office	Smith Music Hall 307
Phone	304.696.3109
E-Mail	stroeher@marshall.edu
Office/Hours	M-F 9:00 and by appointment
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Description: From Catalog

Chamber.ensemble.experience.for.brass.players

The table below shows the following relationships: How each student learning outcomes will be practiced and assessed in the course.

Course Student Learning Outcomes	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
1. Students will develop skills in ensemble playing including intonation, rhythmic accuracy, sight-reading, musical expression and interpretation	Individual practice of assigned materials Group rehearsal	Performance in rehearsal of assigned materials;
2. Students will perform in public music written for four to sixteen trombones in both classical and jazz idioms	Public performance	Aural assessment of public performance
3. Students will promote the brass program and assist in recruiting brass students to the Marshall University department of music	Public performance	Aural assessment of public performance off campus

Required Texts, Additional Reading, and Other Materials

Folders and music will be provided by the Music Department.

Required equipment

Professional-quality instrument

Mouthpiece

Straight and cup mutes

Course Requirements / Due Dates

Due Dates

1. Trombone Ensembles Concert: Oct. 16, 7:30 pm Smith Recital Hall
2. Parkersburg Concert Dec. 7

Grading Policy

Based on attendance (see above) and preparation/performance of assigned materials. One unexcused absence will be allowed per semester. Subsequent unexcused absences will result in the lowering of the student's grade by one letter. Tardiness or obvious lack of preparation will count as one-half an unexcused absence. Unexcused absence from dress rehearsal or performance will result in an F for the semester.

Attendance Policy

"Just showing up is 80% of life"--Woody Allen

In order for an absence to be excused, you must meet the guidelines for excused absences as stated in the Marshall University Undergraduate Catalog [online at <http://www.marshall.edu/catalog/undergraduate/>] and have written approval from the dean of students. The student must bring the official excuse to the next class period he/she attends.

Course Schedule

See : "Due Dates" above

Cell Phones

Professional rehearsal etiquette precludes the use of cell phones in rehearsal and performance.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 559

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher, Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Jazz Ensemble

Alpha Designator/Number:

M U S 5 5 9

Title Abbreviation:

J a z z E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Study and performance of traditional and progressive jazz repertoire in a big band ensemble. Open to all university students by audition. (PR: Audition with Director)

Co-requisite(s):





First Term to be Offered: Fall 2015

Prerequisite(s): Audition with Director

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 520: Principal Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>10/20/14</u>
Registrar  500904	Date <u>12/17/14</u>
College Curriculum Chair 	Date <u>2/5/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 559

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.

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

Martin Saunders, Ed Bingham

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 large jazz ensemble. Exposure to a variety of jazz repertoire.

Request for Graduate Course Addition - Page 3

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

Three (3) rehearsals per week; 3-4 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 chosen by the director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 559 Jazz Ensemble

Catalog Description: Study and performance of traditional and progressive jazz repertoire in a big band ensemble. Open to all university students by audition. (PR: Audition with Director)

Prerequisites: Audition with Director

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

Marshall University, Department of Music
MUS 259/459/559 Course Syllabus
Jazz 1
Fall 2015

Dr. Martin Saunders
Smith Music Hall, #304
(304) 696-4316
m.saunders@marshall.edu
Office Hours: M – 9-10am, W – 9-10am, TH – 1-2pm

Course Description: Study and performance of traditional and progressive jazz repertoire in a big band ensemble. Open to all university students by audition.

Course Objectives:

1. To provide an educational environment for learning jazz styles, jazz improvisation, and jazz ensemble literature.
2. To provide a practical environment for creativity.
3. To provide opportunities that will enhance performance skills.
4. To provide students with some historical and theoretical concepts which apply to jazz music.

Attendance Policy:

This Jazz Ensemble is a performing group. It is essential that all students attend class, as the success of any ensemble relies on its participants. There will be **no unexcused absences** allowed for this course. Each unexcused absence to rehearsals will result in a lowering of the end of semester grade by one letter.

Grading:

Grading will be determined by class preparation/performance, as well as on your attendance. For class, I expect you to be on time and diligently prepared, which includes preparation of your part assignments in the music as well as any other assignments or activities that are asked of you for your educational enhancement. Concerning performances, I expect the highest levels of professionalism and effort. Please be responsible for yourself, your instruments, and your assigned parts or practice materials. Your grade will be calculated in the following manner:

Style and Improvisational Skills	25%
Sectional Work	25%
Proficiency and diligent preparation of music and any other materials	50%

Scheduled Performances:

Sept. 24, Wed. – Concert I, 7:30pm

Oct. 29, Wed. – Concert II, 7:30pm

Nov. 19, Wed. – Concert III, 7:30pm

Course Description: From Catalog

Jazz Ensemble

The table below shows the following relationships: How each student learning outcomes will be practiced and assessed in the course.

Course Student Learning Outcomes	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
Students will create an effective ensemble music performance:	by integrating comprehensive capabilities in major performing medium including technical facility, musicianship, musical styles, and musical interpretation	by demonstrating knowledge of literature for instrumental/vocal medium through application in performance.
Students will identify use of theoretical materials in music:	through synthesizing and articulating theoretical and stylistic concepts and perspectives	by utilizing aural skills for performance, historical and theoretical analysis
Students will explain knowledge of musical repertoire and the relationship between repertoire and musical developments:	through synthesizing and articulating historical and stylistic concepts and perspectives	by integrating knowledge of historical, cultural, and stylistic contexts in compositional, performance, scholarly, pedagogical and historical contexts, according to specialization emphasis
Students will critique a student's communication of ideas and musical information in a broad context:	by assessing knowledge of music through the application of music technology	by integrating theoretical, historical, and interpretive knowledge via written, oral and musical performance

Cell Phone Policy:

Cell phones may not be used and text messaging is NOT ALLOWED during class. Your phone may be left on for emergencies, but should be put on silent.

Alcohol/Drug Policy:

Don't do it! I have a no tolerance policy concerning alcohol/drug use during any class or performance. If I suspect you have partaken in either, you will be asked to leave the class or performance immediately.

Performances

Attendance and participation in **all performances** is mandatory. An **unexcused absence** from any scheduled performance will result in a **failing grade for the semester**.

Disabled Students: It is the policy of Marshall University to accommodate students with disabilities, pursuant to federal law, state law, and the university's commitment to equal educational opportunities. Any disabled student who needs accommodation, for example, in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course. The chair of the Department of Music is also available to assist with accommodation. Disabled students are also encouraged to contact the office of Disabled Student Services in the Student Development Center, first floor of Prichard Hall, 696-3111.

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802

Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Please sign below to acknowledge your receipt of this syllabus. By signing, you also agree that you have fully read and understand the content and information included in this syllabus, particularly the grading process and attendance policy information:

Name_____Date_____

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 560

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Jazz Improvisation Ensemble

Alpha Designator/Number: M U S 5 6 0

Title Abbreviation: J a z z I m p r o v E n s e m b l e

(Limit of 25 characters and spaces)

Course Catalog Description: Ensemble improvisation from duet to tentet. Emphasis on music sightreading, recognition and application of chord/scale relationships in a performance setting. Ensemble playing skills. May be repeated for credit.

(Limit of 30 words)

Co-requisite(s):



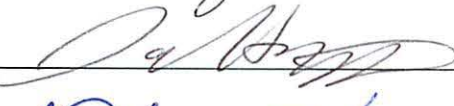

First Term to be Offered: Fall 2015

Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>10/20/14</u>
Registrar  500904	Date <u>12/17/14</u>
College Curriculum Chair 	Date <u>2/5/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 560

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.

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

Martin Saunders

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 jazz improvisation ensemble. Exposure to a variety of jazz standards.

Request for Graduate Course Addition - Page 3

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

One to two rehearsals per week; 1-3 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

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 560 Jazz Improvisation Ensemble

Catalog Description: Ensemble improvisation from duet to tentet. Emphasis on music sightreading, recognition and application of chord/scale relationships in a performance setting. Ensemble playing skills. May be repeated for credit.

Prerequisites:

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

Marshall University, Department of Music
MUS 260/460/560 Course Syllabus
Jazz Improv Ensemble
Fall 2015

Martin Saunders
Smith Music Hall, #304
#696-4316

m.saunders@marshall.edu

Office Hours: T – 9-10, W 2-3, TH – 2-3

Course Description: Ensemble improvisation from duet to tentet. Emphasis on music sightreading, recognition and application of chord/scale relationships in a performance setting. Ensemble playing skills. May be repeated for credit.

Course Objectives:

1. To provide an educational environment for learning jazz styles, jazz improvisation, and jazz ensemble literature.
2. To provide a practical environment for creativity.
3. To provide opportunities that will enhance performance skills.
4. To provide students with some historical and theoretical concepts which apply to jazz music.

Attendance Policy:

This Jazz Ensemble is a performing group. It is essential that all students attend class, as the success of any ensemble relies on its participants. There will be **no unexcused absences** allowed for this course. Each unexcused absence to rehearsals will result in a lowering of the end of semester grade by one letter.

Grading:

Grading will be determined by class preparation/performance, as well as on your attendance. For class, I expect you to be on time and diligently prepared, which includes preparation of your part assignments in the music as well as any other assignments or activities that are asked of you for your educational enhancement. Concerning performances, I expect the highest levels of professionalism and effort. Please be responsible for yourself, your instruments, and your assigned parts or practice materials. Your grade will be calculated in the following manner:

Style and Improvisational Skills 50%

Proficiency and diligent preparation of music and any other materials 50%

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.
2. Identify use of theoretical materials in music:
 - a. through synthesizing and articulating theoretical and stylistic concepts and perspectives;
 - b. by utilizing aural skills for performance, historical and theoretical analysis.
3. Explain knowledge of musical repertoire and the relationship between repertoire and musical developments:
 - a. through synthesizing and articulating historical and stylistic concepts and perspectives;
 - b. by integrating knowledge of historical, cultural, and stylistic contexts in compositional, performance, scholarly, pedagogical and historical contexts, according to specialization emphasis.
4. Critique a student's communication of ideas and musical information in a broad context:
 - a. by assessing knowledge of music through the application of music technology;
 - b. by integrating theoretical, historical, and interpretive knowledge via written, oral and musical performance.

Cell Phone Policy:

Cell phones may not be used and text messaging is **NOT ALLOWED** during class. Your phone may be left on for emergencies, but should be put on silent.

Alcohol/Drug Policy:

Don't do it! I have a no tolerance policy concerning alcohol/drug use during any class or performance. If I suspect you have partaken in either, you will be asked to leave the class or performance immediately.

Performances

Attendance and participation in **all performances** is mandatory. An **unexcused absence** from any scheduled performance will result in a **failing grade for the semester**.

Disabled Students: It is the policy of Marshall University to accommodate students with disabilities, pursuant to federal law, state law, and the university's commitment to equal educational opportunities. Any disabled student who needs accommodation, for example, in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course. The chair of the Department of Music is also available to assist with accommodation. Disabled students are also encouraged to contact the office of Disabled Student Services in the Student Development Center, first floor of Prichard Hall, 696-3111.

Please sign below to acknowledge your receipt of this syllabus. By signing, you also agree that you have fully read and understand the content and information included in this syllabus, particularly the grading process and attendance policy information:

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 565

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Symphonic Band

Alpha Designator/Number: M U S 5 6 5

Title Abbreviation: S y m p h o n i c B a n d

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

The Marshall University Symphonic Band rehearses twice a week and presents two concerts each semester. Symphonic Band performs a varied repertoire of music from wind band staples to contemporary works.

