Office hours
Monday 10:30-11:30 & 2:00-4:00, Wednesday 10:30-11:30 & 2:00-3:30, Friday 10:30-11:30. Other times will gladly be scheduled by appointment.

Course pre-requisites
Students must have successfully completed Music Theory & Musicianship IV, MUT 2127 or equivalent before enrolling in this course. (C or better)

Required Texts and Materials
Pencils, notebook, use of Finale or Sibelius music notation software
USB flash drive
Headphones

University Course Catalog Description
Technical and aesthetic principles of writing for instruments of the concert orchestra.

Course Objectives
• To gain knowledge of the basic characteristics of the various band and orchestral instruments
• To develop understanding of notational conventions, terminology and transpositions to read and prepare scores and parts
• To understand how to combine instruments in terms of timbre, balance and role by analysis, listening, score study of some masterpieces of musical literature, and by students’ orchestration exercises.
• To study techniques of idiomatic arrangements for various instrumental combination

Course Requirements
In your daily/weekly schedule, allow no less than 6 hours per week to work on written homework. It is not unusual to encounter technical/compositional problems that require time and thought to work out. (Those who have attempted to complete assignments in the half-hour before class have not had sufficient time to work these problems out, and in addition to finding their grades disappointing they have generally also missed critical learning opportunities.)

Exams: During the semester there will be one scheduled Midterm and one Final.

Orchestration Project: There will be two Orchestration Projects (String, Woodwind/Brass)

Final Project: Each student will orchestrate a short piece for a large ensemble such as orchestra, wind ensemble and/or concert band, and these projects will be read by UCF ensembles. More detailed information will be provided later in semester.

A student who fails to complete the final project automatically fails the course.
Homework: Various assignments such as exercise from workbook, group discussion, listening report, and score study will be given over the course of the semester. You are expected to do your own work. Copying someone else’s work is unacceptable. Any dishonest work will receive a zero. Assignments will be posted on the MUT 4311 webcourse after each class meeting, and you are responsible for all posted assignments.

Reading Quizzes: Online reading quizzes must be completed on MUT 4311 webcourse by the due date. Check course schedule on webcourse for due date/time. You are to read the appropriate sections and complete the associated online quiz before the class session in which that subject will be presented.

Late Work Policy: Homework is due at the beginning of class on the day it is due. No late assignments will be accepted (except in the case of an excused absence). Late projects will be “docked” a half-letter grade per day after the due date. All written assignments must be neat and completely legible.

Plagiarism: Analytical papers must cite secondary sources used. If a student uses concepts from sources without proper citation they will fail the project (the university also penalizes students for plagiarism)

Phones, Media devices: While in class, phones must be off. Never answer phone calls, messages or text during class.

Laptops: Please refrain from the use of computers during class unless they are required for class purpose indicated by the instructor.

Log in to the MUT 4311 Webcourse to view the syllabus and calendar as well as print assignments.

Incompletes (grade "I") are given under exceptional circumstances only and according to University Policies.

Attendance Policy
Consistent attendance is required. Missing more than 2 classes will lower your grade by half a letter. Be reminded that you are responsible for all homework and projects, whether or not you were in attendance on the day they were assigned. Excused absences must be accounted for in writing. Excused absences for reasons of personal health must be documented by a physician. If you will be absent from a class or test because of illness or another overriding reason you must notify Dr. Ro as soon as possible.

Makeup exam policy
Note that there will be no makeup test if you fail to take the test due to tardiness or absence. For excused absences, it is the student’s responsibility to schedule a make-up test/quiz before the scheduled test date. The decision to take extra time to give any makeup test is left up to the instructor’s discretion.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Final Exam</td>
<td>10%</td>
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<tr>
<td>Midterm</td>
<td>10%</td>
</tr>
<tr>
<td>Orchestration Projects (2)</td>
<td>20%</td>
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<tr>
<td>Final Project</td>
<td>20%</td>
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<tr>
<td>Homework Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>10%</td>
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Grading Scale (%)

- 93-100  A
- 90-92   A-
- 87-89   B+
- 83-86   B
- 80-82   B-
- 77-79   C+
- 73-76   C
- 70-72   C-
- 67-69   D+
- 63-66   D
- 60-62   D-
- 0 - 59  F
**Disability Access**
The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

