MUSI-1301 Fundamentals of Music

Course Syllabus

Instructor: Dr. Oscar Passley

Office: F-110

Office Phone: (972) 860-7139

E-Mail Address: oscarpassley@dcccd.edu

Description

This course is designed for the non-music major and for the music major or minor who desires a review of music materials. It is a study of the basic fundamentals of music with an introduction to melody, rhythm, and harmony.

Learning Objectives

• A student completing this course will be able to write and recognize musical notation symbols of traditional western music.
• An understanding of the language used by musicians to describe and perform musical scores will be developed.
• Students will be able to recognize and notate pitch, write major and minor scales, write and identify the quality of triads, determine the key of a melody, be able to identify chords in the context of a key and be familiar with major and minor keys.
• Rhythmic notation through the division of the beat into eighth notes will be studied.
• A student completing this course will be prepared to enter the first semester of music theory.

Required Materials

Title: Foundations of Music: A Step by Step Approach to Music Theory

Author: Victor J. Soto
Publisher: VJS eLearning Designs, LLC
Pages: 225
ISBN: 978-0692-21091-8

Note: This textbook can only be purchase physically at Mountain View College or Eastfield College bookstores. However, this book can also be order from the online book store LuLu.
Assignments

There are 13 assignments.

The following is a list of all of the assignments:
Chapter One: Assignments 1a and 1b
Chapter Two: Assignment 2
Chapter Three: Assignments 3a

Due Date: Please see Assignments and Exams Tab

Chapter Five: Assignments 5b
Chapter Six: Assignments 6a
Due Date: Please see Assignments and Exams Tab

Chapter Eight: Assignments 8b
Due Date: Please see Assignments and Exams Tab

Exams

You will take the three exams online through this website.

- After you have completed Chapters 1 - 3, take Exam I.
- After you have completed Chapters 4 - 6, take Exam II.
- After you have completed Chapters 7 - 8, take Comprehensive Final Examination.

You must be logged onto this website as a user by inputting your individual ID number provided upon your initial enrollment in the DCCCD. This either appears on your fee slip or the confirmation of your enrollment. It is occasionally possible to log onto the website as a guest but it is never possible to test while logged on as a guest.
If after logging on to the exam you exceed the allowable time for the exam, the computer will automatically notify you that you have been blocked from submitting the exam. Should that occur, contact me immediately. If you inadvertently try to submit the exam before answering all questions the computer will notify you that you have skipped questions. Do not wait until the last possible moment to take the Exams. You may get knocked offline and not be allowed to try again.

** IMPORTANT NOTICE **
LAST DAY OF CLASS
LATE ASSIGNMENTS WILL NOT BE PERMITTED UNDER ANY CIRCUMSTANCES

Grading

Course requirements include the following major activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Weight</th>
<th>Scoring Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Assignments</td>
<td>70pts</td>
<td>(each assignment is 10pts)</td>
</tr>
<tr>
<td>Exam I</td>
<td>100pts</td>
<td>Chapter 1 to 3</td>
</tr>
<tr>
<td>Exams II</td>
<td>100pts</td>
<td>Chapter 4 to 6</td>
</tr>
<tr>
<td>Comprehensive Final</td>
<td>100pts</td>
<td>Chapter 1 to 8</td>
</tr>
</tbody>
</table>

Total: 370pts

Final Course Grade

Your final course letter grade is determined by a point system, a total of the points you receive for each weighted activity above.

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

Attendance: Regular, punctual attendance is essential to your success in this course. Excessive instances of lateness will result in a lowered grade. In class assignments and quizzes cannot be made up outside of class time (no make ups and no late work!). So basically, attend every class, arrive on time, and stay the entire time.

Privacy Considerations: In considerations of the procedures of this class, grades or classroom performance will not be discussed via e-mail or telephone. Please make an appointment with the instructor for a private conference.