Co-requisite(s):

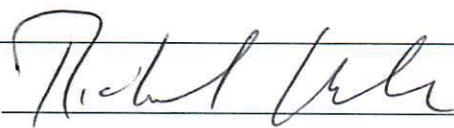
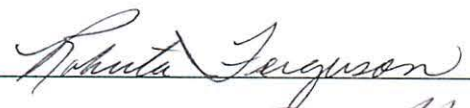


First Term to be Offered: Fall 2015

Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 520 Principal Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>10/20/14</u>
Registrar  500904	Date <u>12/17/14</u>
College Curriculum Chair 	Date <u>2/5/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 565

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.

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

Ben Miller, Steve Lawson, Michael Stroeher, Ed Bingham

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 wind band setting. Exposure to a variety of wind band literature.

Request for Graduate Course Addition - Page 3

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

Two (2) rehearsals per week; 1-2 performances per semester

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

Not Applicable. Musical repertoire selected by ensemble director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 565 Symphonic Band

Catalog Description: The Marshall University Symphonic Band rehearses twice a week and presents two concerts each semester. Symphonic Band performs a varied repertoire of music from wind band staples to contemporary works.

Prerequisites:

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

**MUA 265/465-01
Marshall Symphonic Band
Fall 2015**

Time: T/Th 3:20-4:30
Location: Smith Music Hall
Conductor: TBD
Office: Smith Music Hall
Office Hours: M, W and F 9:00 AM – 10:00 AM
By Appointment
Phone: 304.696.2345



Course Description: The Marshall University Symphonic Band rehearses twice a week and presents two concerts each semester. Symphonic Band performs a varied repertoire of music from wind band staples to contemporary works.

Learning Outcomes and Course Objectives:

This course will offer students the opportunity to:

- Identify key concepts in the arts, sciences and humanities to provide a broad perspective on the human condition.
- Collaborate and perform effectively in team activities.
- Perform and assess a wide variety of quality wind band literature.
- Gain an understanding and appreciation of ensemble rehearsal and performance techniques and interpret conducting techniques necessary for a polished performance.
- Examine and assess common performance technique necessary for a polished performance of standard wind band repertoire.
- Study in an atmosphere that promotes professionalism in performance and integrate proper performance and rehearsal skills into each rehearsal.

Grading and Attendance:

- Each class meeting is an examination of a student musician's preparation for each concert. Musicians will receive a detailed rehearsal schedule and must prepare the material to be rehearsed *prior* to each rehearsal.
- Regular and prompt attendance at all rehearsals and concerts is expected and required.
- Any and each excused absence beyond two will result in the lowering of the final grade by one letter for each additional rehearsal missed.
- Absences that are excused include illness verified by doctor or Student Health Center or documented and pre-approved class conflict. Unexcused absences may result in a player's termination from the ensemble.
- Any and each unexcused absence will result in the lowering of the final grade.
- Rehearsals and the final examination in the class cannot be made up.

Students' grades will be determined as follows:

- Skills-Oriented activities 40%
Students will be prepared for each rehearsal as evidenced by individual performances in class during each rehearsal. Individual practice is a necessity in order for group rehearsals to be successful. Students may be asked to perform assigned material in class either individually if the excerpt is of a solo nature or with a small group if the excerpt is of ensemble nature. Immediate feedback will be given to the students immediately following their demonstration, and the attach rubric completed. Individuals who prefer to perform any assigned material individually may ask to do so.

- Attendance 40%

As outlined elsewhere in this syllabus, each member of the ensemble must make every effort to be present at each rehearsal of the ensemble. Each member's prompt attendance will have a positive impact on the ensemble's performance. The following guidelines will be used for determining each student's "attendance" portion of the grade. The following absences do not include illness, emergencies or University sponsored events that are submitted in writing to Dr. Dalton prior to the event. Please submit all requests for an excused absence to the Dean of Student Affairs as outlined at <http://www.marshall.edu/academic-affairs/policies/#ExcusedAbsences>

0-1 absences-A

2 absences-B

3 absences-C

4 absences-D

5 absences-F

- Concert Performances-Final Exam 20%

One of the primary goals of the class is to present outstanding musical performances at each concert. These performances will act as demonstrations of the work that we have accomplished as an ensemble and of the work you have done as an individual musician.

Grades will be determined as follows:

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

Below 60% = F

The final grade will also reflect the quality of the musician's performance, professionalism and citizenship in rehearsals and concerts in accordance with Marshall Symphonic Band policy.

Organization Policies:

Performance Terms

- 1) Each musician is a vital member of the section in this organization. The musician agrees to placement as determined by the studio faculty and Conductors.
- 2) Each musician commits to attendance at all rehearsals and performances as specified in the printed schedule. Musicians shall be given a minimum of 2 days notice if changes are necessary in the printed schedule.
- 3) *In the case a musician must be absent from a rehearsal*, he must notify the conductor no less than 24 hours in advance and be responsible for obtaining a substitute musician for that rehearsal.
- 4) Each musician commits to the individual practice and preparation of parts between scheduled rehearsals.

- 5) Each musician commits to keeping his instrument in perfect operating condition for every rehearsal.
- 6) Each musician commits to put forth every best effort in the rehearsal not only to execute all notation perfectly but also to listen attentively to produce quality ensemble both within his section and the performing group as a whole.
- 7) Each musician understands that failure to comply with the organization's policies is sufficient ground for alteration of part assignment or removal from the organization.

Materials:

- 1) Musicians will provide a quality instrument in perfect working condition for each rehearsal and concert.
- 2) Musicians will provide all materials required for excellent maintenance of their instrument.
- 3) Brass musicians will provide quality mutes as necessary for repertoire requirements for each rehearsal and concert.
- 4) Musicians will be provided music for each concert at the initial rehearsal prior to the concert.
- 5) Musicians are responsible for the maintenance of all music folders and sheet music assigned and entrusted to their care.
- 6) Each musician will provide a working pencil at every rehearsal and mark parts accordingly.
- 7) All music is to be returned immediately following each concert. A student who does not return his music and or folder will receive a grade of "Incomplete" for that term until the music is returned or payment is made for replacement.
- 8) Concert attire for all performances is concert black for women and black tuxedo for men.

University Policy:

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802

Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Health and Safety:

Important concerns and considerations regarding hearing health will be addressed. The student will learn how to adjust relative to diverse acoustical environments and direct exposure to sustained sound in a variety of rehearsal settings. The use of hearing protection, as is appropriate, will be addressed.

Concert Dates for Fall 2015

Thursday, October 22

**Call 7:00 PM
Concert 8:00 PM
Dress Rehearsal TBA**

Tuesday, December 1

**Call 7:30 PM
Concert 8:00 PM
Dress Rehearsal TBA**

A full rehearsal schedule will be posted for each concert cycle

Request for Graduate Course Addition

copy with all signatures and supporting material and forward to the Graduate Council Chair.
 Physical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
 The Council cannot process this application until it has received both the PDF copy and the signed hard copy.

Dept: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 566

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Marching Band

Alpha Designator/Number:

M U S 5 6 6

Title Abbreviation:

M a r c h i n g B a n d

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

The Marching Thunder rehearses three times a week and performs a varied selection of music at every home game as well as exhibitions around the country.

Co-requisite(s):

First Term to be Offered: Fall 2015

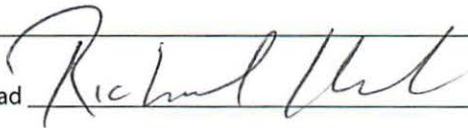
Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.


Dept. Chair/Division Head



Date

10/20/14

Registrar

 500904

Date

12/17/14

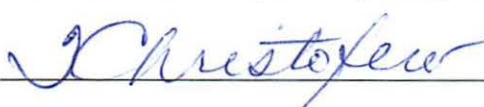
College Curriculum Chair



Date

2/5/15

Graduate Council Chair



Date

3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 566

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.

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

Ben Miller

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 marching band. Exposure to a variety of marching band literature.

Request for Graduate Course Addition - Page 3

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

Three (3) rehearsals per week; performances throughout the Fall semester at home football games; may include performances at away games, and other off campus venues.

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

Not Applicable. Musical repertoire selected by ensemble director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 566 Marching Band
Catalog Description: The Marching Thunder rehearses three times a week and performs a varied selection of music at every home game as well as exhibitions around the country.
Prerequisites:
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

The Marshall University

Marching Thunder



Band Handbook

2014-2015

The document you are about to read contains your Handbook and Class Syllabus in addition to a great deal of information about membership in The Marshall University Marching Thunder. While we do not want to overwhelm you, we do want to provide you with the important details regarding membership.

Please read this document before you sign the final page. *The 2014-15 version of this handbook may contain expectations that could change your willingness to participate.* The policies in this handbook were developed so that this edition of the Marching Thunder can reach its greatest potential!

If you have any questions regarding this handbook, you are encouraged to contact me.

Have a great season, and Go Herd!

Sincerely,

Dr. Adam Dalton
Director of Athletic Bands

2014-2015
Thundering Herd Staff

Dr. Adam Dalton, *Director of Athletic Bands*
Mr. Robert Wray, *Band Staff and Announcer*

Mr. Tyler Davis, *Graduate Assistant, Athletic Bands*

Mr. Anthony Almendarez, *Graduate Assistant, Athletic Bands*

Mr. Charlie Powell, *Percussion Teaching Assistant*

Ms. Kimberly Maynard, *Majorettes*

Mr. Adam Abshire, *Majorettes*

Ms. Brittany Shawver, *Majorettes*

Ms. Brigett Waters, *Dance Team*

Ms. Haven Campbell, *Dance Team*

Ms. Maurica Richardson, *Color Guard*

Ms. Jordan Erby, *Color Guard*

Mr. Aaron Statler, *Percussion*

Mr. Andrew Tilley, *Percussion*

Mr. Joe Crowe, *Percussion*

Mr. Chris Scarberry, *Front Ensemble*

Jodi Bapst, *Drum Major*

Rebekah Ricks, *Drum Major*

Christina Stradwick, *Drum Major*

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**MARSHALL UNIVERSITY
MARCHING BAND
PERSONNEL HANDBOOK
AND
SYLLABUS**

“If you believe in yourself and have dedication and pride-and never quit, you’ll be a winner. The price of victory is high but so are the rewards”

Coach Paul “Bear” Bryant

ABOUT THIS MANUAL

This manual addresses three main areas:

- **Operations:** How the marching band operates and the processes, organizational structure, and guidelines pertinent to its functioning throughout the year
- **Academics:** How the marching band functions in its unique capacity as both an organization and a university course.

This particular section will function as a course syllabus for MUS 266/466. This entire Handbook will also apply to membership in our spring semester pep bands, particularly with respect to rules, regulations, policies, and expectations.

- **Code of Conduct:** What is expected of marching band members and staff

THE NEED FOR A MARCHING BAND HANDBOOK

There are procedures and policies with which all members need to become familiar, and this handbook seeks as its goal the presentation of those materials. Both veteran members and new members must carefully read this information before committing to membership for the 2014-15 season.

You will find that much of this document is quite specific and rigorous about the expectations, rules, and policies that we have in place, but please understand that these are necessary if we are to have an environment in which fairness, consistency, and efficiency are to be present. Please also understand that any university organization’s policies must reflect the core philosophy, mission, and expectations of that university and the community it services. Our handbook’s main purpose is to make the Marshall University Marching Thunder the best organization possible.

Please note that you will be asked to sign the last page, which states that you have read this document, and agree to its contents as it pertains to membership in the marching band. If you have any questions about this document, please do not hesitate to contact the director.

“When you discover your mission, you will feel its demand. It will fill you with enthusiasm and a burning desire to get to work on it.”

