

MUS 240 and MUS 241 Specific Sections Listed Below:

Applied Music Lessons: Voice

Fall 2024

Instructor Name	JoEllyn Caulfield	Credit Hours	MUS 240 (1) / MUS 241 (2)
Instructor Email	Jcaulfield@elgin.edu	Room Number	H225 / Larkin High School
Alternate Email	Jcaulfield2456@student.elgin.edu	Start Date	1/13/2025
Instructor Phone	630-660-7357	End Date	5/15/2025
Alternate Phone		Meeting Days	Tuesday/Wednesday
Office Location	Fine Arts Office H-231 (H Building)	Class Time	See Below

Syllabus updated 1/2/2025

Course Sections Included:

- MUS 241; Section 900; Wednesday; 9-10 am
- MUS 240; Section M-03; Tuesday/Wednesday; 11:30-1:30 pm

Office Hours – Student Assistance

All students are encouraged to come to Office Hours throughout the course. These times are scheduled for you to discuss course topics with me in a one-on-one setting. Office Hours are a great opportunity to review past or upcoming assignments, work through challenges in the course material, discuss a topic in further detail, discuss how to navigate ECC more broadly, or talk about your career field.

I invite you to come to Office Hours at any of the scheduled times or to contact me about scheduling a separate time if your schedule doesn't permit your attending the times listed below. Your success in this class is my priority.

DAY	HOURS	LOCATION
Monday	By appointment	Via phone or online as needed
Tuesday	By appointment	Via phone or online as needed
Wednesday	By appointment	Via phone or online as needed
Thursday	By appointment	Via phone or online as needed
Friday	By appointment	Via phone or online as needed
Saturday	None	N/A
Sunday	None	N/A

Applied Music Lessons: Course Requirements

Textbook Required	Music to be chosen by instructor on a case-by-case basis, to be determined by student's ability and voice part
Course Prerequisites	Students must be age 16 or older for credit classes. Requires grade of C or better in MUS 140/141, audition or consent of instructor.

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Computer / Software Requirements	Zoom, Mymusicstaff (provided by teacher)
D2L Requirements	Syllabus; Paper Submissions; etc.
Other Required Materials	Please bring a binder, pencil, water bottle, and any handouts you are given. Recording device is optional.
Other Requirements	none
IAI Code	MUS-909

Course Description MUS 240 (16 half-hour lessons)

Advanced private study in music performance, intended for students at intermediate or advanced levels. Lessons are offered every semester in piano, voice, brass, woodwinds, strings, and percussion. Students will take 16 half-hour lessons with an instructor. Students are required to attend 3 musical performances selecting from (but not limited to) options offered through ECC's CenterStage, ECC music course ensembles, or student solo performances. Students are required to perform at the end of the course in an ECC-organized recital and a jury examination. Course is repeatable up to a maximum of three college credits.

MUS 240 Course Learning Outcomes

- Identify and Demonstrate appropriate performance techniques
- Perform intermediate to advanced repertoire of their instrument.
- Demonstrate and execute scales in alignment with student ability level.
- Identify the historical context of repertoire piece(s) performed.

Course Description MUS 241 (16 one-hour lessons)

Advanced private study in music performance, intended for students at intermediate or advanced levels. Lessons are offered every semester in piano, voice, brass, woodwinds, strings, and percussion. Students will take 16 one hour lessons with an instructor. Students are required to attend 6 musical performances selecting from (but not limited to) options offered through ECC's CenterStage, ECC music course ensembles, or student solo performances. Students are required to perform at the end of the course in an ECC-organized recital and a jury examination. Course is repeatable up to a maximum of six college credits.

MUS 241 Course Learning Outcomes

- Identify and Demonstrate appropriate performance techniques
- Perform intermediate to advanced repertoire of their instrument.
- Demonstrate and execute scales in alignment with student ability level.
- Identify the historical context of repertoire piece(s) performed.

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Grading Standards

Grading Policies and Procedures

Grade is based on attendance, participation, preparation, application of knowledge, midterm assessment and final exam jury.

