

Music 240 Section 912/913 Applied Music: Private Voice

Spring 2023

Instructor Name	JoEllyn Caulfield	Credit Hours	1
Instructor Email	Jcaulfield@Elgin.edu	Room Number	F/G Building
Alternate Email	Jcaulfield2456@student.elgin.edu	Start Date	1/17/2023
Instructor Phone	630-660-7357	End Date	5/19/2023
Alternate Phone	None	Meeting Days	To Be Scheduled
Office Location	Fine Arts Office F-220 (Building F)	Class Time	To Be Scheduled

Office Hours – Student Assistance

DAY	HOURS	LOCATION
Monday	To be scheduled privately with instructor	Via phone or online as needed
Tuesday	To be scheduled privately with instructor	Via phone or online as needed
Wednesday	To be scheduled privately with instructor	Via phone or online as needed
Thursday	To be scheduled privately with instructor	Via phone or online as needed
Friday	To be scheduled privately with instructor	Via phone or online as needed
Saturday	None	N/A
Sunday	None	N/A

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 Pre-Requisites	Students must be age 16 or older for credit classes. Students age 15 and under may register for non-credit course, CSX-140.
Computer / Software Requirements	Zoom
D2L Requirements	None
Other Required Materials	Please bring a binder, pencil, water bottle, and any handouts you are given. Recording device is optional.
Other Requirements	CSX - \$40 accompanist fee for per (optional) recital, paid directly to accompanist.
IAI Code	MUS-909

Course Description

Prerequisite: MUS 140 or consent of instructor.

Private study in music performance. Lessons are offered every semester in piano, voice, brass, woodwinds, strings, and percussion. Repeatable, but with a maximum of four accrued credits.

* Note: This syllabus is subject to change, as needed, by the instructor at any time.

Course Learning Outcomes

By the end of this course, students will:

1. Demonstrate appropriate performance techniques.
2. Perform standard repertoire of his/her instrument.
3. Demonstrate and execute all major and minor scales.
4. Identify the historical context of repertoire piece(s) performed.

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 (14 lessons, 10 points each)	140
Preparation for every class, including materials and practice (14 lessons, 10 points each)	140
Repertoire/Composer Research Papers (25 points each)	50
Midterm Assessment	70
Final Recital Performance	100
Total Points	500

Make-up Exam and/or Late Work

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

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

Mid-term & Withdrawal Dates

Mid-Term Date	Friday, March 17, 2023
The last day to withdraw from this course with a grade of W is:	Sunday, April 2, 2023

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

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.

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. 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 makeup 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. As stated above, any 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 be made up and will not negatively affect the student's grade.
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.

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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 responsible in learning, which is expected of students in all their learning experiences and failing to do so is considered academic dishonesty. The purpose of academic assignments is to help students learn. Your grade shows your own understanding and effort. It also indicates how well you met the learning goals. In order to demonstrate your learning, the work you do must be your own and if you consult others' work that must be cited. .

It takes only a missed citation or stating another's work as our own to misrepresent what has been learned thus destroy your reputation and that of the College. Therefore, students who commit any act of academic dishonesty will be subject to sanctions initiated by their instructor. Acts of dishonesty include cheating, plagiarism, fabrication, complicity, submitting same work in multiple courses, and/or misconduct in research. Sanctions may include failure of the course. For more information on ECC's Academic Integrity policy see www.elgin.edu/academicintegrity.

For more information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu or visit the ECC Library Tutorials Research Guide at <http://ecclibrary.elgin.edu/tutorials/WritingYourPaper>. Students may also seek assistance from Librarians as well as the Write Place staff.

