



UNIVERSITY OF NORTH TEXAS SYMPHONY ORCHESTRA  
MULB 1805.500, 5172.500  
Fall Semester, 2020

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MPAC 137

[DRAFT OF 8/28/20]

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**Course Content:**

Due to the unusual circumstances of Fall semester 2020 (Covid-19 precautions, etc.), the UNT Symphony Orchestra is a strings-only ensemble.

**Course Purpose:**

This course partially fulfills the ensemble requirement for degree programs within the College of Music.

**Expected Outcomes:**

Through regular reading sessions and concerts (TBD), students will become familiar with a wide variety of string repertoire and will improve reading and response skills.

**Methods for Assessing the Expected Outcomes:**

Grades are assessed as follows: Grade is assessed by a combination of attendance (perfect attendance expected) and student participation.

**Rehearsal Times and Locations:**

See schedule details on following pages.

**Concert Dress (if applicable):**

The purpose of a dress code is to provide a professional atmosphere for our orchestra members and to present a professional and respectable image to our faculty, patrons, and community.

MEN:           Black Tuxedo  
                  Black Bow Tie  
                  Black Cummerbund or Tuxedo Vest  
                  White Tuxedo Shirt  
                  Black Socks – plain, no patterns  
                  Black Dress Shoes – polished

WOMEN:       Long Black  
                  Conservative Sleeves – no shorter than one inch above the elbow  
                  Conservative Neck Line – front and back  
                  Long Skirt or dress – no shorter than the lower calf [half way between knee and floor]  
                  Long Pant – full length with wide leg width  
                  NO TAPERED PANT OR DRESS SHORTS  
                  Black Hose – plain, no patterns  
                  Black Dress Shoes – closed toe and heel, polished

Please Note:

Clothes must be loose fitting – not skin tight  
Shear fabrics should be lined with a solid black lining  
White blouse under black jacket is acceptable

### Attendance and Grading Policy:

- Attendance at all concerts and rehearsals is required of all designated personnel unless specifically notified otherwise in writing. This includes, but is not limited to, operas, choral works, opera gala, and other special performances. [*All musicians assigned to opera productions play all rehearsals and performances. There is not a rotation system.*]
- All issues regarding absences (excused or not), scheduling, etc., for *opera, choral, or any other performances not purely orchestral* are to be handled through the Department of Orchestral Studies office *in the same manner as at all other times*. These subjects are *never* to be dealt with directly with opera conductor or any other conductor other than the Director of Orchestral Studies, the Assistant Director of Orchestral Studies, or the Personnel Manager TA.
- Absences from **either of the last two rehearsals of any concert cycle** are not permitted under any circumstances. An unexcused absence from such a rehearsal, or a concert, may result in dismissal from the ensemble and/or a failing grade.
- Any absence not requested and approved in advance (other than illness, etc.) is considered an unexcused absence. Unexcused absences will result in (1) the grade being lowered one letter grade for each unexcused absence and/or (2) dismissal from the ensemble and a failing grade.
- Make up or other re-scheduled **applied lessons** scheduled by the instructor and/or student during ensemble rehearsals **will not be excused** either as pre-arranged absence or after the fact. Applied lessons should never be scheduled during ensemble rehearsals.
- Regular attendance is expected at all rehearsals and concerts, **including those that may directly precede a vacation or other school break**. Absence on such dates will **not** be excused.
- **Students are graded not only on attendance, but primarily on preparation of music and improvement as ensemble musicians.**
- **Excused absences.** The schedule for the term is provided on pages 5 and 6. Students are responsible for being aware of all dates listed as course responsibilities. Potential conflicts with rehearsals should be reported by filling out the Excused Absence Request Form online *as soon as they are known*. The Absence Request Form can be found on the UNT Orchestral Studies Website (<https://orchestra.music.unt.edu>) under Student Information. This online form should be filled out in its entirety. The student will receive an email receipt of the form sent to UNT Orchestral Studies faculty. The DOA will then *approve, not approve*, or request more information about the absence. All decisions and communication about absence requests will be done via email. It is the student's responsibility to respond to staff emails regarding absence requests in a timely manner. Absence request forms must be filled out *for all absence situations; this includes* when students are asked to play with *outside groups that are conducted by UNT faculty; the policy is no different* in that situation.
- While the Orchestral Studies Department recognizes the importance of participation by students in community and regional orchestras, *the primary responsibility of the student, while enrolled in the Symphony Orchestra, remains with the College of Music's Symphony Orchestra*. Therefore, any absence as a result of rehearsal or performance in other area ensembles must be approved by the DOS in order to be excused. An **absence request form** must be completed and submitted **at least two weeks** prior to the anticipated absence. Any musician (other than section strings) receiving permission for an excused absence (for any reason) is responsible for securing an appropriate, prepared substitute for the rehearsal. Students should **never** accept an engagement or make other commitments in conflict with orchestra activities before securing an approved absence in writing. Contracts signed for professional work before the beginning of the academic year do **not** automatically demand an approved absence, and are subject to the same constraints and criteria as any other request.
- **Recitals.** Students are free to request an excused absence from rehearsal when their recital occurs *after a symphony rehearsal on the same day*. However, such requests are subject to the same conditions as other requests: they must be submitted in writing in a timely manner and are subject to the same possibility of denial as all other requests when not presented properly and/or too many other excused absences have already been granted for the same rehearsal.