W. Clement Stone-Author

MEMBERSHIP REQUIREMENTS

To be a member of the Marshall University Thundering Herd, members must meet the following requirements:

- Must be registered for MUS 266/466
- Must be in good financial standing with University Bands and Marshall University, including the dispensation of all uniform fees, equipment fees, hotel fees, or other charges incurred in prior membership
- Must complete and have on record with University Bands a **Medical Information Form**

MEMBERSHIP POLICY

Students who are in the marching band may participate in the Marching Thunder for up to six (6) years as undergraduate students.

- Any student wishing to participate in band for more than 5 years must present compelling reasons to the director or attend as a graduate student at Marshall University
- Graduate students may participate in band for two (2) years beyond the five (5) years allowed for undergraduates for a total of 8 years as both an undergraduate and graduate student.
- The number of years a leadership team member may serve will be determined by the Director on an annual basis.
- **Students in the band prior to 2014 are exempt from this policy**

REQUIRED CLASS MATERIALS

All Marching Band members will be required to bring the following materials to all rehearsals including game-day rehearsals:

1. Instrument or appropriate equipment
2. Music and Exercises
3. Notebook with plastic sheet protectors (Not provided)
4. Pencil
5. Wire Music Stand (not provided)
6. Drill
7. Proper rehearsal attire (sandals or similar foot apparel are not acceptable)

ATTENDANCE

Attendance is the most important factor in the success of any group activity. All members are required to attend all rehearsals and performances during the fall semester, including *the possibility of the Conference USA Championship Game and the possibility of a bowl game that might take place in December or January.* **Attendance at rehearsals and performances will play a vital role in determining travel roster and pep band membership during the year, which includes travel to bowl games and conference championship games.** The

director make all final decisions on attendance. If a member is absent or tardy due to reasons that he/she feels merit special consideration, present your case in writing to Dr. Dalton for consideration.

Attendance Procedures

1. Members meet with their sections at 3:30 PM each day for rehearsal procedures.
2. A **Drum Major** will take attendance at rehearsal, which officially begins at 3:30 PM.
3. Members must have all required materials (e.g. music, drill book, etc.) to be counted present.
4. If a member is late or has a class conflict, the member should report to the drum major when he/she arrives to be marked present.
5. Attendance will also be taken at Game Day rehearsals.

Tardy Procedures

If a member knows he/she is going to be tardy, he/she should fill out a Tardy/Absence Form and submit it to the director by email at least **ONE FULL WEEK IN ADVANCE** of the tardy. Please note: submitting the form does not necessarily mean the tardy will be excused. The director will make the final decisions after reviewing the Tardy/Absence Form.

Emergency Tardies

The protocol for emergency tardies is as follows:

1. If an emergency arises and a member is going to be tardy, he/she should contact a drum major via email or by phone.
2. The member should then report to rehearsal as soon as possible and check in with his/her section leader so that the member can be marked "tardy" rather than "absent".
3. A completed Tardy/Absence Form should then be emailed to the director explaining the cause of tardiness.

Leaving rehearsal early is analogous to being tardy because rehearsal time is lost in both instances.

Absentee Procedures

If a member knows he/she is going to be absent, he/she should fill out a Tardy/Absence Form and submit it to the director by email at least **ONE FULL WEEK IN ADVANCE** of the absence. Please note: submitting the form does not necessarily mean the absence will be excused. The directors will make the final

decisions after reviewing the Tardy/Absence Form.

Emergency Absences

The protocol for emergency absences is as follows:

1. If an emergency arises and a member is going to be absent, he/she should contact a drum major via email or phone.
2. A completed Tardy/Absence Form should then be emailed to the director explaining the cause of the absence.
3. If the absence is due to illness and is longer than 2 days, the member should include a doctor's excuse with their Tardy Absence Form.

IF A MEMBER NEEDS TO BE EXCUSED FROM ANY PART OF A BOWL GAME TRIP, A WRITTEN STATEMENT MUST BE PRESENTED 3 WEEKS IN ADVANCE TO BE CONSIDERED TO BE EXCUSED. SUBMITTING THE FORM DOES NOT AUTOMATICALLY EXCUSE THE ABSENCE.

Acceptable Excuses for Tardiness or Absences

1. Illness
2. A death in the family
3. A class conflict previously approved by the directors
4. An extraordinary circumstance approved by the directors

Class Conflicts

A member is permitted to miss the equivalent of one (1) rehearsal day per week due to a class conflict. This can be split up amongst the three rehearsal days. A Class Conflict Form will be available and must be submitted to the director by the end of band camp. In order for a class conflict override to be issued, a complete copy of the student's schedule, student's ID, and the class that conflicts with MUS 266/466 must be submitted to the director by the end of band camp.

CONSEQUENCES OF NOT MEETING ATTENDANCE EXPECTATIONS

1. Two unexcused tardies = one unexcused absence.
2. One unexcused absence may lower the grade by one letter and may result in possible suspension from the current half-time program and/or future performances.
3. Two unexcused absences may lower the grade by two letters, and may result in suspension from the current half-time program and/or subsequent performances.
4. Three unexcused absences may result in the termination of your membership.
5. An unexcused absence for Friday and/or Saturday rehearsal is analogous

with two unexcused absences and may result in alternate status.

6. Excessive absences due to an illness or injury may result in alternate status.

An unexcused absence from a performance may result in termination of your membership and you may receive a failing grade for the course. This includes all post-season events. Note: your grade for the fall semester can be retroactively changed if circumstance warrants.

If you are absent or tardy due to a reason you feel should be excused and merits special consideration, present your case in writing to the director at an appropriate time (NOT REHEARSAL). The director will evaluate each request with attention to each individual's circumstances.

"It takes but one positive thought when given a chance to survive and thrive to overpower an entire army of negative thoughts."

Robert Schuller-Author

GRADING

Because of the inherent nature of ensemble classes, the grading system is different from academic classes. Each member of the class starts with a grade of "A". If a member follows all prescribed guidelines and meets all expectations, he or she will receive a final grade of "A" for the course at the end of the semester. However, if a member does not follow the guidelines and expectations as outlined in this manual, he/she will have his/her final grade lowered. These guidelines and expectations include the following:

- **Attendance** (please see the section on "Attendance")
- **Preparedness for Class**, including, but not limited to, music, memorization, drill, choreography, required materials, et al
- **Responsibilities of Maintaining Borrowed Property**, including instruments, equipment, uniforms
- **Conduct, Attitude, and Participation**, including but not limited to The Marshall University Student Code of Conduct, respect for fellow students, staff, fans, and the institution of the "Marching Thunder" (please see "*Policies and Expectations*")

SERVICE AWARDS

All members are eligible for a service award. Those students who meet all membership qualifications and commitments will receive the award at the end of the season. The amount of the service award depends on available funds. A member can have their service award revoked or the amount reduced for any of the following reasons:

1. Damage to university-owned equipment and/or uniform
2. Failure to return university-owned equipment and/or uniform by **posted deadlines. THIS POLICY WILL BE STRICTLY ENFORCED!!**
3. Unexcused absences from rehearsals or performances

4. Failing to comply with rules and regulations as stated in this handbook and The Marshall University Student Code of Conduct

All decisions relative to service award reduction or elimination will be made by the Director.

SCHOLARSHIPS

A small percentage of members receive scholarships. The terms of the scholarships are prescribed in the agreement letters the recipients sign. Scholarships are generally awarded only to incoming members and are renewable for up to four (4) years.

- Marshall Band members that would like to be considered for scholarships should submit an application form to the Director of Athletic Bands at the appropriate time. Qualifications and expectations will be announced at a later date.
- All members of the Thundering Herd who receive scholarship assistance will be required to register and participate in pep band. This includes the spring semester as well as fall semester. If a student does not participate in pep band in the spring semester, they will forfeit their scholarship for that semester.

AMERICANS WITH DISABILITIES STATEMENT

Any student who has a disability that requires accommodations to complete the essential functions of MUS 266/466 should contact The Marshall University Office of Disability Services Program. Every effort will be made to provide reasonable accommodations.

Essential Functions of MUS 266/466:

- Attend all scheduled rehearsals and performances (most of which are outdoors at our practice field)
- Perform assigned music and/or choreography
- Perform assigned drill maneuvers

THINGS THAT TAKE NO ABILITY

Effort

Having A Positive Attitude

Accountability

Responsibility

Promptness

Respectfulness

Trustworthiness

Being Honest

Commitment

Team Unity

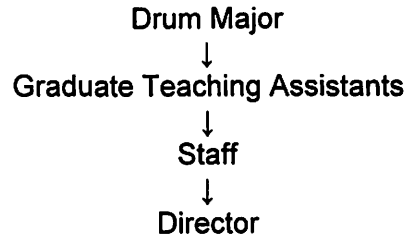
***Passion for the Marching Thunder
and Marshall University***

MISSION STATEMENT

The Marshall University Marching Thunder supports university athletic teams, provides entertainment for Thundering Herd fans, and builds positive community relations for the University, the Athletics Department, and the Band Program. The Marching Band also seeks to help its students improve their musical skills, to provide performance opportunities, and to enhance the overall quality of time spent in the university environment for its members, and to encourage and guide the students' academic progress.

ORGANIZATIONAL STRUCTURE

If you have any questions, concerns, or should a problem arise regarding the Marching Band, you should proceed through the following organizational structure:



If you do not feel comfortable approaching any particular level of the organizational structure, you are encouraged to make an appointment to meet with the Director of Athletic Bands. If you do not feel comfortable approaching the Director of Bands, you are encouraged to make an appointment with the Director of The School of Music and Theater. Marshall University has specific procedures in place to handle issues of concern. Please make every effort to utilize these procedures within the Marshall University system should a issues of concern arise.

REHEARSAL SCHEDULE

Monday, Wednesday, Friday:	3:30 PM – 5:30 PM
Other Sectionals:	TBA
Game Day Dress Rehearsals:	TBA

**A LEADER IS ONE WHO KNOWS THE WAY,
GOES THE WAY AND SHOWS THE WAY**

John Maxwell, author

**THE SUPREME QUALITY FOR LEADERSHIP IS
UNQUESTIONABLY INTEGRITY. WITHOUT IT, NO REAL
SUCCESS IS POSSIBLE, NO MATTER WHETHER IT IS ON A
SECTION GANG, FOOTBALL FIELD, IN AN ARMY, OR IN AN
OFFICE.”**

Dwight David Eisenhower
34th President of the United States

The 17 Principles of Effective Teamwork

1. PUT THE GROUP FIRST

"There is no limit to what can be accomplished if it doesn't matter who gets the credit."

2. SHARE GROUP INFORMATION OPENLY WITHIN THE GROUP

"The word communication comes from the Latin "communico", which means "to share."

