

# MUAP 1001 – 4002-219 Applied Trombone Syllabus

## Fall 2020

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If Texas Tech University campus operations are required to change because of health concerns related to the COVID-19 pandemic, it is possible that this course will move to a fully online delivery format. Should that be necessary, students will need to have access to a webcam and microphone for remote delivery of the class. Additionally, students will need to have access to

- Flipgrid\
- Audacity
- Headphones

**Communication Policies:** Most communication, other than in person or posted announcements, will be done via e-mail, phone **or posted**.

- **Email Guidelines:** Students are expected to check their TTU Email accounts frequently. The TTU Email Network is the primary means of official communication. When a reply is requested by Mr. Decker, response is expected **within 24 hours**.
- **Cell Phone Usage:** It is further agreed that students will not engage in any cell phone usage during class. All cell phone must be set to silent during lessons/class. **Unauthorized use may result in a point deduction for that class period.**

### **Course Information**

- Course Number: MUAP 1001 – 4002-219
- Meeting Place: Room 210; Classes schedule by appointment – each class will be 50 minutes in length.
- Labs: Studio Class, Tuesdays, 5:00 – 5:50
- Prerequisites: Current Membership in Iota Tau Alpha, Trombone Service Fraternity; Current Subscription to Smart Music
- Textbooks and Workbooks assigned individually

- Supplies needed: Trombone in good working condition, **straight mute, breath builder, breathing bag**, Practice Journal, “Intonation Repair Tool”
- I”, Metronome and recording device.

**Virtual Platforms:** Students are expected to have access to and monitor the following sites:

- [www.flipgrid.com](http://www.flipgrid.com) – lesson and studio class recording submission
- [www.jamestdecker.com](http://www.jamestdecker.com) – lesson notes summary and study resources
- [www.blackboard.ttu.edu](http://www.blackboard.ttu.edu) – Applied Lesson Portal – syllabi, assignment specifics, announcements and web site listing

**Class Schedule:** Lessons and studio classes will take place on a weekly basis, beginning on Monday, August 24th and continuing through Wednesday, December 3rd.

### **Drop/Add**

- Student-Initiated Add/Drop – August 24 – 27, 2020
- Last Day Student-Initiated Drop – Wednesday, September 9, 2020
- Departmental Mass Add/Drop – requires chair or director signature; send to CVPA
- Every student participating in a class must be enrolled per OP 34.16

### **Withdrawal**

- It is the student’s responsibility to go to 101 West Hall to withdraw from a course
- Last day for a student to withdraw from a course – Tuesday, November 24, 2020

### **Course Purpose:**

The purpose of this course is to help students become more technically and musically advanced instrumentalists on the trombone. The secondary purpose is to familiarize the student with styles of music, artists of both the tenor and bass trombones and the proper performance approach as soloist and in ensembles of various sizes and styles.

### **Course Expectations:**

**Pedagogical Knowledge:** Upon completion of this course, students will demonstrate a fundamental understanding of the pedagogy of their performance medium.

**Course Modes of Delivery:** Because of the COVID-19 Pandemic, applied lessons and the delivery of information will take place in three formats: in person learning, virtually through Zoom and through lessons in various formats posted on [www.jamestdecker.com](http://www.jamestdecker.com) Up to 50% of the total applied lessons may take place in person, with these lessons lasting a maximum of 30 minutes. Further details are outlined in the **Applied Trombone Policies and Procedures**, referred to later in this syllabus.

**School of Music Performance Attendance Policy:** “All School of Music undergraduate music majors enrolled in applied lessons are expected to experience a broad range of repertory through attendance at the many performance events offered each semester. Examples include recitals, guest artist concerts, ensemble concerts, chamber music concerts, opera and music theatre productions, Lubbock Symphony Orchestra, Presidential Lecture and Performance Series events, and the like.”