### Attendance and Grading Policy (cont'd)

In order to keep all rehearsals productive for all students, **limitations are placed on the number of students that will be allowed excused absences on the same day**; this applies to the orchestra overall and to any given section. **When the DOS determines that the number of excused absences approved (on any given day) have reached the maximum that still allows for productive rehearsal, then all future requests (regardless of timing or reason, except for emergencies) will be denied, and students submitting such requests will be expected to attend that rehearsal as usual.**

- **Electronic device policy.** With the exception of emergency situations, NO ELECTRONIC DEVICES such as phones, pagers, etc., are to be TOUCHED, used, or consulted in any way during a rehearsal or performance. Violation of this policy, IN ANY WAY, NO MATTER HOW MINOR, can and WILL result in immediate dismissal from the ensemble and failure of the course.

- The professional habit of **arriving early for rehearsal is expected** of every musician. At the very minimum, rehearsals must begin on time with everyone present. Attendance will be taken at the beginning of each rehearsal. Anyone not present when attendance is taken will be considered tardy or, depending upon later arrival, absent and unexcused. If a student arrives late it is *the responsibility of the student* to see the Personnel Manager TA at break or after rehearsal to make certain that the Personnel Manager TA has changed "absent" to "late" when the student arrived. The Personnel Manager TA will make every effort to make such changes if a student arrives late, but it is *the student's responsibility* to make certain that their arrival was noted. Changes to the attendance roster cannot be made retroactively during or after the grading process.

- **Playing injuries and other illnesses not requiring bed rest.** If a student has a playing injury requiring rest from that day's rehearsal, or if a student has an illness that will make playing impossible *but does not require bed rest or absence from classes generally*, the student is *required* to attend rehearsal as usual. In such circumstances the student may sit either in the orchestra or in the first several rows of the "house", having their part (or a practice part) in their hands, following rehearsal carefully and marking all issues discussed during rehearsal as usual. In this circumstance, no other work is to be done during this time, and the electronic device policy still fully applies.

- **All absences due to illness** (not pre-arranged/pre-excused) will require a supporting document in order for that absence to be "excused". In order for the absence to be excused, students must submit *one* of the two following documents to the personnel manager TA at the earliest possible time following the illness. [This document must be turned in *not later* than the beginning of the next rehearsal attended by that student.] Documents: (1) A signed, dated note from the physician or clinic visited by the student for that illness. (2) A completed and signed "Illness absence" form found on the UNT Orchestral Studies Website (<https://orchestra.music.unt.edu>) under Student Information. This online form must be *completely* filled out and signed by the student. The "illness absence" form specifies that the student was too ill or otherwise indisposed to execute his/her regular schedule on that day, and did not attend any classes, rehearsals, lessons, coachings, etc., on that day. With regard to turning in and signing the "illness absence" form, students are advised to read the "Academic Integrity" section below.

