Sample Syllabus – University of Iowa String Teaching Assistant

The University of Iowa
College of Liberal Arts and Sciences
School of Music

012:098:567 - Performance Instruction for Non-Majors

Spring 2013

Policies of this course are governed by the College of Liberal Arts and Sciences.

Instructor: - - - - - - - - - - -
Office location and hours: 7654 Muisc Center Meetings by appointment
Email address: - - - - - @ - - - - -

Director of the School of Music: Office: 1234 Main Building

Course Supervisor: Professor -----
Office and hours: 7654 Muisc Center, hours by appointment
Phone and email: 123-456-7890 - - - - - @ - - - - -

Description of Course

Individual violin instruction. One 30-minute lesson per week

Objectives and Goals of the Course

Develop skills that are characteristic of good violin playing through the study of the violin repertoire including, but not limited to, scales, etudes, and solo pieces.

Establish good practice methods and habits through daily practice and by keeping a practice/lesson journal.

Texts & Materials

All materials must be brought to every lesson beginning with the second lesson of each term. Materials may be purchased at a local music supply store or on the internet. It is not necessary to buy the most expensive items – talk with your instructor if you have questions about which items to buy or where to buy them.

Violin Outfit: it is the responsibility of the student to obtain their own violin, bow, case, and accessories. These are to be obtained no later than the second lesson of the semester. It is the student's responsibility to keep their violin and bow in good condition and to replace strings and do proper maintenance as necessary. A certain number of violins are available through the University for student rental. Talk to your instructor for more information.

- **Violin, bow, and case**: a violin can last for hundreds of years if kept in good condition by the owner. Clean your violin daily by wiping all surfaces with a clean, dry cotton cloth. Keep this cloth in your case at all times.
- A **shoulder rest** is essential to maintain proper posture and prevent injury. The student is free to purchase whichever shoulder rest they like but it must be brought to every lesson beginning with the second lesson of the semester.
- Keep a clean, dry **cotton cloth** in your case at all times and use it to wipe away rosin dust, fingerprints, and smudges.
- **Rosin** is necessary for the bow hair to properly grip the strings.

Notebook: small spiral-bound or 3-ring binder notebook for lesson notes, practice record, etc. This notebook must be entirely devoted to your violin lessons – do not combine it with materials from other courses. Bring your notebook to every lesson.

Metronome/Tuner*:* you may get whichever metronome you prefer. Metronome/tuner combos are very useful. There are also several apps for smart phones available now which can allow you to have the metronome and tuner right on your phone!

Sheet Music: as necessary, students will need to purchase music. The student must purchase all sheet music. Copies from the instructor will not be provided. Some music may also be available though the UI Library. It is the responsibility of the student to obtain legal copies of all assigned music within one week of it being assigned. The student must bring all assigned music to every lesson. In the event a particular piece cannot be obtained within the one week time period, the student must provide evidence that it has been ordered (receipt, order form, etc.)

Recordings: students are encouraged to purchase recordings of all pieces on which they are working. Many recordings are also available through the UI Library website on NAXOS.

Grading System and the use of +/-

You will be graded for each lesson with respect to preparation of the lesson material, amount of material covered, and playing aptitude relative to the lesson level you are in. Come to each lesson prepared to do your best. I expect 100% effort 100% of the time.

Each unexcused absence will result in a full letter-grade deduction from the final grade.

A+ 98–100 A 93–97 A- 90–92	C+ 77–79 C 73–76 C- 70–72
B+ 87–89 B 83–86 B- 80–82	D+ 67–69 D 63–66 D- 60–62

Attendance/Make-Up Lessons

An absence form is required for every absence regardless of the reason for the absence. A copy of the form is attached to the syllabus and you can also find the form online at: http://www.registrar.uiowa.edu/Student/FormsforStudents/tabid/79/Default.aspx

Make every effort to attend 100% of your lessons.

Arrive at least 5 minutes prior to the start of the lesson.

I will make every effort to make up excused absences; however, make-up lessons are at the discretion of the instructor and are by no means guaranteed.

Excused Absences: Serious illness, family emergency, religious reasons, school-sanctioned event. Absences will be considered on an individual basis. I reserve the right to determine if an absence is excused. If you know you will have a conflict with a specific lesson, contact me as much in advance as possible. Students must follow the lesson cancellation policy outlined below for an absence to be excused. Each unexcused absence will result in a full letter grade deduction.