3. BE A PART OF THE SOLUTION

"If we did all things we are capable of, we would literally astound ourselves." –Thomas Edison

4. SEEK FIRST TO UNDERSTAND

"Appreciation is a wonderful thing; it makes what is excellent in others belong to us as well." – Voltaire

5. RESPECT OTHERS OPINIONS

"A man's mind stretched to a new idea never goes back to its original dimensions." – Oliver Wendell Holmes

6. ASK AND ENCOURAGE QUESTIONS

"The important thing is not to stop questioning. Curiosity has its own reason for existing." – Albert Einstein

7. MAKE RATIONAL DECISIONS

"The significant problems we face cannot be solved at the same level of thinking we were at when we created them." – Albert Einstein

8. ELIMINATE INTERNAL COMPETITION

"Great discoveries and achievements invariably involve the cooperation of many minds." – Alexander Graham Bell

9. BUILD TRUST WITH INTEGRITY

"Things which matter most must never be at the mercy of things which matter least." – Goethe

10. TREAT ONE ANOTHER WITH DIGNITY

"What lies behind us and what lies before us are tiny matters compared to what lies within us." – Oliver Wendell Holmes

11. COMMIT TO EXCELLENCE

"We are what we repeatedly do. Excellence, therefore, is not an act, but a habit." – Aristotle

12. BE ACCOUNTABLE FOR YOUR ACTIONS

"Example is not the main thing influencing others – it is the only thing." – Albert Schweitzer

13. ACCEPT MISTAKES AND LEARN FROM THEM

"Our greatest glory is not ever falling, but rising up every time we fall." – Ralph Waldo Emerson

14. LEARN CONTINUOUSLY

"I know of no more encouraging fact than the unquestionable ability of man to elevate his life by conscious endeavor." – Henry David Thoreau

15. PROMOTE INTERDEPENDENCE

"Build your team a feeling of oneness, of dependence on one another and of strength to be derived from unity." – Vince Lombardi

16. BE PATIENT AND PERSISTENT

"We will either find a way or make one." – Hannibal

17. PULL THE WEEDS

"We must cultivate our garden." – Voltaire

**"THE QUALITY OF A PERSON'S LIFE IS IN
DIRECT PROPORTION TO THEIR
COMMITMENT TO EXCELLENCE
REGARDLESS TO THEIR CHOSEN FIELD OF
ENDEAVOR"**

- Vince Lombardi

UNIFORMS

Marshall University has spent a lot of time and money to provide a good image for the band. When wearing your band uniform, you represent **Marshall University** and **The Marching Thunder**. Always conduct yourself with appropriate decorum. **Please remember:** Someone, particularly FANS AND/OR ALUMNI, is always observing you while you are in uniform. The Marching Thunder is one of the most visible icons of Marshall University, especially when in uniform. With this comes a greater need for responsibility from our members. Consider this carefully when you choose to become a member of the organization.

Uniform Checkout

- You will be issued a uniform during Band Camp. Once you are fitted for your uniform, you will be responsible for keeping the uniform in “performance shape”.
- **AT NO TIME SHOULD MEMBERS OF THE BAND WASH THEIR OWN UNIFORM!!!**
- Failure to keep your uniform in “performance shape” will result in no performance for you on that day.
- You will be assigned a plume that will remain with you for the entire season. Should you lose or damage your plume, you will be required to pay for a replacement.
- It will be your responsibility to keep your marching shoes in “performance shape”. Failure to comply with this important request will result in the member not being allowed to perform that day.
- You must sign a “*Borrowed Property Agreement*” form before you can receive your uniform.
- You will be required to compensate Marshall University for any damages caused to your uniform. Charges for lost or damaged items will appear on your student account. At the discretion of the Director, lack of appropriate care of your uniform may result in dismissal from the band.
- Tall, plain black socks. **NO FOOTIES!** Socks must be tall enough to prevent someone from seeing your leg between your shoe and the bottom of your pants while **SITTING** and **MARCHING!**

Uniform Care

- Members are not to make any alterations to the uniform. Your uniform will be fitted to you for the proper look during camp. Please see a member of the Uniform Committee if you feel your uniform needs altering.
- If you get a stain on your uniform, you should notify the Uniform Committee as you turn in your uniform **THAT DAY**. Do not attempt to clean it yourself.

Wearing Your Band Uniform

- Winds and Percussionists are to wear the shirt provided for them under their uniform. This is critical for the look of the ensemble and the proper fit of your uniform! On special rehearsals, you will be asked to wear your bibbers and under-shirt, along with your shako and plume. **EVERYONE** is expected to comply with this request.
- Your uniform is either on or off. This includes the jacket. Helmets may be carried separately. Members are not to wear an incomplete uniform.
- Your uniform may be worn only at university-related functions or those approved by the Director.
- **If a member has long hair, it must be neatly secured under the shako so that the hair is not visible on the shoulders of the band uniform. A member’s hair must not touch the collar of the uniform.**
- **A member’s shoes must be polished and in good condition.**
- **No hats, bandannas, or headbands are to be worn while in uniform at anytime.**

- Smoking, EATING, consuming alcohol, or using illegal drugs while in uniform is strictly prohibited. We will be providing hydration and snacks for you on Game days in the stands, which will eliminate the need for the members to visit the concession stand. This will allow us to have the full ensemble in the stands at all times providing support for The Herd, and allow us to reduce the chance of mishaps with concession stand food while in uniform.
- No large jewelry or body art of any type that can be seen by the public may be worn with the uniform. Body art would include any type of tattoo or finger nail polish. Tattoos that can be seen while wearing the uniform must be covered and nail polish must be clear. Only stud earrings will be permitted while in uniform. No large hoops, gauges, or bars may be worn in the ears or on the face. Please wear clear place holders for all other jewelry

Wearing the Auxiliary Uniform

- These uniforms will be worn according to the Auxiliary Coordinator's specifications at all times.
- Section Leaders will inspect uniforms prior to each performance. If a member's uniform is incomplete or unacceptable, he or she will not be permitted to perform.
- Smoking, eating, consuming alcohol, or using illegal drugs while in uniform is strictly prohibited.

Uniforms in the Stands

- Members are not to remove any part of the uniform until instructed to do so. We will leave our jackets on at all times during the game.
- The Drum Majors will give the signal as to when Helmets are to be removed.
- No other headgear is to be worn in the stands.
- Sunglasses are permitted in the stands – conservative styles only.

EQUIPMENT

1. All those who need university instruments or other equipment must complete a "*Borrowed Property Agreement*" form before checking out university-owned property.
2. Students will be required to compensate Marshall University for any damage caused to borrowed equipment. Charges for lost or damaged items will appear on the student's account. At the discretion of the Director, lack of appropriate care of borrowed equipment may result in dismissal from the band.
3. If your borrowed equipment needs repair, see the Director. University Bands will handle repair costs related to everyday wear and tear. University Bands Graduate Assistants are responsible for the delivery of equipment to the music store. Do not take your instrument for repair on your own without speaking with the director first
4. Do not switch or return university-owned equipment without completing the appropriate paperwork. Students are responsible for the equipment listed on the "*Borrowed Property Agreement*" form that they signed.

5. Please load and unload equipment carefully onto trucks and busses.
6. DO NOT leave equipment in the hallways of the music building after rehearsals and/or performances. Put equipment and cases in the correct storage locations and be sure that the room(s) is locked.

UNIFORM AND EQUIPMENT TURN IN PROCEDURES

- The dates and times of uniform and equipment turn in will be announced later.
- No uniforms or instruments can be dropped off at the University Bands office or anywhere else outside the designated turn-in areas and times. If you do so, your service award will be revoked. There will be no exceptions to this policy.
- At the end of football season and the week before uniform/instrument turn-in, we will remind you of the uniform and instrument turn-in specifics.
- Whether you check your e-mail, receive e-mail from us, or check our website, you are now responsible for turning in your equipment and uniform as required.

POLICIES ON CONDUCT

Please note that, in addition to the following *"Policies on Conduct"*, The Marshall University Student Handbook is in effect whether you are on or off campus as long as you represent Marshall University.

YOU HAVE MORE FREEDOM NOW THAN YOU HAVE HAD AT ANY TIME IN YOUR LIFE THUS FAR. WITH THIS FREEDOM COMES THE NEED TO DEMONSTRATE MATURITY. IF YOU SHOW A LACK OF MATURITY, LACK OF FREEDOM FOLLOWS QUICKLY.

SPORTSMANSHIP AND ETHICAL BEHAVIOR

All members of The Marching Thunder are expected to conduct themselves with pride and professionalism at all rehearsals, performances, appearances, and other functions regardless of the outcome of the event. ***Members and staff will not engage in any unsportsmanlike conduct, intimidation tactics, celebratory acts that demean others, use inappropriate language regarding others, or engage in similar abusive and degrading behavior reflective of a general lack of respect and civility.***

ALCOHOL AND CONTROLLED SUBSTANCES

The following are strict and incontestable guidelines for the behavior of ALL Marching Thunder personnel. If the behavior of a participant or staff member is found not to be commensurate with these guidelines, his or her membership with any and all athletics bands will be permanently terminated. **This is your first and only warning. You will not be afforded a second chance!**

At no time when acting as a participant, agent, staff member, or representative of The Thundering Herd shall any person act in violation of any federal, state, or local alcohol or controlled substances laws. These laws include the following:

1. Possession or consumption of alcohol by an individual under the age of 21 is prohibited.
2. Possession or consumption of any illegal substances by any person of any age is prohibited.
3. Consumption of alcohol on an ICC-regulated vehicle (e.g. a bus or university vehicle) is prohibited.
4. Acquisition of alcoholic beverages for an individual under the age of 21 is prohibited.
5. **At no time when acting as a participant, agent, staff member, or representative of The Marching Thunder, or when in transit to or from**

a University Bands function, or when staying in accommodations provided by official university means (e.g. hotel), shall any band member, regardless of age, be in the possession of or consume alcoholic beverages or controlled substances.

SMOKING

- Smoking in university classes is prohibited; MUS 266/466 is a university class, therefore smoking is not permitted at any time during a band function.
- Smoking while in uniform is strictly prohibited.
- Smoking in high profile areas such as stadium parking lots, hotel parking lots, etc., where it is clear that Marshall University is being represented, is prohibited.

SEXUAL HARASSMENT POLICY

It is the policy of Marshall University to maintain a work and educational environment free from all forms of sexual harassment of any employee, applicant for employment, or student. Sexual harassment in any manner of form is expressly prohibited. It is the responsibility of the University to provide educational opportunities to create this free environment and to take immediate and appropriate corrective action when sexual harassment is reported or becomes known.

Sexual harassment will not be tolerated and all students and staff must abide by Marshall University Policy GA-1 and West Virginia State Code 18B-1-6. If you suspect harassment, please contact the Director immediately. If you are uncomfortable going to the Director of Athletic Bands, you may contact the Director of the School of Music and Theater.

HAZING

A college experience is an exciting time for students. A successful organization should include education about leadership, foster academic achievement and promote positive experiences that are free from hazing. **Hazing is not a part of the Marching Thunder and will not, under any circumstances, be tolerated.**

The University defines hazing as "Any action taken or situation created intentionally whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include paddling in any form; creation of excessive fatigue, i.e. any activity which deprives a student of at least six continuous hours of sleep; physical and psychological shocks; inappropriate quests, i.e. stealing items; treasure hunts; scavenger hunts; road trips; or any other such inappropriate activities carried on either on or off campus, or in a Greek house. Wearing publicly any apparel which is conspicuous and not normally in good taste, as defined by the proper hearing bodies; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; or any other activities which are not consistent with fraternal law, ritual, or policies or regulations of national organizations or otherwise compromise the dignity of the individual including forced use and abuse of alcohol and drugs."

All complaints and/or requests for definition of hazing are to be filed with the Director of Judicial Affairs. All cases decided by the Judicial Board are appealed to the Student Conduct and Welfare Committee, and finally to the President of the University."

