# Table of Contents

The First Class Meeting ........................................................................................................... 1

OnCourse and the Center for Teaching and Learning ............................................................. 2

Parking Services ...................................................................................................................... 2
  Permits ................................................................................................................................ 2
  Free Off-Campus Parking ................................................................................................. 3
  Additional Services ......................................................................................................... 3

Emergency Closing of Campus ............................................................................................... 3

Communication Systems ........................................................................................................ 4
  Telephones ...................................................................................................................... 4
  Voice Mail ..................................................................................................................... 4
  Checking for Messages ................................................................................................. 4
  Long Distance Codes .................................................................................................... 5
  Fax Machine .................................................................................................................. 5

General Faculty Information ................................................................................................. 6
  Email ............................................................................................................................. 6
  Jagtag .......................................................................................................................... 6
  Cancellation of Classes ............................................................................................... 6
  University Academic Calendar .................................................................................... 7
  Holidays ......................................................................................................................... 7

Grading and Attendance Procedures and Responsibilities ................................................... 8
  Attendance ..................................................................................................................... 8
  Attendance Rosters .................................................................................................... 8
  Class Rosters and Final Grades .................................................................................. 9
  Final Examinations ..................................................................................................... 10
  Grading System ........................................................................................................... 11
  Recital and Concert Attendance Requirements .................................................... 11
  Course Evaluation Questionnaires ........................................................................... 11
  Applied Classes ......................................................................................................... 11
  Cheating & Plagiarism ............................................................................................... 12
  Final Grade Information ............................................................................................. 12
  F, FN, and FNN Grading ............................................................................................ 13
  IUPUI Grade Replacement Policy ............................................................................ 13
  Grade Changes ........................................................................................................... 14
  Withdrawals ................................................................................................................ 14
  “Incomplete” Grade ................................................................................................... 15
Make-up Exams .................................................................................................................. 16

Non-Disclosure of Student Social Security Number .................................................. 16

Student Conduct Standards .......................................................................................... 17

General Procedures ....................................................................................................... 17
  Audio/Visual Equipment Needs ................................................................................... 17
  Hours of Operation ...................................................................................................... 17
  Duplicating Teaching Materials .................................................................................. 18
  Photocopying of Copyrighted Material ...................................................................... 18
  Printing from Classroom Computers ........................................................................ 19
  Keys ............................................................................................................................ 19
  Jagtag Access ............................................................................................................. 19
  Mail/Mailboxes .......................................................................................................... 20
  Office Supplies .......................................................................................................... 20
  Textbook Ordering ..................................................................................................... 20
  Room Reservations ................................................................................................... 21
  First Aid Procedures .................................................................................................. 21
  Food and Drinks in Classrooms .................................................................................. 21
  Lost and Found ........................................................................................................... 21

Department of Music and Arts Technology By-Laws ................................................. 22

Faculty List .................................................................................................................... 31

Committees ..................................................................................................................... 32

Sample Syllabus ............................................................................................................. 33

“TIPS for Creating a Syllabus” ...................................................................................... 37
The First Class Meeting

At the first meeting of each class, instructors are to provide students with the following information:

- Course syllabus defining all required course work (number of readings, papers, etc.). See sample syllabus in the back of this handbook.
- Required textbooks, materials, supplies.
- Required concert attendance policies.
- Required use of email and OnCourse.
- Grading policies.
- Attendance requirements.
- Instructor contact information, including email and IUPUI phone.

Make the first meeting a positive and useful experience for the students. Cover details outlined in the course syllabus. Make sure you have enough copies of your course syllabus and keep a copy on file with the Department Office. Faculty members are required to place a new copy of the course syllabus on file every semester.

Introduce yourself: state who you are, what you do, and where you received your professional training. In essence, what makes you especially qualified to teach this course.

Use Student Data Record and OnCourse to get to know your students. Many instructors find this a vital reference throughout the term. Request the students’ names, full addresses, phone numbers, place of employment, special interests, etc. A seating chart may help you learn student names more quickly in large classes.

Develop a student notification plan in the unlikely event you have to cancel a class. One way of maintaining a notification plan is to utilize the OnCourse system.

During the first week of classes, instructors should evaluate their students, identifying students with disabilities. Instructors with a disabled student should email both Tina Everts and Michele King with specific class information so a buddy can be appointed to assist that student to the ‘room of refuge’ in case of an emergency evacuation. If a class meets after 4:30 pm or on weekends, then instructors must act as wardens/buddies for their class.
‘Room of Refuge’ – this is where persons unable to vacate through the stairwells will be placed so emergency personnel may locate them in a timely manner. Restrooms on each floor have been designated as our refugee rooms. Make sure to inform wardens or emergency personnel if anyone is remaining in these or other areas (i.e., if someone is unwilling or unable to leave the building). Not leaving the building when fire alarms are heard is a class A misdemeanor.

Note: Meeting place for the IT building is the South lawn (across from the Law School).

**OnCourse and the Center for Teaching and Learning**

The majority of the faculty at IUPUI use the OnCourse system. Department faculty must use OnCourse to post course requirements and syllabi and to schedule special class events. If you have never used OnCourse, please enroll in a training session at the Center for Teaching and Learning (317-274-1300). The Center can be of assistance in preparing technology materials for your classes.

**Parking Services**

Parking regulations are enforced 24 hours a day, seven days a week.

All vehicles parked in a permit lot must properly display a parking permit so that the letter designation and expiration date are clearly visible from the front of the vehicle.

**Permits**

Permits are available from Parking and Transportation Services, located in the Vermont Street parking garage (XB 102) or by going online ([https://www.parking.iupui.edu/parking.do](https://www.parking.iupui.edu/parking.do)).

“B” permits are valid in “B” or “E” spaces only.

Handicapped stickers are available for an additional charge, and proof of disability must be presented at time of purchase. Many handicapped-accessible parking spots are available on campus. The police strictly enforce handicapped parking spaces for faculty/staff/students. If you do
park in a handicapped space without a sticker, your car will be towed immediately.

**Free Off-Campus Parking**

The North Campus parking lot does not require a permit.
1200 Indiana Ave
Indianapolis, IN 46202

Drivers may park in the lot and board the Jags Express shuttle to campus. Shuttles run 5:45am–10:00pm, Monday–Friday, when school is in session.

**Additional Services**

Parking and Transportation Services offers:

- FREE automobile jump-start service
- FREE pressurized air for your automobile tires
- FREE assistance getting gasoline for your car if you run out
- FREE shuttle bus service (See Parking Services web site for route map)
- FREE escort service to and from campus locations

Call Parking and Transportation at 317-274-4232 during office hours. Other times call 317-274-SAFE (317-274-7233) or 317-274-7911.