If the student is unable to complete the course, it is the student’s responsibility to withdraw from the course by. If the student does not withdraw, he or she will receive a performance grade, usually an F. Final exam week is . The student is responsible for applicable college dates and regulations as set forth in the official college catalog and the class schedule.
**Scholastic honesty/Plagarism:** Any occasion of cheating on examination material(s) or assignments, by any means, whether the providing of or receiving materials outside the norm of the examination or project, or acts of plagiarism, will result in automatic and total loss of exam or assignment credit, and may be referred to the administrative department for further action, as stipulated in the code (see [http://dcccd.edu](http://dcccd.edu)).

**Student Conduct:** Each student is bound by common agreement by the student code of conduct as outlined in the Eastfield College Catalog, **pp. 226-238:**

> No food or drink of any kind is allowed in the classroom. The use of any tobacco product in the classroom is prohibited. No electronic communication device may be active during any class session except by special arrangement with the instructor. Tape recorders may be used for purposes related to the class session with permission of the instructor.

Each student is responsible for the information in the Eastfield College Catalogue concerning the student Code of Conduct. Any student who initiates or participates in any activity which is disruptive to the normal endeavors of this class shall be held liable according to the stipulations of that code. Students are expected to disable any personal electronic communication devices during the class time and to refrain from patterns of tardiness and/or any other acts which may be destructive to a general atmosphere of safety, scholastic excellence, and common courtesy.

**Repeatability issue:** For complete information and updates, please visit [http://www.dcccd.edu/thirdcourseattemp/](http://www.dcccd.edu/thirdcourseattemp/).

**STOP BEFORE YOU DROP**

For students who enrolled in college-level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. The Eastfield College Advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

**Emergency and inclement weather procedures:** In case of emergency or inclement weather conditions, Eastfield staff and students should listen to KEOM-FM Radio (88.5) as the primary media source or information.
Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Students with disabilities: Students with physical, learning or mental disabilities requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodation through the Disabilities Services Office (DSO). For more information regarding the rights and responsibilities of students with disabilities contact DSO @ (972) 860-8348 or Email: efcdso@dcccd.edu.

Obtaining grades at the end of the semester: Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD touch tone services. Web site address: http://econnect.dcccd.edu/. Telephone number: (972) 613-1818.

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

INSTITUTIONAL EQUITY

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website:
Student Success

Academic Advising and Degree Planning

At Eastfield College, our Advising team works side by side with you in (1) picking the right major/program, (2) enrolling in the right classes and (3) finishing on time. Degree planning is critical as you prepare to be successful in the workforce and/or to transfer to other institutions. If you are a first-time-in-college student, you are required to meet with an advisor and are encouraged to file a degree plan. If you are a continuing student, you are also encouraged to meet with available advisors, faculty and program coordinators to ensure your continued success in maintaining a quality educational pathway.

- Visit the Eastfield College Advising webpage for more information.
- Visit the district website Advising Center page for contact information for all college advising offices.

Tutoring

All students are eligible for free, convenient tutoring in a wide range of subjects.

- Visit the Eastfield College Tutoring webpage for more information.
- Visit the district website Tutoring page for contact information for all college tutoring services.

Students With Disabilities

If you are a student with a disability and/or special needs who requires accommodations, please contact the Disability Services Office (DSO) at Eastfield College. If you are eligible for accommodations, please contact DSO to send your accommodation request to your instructor, preferably at the start of the semester or program. Please note that all communication with DSO is confidential. Visit the Disability Services webpage for more information about disability services available across the district or contact the DCCCD Office of Institutional Equity at 214-378-1633.

Cheating, Plagiarism and Collusion

Scholastic dishonesty is a violation of the Code of Student Conduct and Hazing. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper; using materials not authorized; collaborating with or seeking aid from another student during a test; knowingly using, buying,
selling, stealing or soliciting (asking for) the contents of an un-administered test; and substituting for another person to take a test. **Plagiarism** is the appropriating (taking in a way that is illegal or unfair), buying, receiving as a gift or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class or you can even be suspended from college.

Your enrollment indicates acceptance of the [DCCCD Code of Student Conduct and Hazing](#).

**Student Survey of Instruction**

We use the Student Survey of Instruction (SSI) to find out how students perceive the quality of courses, faculty and instruction and to get feedback for improvement. In order to minimize the disruption in the classroom, the SSI is now being given online in some courses through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help the college and your instructors find out how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous.