BUS AND AIR TRAVEL

1. Be reminded that the *"Alcohol and Controlled Substance"* policy is in effect throughout all band functions and trips. A representative on each bus is required to report any infractions of this policy immediately, meaning the representative will ask the bus driver to stop the bus immediately and report the incident to the directors. This will result in the immediate removal of the violators from the bus at the first appropriate location and permanent removal from the band. Remember if you bring any alcohol or controlled substances on a bus, you have already violated University and University Band policy whether or not you have consumed the substance. You are also in violation of Federal Law if you consume alcoholic beverages while in an ICC-regulated vehicle. **This is your first and only warning. You will not be afforded a second chance!**
2. All buses will have a staff member responsible for checking to be sure everyone is on the bus prior to our leaving each time the bus stops and our members exit the bus. It is of the utmost importance for members to keep noise at a minimum while the staff member is making sure we have all of our members. Individual members are responsible for communicating any alternative transportation plans that you may have made with the staff member that is in charge of attendance on your bus.
3. All videos must be approved by the Director. The Director has the final word on what videos will be shown during trips. If any members on a bus find a video objectionable, they should voice their objections and the video will be stopped.
4. **No one** is to open the emergency exits or windows, including restroom windows, unless there is an actual emergency.
5. Do not react in a negative fashion to anyone outside the bus. It does not matter how disrespectful someone outside the bus is acting – you are not to respond. Anyone found to have responded to someone outside the bus in a manner that is found to be at odds with the mission of the Thundering Herd will be dismissed from the class.
6. Be respectful of the bus driver, guests, director, and your fellow band members who are also on the bus.
7. Only members, personnel, staff, and approved guests are allowed to ride the busses.

HOTELS

1. Be reminded that the *"Alcohol and Controlled Substance"* policy is in effect throughout all band functions and trips.
2. Avoid congregating in the halls, lobby, or other areas of the hotel where you might disturb other guests. Socializing on trips is an enjoyable part of the band, but please limit it to rooms or areas away from the regular hotel guests.

3. Only members, personnel, staff, and approved guests are allowed to stay in the hotel rooms provided by the university.
4. Please avoid slamming hotel doors.
5. Any student acting in a manner that embarrasses the band and/or brings harm to self or others will be restricted, if not banned, from future travel with the band.

“GOOD TEAMS BECOME GREAT TEAMS WHEN THE MEMBERS TRUST EACH OTHER ENOUGH TO SURRENDER THE “ME” FOR THE “WE”.”

-Phil Jackson

IN THE STANDS

1. Only uniformed personnel and staff should be seated in the band section. Please do not invite people who are not associated with the band to sit in the band section. Staff and guests of the band should sit in designated areas
2. No band member should leave the band area during a game unless it is absolutely necessary. If you must leave, notify a staff member, and return to the band area as soon as possible.
3. We attend games to perform and essentially to work. Our work responsibilities include cheering for and supporting our team. Thus, all members are expected to participate fully in all cheering and performing in the stands, i.e. vocals, horn moves, et al.
4. Pay close attention to the conductors and cheerleaders at all times.
5. Do not remain standing during a game, as standing blocks the view of those behind you. Celebrating at appropriate times during the game is acceptable, but please remember to sit back down quickly.

“INDIVIDUAL COMMITMENT TO A GROUP EFFORT- THIS IS WHAT MAKES A TEAM WORK, A COMPANY WORK, A SOCIETY WORK, EVEN A CIVILIZATION WORK.”

- Vince Lombardi

ACCOUNTABILITY

In order for The Thundering Herd to continue to maintain its status as one of the most well-respected organizations on campus, students will be held accountable if the aforementioned rules and expectations are not met. Corrective measures for violations of rules and inappropriate behavior are based on the severity of the incident, relevant circumstances, and a student's prior conduct and attitude. Disciplinary action may include but is not limited to the following:

1. Service Award reduction
2. Loss or reduction of future scholarships
3. Exclusion from travel with the band
4. Suspension from performing
5. Dismissal from the program

THE INTERNET

We understand and are respectful of our students' right to free expression; however, we would urge you to carefully consider what it is that you place on websites (e.g. Facebook, Twitter, et al) and understand that if you represent yourself in word or image on websites as a member of The Marching Thunder, we will hold you responsible for what you have posted, particularly as it relates to the University's Handbook. The Internet isn't a proper forum for resolution of issues relating to the band. We understand our organization to be a team, a family, and what takes place within the confines of our activities should remain there. With membership comes responsibility, and we would hope that you would take seriously your responsibility to our organization and not place material on the Internet that would be embarrassing to both yourself and our marching band.

“Whenever you start something- give it your best. The opportunities are there to be anything you want to be. But wanting to be someone isn’t enough; dreaming about it isn’t enough; thinking about it isn’t enough. You’ve got to study for it, work for it, fight for it with all your heart and soul, because nobody is going to hand it to you.”

-General Colin Powell

“In order to have a winner, the team must have a feeling of unity; every player must put the team first-ahead of personal glory.”

-Coach Paul “Bear” Bryant

2014 Marshall University Marching Thunder Performance Calendar

(subject to alteration and change)

Fall Semester 2014

Sat., Sept. 6-Football vs. Rhode Island- Home- Band Day

Sat., Sept 13- Football vs. Ohio Univ.- Home

Sat., Sept 20- Exhibition Performance at Cabell Midland High School

Tues., Sept. 23- Exhibition Performance- Kanawha Band and Majorette Festival, Charleston- 6:00- 9:00 p.m.

Sat.-Sun., Sept 27-28- possible performance for Pittsburgh Steelers home game- Full Band

Sat., Oct. 11- MU vs. Middle Tennessee, Homecoming, Alumni Band, Homecoming Parade (depending on game time the parade may be moved to Thursday or Friday evening)

Sat., Oct. 18- Tri-State Marching Festival, all day, exhibition performance in the evening.

Sat., Oct. 25- Football vs. Florida Atlantic, Home

Sat., Nov. 15- Football vs. Rice, Home

Fri., Nov. 28- Football vs. Western Kentucky- Home- Senior Day

Sat., Dec. 6- C-USA Championship Game-

AGREEMENT OF UNDERSTANDING

I have read and understand all of the information contained in The Marshall University 2014-2015 Marching Band Handbook. I agree to abide by the guidelines set forth in this handbook for membership in the marching band. I also understand the consequences if I violate the policies stated in this document.

SIGNATURE _____

PRINT NAME _____

INSTRUMENT/AUXILIARY GROUP _____

DATE _____

SAMPLE PAGE ONLY!
**THIS IS YOUR COPY. YOU
WILL BE GIVEN ANOTHER
COPY OF THIS FORM TO TURN
IN TO US!**

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 567

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Wind Symphony

Alpha Designator/Number: M U S 5 6 7

Title Abbreviation: W i n d S y m p h o n y

(Limit of 25 characters and spaces)

Course Catalog Description: A select, auditioned group of wind and percussion players who study and perform original and transcribed works for wind orchestra and works for smaller mixed chamber ensembles (PR: Audition)

(Limit of 30 words)

Co-requisite(s):

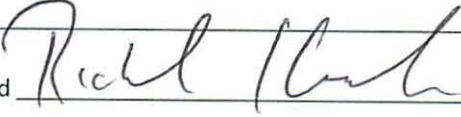
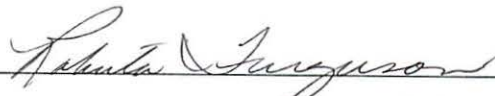

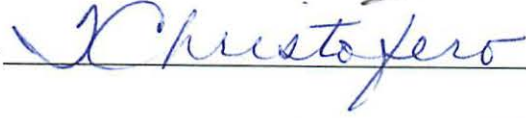
First Term to be Offered: Fall 2015

Prerequisite(s): Audition

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 520 Principal Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>10/20/14</u>
Registrar  500904	Date <u>12/17/14</u>
College Curriculum Chair 	Date <u>2/5/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 567

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.

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

Steve Lawson, Ed Bingham, Michael Stroehrer

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 wind ensemble setting. Exposure to a variety of wind ensemble literature.

Request for Graduate Course Addition - Page 3

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

Two (2) rehearsals per week; 1-3 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 ensemble director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 567 Wind Ensemble

Catalog Description: A select, auditioned group of wind and percussion players who study and perform original and transcribed works for wind orchestra and works for smaller mixed chamber ensembles (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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

Marshall University
Wind Symphony/Principal Ensemble
Fall 2015
MUS 267/467/567

Instructor: TBD
146 Smith Music Hall
304-696-2317

Course Description: A select, auditioned group of wind and percussion players who study and perform original and transcribed works for wind orchestra and works for smaller mixed chamber ensembles (PR: Audition)

Rehearsals:

The Wind Symphony rehearses every Tuesday and Thursday from 12:30 to 1:50 pm. Rehearsals are held in either Room 143 of Smith Music Hall (Band Room) or in the Recital Hall Auditorium, depending on availability. Additional dress rehearsals may be scheduled prior to performances.

Concert Dress:

Men – traditional black tuxedo with black tie, white shirt, black socks and black dress shoes.
Women – long black dresses or pant suit with black dress shoes.

Conduct: Professional conduct and response is expected in all rehearsals.

Absences: The absentee policy as stated in the Marshall University Student Handbook will be enforced. After the third unexcused absence the student will be assigned a grade of "F" and will not be permitted to participate in rehearsals or performances. In the event of an excused absence, it is the student's responsibility to present proper documentation to the director of bands. Prior notification of known future absences should be given to the director of bands.

Seating: Initial seating in the Wind Symphony will be through audition at the beginning of each semester. The director of the Wind Symphony reserves the right to reseat or assign players to different positions for musical, timbre or stylistic reasons. It is the goal of the Wind Symphony to achieve a homogeneous sound according to the style and period of the music being performed.

Rehearsals: Each student is expected to be on time for every rehearsal with proper equipment, music and a pencil. Students are expected to arrive at each rehearsal with the assigned literature prepared and ready for rehearsal. Talking and inappropriate behavior has no place in a Wind Symphony rehearsal or performance (see Grading Rubric).

University Policies: By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802

Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Wind Symphony Grading Rubric

	A Highly Effective	B Effective	C Somewhat Effective	D Ineffective	F Unacceptable
Weekly Rehearsals	Assigned literature is complete with movement beyond the material.	Assigned literature is complete and prepared.	Assigned literature is complete but lacks preparation.	Assigned literature attempted but with little practice or preparation.	Assigned literature not attempted: no practice or preparation.
Wind Symphony Performance Attendance	Student attends all WS Performances.	Student attends all performances with 1 rehearsal absence.	Student attends all performances but misses 1 rehearsal with 1 unexcused absence.	Student attends all performances but misses 2 rehearsals with unexcused absences.	Did not attend 1 performance.
Rehearsal Participation	Student actively engages, listens and supports other students in an ongoing basis; comments advance the depth of the dialogue; evidence that student is developing knowledge of issues related to the Wind Symphony.	Student makes an honest effort to interact, plays an active role in rehearsals; actively engages, listens and supports WS rehearsals.	Limited interaction with instructor or other students; participates in discussion only when prompted; very little evidence that the student is developing knowledge of the issues..	Virtually no interaction; student rarely engages in WS rehearsals even upon prompting; demonstrates a noticeable lack of interest at times; evidence that the student is not developing knowledge of the issues.	Student does not attend nor engage in WS rehearsals; demonstrates a noticeable lack of interest in playing in the Wind Symphony.

Attendance: Attendance will be taken at the beginning of each class meeting. A student not answering when the role is taken will be marked absent. It is the student's responsibility to attend class.

Electronic Policy: Cell phones and other electronic devices must be turned off or placed in silent mode during class, with the exception of notebook computers used for the purpose of taking notes during class. No other electronic devices whatsoever may be used during class or exams without the instructor's permission. Frivolous use (i.e., not immediately related to class activities) of computers (Web surfing, checking e-mail, etc.) is distracting to students and instructors, and interferes with delivery of quality instruction; a student found engaged in such behavior even once may be administratively dis-enrolled from the course at the instructor's discretion.

