**Course Syllabus**

MUAP 1000 – Introduction to Trumpet

Fall Semester, 2019

3.0 Credit Hours

(Last updated: 8/1/2020)

Instructor: Wolfgang Mozart, PhD

Phone: 901-678-9999

E-mail: [mozart@memphis.edu](mailto:mozart@memphis.edu) (memphis.edu email is required)

Office: MU G-7

Office Hours: By appointment (if the course is online, indicate students can call/email)

**COURSE DESCRIPTION:**

Include a short summary paragraph related to the course. This summary should be found in the undergraduate or graduate catalog. <https://catalog.memphis.edu/index.php>

**PRE-REQUISITES:**

List any pre-requisites that are needed for this course.

**TEXT(S):**

List the relevant textbook information (e.g. book title, author, ISBN, etc.). Limit required textbooks to one unless it is absolutely necessary to have more than one. Consider placing supplemental materials on reserve in the music library or post information to e-courseware.

Example:

* Smith, J. (2015). The Fundamentals of Business Operations. Pied Piper Publishing.   
  ISBN: 12-9999-12345-00

**ADDITIONAL MATERIALS:**Describe what these may be (e.g. PowerPoint slides posted to e-courseware, etc.). Do not print material and provide to students. All materials should be loaded to e-courseware so that students have electronic access and can print for themselves.  
  
**METHODS OF INSTRUCTION:**  
This is an online course and much of the learning will be self-managed and self-paced. Everything will be done fully online and asynchronously (meaning the class will not meet at specific times).

**COURSE OBJECTIVES:**Provide a detailed list of the course objectives.

**ASSIGNMENTS & EXAMS:**   
Most courses include a combination of exams, quizzes, in-class and out-of-class assignments, class participation, and/or attendance, etc. Attempt to include multiple opportunities for students to earn points to be counted toward their grade. Simply giving exams is not ideal, as students will have no other opportunity to earn points in an attempt to assist their grade.

**GRADING CRITERIA:**  
Standard university grading is as follows but you can modify as you believe appropriate:   
>97 A+ >87 B+ >77 C+ >67 D+

>93 A >83 B >73 C >60 D

>90 A- >80 B- >70 C- <60 = F

**AWARDING AN INCOMPLETE GRADE:**

A grade of “I” (Incomplete) may be assigned by the Instructor of any course in which the student is unable to complete the work due to EXTRAORDINARY events beyond the individual’s control. The “I” may not be used to extend the term for students who complete the course with an unsatisfactory grade. Unless the student completes the requirements for removal of the “I” within 45 days (for undergraduate courses, or 90 days

**COURSE SCHEDULE/TOPICS:**  
Provide (perhaps in table format) an outline of how you see the course progressing. Highlight important dates, such as dates of exams and quizzes. Include due dates for all assignments. Be as detailed as possible, as this helps the student with planning their responsibilities.

* **Final Exam Schedule**  
  The final exam for this class will be scheduled according to the [Registrar’s academic calendar website (opens in new window)](http://www.memphis.edu/registrar/calendars/index.php).

**COURSE POLICIES**

* **E-mail:**

All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.

* **Attendance:**

This is a class in skill development, and thus your regular attendance is crucial. You are allowed 3 unexcused absences for any reason. Beyond this number, each absence will lower your grade one level (e.g., an A becomes an A-, a C+ becomes a C, etc.). For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future.

* **Report illness or absence**

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met:   
(1) Extreme emergency and (2) Instructor contacted prior to the due date.

* **Adding/Dropping:**

If you have questions about adding or dropping classes, please refer to this page on the [Registrar’s website (opens in new window).](https://www.memphis.edu/registrar/register/)

* **Syllabus Changes:**

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes through email.

**ACADEMIC INTEGRITY & PLAGIARISM:**

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the [Office of Student Accountability website](https://www.memphis.edu/osa/students/academic-misconduct.php).

**STUDENT SERVICES:**

* **Tutoring:**   
  Tutoring is available on campus using a face-to-face method and also through an online, virtual learning platform. Please see link: <https://memphis.upswing.io>
* **Students with Disabilities or Special Needs:**

Any student who anticipates physical or academic barriers based on the impact of a disability is encouraged to speak with the course instructor privately. Students with disabilities should also contact the campus Disability Resources for Students (DRS) office. The student has the responsibility of informing the course instructor (at the beginning of the course) of any disabling condition, which will require modification to avoid discrimination. Faculty members are required by law to provide “reasonable accommodation” to students with disabilities, so as not to discriminate based on that disability. Student responsibility primarily rests with informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels. Contacting the DRS offices for the University of Memphis:

* + [**DRS Website**](https://www.memphis.edu/drs/)
  + Main Campus, 110 Wilder Tower, Phone: 901-678-2880
  + Lambuth Campus, 126A Varnell-Jones, Phone: 9731-425-1906
* **Advising Services:**Visit the School of Music student handbooks for information on advising.

<https://www.memphis.edu/music-test/academics/toc_aca_info_u.php#adv>

* **Technical Assistance:**

Students needing technical assistance can contact the ITS Service Desk while using

the following ways:

* + Phone: 901.678.8888
  + [**ITS Service Desk Website**](https://memphis.topdesk.net/)
  + Walk-in: Administration Building (West Entrance) on the main campus in Memphis.   
    Walk-in hours are Monday – Friday, 8am – 7pm. May be closed for holidays.
  + [**Online Chat**](https://memphis.topdesk.net/) (Available Monday – Friday, 8am – 6pm)