**Religious and Ethnic Holiday Observance**

Eastfield College honors the right of each student to observe the practices of their belief system. It is your responsibility to provide your instructors a written justification for a religious accommodation promptly after the course begins. It is the responsibility of the instructor and student to negotiate completion of all missed assignments before the absence, if possible.

**Harassment, Discrimination and Sexual Misconduct**

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence) or retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, pregnancy, parenting, gender identity and/or gender expression, please contact your college Title IX coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students and are available to discuss any concerns. There are both confidential and nonconfidential resources and reporting options available to you. If you wish to keep the information confidential, please contact college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the college Title IX coordinator or district Title IX coordinator. The Title IX coordinator will contact you and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX coordinator or visit [dcccd.edu/TitleIX](http://dcccd.edu/TitleIX).

Each college within DCCCD has a designated Title IX coordinator.
Students Receiving Financial Aid

Attendance and Participation

If you do not attend classes, you could lose your financial aid. You must attend and participate in your on-campus or online course(s) before the course certification date and continue beyond the course withdrawal date.

Your instructor is also required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet this attendance requirement, you must participate in an academic-related activity pertaining to the course such as, but not limited to, the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course, submitting an academic assignment, taking an exam, completing an interactive tutorial, participating in computer-assisted instruction, attending a study group that is assigned by the instructor, or participating in an online discussion about academic matters relating to the course.

In an online class, simply logging in is not enough by itself to demonstrate academic attendance. You must show that you are participating in your online class and are engaged in an academically related activity as described above.

Withdrawing From Classes

If you are receiving any form of financial aid, you should check with the Financial Aid Office before withdrawing from classes. If you withdraw, it may affect your eligibility to receive aid in the future and could cause you to have to repay funds you received for the current semester. If you fail to attend or participate after the drop date, this policy will also affect you. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599 or by email at facc@dcccd.edu, or visit one of our campus Financial Aid Offices (dcccd.edu/FinancialAidOffices).

Class Drop and Repeat Options

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an F. If you drop a class or withdraw from the college before the official drop deadline, you will receive a W (withdraw). Students sometimes drop a course when help is available that would
enable them to continue. Before you make the decision to drop this course, please contact the instructor by email. If you are receiving any form of financial aid, check with the Financial Aid Office before withdrawing from classes. International students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. For more information, visit the Dropping or Withdrawing From Classes webpage.

Six Drop Rule

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class. The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. You may drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a W. For more information, visit dcccd.edu/SixDrop.

Repeating a Course and Third Drop Rule

Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the Fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at dcccd.edu/ThirdCourseAttempt.

In Case of a Campus Emergency

Sign up for DCCCD Emergency Alerts to receive a text message, email and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather, utility outages or police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. For more information, see dcccd.edu/Alerts.

Concealed Carry

Any person who holds a license to carry may carry a concealed handgun on college district property as permitted by law and college district policy. A license holder who carries a handgun on college district property must keep it concealed and on or about their person at all times. The open carry of a handgun (i.e., completely or partially visible) is prohibited on college district property, including any public driveway, street, sidewalk, walkway, parking lot, parking garage or other parking area.

Weapons

The use, possession or display of a weapon in violation of law and college district policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary devices, razors, chains, throwing stars and any other device designed to expel a projectile or to inflict bodily harm.
Violations may result in disciplinary action and/or criminal penalties.

Syllabus Change Disclaimer
Instructors reserve the right to amend a syllabus as necessary.

Other College-Specific Information

**Campus Assessment, Response and Evaluation (CARE) Team Services**

The Eastfield CARE Team provides support to students, staff and faculty by assessing, responding, evaluating and monitoring reports about students and employees who exhibit concerning behavior and connecting the individuals with appropriate resources. If you have a concern about the behavior or safety of a student at Eastfield College, you can [submit a referral to the CARE Team](#) online or email efcCARE@dcccd.edu.

**Personal Counseling Services**

Eastfield College counseling services are available to all students free of charge. Visit the [Eastfield College Counseling Services](#) webpage for more information.

The Instructor reserves the right to amend this syllabus as necessary.