Catalogue Description
The study of band and orchestra curriculum, scheduling, organization, recruitment, band/orchestra literature and its sources, class management and discipline, ensemble performance skills, professional organizations and their application to the public school setting, administrators, central administrations and parent booster organizations. **Prerequisite:** Completion of MUSI 2311.

Course Goals
The primary goal of this course is to prepare students to be successful in the field of teaching and to discuss topics that are not traditionally presented in the undergraduate curriculum. Special projects, guest speakers, and a wide range of topics will be discussed to ensure the student’s future success as a band/ orchestra director. Students are STRONGLY encouraged to contribute to the learning process by asking questions and participating in class discussions.

Strategies and Assignments
Throughout the semester, projects and assignments will be made to enhance the learning experience. Assignments are due at the beginning of the class period. No late assignments will be accepted unless prior arrangements have been made with the instructor (at least one week before the project due date). All assignments will have specific guidelines to follow that will be distributed throughout the semester. Additional assignments may be added at the discretion of the instructor. A schedule has been attached to the syllabus. The schedule may be altered at any time by the instructor. Assignments and projects are as follows:

**Cover Letter.** Students will compose a cover letter as if applying for a job in a public school. Specific guidelines, requirements, and a grading rubric will be provided. Due November 11.

**Resume.** Students will construct a resume as if applying for a job in a public school. Specific guidelines, requirements, and a grading rubric will be provided. Due November 11.

Attendance Policy
Attending class regularly is crucial to student success after graduation. This is the final opportunity to ask any questions and seek information before the student teaching semester. Special guests with unique skill sets are invited to class and the projects and assignments that will be completed are presented in as close to real life situations as possible. Therefore, attendance and participation in class is crucial to individual success outside of the classroom.

Each student is allowed three excused absences throughout the semester. Excused absences must be approved by Dr. Alvis 12 hours in advance and submitted via email. If a student feels ill, he/she must not attend class. To be excused for illness, the student must present a doctors note. Each class attendance is worth 20 points. A student missing for an excused absence will receive credit for attending class. Arriving late is unacceptable. If a student has not arrived to class by 10:05, he/she will not receive credit for attending.

Grading/Assessment
The final grade will be determined by the total number of points earned throughout the course. 

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Point Value*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance</td>
<td>800</td>
</tr>
<tr>
<td>Cover Letter</td>
<td>100</td>
</tr>
<tr>
<td>Resume</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

*point values may be adjusted at the discretion of the instructor.*
University Policies

University/System Mask Policy: As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Student Disability Services: ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is: Dallas Swafford; 325-942-2047; dallas.swafford@angelo.edu.

Title IX: Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

- Online: www.angelo.edu/incident-form
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit www.angelo.edu/title-ix.
**Student Observance of Religious Holy Days:** A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

**Incomplete Grade Policy:** It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

**Academic Integrity:** Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

**Plagiarism:** Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

**Copyright Policy:** Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.