- **Concert Attendance and Reports:** Students will be required to attend all studio sponsored events, such as faculty recitals, guest artist recitals and masterclasses, and studio member degree recitals. In addition, students will be required to submit a written report on a selected concert. Details to be documented separately.
- **Lists of studio sponsored events will be documented separately, posted, emailed and sent in electronic calendar form.**
- **Although little changes are planned, events may be added to this list with greater than 2 weeks, 14 calendar days’ notice.**

**Sight Reading.** Upon completion of this course, students will demonstrate the ability to sight read at a level of skill relevant to professional standards for the particular music concentration.

### **Expected Learning Outcomes\*\***

Upon Completion of the Course, the student will be able to:

- Perform as a trombonist in a wide variety of styles and ensemble contexts
- Understand how to critically assess themselves and other instrumentalists to help themselves and others in the studio to achieve higher artistic levels.
- Create efficient and effective practice sessions
- Demonstrate the ability to sight read at a level of skill relevant to professional standards for the particular music concentration.
- Demonstrate a fundamental understanding of the pedagogy of their performance medium.

### **Methods of Assessment of Learning Outcomes**

- Weekly lesson assessment and grading:
  - ✓ **Level of preparation**, as determined by the instructor, for each appointment.
  - ✓ **Random in-lesson** quizzes to measure learning of reading assignments, videos or concepts taught in previous lessons
  - ✓ Timely completion of assignments
- Attendance of significant concerts/recitals
- Participation in chamber music, trombone ensembles and/or trombone choir
- Progress as shown through jury, recital or solo performances

## Evaluation and Grading Criteria

**A Jury/Recital Grade of 70 or above is required to pass the course. The grade of the jury/recital will be the final grade for the course if it is below 70. If the grade is 70 or above, the following grading formula will apply:**

:

- 40% Lesson and Studio Attendance, Preparation and Punctuality/
- 10% Technical Assignment Completion
- 10% Concert Attendance and Reports/Carol of Lights Participation
- 10% Trombone Chamber Music Participation
- 30% Recital/Jury Exam Performance
- **A = 92 – 100, A - = 90 – 91.9; B+ = 88 – 89; B = 82 – 87.9; B - = 80 – 81.9; C+ = 78 – 79; C = 72 – 77.9; C - = 70 – 71.9; D+ = 68 – 69.9; D = 62 – 67.9; D - = 60 – 61.9; F < 60**

## Recital Hearings

All undergraduate degree recitals require a recital hearing, normally held two to three weeks before the recital date. The hearing panel will consist of three faculty members from the student's area of study with a majority vote required to pass. Each area and studio have specific requirements and policies for the hearing and students should consult their course syllabus (MUAP 3190 for Junior Recitals, MUAP 4190 for Senior Recitals) or the course instructor for complete information.

## Juries

All music majors enrolled in Applied Music must pass jury examinations as prescribed by the faculty of their division. Students should consult their Applied Music course syllabi or instructors for complete jury requirements. Normally, all music majors will perform either a jury or degree recital in each semester of Applied Music enrollment

## Class Attendance

- **Lesson Absences:** Every private lesson is considered an appointment between two individuals. Students are expected to contact the instructor in **advance of their scheduled lesson time** to let him know that they will be absent from a lesson. The expected mode of notification is email. For an absence to be excused, it must be due

to illness or injury, death in the family, the observance of a religious holy day, or official university business (choir tour, band trips, etc.)

1. **Your personal health and safety are of our greatest concern. If you are not feeling well, please contact your instructor via email and let him know of your illness. Other COVID-19 related procedures are outlined in the Syllabus Supplement below.**
  2. **Everyone is expected to have at least 12 graded lessons on record.**
  3. **A student may receive a zero for not notifying the instructor of an absence or not showing up for a lesson.**
  4. **Instructors are willing to meet with students at a mutually agreeable time to make up any work missed during the semester. A maximum of two lessons may be given during a given week.**
- **Tardiness to Lessons:** Tardiness for lessons will be considered when issuing the daily lesson grade
  - **Performance/Studio Class Attendance:** Performance classes will be factored into the weekly lesson grade of the student. If a student is absent from a Performance Class and the Absence is unexcused, the corresponding weekly grade may be penalized by 50%.
    - **Lateness – Deductions for lateness will be made at the discretion of Mr. Decker**
    - **Excused Absences: Absences will be considered excused for the following reasons:**
      - **Religious Holy Days**
      - **Officially Excused School Trips**
      - **Medical Reasons: An absence will be excused in this category only when Mr. Decker is notified in advance. In addition, written verification from a medical professional may be required. This written verification is to be submitted to Mr. Decker within 14 calendar days of the date in question to be considered excused.**
      - **Family Emergencies**
  - **Carol of Lights:** All Studio Members are required to participate in the Carol of Lights Ceremony, which takes place on Tuesday, December 1, 2020, and its associated rehearsals. Details to be announced separately.