Grading Summary Table

Graded Items	Point Values
Attendance and timeliness	160
Preparation for every class, including materials and practice	160
Repertoire/Composer Research Papers (25 points each)	50
Midterm Assessment	50
Final Recital Performance	80
CONCERT ATTENDANCE	Pass/Fail
Total Points	500

Grading Scale

Letter Grade	Minimum Points / Percentage	Maximum Points / Percentage
A	90	100
B	80	89
C	70	79
D	60	69
F	0	59

Make-up Exam and/or Late Work

No late work accepted, as it is a performance-based class. Please email or call me if you have questions regarding an assignment.

Mid-term & Withdrawal Dates

Mid-Term Date	Grades Due: 3/14/2025
The last day to withdraw from this course with a grade of W is:	4/27/2025

After the withdrawal date listed above, the only grades that will be assigned are A, B, C, D, F, or I.

Classroom Policies

Attendance, Tardiness, and Student Illness Policy

Students are expected to attend all classes in which they are enrolled and to know the attendance policy of each of their instructors. Under no circumstances should a student stop attending class without formally withdrawing. This can result in a failing grade on the student's permanent record. Attendance at the first class is expected. Registered students who do not attend the first day and do not contact the instructor may be dropped from the class for non-attendance.

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Instructor's Attendance Policy	Illinois law requires the college to reasonably accommodate its students' religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. You should examine this syllabus at the beginning of the semester for potential conflicts between course deadlines and any of your religious observances. If a conflict exists, you should notify your instructor of the conflict and request appropriate accommodations. This should be done in the first two weeks of classes. Attendance at all lessons is required. In cases of illness or emergency, absences will be excused if notified at least 24 hours in advance of student's lesson time. In person lessons can be converted to virtual. One excused absence is allowed per semester without any effect on the student's graded attendance – an excused absence does not mean that a make-up will be available. Make-up lessons will be offered at the discretion of the instructor via virtual or in-person based on the instructor's availability. Make-up lessons cannot be guaranteed. Missed make-up lessons will be forfeited. All un-excused or "no-show" lessons will not be made up and will also negatively affect the student's grade. Any absence by the instructor will not negatively affect the student's grade and will be made up in some form.
Instructor's Tardiness Policy	Students will not receive the whole allotted time if they are tardy. The instructor has the right to wait no longer than 10 minutes for late students and can determine the status of the missed lesson. Chronic tardiness will negatively impact the student's grade. If the instructor is late, the student will receive his/her full lesson time.
Instructor's Student Illness Policy	In cases of illness, family or travel emergencies, absences will be excused if notified at least 24 hours in advance of student's lesson time. In person lessons can be converted to virtual in emergency situations.

Behavioral Expectations

To ensure an atmosphere of cooperative learning and respect for all, professional classroom behavior is expected during class. Students are expected to abide by the Elgin Community College Student Code of Conduct (see www.elgin.edu/codeofconduct). Because a respectful learning environment is important for the success of everyone in this course, any behavior that violates the conduct norms will not be tolerated. Professionalism consists of communicating and behaving in ways that are suitable for a public classroom. This includes attending all classes, arriving and submitting work on time, having consideration and respect for others, and using phones and electronic devices for classwork only. Please contact your instructor if you have any questions or concerns about what is acceptable and productive classroom behavior or if you have additional suggestions for ways to create an inclusive learning environment for everyone.

Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Failing to do so is considered academic dishonesty. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, misconduct in research, and/or submitting any work that you did not create as your own (generated by AI or another human) unless directed to by the instructor. The purpose of academic assignments is to help you learn. The grade received shows your own understanding and effort. It also

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indicates how well you have met the learning goals in a course. To demonstrate that learning, the work done must always be your own, and if you consult others' work, this must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. For more information, view [ECC's Academic Integrity policy](#).

If you have any questions about what does and does not constitute academic dishonesty in our course, please contact me so that we can ensure you're confident in the work you submit. For information on how to maintain academic integrity, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](#). Students may also seek assistance from Librarians as well as [the Write Place](#) staff.

Safety Requirements: Instructor may wear a mask while teaching. Students are requested to wear a mask if they feel unwell.

Course Outline and Schedule

Evaluation/Assessment Methods – Course Assignments

Materials will be assigned throughout the semester, including but not limited to learning sheet music, researching songs, practicing techniques taught in lessons, and performance of songs.