*These policies apply equally to ALL STUDENTS, including those students participating in major ensembles to satisfy scholarship or other non-curricular requirements.*

UNT SYMPHONY ORCHESTRA  
**FALL 2020 Rehearsal & Performance Schedule**

[Schedule subject to change – Performances may be added after the beginning of the semester.]

[Rehearsal = 2:15-4:05pm reading session]

August	26	Meeting	
	31	Rehearsal	GREEN
September	2	Rehearsal	WHITE
	9	Rehearsal	GREEN
	14	Rehearsal	WHITE
	16	Rehearsal	GREEN
	21	Rehearsal	WHITE
	23	Rehearsal	GREEN
	30	Rehearsal	WHITE
October	5	Rehearsal	GREEN
	7	Rehearsal	WHITE
	12	Rehearsal	GREEN
	19	Rehearsal	WHITE
	21	Rehearsal	GREEN
	26	Rehearsal	WHITE
	28	Rehearsal	GREEN
November	2	Rehearsal	WHITE
	4	Rehearsal	GREEN
	9	Rehearsal	WHITE
	11	Rehearsal	GREEN
	16	Rehearsal	WHITE
	18	Rehearsal	GREEN

1. **Attendance Policy** [faculty should adapt to suit their circumstances] [Professor's regular attendance policy here].

#### COVID-19 impact on attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me *prior to being absent* as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Approved Faculty Senate 5/13/20

***Rather than including the text for the information below, it is also an option to include the links in course syllabi and review the information on the first day of class.***

#### **ACADEMIC INTEGRITY**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

LINK: [https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final\\_.pdf](https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf)

#### **STUDENT BEHAVIOR**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.

Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.

LINK: Student Code of Conduct -

<https://deanofstudents.unt.edu/conduct>

#### **ACCESS TO INFORMATION – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs at [my.unt.edu](https://my.unt.edu). All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.  
LINK: [eagleconnect.unt.edu/](https://eagleconnect.unt.edu/)

## **ODA STATEMENT**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Access.

LINK: [disability.unt.edu](https://disability.unt.edu). (Phone: (940) 565-4323)

## **UNT Policy Statement on Diversity**

UNT values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success. UNT does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities.  
[https://policy.unt.edu/sites/default/files/04.018\\_PolicyStateOnDiversity.pub\\_8\\_18.pdf](https://policy.unt.edu/sites/default/files/04.018_PolicyStateOnDiversity.pub_8_18.pdf)

## **2020-2021 Semester Academic Schedule (with Add/Drop Dates)**

<https://registrar.unt.edu/registration/fall-registration-guide>

## **Academic Calendar at a Glance, 2020-2021**

<https://www.unt.edu/catalogs/2020-21/calendar>

## **Final Exam Schedule**

<https://registrar.unt.edu/exams/final-exam-schedule/fall>

## **Financial Aid and Satisfactory Academic Progress**

### **Undergraduates**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you

to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

LINK: <http://financialaid.unt.edu/sap>

#### Graduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a

student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT- International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

LINK: <http://financialaid.unt.edu/sap>

#### **RETENTION OF STUDENT RECORDS**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates.

Link: <http://ferpa.unt.edu/>

#### **COUNSELING AND TESTING**

UNT's Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center's website for further information: <http://studentaffairs.unt.edu/counseling-and-testing-services>. For more information on mental health issues, please visit: <https://speakout.unt.edu>.

The counselor for music students is: Myriam Reynolds  
Chestnut Hall, Suite 311  
(940) 565-2741 [Myriam.reynolds@unt.edu](mailto:Myriam.reynolds@unt.edu)

#### **ADD/DROP POLICY**

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12<sup>th</sup> class day, students must first submit a completed "Request to Drop" form to the Registrar's Office. The last day for a student to drop a class in Spring, 2020 is March 30th. Information about add/drop may be found at: <https://registrar.unt.edu/registration/fall-add-drop>

## **STUDENT RESOURCES**

The University of North Texas has many resources available to students. For a complete list, go to:  
[https://www.unt.edu/sites/default/files/resource\\_sheet.pdf](https://www.unt.edu/sites/default/files/resource_sheet.pdf)