**Applied Trombone Policies/Procedures: Students need to familiarize themselves with the Applied Trombone Policies/Procedures document and the COVID-19 Policies/Procedures document, which gets into greater detail as to day to day expectations of members of the Trombone Studio.**

*\*\*Course outcomes for non-Core Curriculum courses are determined by the faculty member and must be listed along with the means that will be used to assess them. New faculty should consult*

*their faculty mentor or other senior faculty for assistance in developing appropriate course outcomes and assessments.*

**Please refer to the following Texas Tech University Operating Policies and Procedures (OP) for further information.**

<http://www.depts.ttu.edu/opmanual/>

## **2020 Fall Syllabus Supplement**

### **Talkington College of Visual & Performing Arts**

#### **All-Campus required syllabus statement:**

If Texas Tech University campus operations are required to change because of health concerns related to the COVID-19 pandemic, it is possible that this course will move to a fully online delivery format. Should that be necessary, students will need to have access to a webcam and microphone for remote delivery of the class. Any additional equipment and/or items which students will need to have access to need to be listed within the syllabus or amended to this supplement on a per class basis, by the first day of classes.

**Face covering requirement.** Students are expected to enter the building wearing a face covering and keep it on throughout the class period and when walking through the building afterward. Texas Tech University requires that students wear face coverings while in classes, while otherwise in campus buildings, and when social distancing cannot be maintained outdoors on campus. [How to properly wear a face covering](#) website.

**Signage.** Please be attentive to signage posted at external and some classroom doorways indicating entry and exit ways, gathering and queuing spaces, and availability of masks and hand sanitizer. “Hygiene stations” will be provided in high-traffic classroom buildings where student may acquire a disposable mask if they forget their own.

**Seating assignments.** To assist in contact tracing, if necessary, and to augment social distancing, students are expected to sit at a minimum of six feet apart. Some arts activities require greater

distance and will be addressed per class. A required seating chart will be created once everyone is positioned with appropriate social distancing. For studios, performance venues, and labs in which students might not have specified seats, a location chart will be needed. Plan to adjust the seating/location chart as enrollment changes.

**Exiting the classroom.** There will also be an orderly procedure, designed to ensure social distancing, for exiting the classroom.

## Illness-Based Absence Policy

If at any time during this semester you feel ill, in the interest of your own health and safety as well as the health and safety of your instructors and classmates, you are encouraged *not* to attend face-to-face class meetings or events. Please review the steps outlined below that you should follow to ensure your absence for illness will be excused. These steps also apply to not participating in synchronous online class meetings if you feel too ill to do so and missing specified assignment due dates in asynchronous online classes because of illness.

- I. If you are ill and think the symptoms might be COVID-19-related:
  - a. Call Student Health Services at 806.743.2848 or your health care provider.
  - b. Self-report as soon as possible using the [Office of the Dean of Students](#) website. This website has specific directions about how to upload documentation from a medical provider and what will happen if your illness renders you unable to participate in classes for more than one week.
  - c. If your illness is determined to be COVID-19-related, all remaining documentation and communication will be handled through the Office of the Dean of Students, including notification of your instructors of the period of time you may be absent from and may return to classes.
  - d. If your illness is determined not to be COVID-19-related, please follow steps 2.a-d below.
  