**Emergency Closing of Campus**

Severe weather conditions and other unusual circumstances may prompt IUPUI officials to cancel classes. Decisions affecting morning and midday classes (9:00 am-3:30 pm) will be announced by 7:30 am. Decisions affecting late afternoon and evening classes (4:00-8:00 pm) will be made by 2:00 pm. Decisions affecting Saturday morning classes will be made by 8:00 am on Saturday. Conditions are assessed on a day-to-day basis to determine if it is in the best safety and educational interests to resume classes.

You may call 317-278-1600, a special phone number designated to provide the latest information on campus closings. This information will not cover individual courses; that information will be provided by the Department.
Communication Systems

Telephones

If you have questions or problems related to the telephone in the faculty workroom or your voice mailbox, please contact Michele King in the Department Office, IT 352 (ph: 317-278-3264).

Voice Mail

You can access your voice mailbox from both on and off campus. Follow the directions carefully to access your mailbox and retrieve messages.

Checking for Messages:

• Using a telephone

To access your voice mail through the Unified Messaging System (UMS) telephone user interface, follow the instructions below:

1. Dial the telephone number for UMS on your campus. To access UMS through the telephone user interface, use the relevant number below:
   - For IUPUI, dial 317-278-4288 (from on campus, 8-4288).

2. Enter your full 10-digit mailbox number (i.e., 317-27X-XXXX), not just the last 5 digits.

3. Enter your UMS passcode.

4. At the main voice menu, press 1 to access your voice mail messages.

5. Press 1 to listen to new voice mail messages or press 2 to listen to saved messages.

• Using your email client

To access your voice mail through your email client, follow the instructions below:

1. Start your email program as usual.
2. Voice mail messages will arrive as email messages, with the actual voice mail message as an attachment.

If the message is from a campus phone that is listed in the directory, the "From:" field will include the individual's name; from a non-campus phone, the "From:" field will have the text "UNIFIED MESSAGE SERVICE". In both cases, the subject line will read "Voice Mail: from (812) 555-5555: - 10 seconds", with the sender's phone number and length of message replaced with the correct values. In Outlook, though not OWA (Outlook Web Access), the icon for the message will be a small telephone.

- If you are using Outlook, double-click the message to open it. This will bring up Windows Media Player. If the message does not start to play automatically, you can use the media controls to play it.

- In OWA, double-click the message to open it. In the opened message, there is an attached .wav file. This is the voice message; double-click the .wav file to open your preferred media player and start playing the message.

- Other email clients may show the .wav file differently. You will typically need to double-click the .wav file attachment in order for the message to play.

**Long Distance Codes**

Adjunct faculty who need to make long-distance phone calls, should ask a Music office staff member to assist in making those calls.

**Fax Machine**

The fax machine for the Department is located in the Department office, IT 352. Cover sheets are available in the main office. The Department fax machine is restricted to IUPUI business. Department staff will send fax documents for the faculty.

The fax number for the Department is (317) 278-2590.

If you receive a fax, the document will be stapled and placed in your mailbox.
Please note: Students are NOT to use the fax number for submitting class assignments.

General Faculty Information

Email

Once you are officially hired, you can set up your email account at http://itaccounts.iu.edu/.

Jagtag

Obtain your IUPUI Jagtag immediately. It serves as your key and your identification on the IUPUI campus. Once you have your Jagtag you must bring it to Michele King in IT 352 to be scanned.

- The Department has installed card-reader locks for security purposes on classroom and laboratory doors. Your Jagtag will be programmed to allow you access to the music classrooms and labs.

- The Jagtag serves as your library “card” to check out materials from any of the IUPUI Libraries, as well as for payment of printed materials at all campus computer labs.

- The Jagtag qualifies employees for discounts at a variety of retail stores and entertainment venues. The following website lists these added values of using the card. See (www.jagtag.iupui.edu).

Obtain your Jagtag at Card Services located on the 2nd floor of the Campus Center (CE 217). Their hours of operation are Monday–Friday, 8am–6pm.

Cancellation of Classes

The Department does NOT cancel classes for any reason other than the closure of the entire campus. If you are unable to teach a class:

- Arrange for a qualified substitute so that the class can meet as scheduled. Payment of a substitute or “trading off” is the personal responsibility of the regular instructor.

- If a faculty member is going to be late for a class or cannot attend due to an emergency, then please call the Department office at
317-274-4000. You must also post information on OnCourse, giving students necessary information regarding course work.

- Do not ask the Department office staff to make phone calls to students. In an emergency, the staff will consult with the Department Chair and either arrange for a substitute or post a notice announcing alternative arrangements.

**University Academic Calendar**

The semester schedule for starting and ending of classes, holidays, and examinations is posted at [http://registrar.iupui.edu/accal.html](http://registrar.iupui.edu/accal.html).

**Holidays**

Consistent with the holidays approved by the Indiana University Board of Trustees, the following holidays will be observed:

- New Year’s Day
- Martin Luther King, Jr. Day
- Campus Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday following
- Christmas

The Department office will be closed on all university holidays. Please consult your Department Events Calendar for academic holidays and other important events.

Please note the Department is closed the week between Christmas and New Year’s.

Religious holidays may be celebrated by faculty, staff, or students. Students who need appropriate accommodation for religious observances must make a request in writing to the course instructor by the end of the 2nd week of the semester, and should use the Request for Course Accommodation Due to Religious Observance Form (located at [http://registrar.iupui.edu/religious.html](http://registrar.iupui.edu/religious.html)). To determine other accommodations recommended by the university, please refer to the following website: [http://registrar.iupui.edu/religious.html](http://registrar.iupui.edu/religious.html).
Grading and Attendance Procedures and Responsibilities

All IUPUI faculty must evaluate students fairly; grade assignments, projects, and examinations; and offer timely feedback to students. Students enrolled in special programs require quick responses to advisor requests for class progress and attendance. University policies regarding grading and attendance may be found on the website for faculty resources from the Registrar’s Office at http://registrar.iupui.edu/facultyresources.html.

Attendance

All IUPUI faculty must keep detailed attendance records for all classes. In the event that a student stops attending a class, instructors will be asked to supply information on how many classes were attended by the student and the exact last date the student attended class. This campus directive impacts the university, student fees, and possible student refunds to students wishing to withdraw from the university.

If a student's name appears on your roster but the student is not attending class, please make at least two attempts to contact the student either by email or phone. If you do not get a response, contact Michele King or Tina Everts. Students will receive a letter informing them that they must withdraw from the class or they will receive a grade of “F” for the course.

Attendance Rosters

Pink Attendance Rosters contain the names of all students in the class and typically arrive early in the fourth week of the semester. The Registrar’s Office uses these rosters to be sure that your records and theirs are in sync. Please let the Registrar’s Office know if someone has stopped attending or never attended your class and add the names and student numbers of anyone who is attending and who is not on your roster (unless they are making up an incomplete and would not have registered again). If possible, give them your best date when the student last attended. This may be the last quiz taken, sign-in sheet, etc.