Safety Requirements: Instructor will 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

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Class Meeting Date	In-Class	Out-of-Class	Due Date
1 – Week of 1/16	Introduction of student/teacher, identify semester goals, basic technique review and range assessment	Practice techniques reviewed in class	Next Lesson
2 – Week of 1/23	Warm-up, scales/triads, choose Song 1	Assigned voice exercises, research history of and familiarize yourself with song 1 melody.	Next Lesson
3 – Week of 1/30	Warm-up, scales/triads, go over song 1, choose song 2.	Assigned voice exercises, research of history of and melody of song 2. Practice song 1.	N.L.
4 – Week of 2/6	Warm-up, scales/triads, Go over song 2, Breathing/Onset	Work on exercises and pieces	N.L.
5 – Week of 2/13	Pieces, breathing, IPA introduction, breathing, lyrical singing	Work on exercises and begin memorizing pieces	N.L.
6 – Week of 2/20	IPA continued, phrasing, dynamics	Work on exercises and begin memorizing pieces	N.L.
7 – Week of 2/27	Review of pieces, memory check	Work on exercises and memorize pieces	N.L.
8 – Week of 3/6	Midterm performance assessment – sing for peers in class	Work on exercises and pieces	N.L.
9 – Week of 3/13	Review class performance and troubleshoot problems in songs	Work on exercises and pieces	N.L.
10 – Week of 3/20	Warm-up and assigned music – memory check, phrasing and interpretation	Work on exercises and pieces	N.L.
Week of 3/27	No Lessons – Spring Break!	Practice!	
11 – Week of 4/3	Warm-up and assigned music, phrasing and interpretation	Work on exercises and pieces	N.L.
12 – Week of 4/10	Warm-up and focus on fine-tuning pieces for Jury and Recital	Work on exercises and pieces	N.L.
13 - Week of 4/17	Assess Final Recital or Jury Performance in class	Prepare for juries!!	
14 – Week of 4/24	Final run through of pieces, memorized and ready to go for juries!!	Practice!	
Week of 5/1	Make-Up Lessons if needed	Practice!	
Week of 5/8	Make-Up Lessons if needed	Practice!	
Juries – Week of 5/15	Jury Schedule to be announced later in the semester once finalized. Juries will be in person	RELAX!	

Resources

Tutoring and Study Labs

Tutoring and study labs are available to students. For more information, visit www.elgin.edu/tutoring.

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Student Resource Guide

To view the Student Resource Guide PDF document click here: [Student Resource Guide](#)

Emergency Closing Information

For information regarding emergency closing situations at ECC please visit: [Rave Alert - Emergency Notification System](#)

ECC Library

For information regarding the ECC Library please visit: [ECC Renner Library](#)

Accessibility and Disability Accommodations

Elgin Community College (ECC) views disability as an important aspect of diversity and is committed to providing an equitable and accessible learning environment for all students. 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 (e.g., vision, hearing, speech, psychological, ADHD, TBI, health, intellectual, autism, learning, physical, etc.), please visit www.elgin.edu/ada, 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 www.elgin.edu/ada and complete the "Request Form" under "Returning Student" as soon as possible.

While ECC will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with reasonable accommodations to help meet these requirements. 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. If students do not follow the intake process through the Student Access & Disability Services office, ECC does not need to provide reasonable accommodations to standard procedures.

If you have any questions, please contact sds@elgin.edu or 847-214-7717

Wellness Services

Focuses on health and well-being to maximize personal and academic growth and development. The mission of wellness services is to provide support for personal well-being so students can focus on academic success. We offer students one-on-one sessions about psychosocial issues that impact academic performance. 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. For more information visit the Wellness Service web page at <https://elgin.edu/life-at-ecc/wellness-services/>.

Veterans' Assistance Policy

Elgin Community College would like to thank you for your military service! Whether you are starting college for the first-time or re-entering college, we have services to make your transition from troop to student a little easier. If you have any questions, or for additional information please contact Anitra

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King, Career and Veterans Specialist, at (847) 214-7531 or email: aking@elgin.edu.
<http://www.elgin.edu/students.aspx?id=8412>

Frequently Asked Questions

Please contact me directly with any questions.