- II. If you are ill and can attribute your symptoms to something other than COVID-19:
  - a. If your illness renders you unable to attend face-to-face classes, participate in synchronous online classes, or miss specified assignment due dates in asynchronous online classes, you are encouraged to visit with either Student Health Services at 806.743.2848 or your health care provider. Note that Student Health Services and your own and other health care providers may arrange virtual visits.
  - b. During the health provider visit, request a “return to school” note;
  - c. E-mail Kathy Nordstrom, and cc the instructor, a picture of that note within two weeks of the absence;
  - d. Return to class by the next class period after the date indicated on your note.

Following the steps outlined above helps to keep your instructors informed about your absences and ensures your absence or missing an assignment due date because of illness will be marked excused. You will still be responsible to complete within a week of returning to class any assignments, quizzes, or exams you miss because of illness.



## **Addressing Accommodation Requests from High-Risk Students Returning to Campus**

Texas Tech University is taking considerable measures to provide effective social distancing and sanitation protocols as we prepare to return to campus in the Fall. We need to be mindful that, because of underlying health conditions, some students will be at higher risk for COVID-19. Other students, although healthy themselves, might live with someone who has compromising health conditions. Students in one or both of these two categories might request accommodations or alternatives to fulfill course requirements to avoid potential exposure to the virus.

The Office of the Provost authorizes instructors of record (IoRs), in coordination with their department chairs, academic advisors, and academic associate deans, with the flexibility necessary to make instructional accommodations for students to avoid exposure to COVID-19. Accommodations might include, as examples, alternatives to face-to-face group assignments, remote learning such as online instruction or off-site activities, changing to an online section of the same course or to an independent study with the same learning objectives as the original course, or approval of a substitute course that is offered online and can fulfill the same degree requirements of the original course.

Keep in mind the following criteria when considering making an accommodation for a student: (1) whether the requested accommodation would make a substantive alteration of the course material or objectives; (2) whether the accommodation provides an equally effective alternative to the original objectives or activities of the class; and (3) whether the accommodation can be uniformly applied should more than one student request it. If the IoR can satisfactorily address these three requirements for accommodation, and is comfortable providing it, then it is appropriate to do so. If the IOR feels unable to provide accommodation that satisfies these three criteria or is unsure how the requested accommodation can be provided, the IoR is encouraged to contact their academic associate dean's office for guidance. Students should also be advised to follow the steps for reporting illness-related absences outlined on the [Dean of Students COVID-19 webpage](#).

If a high-risk student asks for a substantial alteration to the essential elements of the class, then the IoR, advisor, or associate dean should suggest that the student work with SDS to provide a Letter of Accommodation (LOA).

### **Reasonable Accommodation for Students with Disabilities (ADA Compliance)-**

#### **OP34.22**

**Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in West Hall or call 806-742-2405.**

### **Academic Integrity-OP34.12**

**Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]**

**a. Cheating**

**(1) Copying from another student's academic work, test, quiz, or other assignment.**

**(2) Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority.**

**(3) The use or possession of materials or devices during academic work, test, quiz or other assignment which are not authorized by the person administering the academic work, test, quiz, or other assignment.**

**(4) Possessing, using, buying, stealing, transporting, selling, or soliciting in whole or in part items including, but not limited to, the contents of an unadministered test, test key, homework solution, or computer program/software. Possession, at any time, of current or previous course materials without the instructor's permission.**

**(5) Obtaining by any means, or coercing another person to obtain items including, but not limited to, an unadministered test, test key, homework solution, or computer program/software, or information about an unadministered test, test key, homework solution, or computer program.**

**(6) Transmitting or receiving information about the contents of academic work, test, quiz, or other assignment with another individual who has completed or will complete the academic work, test, quiz, or other assignment without authority.**

**(7) Substituting for another person, or permitting another person to substitute for oneself, in order to take a course, take a test, quiz, or other assignment or sign in/register attendance.**

**(8) Taking, keeping, misplacing, damaging, or altering the property of the University or of another if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.**