The Registrar’s Office uses these rosters to notify students when there appears to be a problem with their registration. Please return the pink roster even if there are no problems with attendance or enrollment.
The University College and the Intercollegiate Athletics program ask for information on special populations earlier in the term than mid-term rosters appear. You will only receive these rosters if a member of these special groups is enrolled in your class. Providing a timely response allows these programs to deal immediately with any problems you may identify. Return these rosters to the address provided with the mailing.

Faculty are strongly encouraged to provide as much information on both rosters in as timely fashion as possible as it helps us head off problems earlier in the term. Both rosters should be returned to the Registrar’s Office by the date specified in the roster mailing.

**Class Rosters and Final Grades**

If you have any questions or concerns about the roster or a student’s enrollment, please contact Michele King in the Department (317-274-4000) or call the Registrar at 317-274-1501. Class rosters are available via OneStart or OnCourse (see [http://kb.iu.edu/data/alyh.html](http://kb.iu.edu/data/alyh.html) for instructions).

Any fall and spring schedule changes requested by a student after the first week require the signature of an academic advisor. Added courses after the first week also require the instructor's signature of the course the student wishes to add. Instructor signatures and the signature of your academic advisor are required for withdrawals further into the semester. Visit the Academic Calendar for specific dates at [http://registrar.iupui.edu/drop.html/accal.html](http://registrar.iupui.edu/drop.html/accal.html).

A late change fee will be assessed beginning in the second week of classes for any course changes. First and second summer session drop and add transactions made after the third day of classes require the signature of an academic advisor. Added courses also require the instructor's signature of the course the student wishes to add. Permission should be limited to those who could not, for some justifiable reason, enroll during the scheduled registration period; approval should be granted only if full benefit can be received from the course. It is each instructor's responsibility to make sure that books and room space are available to late registration students before signing the approval forms.

The university has implemented an electronic version of these forms called eAdd or eDrop. For more information please visit: [http://registrar.iupui.edu/eDoc/eDrop_student.html](http://registrar.iupui.edu/eDoc/eDrop_student.html)
Final Examinations

Final examinations are given in all courses except those in which the instructor receives permission from the Department Chair to eliminate the examination in lieu of other student evaluation tools.

Final examination conflicts must be resolved with the course instructors. Classes that meet on TR, TWR, MTR, TRF, RF, or TWRF will have examinations at the time set for TR classes (R = Thursdays). Classes meeting MW, MF, MTW, WRF, MTWR, or MTWRF will have examinations at the time set for MWF classes.

See the Final Exam Schedule at http://registrar.iupui.edu/accal.html.

Faculty should advise students to consult the Final Exam Schedule early in the semester to identify exam date/time conflicts. Students are not expected to take more than three final exams in one day. Student must have sufficient time to cover the campus distance between successive exam rooms.

The Final Exam Schedule is established to limit potential conflicts in a student’s final exam schedule. If an exam is given, it must be held on the day and time set in the final exam schedule. If the exam time is changed by the instructor and that change creates conflicts for a student, he/she should first consult with the instructor. If the problem is not resolved by the faculty member, then the student should contact the Department Chair. If the conflict is not resolved at that level, then the student may contact the Office of the Dean of the Faculties.

Check the current Schedule of Classes and Student Academic Information for changes in this information.

Final grades are submitted by faculty through an on-line process. Grades may be submitted via OneStart under Faculty Center or OnCourse CL under Grade Entry. Refer to final grades Dates and Deadlines to determine faculty submittal deadlines and dates.

Students can expect final grades to be posted within one week after final exams end. There is no final exam week in a summer session. Instead, finals are typically given during the last class meeting. Visit the academic calendar for end of semester term dates.
Grading System

The Indiana University grading system used at IUPUI includes plus and minus grades, as well as straight letter grades for all undergraduate, graduate, and professional courses. The computation for grade point average is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Recital and Concert Attendance Requirements

The following policy statement has been approved by the Department Faculty Council (December 2001):

Students enrolled in a Department undergraduate course are REQUIRED to attend a minimum of two (2) live music performances held during the semester in which they enroll, one of which must be a faculty sponsored performance.

Course grading policies will include required recital/concert attendance as a percentage of the total grade.

Course Evaluation Questionnaires

Course evaluations are administered for all instructors at the end of each semester. Students are asked to evaluate the course, teaching materials, facilities, and the instructor. Instructors will be given a link to post in OnCourse for students to be able access evaluations online. Instructors will have the opportunity to discuss evaluations with the Department Chair after they are tabulated.

Applied Classes

Students may register for applied lessons with the approval of the applied lesson instructor. If the instructor accepts the student in the applied course, then the instructor must contact the Department Office with the student’s name and 10-digit ID number, as well as course and class numbers. The office staff will enter all authorizations online prior to
registration. It is the faculty member’s responsibility to ensure students have the proper course and section authorization information.

All BSMT students are required to take applied lessons and therefore may be delegated to an applied instructor.

**Cheating & Plagiarism**

Faculty must foster intellectual honesty as well as the intellectual development of students. Should faculty detect signs of cheating and/or plagiarism, they are obligated to investigate, take appropriate action, and report the matter to the Chair of the Department and the Dean of Student Affairs. The general principles and policy relating to cheating and plagiarism can be found in the IU Academic Handbook and in the IU Code of Student Ethics.

The following suggestions may help to minimize cheating:

- Ensure security to examinations while they are being proctored.
- Provide for adequate proctoring of examinations.
- Require arbitrary seating of students to break up pre-arranged groups.
- Avoid using the same examination form for succeeding sections and for make-up examinations.
- Include a definition of plagiarism in the course syllabus.

**Final Grade Information**

Please announce to your class that in accordance with the Federal Privacy Act, no student grades may be posted (either by name or ID number) or given over the telephone. If students wish to know final grades before the official notification or receive final projects, they should provide the instructor with self-addressed, stamped envelopes. (Post cards are unacceptable.) Any grades that have been submitted and processed will be available via OneStart. Information on accessing grades via OneStart is available at [http://registrar.iupui.edu/grades.html](http://registrar.iupui.edu/grades.html).

Grades not submitted to the Registrar’s Office by the submission deadline will result in an “NR” being sent to the student. Late grades may affect students in other negative ways (not being allowed to return to the university the following semester, non-participation in intercollegiate athletics, etc.).
F, FN, and FNN Grading

Faculty members are required to differentiate students who fail a class because they quit attending from those who failed the class on merit.

The grade of FN should be given to those students who attended your course and their lack of attendance is the basis for a failing grade. If you enter a grade of FN, a last date of attendance must also be entered into the Last Date Attend field. Give your best date for when the student either last attended or participated in the course. This may be the last quiz or assignment that was turned in or, if you take attendance, a more exact date. The grade of FN will be treated on the transcript in the same way we handle the grade of F. The student will not see the FN. Should you award an FN grade, please record the date you provided on the roster in your own records. Use of the grade will provide documentation required by the auditors to comply with federal financial aid regulations.