Lesson Cancellation Policy: In the event that the student wishes to cancel/reschedule/miss a lesson for any reason, it is the responsibility of the student to **contact the instructor by phone or e-mail not later than 8:00 a.m. on the day of the lesson**. Whenever possible please contact me at least 24 hours in advance. Failure to follow these procedures will likely result in an unexcused absence. Unexcused absences will not be made up. You may reach me on my cell phone at: xxx-xxx-xxxx or by e-mail at - - - - - @ - - - - -

Please remember that ***your health is of primary importance!*** I will make every effort to make up lessons missed due to genuine illness. Every effort will be made by the instructor to reschedule lessons due to an excused absence; however, make-up lessons are entirely at the discretion of the instructor.

Assignments and Percentage of Final Grade

Individual Home Practice

There is no substitute for practice. Consistent, daily practice is required if progress is to be expected. Your grade will reflect the progress you make relevant to the level at which you play.

Exams and Percentage of Final Grade - Juries

Final exam: Jury, TBA

At the end of the semester all students will perform a jury, which will be counted as the final exam for this class. Failure to perform a jury will result in a substantial grade deduction. **The jury counts as 30% of the total grade for the course**.

(Traditionally, juries occur on the last Saturday of the semester; this semester's projected Jury date is: Sat. May 4*) **this date is subject to change*

> Note: No student is required to take more than three final examinations in one day. An undergraduate student who has two examinations scheduled for the same period or more than three examinations scheduled for the same day may file a request for a change of schedule at the Registration Center, 17 Calvin Hall, before the published deadline.

Missed exam policy. The University policy requires that students be permitted to make up examinations missed because of illness, mandatory religious obligations, certain University activities, or unavoidable circumstances. However, it is the student's responsibility to contact the instructor as soon as the student is aware that the exam will be missed. Please note that University policy also requires excused absences to be documented. Excused absence forms are available at the Registrar web site: http://www.registrar.uiowa.edu/forms/absence.pdf

The College of Liberal Arts and Sciences

Policies and Procedures

Administrative Home

The College of Liberal Arts and Sciences is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies. Questions may be addressed to 120 Schaeffer Hall, or see the CLAS Academic Policies Handbook at http://clas.uiowa.edu/students/handbook.

Electronic Communication

University policy specifies that students are responsible for all official correspondences sent to their University of Iowa e-mail address (@uiowa.edu). Faculty and students should use this account for correspondences (Operations Manual, III.15.2, k.11).

Accommodations for Disabilities

A student seeking academic accommodations should first register with Student Disability Services and then meet privately with the course instructor to make particular arrangements. See www.uiowa.edu/~sds/ for more information.

Academic Honesty

All CLAS students have, in essence, agreed to the College's Code of Academic Honesty: "I pledge to do my own academic work and to excel to the best of my abilities, upholding the IOWA Challenge. I promise not to lie about my academic work, to cheat, or to steal the words or ideas of others; nor will I help fellow students to violate the Code of Academic Honesty." Any student committing academic misconduct is reported to the College and placed on disciplinary probation or may be suspended or expelled (CLAS Academic Policies Handbook).

CLAS Final Examination Policies

The final examination schedule for each class is announced around the fifth week of the semester by the Registrar. Final exams are offered only during the official final examination period. **No exams of any kind are allowed during the last week of classes.** All students should plan on being at the UI through the final examination period. Once the Registrar has announced the dates and times of each final exam, the complete schedule will be published on the Registrar's web site.

Making a Suggestion or a Complaint

Students with a suggestion or complaint should first visit with the instructor (and the course supervisor), and then with the departmental DEO. Complaints must be made within six months of the incident (CLAS Academic Policies Handbook).

Understanding Sexual Harassment

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. See the UI Comprehensive Guide on Sexual Harassment for assistance, definitions, and the full University policy.

Reacting Safely to Severe Weather

In severe weather, class members should seek appropriate shelter immediately, leaving the classroom if necessary. The class will continue if possible when the event is over. For more information on Hawk Alert and the siren warning system, visit the Department of Public Safety website.

*These CLAS policy and procedural statements have been summarized from the web pages of the College of Liberal Arts and Sciences and The University of Iowa Operations Manual

*Disclaimer

The instructor reserves the right to make changes to this syllabus as necessary throughout the semester.

Please contact me via e-mail at any time regarding any questions, concerns, or thoughts you may have. I'm looking forward to a great semester!

THE UNIVERSITY OF IOWA

Explanatory Statement for Absence from Class

1. Student name and student number _____

2. Department, course and section _____Date of Absence_____

3. Name of Instructor_____

4. Reason for absence_____

5. In case of absence due to illness, answer the following:

   (a) Did you visit the Health Service? _____When?_____

   (b) Did you see another doctor?_____

   Doctor's name_____

   (c) If your answers to (a) or (b) are "NO", can you give the name of someone who can vouch for the fact that you were ill?

   Name of person_____

   Address_____
   _____

   Telephone number_____

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event the above facts are found to be falsified.

_____
SIGNATURE

_____
DATE