**(9) Falsifying research data, laboratory reports, and/or other academic work offered for credit.**

**(10) Failing to comply with instructions given by the person administering the academic work, test, quiz, or other assignment.**

**b. Plagiarism**

**(1) The representation of words, ideas, illustrations, structure, computer code, other expression, or media of another as one's own and/or failing to properly cite direct, paraphrased, or summarized materials.**

(2) Self-plagiarism, which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.

c. **Collusion** The unauthorized collaboration with another individual to complete academic work, test, quiz, or other assignment, providing unauthorized assistance to another student, allowing another student access to completed academic work, and/or conspiring with another person to commit a violation of academic dishonesty.

d. **Falsifying academic records**

(1) Altering or assisting in the altering of any official record of the University and/or submitting false information.

(2) Omitting requested information that is required for, or related to, any official record of the University.

e. **Misrepresenting facts**

(1) Providing false grades, falsifying information on a resume, or falsifying other academic information.

(2) Providing false or misleading information in an effort to injure another student academically or financially.

(3) Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, credit for attendance, and/or obtain an academic or financial benefit for oneself or another individual.

**NOTE: Examples include, but are not limited to, fabricated, altered, misleading, or falsified documentation for medical excuses, family and personal emergencies, and signing into class and failing to remain the entire time.**

**f. Violation of Professional Standards** Any act or attempted act that violates specific Professional Standards or a published Code of Ethics.

**g. Unfair Academic Advantage** Any other action or attempted action that may result in creating an unfair academic advantage for oneself or may result in creating an unfair academic advantage or disadvantage for another student that is not enumerated in items a-f.

**Absence Due to Observance of Religious Holy Day-OP34.19 1.**

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. 2.

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. 3. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

**Statement of Ethical Principles:**

Texas Tech University is committed to an open and diverse society. Each member of the Texas Tech community has the right to be treated with respect and dignity. This right imposes a duty not to infringe upon the rights or personal values of others. Professional relationships among all members of the Texas Tech community deserve attention so that they are not exploited for base motives or personal gain.  
(<http://www.depts.ttu.edu/ethics/matadorchallenge/>)

**Discrimination, Harassment, and Sexual Violence Statement:**

Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or file a report online at [titleix.ttu.edu/students](http://titleix.ttu.edu/students). Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are: TTU Student Counseling Center, 806-742-3674, <https://www.depts.ttu.edu/scc/> (Provides confidential support on campus.) TTU 24-hour Crisis Helpline, 806-742-5555, (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.) Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, [voiceofhopelubbock.org](http://voiceofhopelubbock.org) (24-hour hotline that provides support for survivors of sexual violence.) The Risk, Intervention, Safety and Education (RISE) Office, 806-742-2110, <https://www.depts.ttu.edu/rise/> (Provides a range of resources and support options focused on prevention education and student wellness.) Texas Tech

**Police Department, 806-7423931,<http://www.depts.ttu.edu/ttpd/> (To report criminal activity that occurs on or near Texas Tech campus.)**

**LGBTQIA Statement:**

**Within the Center for Campus Life, the LGBTQIA Office serves the Texas Tech community through facilitation and leadership of programming and advocacy efforts. This work is aimed at strengthening the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community and sustaining an inclusive campus that welcomes people of all sexual orientations, gender identities, and gender expressions. Please note that resources are available through the Office of LGBTQIA within the Center for Campus Life, Student Union Building Room 201, [www.lgbtqia.ttu.edu](http://www.lgbtqia.ttu.edu), 806-742-5433.**

**Absence Due to Officially Approved Trips-OP34.04**

**Department chairpersons, directors, or others responsible for a student representing the university on officially approved trips must notify the student's instructors of the departure and return schedules. The instructor so notified must not penalize the student, although the student is responsible for material missed. Any student absent because of university business must be allowed to make up missed work within a reasonable span of time or have alternate grades substituted for work due to an excused absence. Students absent because of university business must be given the same privileges as other students, e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege.**

**Concealed Carry of Handguns on Campus-OP10.22**