Faculty should enter a grade of FNN if a student never attended your class. It is not necessary to enter a Last Date of Attendance with the FNN grade.

You should still award an F to any student for whom poor academic performance or poor attendance has been determined.

IUPUI Grade Replacement Policy

The IUPUI Grade Replacement Policy (formerly know as the FX policy) was revised effective with the Fall 1996 semester. This policy allows approved undergraduate students seeking their first degree to repeat a maximum of 15 credit hours subject to school/division approval. If a student chooses to repeat a course and achieves the same or higher grade, only that grade will be counted in the cumulative GPA. Certain restrictions apply and the grade replacement policy may not be honored by some IUPUI schools when considering admission to the school or in computing graduation honors.

This policy is not available for graduate students or students seeking any second undergraduate degree. Undergraduate units will not consider petitions for change of grade from concluded courses older than five years. The IUPUI Grade Replacement Policy can be found at http://registrar.iupui.edu/replace.html.
At this time, any courses taken at IUPUI can be replaced. Courses taken at any other Indiana University campus can be replaced only if the student received a grade of "F".

Grade Changes

Students who think that an error has been made in grading may contact the instructor of the course. If there is an error, a grade change is made by the instructor through to the eGrade Change link in OneStart and submitting a change of grade. The same process is followed when the instructor changes an “I” grade to a letter grade.

Withdrawals

The steps necessary for students to withdraw from classes change as the semester progresses. Visit the Academic Calendar listed on the registrar’s website (http://registrar.iupui.edu/) for specific deadlines and tuition refund dates.

If students drop the class between the time they register and the end of the first week of the semester, no signatures are required.

Beginning the first day of the second week of classes, students are required to obtain the signature of their academic advisor to drop. The instructor’s signature is not required. Students should pick up drop/add forms from their advisor or process an eDrop in OneStart.

Beginning the eighth week of the semester (third week in a summer session), students also are required to obtain the signature of the instructor and of their academic advisor. Instructors should assign a grade of W (withdrawal) if students’ work is of passing quality at the time of withdrawal or an F (failing) if their work is not of passing quality at the time of withdrawal.

The end of the twelfth week of the semester (fourth week in a summer session) is the last day to drop a class. Students are required to obtain the signature of the instructor, dean, or representative of their school and of their academic advisor.

Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process.
NOTE: Requests for withdrawals after the twelfth week require the signature of the instructor, advisor, and the student’s dean. These withdrawals are rarely granted and only under extreme circumstances.

The course grade will automatically be an “F” if the official withdrawal procedure is not followed. It is imperative that students complete the withdrawal slip prior to this date to avoid a grade of “F” in the class they wish to drop.

To see more information about withdrawals please refer to http://registrar.iupui.edu/withdraw.html.

All university policies regarding grades and attendance can be found at the Registrar Office’s website at http://registrar.iupui.edu/registrar-site-index.html.

“Incomplete” Grade

The “I” grade, meaning incomplete, is given at the discretion of the instructor for coursework of passing quality that is at least 75% complete at the end of the term. The “I” grade is not to be used when a student is clearly failing or when a student missed a final exam for other than a serious medical reason or other crisis. The “I” grade may remain on the student’s record for only one year. (An instructor has the right to set a date earlier than 12 months for completion of the requirements, but must inform the student in writing of the deadline). At the end of the one-year period, the “I” must be replaced by a letter grade (A, B, C, D or F) submitted by the professor who originally gave the “I”. If the coursework is not completed and if the “I” is not replaced with a letter grade, it will automatically be converted to an “F” grade by the Registrar’s Office.

NOTE: The instructor changes the grade by going into OneStart and submitting the change of grade through the eGrade Change link. It is the responsibility of the STUDENT to contact the faculty member for removal of the “I” grade. The Department strongly discourages giving incompletes. Experience has shown students frequently do not take initiative to make up the incomplete, and the grade reverts to an “F.” Also, if a different faculty member is teaching the course, it puts the burden on the department to resolve the Incomplete. For further information about Incompletes, please visit the website http://registrar.iupui.edu/incomp.html.
Make-up Exams

Make-up examinations for students unable to be present at regularly scheduled examinations may be arranged at the convenience of the instructor and the students. The instructors must consider the excuses given by the students plausible and worthy of a make-up examination. The Department office staff is not responsible for proctoring make-up exams.

The instructor is obligated to require student honesty in connection with examinations, including makeup examinations. Instructors are responsible for careful supervision of all make-up examinations.

NOTE: Faculty members wishing to give examinations during periods when they must be absent should arrange to have a faculty colleague supervise those examinations. DO NOT ask a staff member or student assistant to proctor examinations. Only faculty have the authority to proctor examinations and handle in-class cheating. If you must be absent during the regularly scheduled class period, arrange to “trade off” with a colleague or pay a qualified substitute.

Non-Disclosure of Student Social Security Number

In accordance with the Privacy Act of 1974 and Indiana Code 4-1-8, students or applicants are advised that the requested disclosure of their Social Security numbers to this campus is voluntary. The students have the right to refuse disclosure of Social Security numbers or request removal from records without penalty. Special 10-digit student identification numbers will be assigned for use throughout the duration of the students’ involvement with the University.

The students’ Social Security numbers are not to be disclosed to individuals or agencies outside Indiana University except in accordance with the Indiana University policy on release of student information. Students who wish to use assigned identification numbers rather than their Social Security numbers should make their requests to the Registrar by calling 317-274-1501.

Other than some instances when specific federal or state laws mandate that students supply the University with Social Security numbers, IUPUI students who decline to supply their Social Security numbers will suffer no University penalties.


**Student Conduct Standards**

Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. Students are responsible for their personal conduct under federal, state and local law. Their status as students neither excuses nor protects them from civil and criminal sanctions. All faculty members have the responsibility and general authority to help preserve order, morality, and honesty at the campus, especially in their classes.

Cases of student activity reflecting discredit upon the student or the University which faculty members cannot handle satisfactorily or which should be made a matter of record should be reported to the Department Chair, who will then take appropriate action.

**General Procedures**

**Audio/Visual Equipment Needs**

The following Department classrooms are equipped with sufficient sound and video equipment to make it unnecessary to order additional items: IT 057, 059, 061, 071, and 365. To access the technology available in all other general classrooms (i.e. IT 073, 077, and 152), you can request a Crestron code from UITS. All Crestron passcodes are removed on the last day of the semester.

In the event UITS equipment malfunctions during your class, please call 317-274-4510 for assistance. **DO NOT** attempt to repair the equipment.

When showing films, videotapes, audio tapes, CDs, or DVDs, please keep sound at a reasonable volume. Since the classroom walls are not sound-proof, other classes find it difficult to concentrate with excessive sound coming from adjacent rooms.

**Hours of Operation**

The Department Office is located in Room 352 of the ICTC Building. Standard hours of operation are 8:00 am to 5:00 pm, Monday through Friday.