**Academic Conduct Policy**
Academic dishonesty in any form will not be tolerated. If you are uncertain as to what constitutes academic dishonesty, please consult The Golden Rule, the University of Central Florida's Student Handbook (http://www.goldenrule.sdes.ucf.edu/) for further details. As in all University courses, The Golden Rule Rules of Conduct will be applied. Violations of these rules will result in a record of the infraction being placed in your file and receiving a zero on the work in question AT A MINIMUM. At the instructor’s discretion, you may also receive a failing grade for the course. Confirmation of such incidents can also result in expulsion from the University.

**Important Dates to Remember**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Last Day to Drop Classes</td>
<td>August 27</td>
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<tr>
<td>Labor Day</td>
<td>September 7</td>
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<tr>
<td>Withdrawal Deadline</td>
<td>November 2</td>
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<tr>
<td>Veterans Day</td>
<td>November 11</td>
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<tr>
<td>Thanksgiving</td>
<td>November 26 - 28</td>
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**Important Announcement**
All instructors/faculty are required to document students’ academic activity at the beginning of each course. In order to document that you began this course, please complete Assignment1: Academic Activity on the webcourse by **Friday, August 28 by 5 p.m. EST** or as soon as possible after adding the course. Failure to do so may result in a delay in the disbursement of your financial aid.

**Technical Resources**

- UCF’s Learning Online website provides information about Support Services and resources available for distance learners (e.g., UCF Service Desk, UCF Computer Store, and campus computer labs).
- Online@UCF Support provides technical support for online courses at UCF.
- Knights Online: Resources specific for online students including Webcourses@UCF tutorials.
**General Class outline (subject to change at the discretion of the instructor)**

**Week 1** (Aug. 24 – 28)  
Introduction, The preparation of Score and Parts (Ch.18)

**Week 2** (Aug. 31 – Sept. 4)  
Bowed String Instruments (Ch.2)

**Week 3** (Sept. 7 – 11)  
Individual Bowed String Instruments (Ch.3)

**Sept. 8**  
**Quiz 1 Due**

**Week 4** (Sept. 14 – 17)  
Individual Bowed String Instruments cont./ Scoring for Strings (Ch.5)

**Week 5** (Sept. 21 – 25)  
Pucked String Instruments (Ch.4)/ Orchestration Project Presentation

**Sept. 23**  
**Orchestration project 1 due**

**Week 6** (Sept. 28 – Oct. 2)  
The Woodwind Choir (Ch. 6)/ Individual Woodwinds (Ch.7)

**Week 7** (Oct. 5 – 9)  
Individual Woodwinds cont. (Ch.7)

**Oct. 5**  
**Quiz 2 Due**

**Week 8** (Oct. 12 – 16)  
Scoring for Woodwinds (Ch.8)

**Oct. 14**  
**Midterm**

**Week 9** (Oct. 19 – 23)  
Introduction to Brass Instruments (Ch.9)

**Week 10** (Oct. 26 – 30)  
Individual Brass Instruments (Ch.10)/ Orchestration Project Presentation

**Oct. 26**  
**Quiz 3 Due**

**Oct. 28**  
**Orchestration project 2 due**

**Week 11** (Nov. 2 – 6)  
Scoring for Brass (Ch.11)

**Week 12** (Nov. 9 – 13)  
Percussion Ensemble (Ch.12)

**Week 13** (Nov. 16 – 20)  
Scoring for Orchestra (Ch.15)/ Transcribing for Orchestra (Ch.17)

**Week 14** (Nov. 23 – 27)  
Scoring for Band or Wind Ensemble (Ch.19)/ Transcribing for Orchestra (Ch.17)

**Week 15** (Nov. 30 – Dec. 4)  
Score Analysis/ Final Project Reading

**Week 16** (Dec. 7)  
Final Project Reading

**Final exam time:** Monday, December 14  4:00 pm- 6:50 pm

Do Not plan on leaving campus before finals week is over; early flights will not be allowed as an excuse for rescheduling final exams.