Topical Outline – Class Schedule

Class Meeting Date	In-Class	Out-of-Class	Due Date
1 – Week of	Introduction of student/teacher, identify semester goals, basic technique and range assessment	Practice basic techniques	Next Lesson
2 – Week of	Warm-up, posture and breathing, Major and Minor Scales, choose song 1	Assigned voice exercises, research history of and familiarize melody of song 1	Next Lesson
3 – Week of	Warm-up, posture and breathing, Major and Minor Scales, choose song 2 (2,3 and 4 for MUS 241)	Assigned voice exercises, research history of and familiarize melody of song 2	Next Lesson
4 – Week of	Warm-up, breathing and vowels, diction introduction, Major/Minor triads	Work on exercises and pieces	N.L.
5 – Week of	Warm-up, vowels and consonants, introduce foreign language diction and IPA if applicable, Scales/Triads	Work on exercises and pieces	N.L.
6 – Week of	Warm-up, phrasing, breath connection, legato vs. staccato, diction	Work on exercises and pieces – begin to memorize	N.L.
7 – Week of	Work on exercises and pieces – begin to memorize	Work on exercises and pieces – begin to memorize	N.L.
8 – Week of	Midterm performance assessment – sing for peers in class (if possible)	Work on exercises and pieces	N.L.
9 – Week of	Warm-up and assigned music, interpretation	Work on exercises and pieces	N.L.
10 – Week of	Warm-up and assigned music, interpretation	Work on exercises and pieces	N.L.
11 – Week of	Warm-up and assigned music – Memory Check	Work on exercises and pieces	N.L.

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12 – Week of	Warm-up and assigned music – Memory Check	Work on exercises and pieces	N.L.
13 – Week of	Warm-up and assigned music – Memory Check	Prepare for recital and juries	N.L.
14 – Week of	Warm-up and practice for upcoming recital and jury, memory check	Practice	N.L.
15 – Week of	Warm-up and practice for upcoming recital and jury, memory check	Practice	N.L.
16 – Week of	Warm-up and practice for upcoming recital and jury, memory check	Practice	
ECC Recital Friday	Fri. 3/21/2025; 5:00 pm and 7:30 pm	MUS 240/241(Jury and recital required)	
JURIES	Thursday 5/15/2025	MUS 240/241 (Jury and recital required)	
Summer Only:	Summer Recital/Jury Options: Please refer to private instructor		

Part 3: Resources

*Contact information for resources included at the end of this section.

Campus Safety

ECC Police

[ECC Police](#) offer assistance, safety tips, and emergency response. You can call them if you need assistance with your vehicle or feel unsafe for any reason.

Academic Resources

Tutoring

The Tutoring Center offers free online tutoring, drop-in sessions, math and writing support, and study skills sessions. For more information, visit the [ECC Tutoring web page](#).

ECC Library

All students are encouraged to regularly visit ECC Library and take advantage of the in-person and online services and resources available. Reference librarians can support you throughout your research process for any of your classes or assignments. They can help you with topic selection, finding resources, citing sources, and more. ECC Library offers a large selection of materials for check out, including books, Chromebooks, and graphing calculators. Private study rooms are also available for student use. For information regarding the ECC Library, please visit: [ECC Library](#).

Accessibility and Disability Accommodations

The Student Access & Disability Services office collaborates with students who have disabilities to provide and arrange reasonable accommodations to foster full participation in courses and campus experiences. If you have a disability, please visit elgin.edu/ada and complete the “Registration Form” under “New to Student Disabilities Services,” gather documentation on your disability, and schedule an intake appointment. If you have received accommodations in the past at ECC and need accommodation letters for your courses this semester, please visit elgin.edu/ada and complete the “Request Form” under “Returning Student” as soon as possible.

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The laws state that students do not need to disclose a disability, but if reasonable accommodations are needed, the students must disclose a disability to the Student Access & Disability Services office and provide documentation on the disability during the intake appointment.

Veterans' Assistance

Elgin Community College has additional supports for veterans whether you are starting college for the first-time or re-entering college. Please contact Anitra King, Career and Veterans Specialist, at (847) 214-7531 or email: aking@elgin.edu. Find more information on the [Veteran Services web page](#).

Academic and Transfer Advising Services

[Advising Services](#) offers assistance in developing an educational plan. Your advisor will help you plan your courses and create a development plan to reach your goals.

TRiO

The mission of [TRiO](#) is to encourage and assist traditionally underrepresented students in preparation for the completion of a college education. TRiO offers one-on-one assistance and support for students who are first in their family to attend college, have financial need, or have a documented disability.

