

*Winthrop University*  
College of Visual and Performing Arts  
DEPARTMENT OF MUSIC

## COURSE SYLLABUS

<b>DATE</b>	August 18, 2003	<b>SEMESTER</b>	Fall	<b>YEAR</b>	2003
<b>COURSE NUMBER</b>	MUST 305				
<b>TITLE OF COURSE</b>	Music History to 1750	<b>CREDIT HOURS</b>	3.0		
<b>MEETING TIME</b>	11:00-12:15 PM	<b>DAYS</b>	TR	<b>ROOM</b>	CMUS-146
<b>PROFESSOR</b>	Pearson	<b>OFFICE</b>	CMUS-322	<b>PHONE</b>	x4607
<b>E-MAIL</b>	<a href="mailto:pearsoni@winthrop.edu">pearsoni@winthrop.edu</a>	<b>HOME PHONE</b>			
<b>OFFICE HOURS</b>	See my teaching schedule posted on my office door.				

*Winthrop University*  
College of Visual and Performing Arts  
DEPARTMENT OF MUSIC

## COURSE SYLLABUS

<b>DATE</b>	August 18, 2003	<b>SEMESTER</b>	Fall	<b>YEAR</b>	2003
<b>COURSE NUMBER</b>	MUSA 101D, 110D, 111D-112D, 211D-212D, 311D-312D, 411D-412D, 611D-614D				
<b>TITLE OF COURSE</b>	Voice	<b>CREDIT HOURS</b>	1.0-4.0		
<b>MEETING TIME</b>	TBA	<b>DAYS</b>	TBA	<b>ROOM</b>	CMUS-301
<b>PROFESSOR</b>	Helton	<b>OFFICE</b>	CMUS-301	<b>PHONE</b>	x2240
<b>E-MAIL</b>	<a href="mailto:heltonj@winthrop.edu">heltonj@winthrop.edu</a>	<b>HOME PHONE</b>	329-4612		
<b>OFFICE HOURS</b>	MWF 8:30-9:30 a.m./TR 8:30-9:30 a.m.				

*Winthrop University*  
College of Visual and Performing Arts  
DEPARTMENT OF MUSIC

## COURSE SYLLABUS

<b>DATE</b>	August 18, 2003	<b>SEMESTER</b>	Fall	<b>YEAR</b>	2003
<b>COURSE NUMBER</b>	MUSA 151, 651				
<b>TITLE OF COURSE</b>	Winthrop Glee Club	<b>CREDIT HOURS</b>	1.0		
<b>MEETING TIME</b>	2:00-3:15 p.m.	<b>DAYS</b>	TR	<b>ROOM</b>	CMUS-315
<b>PROFESSOR</b>	Estep	<b>OFFICE</b>	CMUS-331	<b>PHONE</b>	x2602
<b>E-MAIL</b>	<a href="mailto:estepw@winthrop.edu">estepw@winthrop.edu</a>	<b>HOME PHONE</b>	(704) 821-1646		
<b>OFFICE HOURS</b>	TR 1:30-2:00 p.m., 3:15-3:45 p.m.				

## INSTRUCTIONS FOR COMPLETING THE COURSE SYLLABUS FORM

In an effort to standardize the look of all course syllabi in the Department of Music, we request that all faculty please use one of the SAMPLE MASTHEADS on the reverse side of this sheet at the top of each syllabus (you may *copy and paste* the appropriate model for your use). Supply all the information requested (you may refer to the sample masthead for any formatting questions). This standardization will make the filing and retrieval of course syllabi more efficient. Thank you for your cooperation.

***In preparing your course syllabus, please remember to include all of the following information:***

### OFFICE HOURS

Your office hours may be listed on the syllabus and/or be included on your teaching schedule posted on your door. All part-time faculty should include appropriate time during which you are available to students.

### TEXTBOOK INFORMATION (for those courses using a textbook)

Also include any additional materials necessary for class (baton, blank computer disks, etc.)

### COURSE GOALS

What will the students learn from this course?

### COURSE REQUIREMENTS (including performances dates if applicable)

Requirements may include a term paper, an e-mail account, a journal, observation reports, performing once a year on Wednesday Noon Recital, performance in Repertory Class, etc.

### COURSE GRADING POLICY

Carefully delineate how a student's grade is to be determined. For example:

3 written exams (@10 points)	= 30	90 – 100 points	= A
1 final exam @ 20 points	= 20	80 – 89 points	= B
Class participation	= 15	70 – 79 points	= C
Journal Entries	= 15	60 – 69 points	= D
Course Notebook	= 20	Below 60 points	= F
	= 100 points		

### CLASS SCHEDULE and ASSIGNMENTS

Use either a week-by-week design (Week 1, Week 2, etc.) or a day-by-day design (August 27, August 29, etc.). Ensemble classes MUST inform ensemble members of all performance dates, tour dates (if applicable), and any special uniforms required at the beginning of the semester (see the current issue of the *Undergraduate Music Student Handbook* for more information regarding student responsibilities for performances). Applied instructors must include a statement concerning the teaching of pedagogy in the particular instrument.

### ATTENDANCE REQUIREMENTS

Include a statement(s) of how you evaluate attendance for the course. If you are using the university policy (a student must attend at least 25% of the class meetings), you need to state that. If you have another policy, the details of the policy must be listed. If you lower a letter grade after so many absences, that also needs to be stated.

***Sample syllabi are available in the Music Office for your perusal.***