Adjunct faculty are required to make time to meet with students who need to talk with them about course matters. This may be a set day and time
During the week that a faculty member has made known to students or by appointment.

**Duplicating Teaching Materials**

The Department provides a copy machine for school use only. Each faculty member is issued an authorization number to access the copier. Due to rising operating costs, faculty is requested to make double-sided copies when at all possible. Students cannot make photocopies on the machine.

**Under no circumstances are students to be sent to the Department Office to make copies.**

If faculty members have questions regarding operation of the copier, please ask one of the office staff. *Do not attempt to fix the copier.*

**Photocopying of Copyrighted Material**

The reproduction of copyrighted material is prohibited by public law and only the “fair use” of copyrighted work is permitted. In determining fair use or infringement of the copyright, the law contains four main principles:

- The purpose and character of the use, including whether such use is of commercial or nonprofit educational nature.
- The nature of the copyrighted work (copying of consumable materials, such as textbooks or workbooks is prohibited).
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for, or value of, the copyrighted work.

Within these statutory guidelines, the copyright law permits free copying for classroom use, but places limitations on the number of copies (not to exceed the number of students in the class), distribution (classroom only), and the amount of the total work to be copied (chapter from book, a short poem, an article from a periodical).

Also emphasized is the element of spontaneity—copying not planned long in advance. Fair use is interpreted as essentially supplementary in nature, and not a substitute for the purchase of required reading materials.
Printing from Classroom Computers

Most department classrooms and labs have printers networked to computers in the rooms. Students can only print hardcopies authorized by the course instructor. Large data files and downloaded websites are not to be printed out in these rooms.

Keys

The following classrooms are locked at all times and require either a key or a Jagtag to gain access:

- IT 057, educational music suite
- IT 059, computer lab
- IT 061, computer lab
- IT 365, keyboard lab
- IT 382, graduate studio
- IT 384, graduate lab
- IT 380 (faculty work room) is open 8:00 am-5:00 pm. After that time, faculty will need to use a Jagtag to access the room
- Students and instructors will need to use their Jagtags to open practice rooms, particularly in the evenings and on weekends.

If you will be teaching in one of these rooms and require access, please see Michele King in the Department Office. To retrieve a key, when ready, you will be required to show a picture ID at Key Control located in the Ball Annex. Office staff may not pick up keys assigned to faculty.

As a faculty member you are responsible for returning keys to the Music Office when you either no longer use that particular classroom or leave the University.

Jagtag Access

To utilize your Jagtag to gain access to our rooms with KeyCard locks, contact Michele King in the Department office to have your card data activated for use in the swipe-card locks. Faculty members must be trained on proper use of the KeyCard system locks and remember to secure the room when your class time is over.

Mail-Mailboxes
Campus mail is delivered/picked up twice per day, around 10:00 am and 1:00 pm. U.S. mail is delivered around 1:00 pm. All mail is collected and distributed to mailboxes in the faculty work room (IT 380).

Campus mail envelopes are available in the Music office for faculty use. Outgoing mail should be placed in the bin located by the office entrance.

Any U.S. mail concerning University business will need a Post Office Request form attached. If you have items to be mailed, please give them to the office staff to be processed, metered, and mailed.

You may pick up your mail during available building hours; if it is after office hours, you must use your Jagtag to gain access to Room 380. If you are unable to pick up your mail, please contact the office to make special arrangements. Faculty must check their mailboxes frequently, as important information will be distributed on a regular basis.

**Office Supplies**

If faculty need specific office supplies for school use, see Tina Everts. Standard items are kept in stock. More expensive items will require approval of the Department Chair.

**Textbook Ordering**

Faculty will be contacted by the Department Office as textbook order deadlines approach for the coming semester. Multiple-section courses have a standard text selected for all sections, while others may be selected by the faculty member in consultation with the Department Chair. If you fail to inform the office staff of new textbooks for the coming semester, the same textbooks used in the previous semester will be ordered. To check on the status of orders, faculty may call Michele King at 317-278-3264; to check on shelf availability, call the Jaguars Bookstore (Barnes and Noble) at 317-278-2665 or check [www.bookstore.iupui.edu](http://www.bookstore.iupui.edu).

Deadlines for textbook ordering are as follows: Fall semester – April 1st; Spring semester – October 1st; Summer – March 1st.

**Room Reservations**
Once scheduled classes have been placed onto the room schedule, other activities may be scheduled and rooms reserved on a first-come, first-serve basis, with the understanding that adjustments may be necessary. Classrooms available for reservation through the music department include: IT 057, 059, 061, 071, 152, and 365. Please contact Tina Everts for available days/times.

Contact Tina Everts with the following information if non-music space is needed: room(s) needed, date(s), time(s), and class(es).

If a practice room is needed for applied music lessons, then please contact Yvonne Gray in IT 378 (317-278-4139, ygray@iupui.edu) to schedule any of these rooms: IT 368, 370, 372, or 374.

Any time a class meeting is moved to an alternate location other than the one specified, please notify the Music office staff. This procedure applies to all Department classes.

First Aid Procedures

In the event an injury occurs and proves to be serious, telephone an AMBULANCE. Dial 911 or when using a campus phone, dial 317-274-7911. Report all injuries, regardless of how minor you think they might be, to the Student/Employee Health Service, Room 101, Coleman Hall, 317-274-8214 (http://health.iupui.edu/).

Food and Drinks in Classrooms

Ask students to discard cups and papers in waste baskets provided at the entrance to each classroom. Absolutely no food or drinks are allowed in the piano laboratory, classrooms, computer laboratories, or the recital hall. Food crumbs or an accidental spill can damage this equipment. With limited custodial staff, we are unable to clean each room before the next class meeting.

Lost and Found

Lost and found service is maintained by the building custodians. Items not claimed after a week are turned over to Campus Police.
Department of Music and Arts Technology
By-Laws

The Department of Music and Arts Technology (hereafter referred to as the Department) serves students seeking undergraduate or graduate degrees in music, students seeking a minor in music, and on the IUPUI and Columbus campuses, offers both undergraduate and graduate courses to non-major students. These by-laws, set forth and approved by the Department faculty, define the organizational structure of the academic unit.

Administrative Structure of the Department at IUPUI

The Department maintains the following positions for its administration: the Department Chair, Associate Chair, Head of Graduate Studies, and Director of the IUPUI Music Academy. (See Appendix I.) Members of the administrative structure of the Department shall serve at the discretion of the Department Chair. IUPUI faculty governance is defined through various faculty councils and committees as stated herein. The Dean of the Purdue School of Engineering and Technology and the IUPUI Vice-Chancellor and Dean of Faculties administer this academic unit with the advice and consent of the faculty of the Department.

Matters related to the Department and University at large are administered by the School Dean, the Dean’s designee, or appropriate School committee. With regard to the Department, its committees and Faculty Council shall make recommendation to the Dean in matters of faculty tenure, educational policy, course approval, and curriculum and degree approval.