Hats are not to be worn in the classroom.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 568

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Pep Band

Alpha Designator/Number: M U S 5 6 8

Title Abbreviation: P e p B a n d

(Limit of 25 characters and spaces)

Course Catalog Description: The Marshall University Pep Band performs at all home men's and women's basketball games. Pep band provides music to enhance the overall game experience for players and fans.

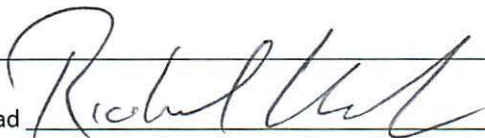



(Limit of 30 words)

Co-requisite(s): First Term to be Offered: Fall 2015

Prerequisite(s): Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>10/20/14</u>
Registrar  500904	Date <u>12/17/14</u>
College Curriculum Chair 	Date <u>2/5/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 568

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.

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

Ben Miller

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 mixed instrumentation context.

Request for Graduate Course Addition - Page 3

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

One rehearsal per week. Performances at home basketball games. Band may be divided into several performing units.

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

Not Applicable. Musical repertoire selected by director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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) and/or assume a leadership role.

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

Not Applicable.

Request for Graduate Course Addition - Page 5

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 568 Pep Band

Catalog Description: The Marshall University Pep Band performs at all home men's and women's basketball games. Pep band provides music to enhance the overall game experience for players and fans.

Prerequisites:

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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
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6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

Course Syllabus Spring Semester 2016

Course Name: Basketball Pep Band

Course Number: MUS 268/MUS 468/ MUS 568

Credit: 1 Hour

Room: Marching Thunder Band Room in Henderson Center

Day: Friday

Time: 3:30PM – 5:30PM

Instructors: TBD

Office: Henderson Center Band Complex

Phone: 304-696-2317

E-mail: TBD

Office Hours: Will be established after the first week of classes

Course Description: The Marshall University Pep Band performs at all home men's and women's basketball games. Pep band provides music to enhance the overall game experience for players and fans.

Communication with Instructors: All official communication will be via your MU e-mail. We have also set up a Facebook group that will hopefully make it easier for you to contact other Pep Band members. MarshallPepBand@groups.facebook.com

Purpose of Class: Provide musical entertainment at university home basketball games and other locations as requested by the university

Dates of Performances: See sheet attached

Grading: Will be based on student's attendance at rehearsals and performances as well as attitude towards the band and instructors.

To be excused from a performance you must first ask permission. Each case will be considered on an individual basis. If you merely state that you are not going to be at a performance or rehearsal you will be marked down in your grade. Ask in advance via e-mail. **AND** you will need to get a substitute from the other (Green/White) band to cover your part.

You are required to attend the Friday afternoon rehearsals. You will have your grade lowered 1 letter grade for each **unexcused** absence from a rehearsal. Only "excused absences" as defined in the university catalog are permitted.

An unexcused absence from a performance will result in a grade of F for the semester.

Uniform: For all performances the uniform will be:

Tan or Khaki **long** pants

Pep Band Kelly Green Polo Shirt

If you think you will be too chilly in just the polo shirt you may wear a long-sleeved **WHITE** or **BLACK** shirt under the polo.

If you would like to wear a hat, please wear an official Kelly Green Marching Thunder cap.

Basketball Pep Band Syllabus Page 2

Other Considerations and Expectations:

You are expected to be in your seat in Henderson Center Band Room at the “Report Time” ready to start tuning and getting instructions from the conductor. Not being in your seat at “Report Time” will result in a lowering of your grade.

You are expected to act “professionally” at all times. That includes such things as being on time, having your instrument in proper playing condition, wearing the proper uniform, being able to play your music correctly with good intonation, balance and blend.

You are expected to be “in the game”. You will need to follow the game and be ready to perform as soon as the whistle blows to stop play.

You are expected to show the same respect for the Graduate Assistants that you do for the Directors. In their absence the Graduate Assistants are the conductors of the band. Please “respect their authority!”

You represent the band, the Department of Music and Marshall University. You are expected to demonstrate good sportsmanship at all times you are with the band.

Only band members and invited guests of the Directors may sit in the band’s section of the arena. If one of your friends comes over to you please ask them to leave. Do not put the Directors in a position to ask your friends to move. You know the rules, please abide by them. Please see the **Grading** section above.

Class conflicts: You will be asked to fill out a form telling us when you have a class that conflicts with a performance or rehearsal. You will not be expected to play a pep band performance the same time you have an academic class, but we need to know when those conflicts will occur. **YOU** need to get a substitute when you have a class conflict. **You are the one responsible to see that your part is covered.**

Stipends: There will not be any additional funding for pep band members other than any scholarships you might already be receiving from Athletic Band Scholarships.

Trips to C-USA and NCAA Tournaments: Due to funding issues there may not be funding to send the band to any tournaments. A determination will be made at the end of the season as we get closer to tournament time. Personnel selection for tournament bands will be based on instrumentation, attendance, seniority and attitude. C-USA and NCAA rules limit the number of musicians to only 28.

Over the past several seasons the Basketball Pep Band has received many positive comments on their performances. We hope to continue and build on that this semester. We ask each of you to carry over the maturity, enthusiasm, musicianship and professionalism that you demonstrated so well as members of the Marching Thunder during the marching band season.

SPRING 2016 Pep Band Performance Schedule

(Times subject to change)

Green Band Schedule

Jan. 16	Thursday	North Texas	M	7:00
Jan. 25	Saturday	Tulsa	W	1:00
Jan. 30	Thursday	Florida International	M	7:00
Feb. 5	Wednesday	East Carolina	W	7:00
Feb. 15	Saturday	Charlotte	W	1:00
Feb. 22	Saturday	Middle Tennessee	M	2:00
Mar. 5	Wednesday	UT San Antonio	W	7:00

White Band Schedule

Jan. 18	Saturday	Tulsa	M	12:00
Feb. 1	Saturday	Florida Atlantic	M	12:00
Feb. 8	Saturday	Lousiana Tech	W	1:00
Feb. 20	Thursday	UAB	M	7:00
Feb. 26	Wednesday	Florida Atlantic	W	7:00
Mar. 2	Sunday	East Carolina	M	2:00
Mar. 6	Thursday	Charlotte	M	7:00

****Report Time** is when attendance will be taken. You are to be in your seat in the band room with your horn ready to tune. The band begins its pre-game performance 30 minutes BEFORE tip-off. Unless otherwise excused by the Directors in advance, you will be counted as "late" or "absent" if you do not report at the designated time.

Basketball Pep Band Class Conflict Form

Student name as listed in class roster: _____

University ID Number: _____

Class(name and course number): _____

Day of week class meets: _____

Time of class: _____

Professor's name: _____

Basketball Pep Band Class Conflict Form

Student name as listed in class roster: _____

University ID Number: _____

Class(name and course number): _____

Day of week class meets: _____

Time of class: _____

Professor's name: _____

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 569

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher; Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Contemporary Music Ensemble

Alpha Designator/Number: M U S 5 6 9

Title Abbreviation: C o n t e m p o r a r y M u s i c E n s

(Limit of 25 characters and spaces)


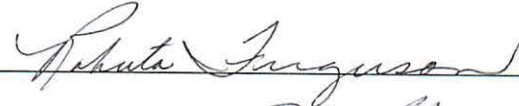

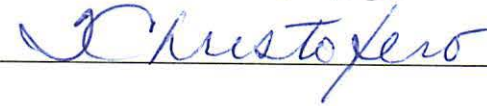
Course Catalog Description: Performance of contemporary music in various media.
(Limit of 30 words)

Co-requisite(s): First Term to be Offered: Fall 2015

Prerequisite(s): Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521 Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head		Date	10/20/14
Registrar	 500904	Date	12/17/14
College Curriculum Chair		Date	2/5/15
Graduate Council Chair		Date	3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 569

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.

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

Mark Zanter

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 with contemporary music, including – but not limited to – extended techniques, electronic media, and improvisation.

Request for Graduate Course Addition - Page 3

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

Two (2) weekly rehearsals; 1-2 performances per semester.

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

Not Applicable. Musical repertoire selected by ensemble director.

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

Lab setting

Request for Graduate Course Addition - Page 4

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.

Request for Graduate Course Addition - Page 5

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 569 Contemporary Music Ensemble

Catalog Description: Performance of contemporary music in various media.

Prerequisites:

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

MUSIC 269/469/569

CONTEMPORARY MUSIC ENSEMBLE

Dr. Mark Zanter
Office: 210 SMH
Office Phone: (304) 696-2482
zanter@marshall.edu
TBA, Jomie Jazz 210

Course Description:

Performance of contemporary music in various media

COURSE REQUIREMENTS:

Attendance: This is a performance course. You are expected to be set-up and prepared to play at the "downbeat" of each rehearsal. If you need time to set-up up equipment, do so before the rehearsal begins. Each unexcused absence will result in your grade being lowered by one letter. If you will be absent, notify me via phone or email before rehearsal.

Rehearsals: You are expected to conduct yourself in a professional manner during rehearsals and performance. This means maintaining professional behavior, dress, preparing your music, and performing it to the best of your ability.

Performances: In addition to appropriate dress and musical performance, you may be expected to assist the group in setting up percussion, electronic equipment. Tech and logistics for our concerts may be complicated and include media that were not integral to the rehearsal process. Thus assistance may be needed in setting up gear; your cooperation is expected and greatly appreciated!

GRADING:

(Unexcused absences will affect your grade per the policy above)

A—performance and conduct that consistently exceeds course requirements

B—performance and conduct that at times exceeds course requirements

C—performance and conduct that meets minimum requirements

D—performance and conduct that at times fails to meet minimum requirements

F—performance and conduct that rarely meets minimum requirements

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 571

☒ Graded☐ CR/NC

Contact Person: Michael Stroeher, Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: African Drum and Dance Ensemble

Alpha Designator/Number: M U S 5 7 1

Title Abbreviation: A f r i c a n D r u m & D a n c e E n s

(Limit of 25 characters and spaces)

Course Catalog Description: Ensemble devoted to the performance of traditional African drumming and dance.
(Limit of 30 words)

Co-requisite(s):

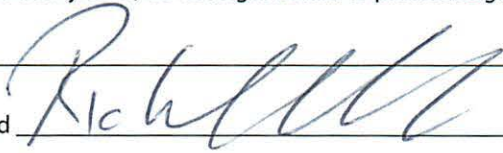


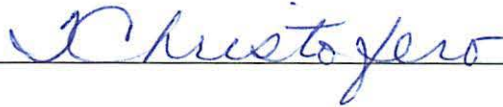
First Term to be Offered: Spring 2016

Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521: Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>10/30/14</u>
Registrar  500904	Date <u>12/17/14</u>
College Curriculum Chair 	Date <u>2/5/15</u>
Graduate Council Chair 	Date <u>3/30/15</u>

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 571

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.

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

James "Steve" Hall

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 an African drum and dance ensemble setting. Exposure to a world culture.

Request for Graduate Course Addition - Page 3

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

Two (2) weekly rehearsals. 1-2 performances per semester.

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

Not applicable. Musical repertoire selected by ensemble conductor.

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

Lab setting

Request for Graduate Course Addition - Page 4

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

Attendance; Participation in 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.

Request for Graduate Course Addition - Page 5

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 571 African Drum and Dance Ensemble

Catalog Description: Ensemble devoted to the performance of traditional African drumming and dance.

Prerequisites: None

First Term Offered: Spring 2016

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

AFRICAN DRUMMING AND DANCE ENSEMBLE
Music 571 Spring 2016

Instructor:

Steve Hall
Office #310 Smith Music Hall
Telephone: 696-6468
E-mail: hallj@marshall.edu

The African Drumming and Dance Ensemble specializes in performing traditional music of West Africa. This ensemble combines dancing, drumming and singing into a rich cultural experience in non-western music. The ensemble is open to all university students and does not require prior musical training.

