



**Evaluation:**

Participation.....	25%
Participation Exercises (Online)	12.5%
Classes/Group Meetings	12.5%
Unit Summaries (Online) (4).....	10%
Assignments (4) .....	25%
(Asn 1 2.5%, Asn 2-4 7.5% each)	
Term Project.....	40%
	100%

**Participation** will be assessed in two ways. First, short **participation exercises** attached to each online lesson module on OWL (24 modules, with pre- and post-lesson exercises for each one) will be graded for completion (participation) only, rather than achievement. These exercises are based on completion of assigned readings and score study. Due dates for these will correspond to the schedule attached, but they may be completed at any time during the term (ie. up until the end of the day on April 8) without late penalty. 48 such exercises are available: Completion of **36** will constitute a perfect score. When we meet in-person, some in-class time may be provided for the completion of these, or we may work on them as a group.

On a schedule that will be circulated separately, students will find their names attached to 7 meetings (in-class or virtual), at which they are required to make particular contributions. Contributions include sharing prepared questions for discussion relevant to recently studied topics, responses to instructor questions about content, and providing work-in-progress for assessment and discussion. More specific instructions will be circulated separately. This portion of the participation grade will be assessed at 50% attendance, and 50% contributions to discussion.

**Unit Summary Exercises** will be submitted online. These will consist of passages for analysis, listen and score exercises, and/or short transcription tasks separate from the Term Project. There are seven (7) units (see OWL page), and four (4) summary exercises must be completed. They will be graded at 50% for completion and 50% for achievement. Due dates are as follows (19 Jan, 2 Feb, 9 Feb, 2 Mar, 16 Mar, 30 Mar, 6 Apr), but these may be completed at any time during the term (ie. before the end of the day on April 8) without penalty.

**Assignments** will consist of the completion of stages of analysis and arrangement working towards the final project. See the course schedule (attached) for due dates. An ‘accelerated’ due date schedule for students who wish to participate in the readings by the Orchestra or Wind Ensemble is also included.

The **Term Project** will be an arrangement created for reading by a student ensemble (Orchestra or Wind Ensemble). The requirement is to create a professional-quality score and parts from which the conductor and players can perform. More information on specific instrumentation and formatting requirements, and specifics on procedure and due dates will be provided in a separate handout. The official due date for this project is **April 6**, but a much earlier due date applies for students who wish to participate in readings by the Orchestra or Wind Ensemble.

*Please note that the format and presentation of all scores and parts, whether submitted as part of an assignment or in the term project, are essential aspects of the work and are as important as the ‘content’ itself. These aspects will be graded.*

*Such considerations include, but are not limited to, page layout, horizontal spacing and alignment of content on staves, placement of dynamics and other instructions, and rudimentary considerations such as grouping of rests, beaming, and proper representation of note values.*

**Required Materials:** Study in this course will require the following materials.

1. **Textbook (Required):** Samuel Adler, *The Study of Orchestration*, 4<sup>th</sup> Edition. New York: W.W. Norton and Company, 2016. Access to digital materials packaged with the textbook are also required.

*It should be stressed that the textbook will be the primary source for information. Lesson modules are centered around reading of portions of the textbook and accessing the online materials packaged with the textbook (including audio and video excerpts).*

*Over the course of the term, we will read the textbook from cover-to-cover and use it as a reference for our work on assignments and projects.*

2. **Other materials** - scores, recordings, information/demonstration videos, additional readings – will be accessed through the OWL course site, linked to lesson modules and compiled in the Resources folder.
3. **Electronic devices** for access to online materials through OWL, with Zoom installed and attached to a Western e-mail account for accessing virtual meetings, and for preparing and submitting assignments and projects.
4. **Printer and scanner** for completing assignments and uploading them to OWL using the Assignments tool. If a phone or other digital camera is to be used as a scanner, software will be required for converting image files to PDF and for compiling images into a single file. *The number of files submitted as part of a single assignment should never exceed the number of sections in the assignment.*

The printer requirement will simplify the completion of certain exercises which are preformatted to be filled in by hand. A tablet or other device with sufficiently accurate stylus may be an effective substitute.