I. Department Faculty Council

A. Purpose: The purpose of the Faculty Council shall be to:

• serve as the faculty representative body of the Department,
• recommend and approve curriculum, curricular changes, and degree programs,
• assist in short-range and long range planning for the Department, and
• receive recommendations from all committees as deemed appropriate and to take action on these recommendations.

B. Membership: The Faculty Council shall be composed of the Department Chair, who will serve as Council Chair, all full-time music faculty, one elected adjunct faculty member who shall represent the part-time music faculty, and one elected graduate student.

C. Schedule: The Faculty Council shall meet as scheduled by the Council Chair, at least once per month during the Fall and Spring semesters of each year. Meeting agendas will be established by the Council Chair and distributed to the faculty one week before each meeting. The Council will retain the right to move items on the agenda or introduce items as “new business.”

D. Recording: Meeting agendas, distributed materials and approved minutes from Faculty Council meetings shall become part of the permanent record of the proceedings of the Council. Copies of such materials shall be distributed to all faculty council members and made available upon request by Department faculty or others in the University.

II. Department Faculty Council – Executive Committee

A. Purpose: The purpose of the Faculty Council Executive Committee shall be to:

• serve as the budgetary planning committee, representing the faculty to the Department Chair,
• establish procedures and make recommendations for faculty/staff awards, promotions, and recognitions,
• assist in long-range planning for the Department,
• review recommendations to be assigned to and implemented by committees, and
• advise the Chair on matters of facilities planning.

B. Membership: The Faculty Council Executive Committee shall be composed of the Department Chair who shall serve as Committee Chair, and all full-time, tenured Department Associate and Full Professors.
C. Schedule: The Faculty Council shall meet as scheduled by the Committee Chair, during the Fall and Spring semesters of each year. Meeting agendas will by established by the Committee Chair and distributed to the committee before each meeting.

D. Recording: Meeting agendas and materials distributed from Faculty Council Executive Committee meetings will become part of the permanent record of the proceedings of the committee.

III. IUPUI School of Music Program Committees

The following committees of the Department are advisory. Each committee shall inform the Committee Chair of issues that require Faculty Council action.

A. Standing Committees:

1. Graduate Committee: Membership of this standing committee shall include the Head of Graduate Studies, acting as Chair, plus all full-time department graduate faculty. Graduate faculty are those who coordinate graduate degree programs and teach graduate courses in the department.

2. Instructional Policy Committee: Membership of this standing committee shall include the Head of Graduate Studies, the advisors of the music minor program, undergraduate music technology program, and the music therapy program, plus teaching faculty members appointed by the Department Chair. This Committee shall review all changes in the undergraduate and graduate curricula in consultation with the faculty and appropriate committees of the Department. The committee will initiate curriculum studies and other academic matters as it deems appropriate.

3. Ensemble and Concert Committee: Membership of this standing committee shall include the Department Chair, all ensemble conductors and directors, a recital series faculty coordinator, and the events coordinator, serving as ex officio member.

4. Promotion and Tenure Committee: Three tenured Department faculty members appointed by the Department Chair shall make recommendation to the Chair regarding all promotion and tenure decisions. The Department Chair shall forward the recommendation of the committee with his/her recommendation to the Dean of the
Purdue School of Engineering and Technology. The Department Chair shall appoint the Promotion and Tenure Committee Chair.

B. Ad Hoc and Additional Committees:

1. Ad Hoc Committees: Committees shall be appointed from time to time by the Department Chair for a specified period of time to oversee or review special topics and programs of the Department. The Department Chair may appoint additional committees, either Department continuing or ad hoc, to transact the business of the Program and to supervise its activities.

2. Faculty Issues and Affirmative Action Committee: The Department Faculty Council Executive Committee shall serve as this committee for the Department. The committee shall consider matters concerning faculty members and their relationship with the University, such as general criteria for promotion and tenure, the assessment of effective teaching, evaluation criteria for research and creative activities, teaching loads, faculty orientation and education, and similar issues. The committee also shall consider issues of cultural diversity and representation within the Department and will advise the campus Affirmative Action Office.

C. Committee Membership:

   Standing Committee Membership: Members of the various committees who are not specified by title of office will be nominated by the Department Chair and approved by the Faculty Council for two-year terms to run from August through July.

D. Committee Schedules:

   Committee meetings will be scheduled by the chair of the respective committee and will meet as necessary. Committee chairs will report to the Faculty Council at each monthly meeting, as requested by the Department Chair.

E. Committee Action Recording:

   The Chair of each committee shall maintain minutes of meetings and retain such materials as documentation of proceedings of the committee.
IV. Policies and Committees Related to the IUPUI Purdue School of Engineering and Technology

The Department of Music and Arts Technology is an academic unit within the Purdue School of Engineering and Technology at IUPUI, and as such supports the educational goals of the School and the University. Matters related to day-to-day operation, budget, faculty assignments, faculty hiring, course scheduling, facilities management, fundraising for the Department, and other local matters are administered by the Department Chair at IUPUI at the discretion of the School Dean and the IUPUI Vice-Chancellor and Dean of Faculties.

Proposals for Policy Changes

As defined in the Department By-Laws, faculty may propose changes in Department policy. Procedures and avenues for such recommendations for change are defined as follows. Any faculty member may initiate consideration of proposed changes in Department policy by:

• sending a written proposal to their departmental representative on the Faculty Council,
• sending a written proposal to any appropriate Standing Committee,
  or
• raising a matter under New Business (by Faculty Council members only).

The Faculty Council will determine whether business so introduced should be discussed immediately or placed on the agenda of a later meeting.

Approved by IUPUI Music Program Faculty, March 2001.

Revised by IUPUI Faculty Council Executive Committee, March 2002.

Revised by IUPUI Faculty Council Executive Committee, November 2005.

Revised by the Department Faculty Council Executive Committee, August 2009.
Appendix I

Job Descriptions for Department of Music and Arts Technology Administrators

Chair of the Department

The Department Chair provides the leadership and vision to ensure that the Department maintains its special position within the University and its place among leading academic units of music nationally.

The Department Chair participates in the recruitment of faculty and maintains an environment that is conducive to retaining its best faculty.

The Department Chair is a visible, interested participant in the education of students. The Chair represents the Department nationally and internationally among the professional and academic fraternity of performing and fine arts and represents the interests of the Department in the University community, the State of Indiana and the Indianapolis communities.