Holistic Support

Wellness Services

The mission of [Wellness Services](#) is to provide support for personal well-being so students can focus on academic success. They offer students individual and group support. Students may drop in and/or make an appointment in the Student Success office, Building B, room 120. Office hours at Mon-Thurs: 8 am - 7 pm and Friday: 8 am - 4 pm. Support is also available via the AID Crisis Hotline 24 hours a day, 7 days a week. Text 833-AID-TEXT (833-243-8398) or call 630-966-9393.

Spartan Food Pantry

The Spartan Pantry, located in B175, is open regularly each week. **All ECC students** regardless of financial need can access various grocery items and toiletries for free. Please visit the [Spartan Pantry web page](#) for specific hours and more information including how to donate and volunteer.

Career Development Services

[Career Development Services](#) helps you with everything related to your future career. They can help you explore career options, define your professional goals, and look for a job.

Student Life

[Student Life](#) provides opportunities to get involved in clubs and organizations on campus and is where to get your Student ID.

Financial Aid and Scholarships

[Financial Aid](#) can help you apply for and obtain financial assistance. They can also help you explore scholarship opportunities.

Student Accounts

[Student Accounts](#) is the centralized billing and collection point for ECC. If you would like to explore payment plans and options or pay any fees, go to Student Accounts in B151.

Child Care

[Child Care](#) is offered to students and staff for children ages 6 weeks to 5 years. For more information, go to elgin.edu/childcare.

Transportation

ECC has a stop on the [Pace Suburban Bus Service](#).

Additional Resources

Additional resources not highlighted in this syllabus to support your well-being and academic success can be found in the [Student Resource Guide](#).

Resources (Column 1 of 2)	Resource (Column 2 of 2)
Academic and Transfer Advising Services Location: B120 Phone: 847-214-7390 advising@elgin.edu elgin.edu/advising	Student Accounts Location: B151 Phone: 847-214-7380 Se Habla Español, 847-214-7380 elgin.edu/studentaccounts
Accessibility and Disability Accommodations Location: B105/B125 Phone: 847-214-7717 Email: sds@elgin.edu elgin.edu/ada	Student Life Location: B173 Phone: 847-214-7352 Email: studentlife@elgin.edu elgin.edu/studentlife
Career Development Services Location: B120 Phone: 847-214-7390 Email: careerservices@elgin.edu elgin.edu/careerservices	Transportation Pace Phone: 847-364-7223 RTA Travel information 312-836-7000 elgin.edu/maps
Child Care Location: M137 Phone: 847-214-7376 Email: ECLS@elgin.edu elgin.edu/childcare	TRIO Location: B155 Phone: 847-214-6959 Email: trio@elgin.edu elgin.edu/trio
ECC Library Location: Building C Phone: 847-214-7337 (Circulation Desk) 855-523-3225 (Reference Desk) Email: circdesk@elgin.edu (Circulation Desk) libref@elgin.edu (Reference Desk) library.elgin.edu	Tutoring Location: C230 Phone: 847-214-7256 Email: tutoring@elgin.edu elgin.edu/tutoring
ECC Police Location: D136 Phone: 847-214-7777 (emergencies) 847-7778 (non-emergencies) Email: eccpolice@elgin.edu elgin.edu/police	Veterans' Assistance Phone: 847-214-7531 Email: aking@elgin.edu elgin.edu/veterans
Financial Aid and Scholarships Location: B156 Phone: 847-214-7360 Se Habla Español 847-214-7360 Email: financialaid@elgin.edu elgin.edu/financialaid elgin.edu/scholarships	Wellness Services Location: B120 Phone: 847-214-7390 Email: studentwellness@elgin.edu elgin.edu/studentwellness
Spartan Food Pantry Location: B175 elgin.edu/spartanpantry	

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Frequently Asked Questions

Please contact me directly with any questions.

Emergency Closing Information

To receive emergency texts and emails whenever there is an emergency closing or safety issue, sign up for RAVE Alerts at getrave.com/login/elgin/. For more information regarding emergency situations at ECC, please visit the college's [Emergency Procedures page](#).

MyECC Experience App

MyECC Experience is Elgin Community College's official app. This app is designed to enrich your ECC education and provide you with a personalized experience that provides access to student activities, events, and resources you use most often.