Course Goals:

- 1) to provide the basic knowledge and skills necessary in performing traditional music (drumming, dancing & singing) of West Africa.
- 2) to better understand the role of non-western music in the context of daily life and social interaction.

Course Outline: The ensemble will learn and perform approximately three to four traditional dances this semester. Drumming, dancing and singing are so closely integrated in the traditional music of W. Africa that it really is meaningless to study or perform only one discipline. The parts performed on the drums are often derived from the ethnic languages using multi-tonal levels and speech rhythms. Dancers express the different layers of rhythms in their bodies in the attempt to “dance the rhythms”. Each dance has a particular repertoire of suitable songs to draw from.

Evaluation: Students are expected to attend class regularly and perform with the group on all performances. The ensemble recital for this semester is scheduled on Tuesday April 30 at 3:30 p.m. Additional performances may be added to the schedule as requests materialize. Students are expected to make every effort to attend these additional gigs.

Do not expect to make a grade higher than the actual percentage of classes/gigs you attend for the semester.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 572

☒ Graded ☐ CR/NC

Contact Person: Michael Stroeher, Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: John Marshall Fife and Drum Corps

Alpha Designator/Number: M U S 5 7 2

Title Abbreviation: F i f e a n d D r u m C o r p s

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Performing/marching/uniformed ensemble devoted to the music of the American Revolution and Chief Justice John Marshall. Instruments featured include fifes and drums. (PR: Permission or Audition Required)

Co-requisite(s):

First Term to be Offered: Fall 2015

Prerequisite(s): Permission or Audition Required

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521: Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.


Dept. Chair/Division Head



Date

10/20/14

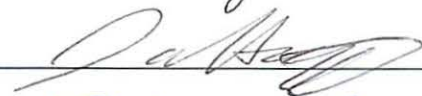
Registrar

 500904

Date

12/17/14

College Curriculum Chair



Date

2/5/15

Graduate Council Chair



Date

3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 572

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.

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 an historically-informed ensemble.

Request for Graduate Course Addition - Page 3

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

Two (2) weekly rehearsals. 3+ 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 ensemble conductor.

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

Lab setting

Request for Graduate Course Addition - Page 4

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

Attendance; Participation in 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.

Request for Graduate Course Addition - Page 5

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 572 John Marshall Fife and Drum Corps
Catalog Description: Performing/marching/uniformed ensemble devoted to the music of the American Revolution and Chief Justice John Marshall. Instruments feature include fifes and drums. (PR: Permission or Audition Required)
Prerequisites: Permission or Audition Required
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

Syllabus, F 2015, John Marshall Fife and Drum Corps, MUS 172/372/572, TR 5:00-5:50, Henderson Center or announced locations.

Director (Faculty)
dobbs@marshall.edu

check on office door second week of semester for office hours

Dr. Wendell Dobbs
304-696-2359
SMH 207

Dates for FALL 2015

Subject to change

- Thursday, Sep 18, John Marshall Celebration and Dinner, Report at 5:30 pm to Experimental Theatre in the Joan C. Edwards Complex on Fifth Ave. Perform pre dinner music outside around 6:00 pm. March inside play Yankee Doodle and National Anthem and stay then for rest of ceremony. You will have dinner with the other guests. George Washington impersonator Kevin Grantz is the guest artist for the evening. We've participated with him on events in the past—very impressive!
- Wednesday, Sep 24, John Marshall Celebration Cake Cutting Ceremony. Report to Buskirk Field at 11:30. Perform next to fountain until Presidential address. Play National Anthem. Eat cake.
- Saturday, October 4, Battle Days, Point Pleasant, 11:00 am parade then perform at the Point.
- Tuesday, November 11, Veterans Day Parade, Ripley, WV, 10:00 am step off. Eat lunch on way back.
- Friday, Nov 14, Memorial Ceremony for Plane Crash victims. We will march over to MSC Fountain Plaza about 11:30 am and wait for ceremony to begin. We march on and perform National Anthem with University Chorus and then leave.
- Sunday, Dec 14, Winter Convocation. Report to Big Sandy Superstore Arena (*note this is a change; in years past Winter Commencement has been held at the Henderson Center*) at 1:00 pm. March on and play from 1:45 until beginning of ceremony at 2:00 pm. March off and leave. **YOU GET PAID \$50 FOR YOUR PARTICIPATION IN THIS EVENT.**

All members must check Marshall University email on a daily basis.

The John Marshall Fife and Drum Corps

MUS 172/372 John Marshall Fife and Drum Corps. 1 hr.

Performing/marching/uniformed ensemble devoted to the music of the American Revolution and Chief Justice John Marshall. Instruments featured include fifes and drums. (PR: Permission or Audition Required)

The John Marshall Fife and Drum Corps is a colonial style fife and drum corps, formed to re-affirm the university's link with the time of Chief Justice John Marshall. By allowing students to be part of a living history activity, the Corps enriches their musical development and historical understanding. A true crowd pleaser, the Corps provides Americans a living link with their military and musical history.

Corps Mission Statement (objectives)

Syllabus, F 2015, John Marshall Fife and Drum Corps, MUS 172/372/572, TR 5:00-5:50, Henderson Center or announced locations.

The Corps represents Marshall University as it educates the public on America's history (particularly that of the American Revolution and the era of Chief Justice John Marshall) using music and ceremony. Its members aspire to become excellent fifers and drummers and marchers to accomplish this objective in a professional fashion.

These learning outcomes are also program level learning outcomes.

Department of Music degree program's student learning outcomes

MUS 172/372 addresses items 1. a. and b. 3. 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.
3. Explain knowledge of musical repertoire and the relationship between repertoire and musical developments:
 - a. through synthesizing and articulating historical and stylistic concepts and perspectives;
 - b. by integrating knowledge of historical, cultural, and stylistic contexts in compositional, performance, scholarly, pedagogical and historical contexts, according to specialization emphasis.

Rehearsals

The Corps typically rehearses in a variety of locations Smith Music Hall, Henderson Center, outside of Smith Music Hall or the Smith Hall Band Room. Other venues will be announced ahead of time. All announcements pertaining to the Corps are placed on the bulletin board in Smith Music Hall or sent via email. Refer to these sources for all information regarding rehearsals and performances.

Care of Wooden Instruments

Be especially cautious with the fifes, as they are delicate instruments. Use common sense when storing them during an event. Treat the fife with respect when just being held. Avoid nervous habits like twirling the fife, drumming with the fife or other oddities.

The drums used by the Corps are equally fragile. Take special care to keep them out of wet weather. Be sure to use wooden bobbins to protect the emblazonment from be marred by the leather tuning ears. Report instances of normal wear to the Director.

History

As a living history group, it is important that each Corps member understands the history and significance of the fife and drum corps to American military history. Used in European militaries to send signals to troops, the fife and drum corps arrived with the British in the American colonies. Each division within an army had its own corps; certain tunes are associated with certain parts of the world and periods in history. While this knowledge is certainly not necessary to being an active and vital member of the Corps, it helps to put the music in perspective and relate to audiences as needed. The Corps will be strengthened by members learning history, incorporating history into their playing, and sparking an interest in history in audiences and other members.

Espontoon

The Corps responds to silent commands given by the Drum Major with his espontoon, a long spear. The espontoon was the badge of office for a commissioned officer during the American Revolution.

Decorum

The Corps is a premier group at Marshall University. In order to recruit new members and to continue to be invited to major events, the Corps must maintain a clean and respectable image. As such, when the Corps is in uniform, no member should smoke, use foul language, consume alcohol (regardless of age), engage in unruly behavior, or make any rude gestures. Further, a member in uniform shall refrain from utilizing electronic devices, including cell phones and other portable gadgets. This is show business and members of the Corps must strive to look and act the part of colonial era musicians. The Corps is an ambassador of Marshall University, and all actions of members reflect on the University and the Corps.

Uniform

The Corps Uniform includes white shirt, knickers, cravat, vest, coat, knee socks, black shoes, buckles, wig, hair ribbon, and hat. Garters and suspenders are issued as needed. **IT IS ESSENTIAL THAT EACH MEMBER EXERCISE THE UTMOST CARE WITH THE UNIFORM.** The uniform is a very expensive piece of equipment and must be maintained. When not being worn it should be hung on a hanger, not thrown in the corner of a room. Tie a loop in one end of the cravat strings and loop that over the top of the hanger so it won't be misplaced. For buckles, either devote one pair of shoes to the fife and drum corps or hook them on the hanger in some way. Regularly take stock of your uniform. If it needs cleaning, take it to a reputable cleaner. If you iron the tails of the great coat, do so with a COOL iron. The uniform is polyester and can be easily damaged by a hot iron. Report missing buttons so the leadership can make arrangements for replacement. The uniform will be worn complete, unless otherwise noted by the director. Never wear the uniform in pieces, such as when walking to or from a performance venue. When invited indoors, and not performing, the hat will be carried under the left arm. When in uniform do not sit on the ground or lean on objects. This leaves dirt marks on the uniform and results in unsightly appearance and undue wear and tear on the uniform. **DO NOT DRESS ON THE FLOOR.** This curious and too often observed phenomenon should be avoided at all costs for obvious reasons. **THE LEADERSHIP INSISTS THAT YOU TAKE MUCH BETTER CARE OF THIS UNIFORM THAN IS COMMONLY OBSERVED WITH MARCHING BAND UNIFORMS.** No jewelry may be worn in uniform, aside from wedding rings. Small post earrings are acceptable. Clear nail polish may be worn but no colors, and excessive makeup should be avoided.

Specifics for Drummers

In the Fife and Drum Corps, the drum section helps maintain rhythm and adds much of the thunder to the Corps' presence. However, because both the snares and the basses have much larger instruments, they necessarily require more space in which to march. Consequently, they have an increased amount of marching freedom. The captain of the section will determine much how the drummers move. There are four requisites in movement: 1) the drum

Syllabus, F 2015, John Marshall Fife and Drum Corps, MUS 172/372/572, TR 5:00-5:50, Henderson Center or announced locations.

section (or the basses and snares separately) must move as a unit 2) the section must move in a disciplined manner 3) the movement must remain within the context of the situation and 4) the section follows the commands of the Drum Major.

ACADEMIC CREDIT

All John Marshall Fife and Drum Corps members are required to register for MUS 280/480. Graduate Students should register for MUS 580, section 101 (CRN 3648). Each member will receive one credit hour. If there is a problem, see Dr. Dobbs ASAP.

ATTENDANCE POLICY

Rehearsals

1. Students are expected to attend every rehearsal.
2. No student is ever EXCUSED from rehearsal without notifying the Director PRIOR to the rehearsal unless in the case of an emergency.
3. Students will be allowed one "cut" day for the semester without it affecting their grade. **Students are not allowed to use their "cut" day on the rehearsal before a performance.
4. Any absence from a rehearsal WITHOUT PRIOR PERMISSION after the "cut" day has been used will result in an unexcused absence and an automatic lowering of the semester grade by one letter. In case of extreme emergency, the student has until noon the following day to contact the Director. Each unexcused absence thereafter, will result in the lowering of the final grade by one letter.
5. Tardiness – Three tardies = one unexcused absence.

Performances

1. Students are not allowed to miss a performance without an EXCUSED absence and notification to the Director THREE WEEKS before the intended absence (except in extreme circumstances).
2. Any unexcused absence from a performance will result in an immediate failing grade.
3. Tardiness – being late for a performance counts as TWO tardies.