The Department Chair oversees and manages the administrative functions within the Department and guides the academic, performance, research and service programs to ensure a balance in the operations of the program. The Department Chair is responsible for maintaining the financial health of the Department. This includes preparing, defending, and monitoring annual operating budgets of the Department at IUPUI and identifying, cultivating, and soliciting donors. The Department Chair is key to the success of fundraising, which will ensure that the Department maintains the financial resources required to attract the best students and faculty. The Chair ensures that facilities, equipment, and the infrastructure of the Department are state-of-the-art, providing students and faculty with the best learning and creative environments. The Department Chair is responsible for all personnel assignments, teaching contracts for adjunct faculty, fundraising, budget, and implementing curricular decisions for the Department. The Department Chair teaches in an area of expertise and is a tenured Full Professor.
**Associate Chair of the Department**

The Department Associate Chair assists the Department Chair in managing the administrative functions within the Department and oversees the academic and service programs to ensure that these operations are functional. The Associate Chair is responsible for maintaining liaison with faculty and students in affairs related to courses and curricula. The Associate Chair serves on the Instructional Policy Committee as an *ex officio* member and represents the Department on IUPUI campus committees as assigned by the Department Chair. The Associate Chair assists the Department Chair in maintaining facilities, equipment, and the infrastructure of the Department. The Associate Chair teaches in an area of expertise and is a tenured Associate or Full Professor.

**Head of Graduate Studies**

The Head of Graduate Studies assists the Department Chair in managing the graduate program and oversees its degree programs to ensure their quality and longevity. The Head of Graduate Studies is responsible for developing new graduate degree proposals, maintaining existing degree programs, advising graduate students, recruiting prospective students, and overseeing graduate program coordinators for music and arts disciplines within the Department. The Head of Graduate Studies serves as Chair of the Department Graduate Committee and represents the Department on IUPUI campus curriculum committees as assigned by the Director. The Head of Graduate teaches in an area of expertise and is a tenured Associate or Full Professor.

**Director of the Donald Tavel Arts and Technology Research Center**

The Director of the Donald Tavel Arts and Technology Research Center reports directly to the Department Chair and is responsible for providing leadership in its development and maintenance. The Director seeks granting opportunities, fosters research initiatives with Department and university faculty, and colleagues with allied interests from outside collegiate and business organizations. The Director also works with the Center’s Board of Advisors to uphold research priorities and projects that fit the Center’s mission. The Center Director teaches in an area of expertise and is a tenured Associate or Full Professor.
**Director of the IUPUI Music Academy**

The Director of the IUPUI Music Academy assists the Department Chair in managing the administrative functions within the Academy and oversees the teaching and service programs of the Academy to ensure that these operations are functional. The Academy Director is responsible for maintaining liaison with Academy faculty and students in affairs related to lessons, group lessons, classes and other activities sponsored by the Academy. The Academy Director is responsible for fund-raising to establish and maintain Academy student scholarships as required by the Academy’s membership in the National Guild of Community Schools of the Arts (NGCSA). The Academy Director represents IUPUI as a voting member of the NGCSA at regional and national meetings of the Guild. The Academy Director is a member of the Department faculty, represents the Music Academy on the Faculty Council and represents the Music Academy on IUPUI campus committees as assigned by the Department Chair. The Academy Director teaches in an area of expertise as a tenure track or tenured faculty member.
Appendix II

Review Procedure for Department Chair

The Department Chair is appointed by the Dean of the Purdue School of Engineering and Technology in consultation with IUPUI Vice-Chancellor and Dean of Faculties. Evaluation of the Department Chair is made periodically as prescribed by the School and IUPUI campus guidelines. Criteria and procedures for such evaluations are drawn from the IUPUI Administrative Handbook and School of Engineering and Technology administrative review guidelines.
# Department of Music and Arts Technology

## Faculty List

### Full-Time Faculty

<table>
<thead>
<tr>
<th>Randy Albright</th>
<th>David Copeland</th>
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<tr>
<td>John Alvarado</td>
<td>Tom Fowler</td>
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<td>Darrell Bailey</td>
<td>James Fronczek</td>
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<td>Debra Burns</td>
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<td>E. J. Choe</td>
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<tr>
<td>Scott Deal</td>
<td>Eddie Guanajuato</td>
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<tr>
<td>Michael Drews</td>
<td>Alice Hopkins</td>
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<tr>
<td>Roberta Lindsey</td>
<td>Marty Hodapp</td>
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<tr>
<td>David Mannell</td>
<td>Tom Janke</td>
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<td>Chuiyuan Meng</td>
<td>Geoffrey Kelsaw</td>
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<tr>
<td>Jordan Munson</td>
<td>Mark Koenig</td>
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<td>G. David Peters</td>
<td>Ricardo Laranja</td>
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<tr>
<td>Fred Rees</td>
<td>Clara Marshall-McClure</td>
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<tr>
<td>John Vander Gheynst</td>
<td>Debra Mullins</td>
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<tr>
<td>Richard Walker</td>
<td>Martha Murphy</td>
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<td></td>
<td>Kathy Myers</td>
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<td>Carol Peers-Whitsitt</td>
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<td>Mike Redmond</td>
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<td>Erik Scull</td>
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<td>Jodi Sowers</td>
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<td>Jennifer Stokes</td>
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<td>Jose Valencia</td>
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<td>Diane Witte</td>
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<td>Chayoung Yon-Short</td>
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### Adjunct Faculty (cont’d)

<table>
<thead>
<tr>
<th>Rene Anderson</th>
<th>Mark Kolen</th>
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<tbody>
<tr>
<td>Doug Babb</td>
<td>Jennifer Stiles</td>
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<tr>
<td>David Baranyk</td>
<td>Jose Rodriguez</td>
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<td>Tonya Bergeson</td>
<td>Diane Witte</td>
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<td>Sean Bowman</td>
<td>Chayoung Yon-Short</td>
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<tr>
<td>Beth Brooks</td>
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<tr>
<td>Miri Chung</td>
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</table>
Department of Music and Arts Technology

Committees

**Executive Committee**
Darrell Bailey
Scott Deal
G. David Peters
Fred Rees, Chair

**Promotion-Tenure Committee**
Darrell Bailey
Scott Deal
G. David Peters, Chair

**Department Faculty Council**
Randy Albright
John Alvarado
Darrell Bailey
E. J. Choe
Debra Burns
Scott Deal
Michael Drews
Roberta Lindsey
David Mannell
Chuiyuan Meng
Jordan Munson
G. David Peters
Fred Rees, Chair
John Vander Gheynst
Richard Walker
Ed Cooning IV, ex officio

**Graduate Committee**
Debra Burns
Scott Deal
G. David Peters, Chair
Robert Walker

**Ensemble and Concert Committee**
John Alvarado
Scott Deal, Chair
Michelle King, ex officio
David Mannell
Fred Rees
John Vander Gheynst
Richard Walker

**Instructional Policy Committee**
Debra Burns
E. J. Choe
Michael Drews
Roberta Lindsey
G. David Peters
Richard Walker, Chair

**International Programs Committee**
Darrell Bailey, Chair
Scott Deal
Fred Rees
Sample Syllabus

Class Number and Title
Section ______
Credit Hours

Class Information
Campus Location: IT 077
Class Hours: Monday and Wednesday 1:00 until 2:15

Instructor Information
My Office: IT_____ Department Office: IT 352
Office Hours: ________ Department Office Hours: Mon.-Fri. 8-5
Phone: ___________ Department Office Phone: 317-274-4000
Email: _______________ Department Web Site: music.iupui.edu

Required Materials
Bundled Together in Jaguar Bookstore
Books or CDs required for your class.