GRADING

All students registered for the class will receive an "A" in the course provided they are in attendance at all rehearsals and performances with the appropriate attire and equipment (see attendance policy).

A student may receive a failing grade and may be prevented from participating in the John Marshall Fife and Drum Corps for one or more of the following reasons:

1. Unexcused absence from a performance
2. More than three unexcused absences from rehearsal
3. Public embarrassment to the University while representing the corps: i.e., public drunkenness, destruction of hotel property, verbal assault, negative public comments about the Corps or University, or other instances of unacceptable behavior
4. A combination of excessive tardies, poor attitude, insubordination, and other problems
5. Failure to abide by the policies stated in this syllabus

EXCUSED ABSENCE OR TARDY

Absences are excused following the University Policy included later in this document.

Syllabus, F 2015, John Marshall Fife and Drum Corps, MUS 172/372/572, TR 5:00-5:50, Henderson Center or announced locations.

TRIPS/AWAY PERFORMANCES

Each student is expected to ride in the University supplied transportation. It is safer, more convenient, and better for the environment. Students with special circumstances may be permitted to travel to events in private owned vehicles upon approval from the Director. Students arriving in POVs must meet the corps at the **time and place designated**.

During trips, you are urged to conduct yourself in a manner that will bring positive attention to the corps and University. Travel, lodging and some food expenses will be paid by the University.

UNIFORM AND EQUIPMENT RETURN AND FEES

It is essential that all fifes, drums, and uniforms be turned in at the end of semester. A check-in date and time will be posted.

At the beginning of the semester you will be issued a uniform and instrument. This is a list of issued items and how much it will cost to replace it if you do not turn it in. If you lose or damage equipment you will be expected to pay for that equipment so the program can replace it. There is a check out document for each member that certifies your receipt of equipment.

- | | |
|----------------------|-----------------------------|
| • Pants – \$50 | • Fife and case – \$235 |
| • White Shirt – \$40 | • Snare Drum – \$600 |
| • Vest – \$50 | • Bass Drum – \$550 |
| • Cravat – \$10 | • Shoe buckles -- \$10/pair |
| • Great Coat – \$200 | • Socks -- \$8/pair |
| • Tricorn – \$50 | |

* You are required to purchase your own shoes, extra socks and extra shirts. Black marching band shoes are available from Kerr's Music on Rt. 60. Soccer Socks are available from Glenn's Sporting Goods. Large socks are available from Smoke and Fire (www.smoke-fire.com, Item # CL-224 DELP Stockings. Color: White). White men's business shirts (not knit polo shirts) are available from Value City at the Huntington Mall or Wal-Mart.

Items returned AFTER the posted deadline will be billed at \$1.00 per working day up to \$25.00 or the cost of the replacement. Lost items that are recovered and turned into the director will be assessed a fee of \$1.00 per item or \$10.00 per uniform/instrument. **Uniforms and instruments are expensive please take care of them! FINES NOT PAID OR EQUIPMENT NOT RETURNED OR NOT PAID FOR IN THE CASE OF DAMAGE OR DESTRUCTION WILL RESULT IN A HOLD BEING PUT ON YOUR UNIVERSITY RECORDS.**

MARSHALL UNIVERSITY STUDENT HANDBOOK

University students fall under the guidelines of the Marshall University Student Handbook and Undergraduate and Graduate Catalogs. Students should be aware of these documents and especially note alcohol, drug use, and sexual harassment policies.

PERSONAL CONTACT INFORMATION

Be sure to notify Dr. Dobbs of changes of address, email, or phone. It is imperative he have a working and current phone number and email address for everyone.

University Policy

University policy on for all of the following issues can be accessed at

Syllabus, F 2015, John Marshall Fife and Drum Corps, MUS 172/372/572, TR 5:00-5:50, Henderson Center or announced locations.

http://www.marshall.edu/academic-affairs/?page_id=802

1. Academic Dishonesty
2. Excused Absence Policy for Undergraduates
3. University Computing Service Acceptable Use
4. Inclement Weather
5. Dead Week
6. Students with Disabilities
7. Academic Dismissal
8. Academic Forgiveness
9. Academic Probation and Suspension
10. Academic Rights and Responsibilities of Students
11. Affirmative Action
12. Sexual Harassment

Alternatively, you may include the link to the Academic Affairs website www.marshall.edu/academic-affairs and click on the link to “Marshall University Policies” on the right side of the page.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Arts & Media

Dept/Division: Music

Alpha Designator/Number: MUS 574

☒ Graded☐ CR/NC

Contact Person: Michael Stroeher, Richard Kravchak

Phone: x63109; x62710

NEW COURSE DATA:

New Course Title: Irish Ceili Band

Alpha Designator/Number:

M U S 5 7 4

Title Abbreviation:

I r i s h C e i l i B a n d

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Ensemble devoted to the performance of Irish Ceili and dance music.

Co-requisite(s):

First Term to be Offered: Spring 2016

Prerequisite(s):

Credit Hours: 1

Course(s) being deleted in place of this addition (must submit course deletion form): MUS 521: Secondary Ensemble

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

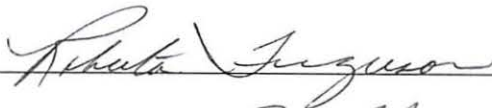
Dept. Chair/Division Head



Date

10/20/14

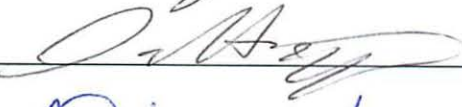
Registrar

 500904

Date

12/17/14

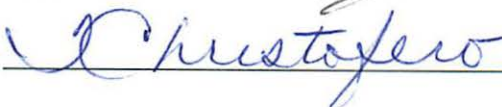
College Curriculum Chair



Date

2/5/15

Graduate Council Chair



Date

3/30/15

Request for Graduate Course Addition - Page 2

College: Arts & Media

Department/Division: Music

Alpha Designator/Number: MUS 574

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.

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

Wendell Dobbs, Linda 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 small, improvisation ensemble. Exposure to world music and culture.

Request for Graduate Course Addition - Page 3

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

One (1) weekly rehearsal. 1-3 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 ensemble conductor.

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

Lab setting

Request for Graduate Course Addition - Page 4

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

Attendance; Participation in 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.

Request for Graduate Course Addition - Page 5

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 574 Irish Ceili Band
Catalog Description: Ensemble devoted to the performance of Irish Ceili and dance music.
Prerequisites:
First Term Offered: Spring 2016
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
1	Standard entry level	Minimum acceptance			
2	Third year of study	Standard entry level	Probationary entry		
3		Second year of study	Standard entry level	Probationary entry level	
4			Second year of study	Standard entry level	
5			Upper division study (based upon successful completion of sophomore hearing)	Second year of study	
6			Completion of third year of study. Permission to schedule Senior Recital hearing.	Upper division study (based on successful completion of sophomore hearing)	
7			Graduation (based upon successful completion of Senior Recital)	Completion of third year of study (based upon successful completion of Junior Recital)	
8				Graduation (based upon successful completion of	Standard entry for Performance major
9				Honors undergraduate - Performance	Second year of study for Performance major
10					Recital and graduation for MA Performance major (based upon successful completion of graduate recital)

Syllabus
Marshall University, Department of Music, College of Fine Arts
Irish Ceili Band
MUS 174/374/574
Fall 2015

Instructors: Wendell Dobbs, Rm 207, Smith Music, ph. 304-696-2359, dobbs@marshall.edu
Office hours: check on office door after second week of semester

Course Description:

Ensemble devoted to the performance of Irish Ceili and dance music.

Course Objectives:

Enrollees will learn about the structure of Irish traditional music, its various forms (reels, jigs, slow airs, etc.), and learn about the improvisatory traditions of variation, ornamentation, the creation of counter melodies and harmonization.

Learning Outcomes:

Instrumentalists will learn by memory a small repertoire of tunes, both with notation and aurally, and will demonstrate, using those tunes, the techniques of simple variation and stylistic ornamentation using one of the melody instruments from the tradition (see below). They will create a counter melody to a pre-existent slow air and then create a new slow air and perform both on a melody instrument.

Singers will learn a repertoire of songs with stylistic interpretation and ornamentation. Like the instrumentalists, they will create a counter melody to a pre-existent slow air and then create a new slow air and perform both.

These learning outcomes are also program level learning outcomes. The class satisfies the NASM minimum requirement for study of improvisatory techniques.

Department of Music degree program's student learning outcomes

MUS 174/374 addresses items 1. a. and b. and 3. 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.
3. Explain knowledge of musical repertoire and the relationship between repertoire and musical developments:
 - b. by integrating knowledge of historical, cultural, and stylistic contexts in compositional, performance, scholarly, pedagogical and historical contexts, according to specialization emphasis.

Appropriate Instruments:

flute, whistle, concertina, accordion, fiddle, guitar.

Required Texts (as available): none, materials will be provided

Recommended Texts:

Gow, Kevin. A Health to the Company, Music of Olympia's Columbia Street Seisiún, The Fish House, Seattle, 2001. visit <http://kinetic.seattle.wa.us/~fish.html>
Gow, Kevin. Smoke in Your Eyes, A Compilation of Irish Tunes Played at Seattle Sessions, 3rd ed. The Fish House, Seattle, 1998.
Hast, Dorothea E., Scott, Stanley. Music in Ireland. Oxford University Press, 2004.
Canainn, Ó, Tomás. Traditional Slow Airs of Ireland. Ossian Publications Co. Ltd. Cork, 1995.
Soodlum's Irish Ballad Book. Oak Publications, London, 1982.
Larsen, Grey, The Essential Guide to Irish Flute, Mel Bay, 2003.

Schedule: *(subject to change)*

Classes: Thursdays, 6:30 pm until 7:30 pm, Rm 110 SMH

Performance: Thursday, November 17, 8:00 pm Jomie Jazz Forum

(tune selection subject to change)

August 25: Introduction, fingerings for notes and cuts, Lonesome Jig

September 1: continuation of Lonsome Jig, addition of delayed cuts and roll, Sporting Pitchfork Jig

September 8: introduction of slide ornament, use of both cuts, rolls and slides on Sporting Paddy reel and Junior Crehan's reel. Students will receive through email a sound file of jig and a reel to be learned aurally.

September 15: No class, John Marshall Celebration

September 22: Work on aurally-learned jig and reel with appropriate ornamentation, review

September 29: Performance test on jigs, reels and basic ornaments

October 6: Simple variation using already introduced tunes, several new tunes

October 13: Performance test on jig and reels with ornamentation and variation

October 20: Introduction to slow airs: Water is Wide, Carrickfergus, others. Countermelody/harmonization techniques.

October 27: continue work on slow airs and countermelodies

November 3: submit countermelody, start work on melody creation

November 10: Performance test on slow airs with countermelodies

November 17: dress rehearsal for performance

Performance: Thursday, November 17, 8:00 pm Jomie Jazz Forum

Grading:

Students are permitted one absence without affecting the final grade, after which each absence will result in a reduction of the final grade by one letter grade. Only university-approved absences are permitted on test days. Students are responsible for material covered during absence.

Performance tests: 75% (25% for each of three tests)

Final performance: 25%

Performance tests will be performed before the whole class and will be graded on memory, stylistic use of variation, ornamentation, melodic structure and creativity.

Email: Students are required to check their Marshall University email account on a daily basis. Students are required to use the Marshall University email when communicating electronically with the instructor.

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 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 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, or on

pp. 59 – 62 in the 2008 online graduate catalog 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/accptuse.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, or on pp. 16-17 of the 2008 graduate catalog 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

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

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.