Course Description According to the University Bulletin

General Course Goals
(Check out the PUL’s to help describe what your general goals are for the class.)

Specific Objectives
(Good but not necessary)

Class Schedule:
Semester Calendar with Assignments and Due Dates

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>(list class meeting day or days)</td>
<td></td>
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<tr>
<td>Week 2</td>
<td>(list class meeting day or days)</td>
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33
<table>
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<tr>
<th>Week</th>
<th>(list class meeting day or days)</th>
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<td>15</td>
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<td>16</td>
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</table>

Thanksgiving Break

Week 15 (list class meeting day or days)
Attendance Policy
(You must have a clearly stated policy)
Attendance at all class meetings is expected. If a regular class meeting is missed, it is the student’s responsibility to obtain any assignments or instructions that were given by the instructor. Missing a class is NOT an excuse for not preparing for the next class meeting or not having any assignments ready on time. If you miss a class, SEE ME IMMEDIATELY.

Grades
The grade you receive in this course is based on the following points: (You may do it based on percentages. Just make sure you spell it out for the students.)

How grades are figured chart

<table>
<thead>
<tr>
<th># of incidences</th>
<th>Type of Assignment</th>
<th>Amount of Points/Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
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Grading Scale

<table>
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<th>Range</th>
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<th>Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>1000-975</td>
<td>A</td>
<td>974-925</td>
<td>A-</td>
<td>924-900</td>
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<tr>
<td>B+</td>
<td>899-875</td>
<td>B</td>
<td>874-825</td>
<td>B-</td>
<td>824-800</td>
</tr>
<tr>
<td>C+</td>
<td>799-775</td>
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<tr>
<td>D+</td>
<td>699-675</td>
<td>D</td>
<td>674-625</td>
<td>D-</td>
<td>624-600</td>
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<td>F</td>
<td>599 and below</td>
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Grades will not be curved. Late papers will not be accepted.

Assignments
(Tell them again but with more detail what you are going to have them do.) Late papers will not be accepted.
(Department rules are all classes are to have students attend 2 live concerts and report on them.)

**Concert Report Instructions**

Reason: To allow the listener the opportunity to actively participate in a live performance during the semester only. The acoustics in a concert hall are much different from those of headphones or speakers, and being part of an audience can make the experience more memorable and the music more meaningful.

Verification: Remember to keep your programs and/or ticket stubs. If there is a problem with your concert report, I will request your ticket or program. If no programs were handed out (which often occurs at jazz recitals and concerts), some sort of verification must be provided to prove that you actually went, such as a ticket stub or an autograph from one of the program participants with the date and location of the show also listed. PLEASE NOTE: If a programs or ticket is requested, you must turn one in. If attendance verifications is not turned in, a grade of 0 will be given for that essay.

**Indiana University Policy on Academic Honesty**

*(Must be inserted in course syllabus)*

- **Cheating**

  "Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating but, in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he or she assists.”  — *Academic Handbook*

- **Plagiarism**

  "Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else as one’s own is plagiarism.”  — *Academic Handbook*

- **Disciplinary Action**

  "Any student found engaged in cheating, aiding in cheating, plagiarism, or any other unfair practice, will be dealt with immediately and strictly according to University policies. Only severest possible penalties will be applied.”  — *Academic Handbook*

(Please take a look at the Tips for Creating a Syllabus to make sure you have everything you need to have on it.)
**Tips for Creating a Syllabus**

A course syllabus can be considered a contract with students. The time and care an instructor spends on syllabus preparation will reap benefits. The following tips can assist you in designing an effective syllabus.

**Why is the syllabus important?**

- The syllabus sets a tone for the class and establishes an early point of contact between instructor and student.
- A detailed course syllabus, handed out on the first day of class, gives students an immediate sense of what the course will cover, what work is expected of them, and how their performance will be evaluated.
- An effective syllabus increases the likelihood of student success in your class. The syllabus guides learning in accordance with your expectations and demonstrates that you care about students' learning. A well-prepared course syllabus shows students that you take your teaching seriously.
- A well-designed, detailed syllabus serves as a roadmap of the course for both instructor and student and decreases the number of problems that arise.
- The creation of a syllabus can aid in the design and development of a course.
- The syllabus provides pertinent information about your course to your colleagues and department.

**How should I get started in creating a syllabus?**

- Anticipate the general questions that will be in the minds of students and provide answers to those questions in your syllabus.
- Academic departments generally have a copy of course descriptions available for instructors. In many instances department or school faculty have reached a consensus on course description, rationale, and objectives for all courses and these have been approved by the relevant curriculum committee.
- If there is no standard syllabus, the department can provide you with one or more course syllabi that can be used as examples of the department’s expectations regarding syllabi format and content.
- A typical syllabus includes the sequence of assigned readings and activities by date and topic and provides information on course policies and procedures.
- When deciding what to include keep in mind that more rather than less material is preferred. However, avoid using lengthy prose and stick to bulleted lists or short sentences. You may wish to use outlines, charts, or diagrams to organize the information.

**Does your syllabus contain the following?**

- Course number, section, title, meeting days and time, room and building.
- Your name, title, office number, telephone, email, web address, office hours.
- Required purchases: texts and supplies.
- Prerequisites.
- Course goals or objectives.
- Schedule of assignments: readings, exams, papers and other required learning assessment activities.
- Grading standards and criteria—students should know what elements of the class will determine their final grade and what grading scale you will use in assigning the final grades.
Course policies regarding attendance; participation; make-ups; late assignments; tests or examinations; extra credit; extensions; illness; cheating and plagiarism; and P/F, I, and W grades.

A disclaimer such as "The above schedule and procedures are subject to change in the event of extenuating circumstances."

Would your students benefit from any of the following?

- Explanation of the conceptual structure used to organize the course.
- College policies regarding withdrawing, accommodations for students with disabilities, inclement weather, fee and refund schedule, term calendar, and academic dishonesty.
- Statement that provides an estimate of the student work load. How much time should students plan to spend on reading assignments, problem sets, lab reports or research?
- Glossary of technical terms used in the course.
- Statement about civility in the classroom.
- Bibliographies of supplemental readings at a higher or lower level of difficulty in case students find the assigned readings too complex or too simple.
- List of campus resources for tutoring and academic support.
- List of co-curricular activities relevant to your course (e.g. lectures, plays, events, exhibits).
- Supplementary material to help students succeed in the course: studying, note taking additional readings or resources.
- Space for names and telephone numbers of two or three classmates.
- Statement on your beliefs about teaching and learning and instructional methods you will use.

References