5. **Optional: Professional quality music notation software.** Educational pricing is available online from the manufacturers. Please note:
  - i. Many free score editors available online will come with limitations that may prevent completion of assignments and projects as required, and the instructor makes *no allowances* for these limitations in the grading of assignments;
  - ii. This is not a course in the use of notation software: Students must develop their abilities to use their software independently and concurrently with the completion of the course work.
    - a. To facilitate the sharing of knowledge, discussion pages have been set up on the Forums page: This will allow you to ask and answer task-specific questions. Although I won't be answering questions on these forums, I will monitor the Forums and make sure that the tasks are being accurately described and that solutions aren't potentially misleading.
  - iii. You are allowed to complete work by hand then scan and submit (in other words, it is not a requirement that one purchase and learn to use music notation software). When doing so for the creation of scores, use professional quality manuscript paper, pencils and rulers and make sure the scan is clear, crisp, and properly oriented and sized.

**Notes:**

1. **Grading scale:** A+=90-100%, A=80-89%, B=70-79%, C=60-69%, D=50-59%, F=0-49%.
2. **Academic Consideration for Student Absence:** Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. **Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus.** Students are not able to use the self-reporting option in the following circumstances:
  - for exams scheduled by the Office of the Registrar (e.g., December and April exams)
  - absence of a duration greater than 48 hours,
  - assessments worth more than 30% of the student's final grade,
  - if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are not met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. **Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.**

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office. For the Western University policy on Consideration for Student Absence, see: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic\\_Consideration\\_for\\_absences.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf) and for the Student Medical Certificate (SMC), see: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

Special Note for Covid-19-related Situations:

As a guideline, if a student has been contacted by the Middlesex-London Health Unit (MLHU) to self-quarantine due to a Covid-19-related situation, then the Self-Reported Absence system is not to be used to report this absence or to request an academic accommodation. The student should contact the Academic Counselling office as soon as they are notified.

In general, students are advised to not self-determine when to self-isolate. Unless directed by the MLHU students should go about their business as usual. But if a student chooses to self-isolate due to a suspected Covid-19-related situation while waiting to receive direction from the MLHU then the student is directed to contact the Academic Counselling office as soon as possible for further direction on receiving accommodation consideration.

3. **Academic Consideration for Missing Work:** In cases where students are unable to submit work due to medical illness or compassionate grounds, if an online self-reported absence is submitted, or if appropriate supporting documentation is submitted to the Associate Dean's office, and the accommodation is granted, then the missed assessments may be rescheduled or discounted in the calculation of the final grade for the course, at the discretion of the instructor. If neither a self-reported absence nor an appropriate supporting document is submitted to the appropriate office, then the missed assignments will receive a grade of zero.

Assignments and the Final Project are due at the times listed in the Assignments tool on OWL and on the OWL calendar. Assignments submitted within 5 days of the initial due date will be accepted with a penalty of 5% per day, with the first day's penalty imposed immediately after the listed time on the due date. Assignments submitted later than that will not be accepted.

If, for the purposes of organizing your work across multiple classes, you would find it helpful to have a short extension, please discuss that with the instructor **in advance of the due date**.

4. **Academic Offences:** Submission of work with which you have received help from someone else (other than the course instructor or TA) is an example of plagiarism, which is considered a major academic offence. Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, as found at: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)
5. **Mental Health & Wellness:** Students that are in emotional/mental distress should refer to the Health and Wellness at Western page (<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help or to go to the Wellness Education Centre located in UCC room 76. **Students in crisis in need of immediate care are directed to go directly to Student Health Services in UC11 or to click on the green “I Need Help Now” button on the Health and Wellness page above.**
6. **Accommodation for Students with Disabilities:** Students work with Accessible Education Western (AEW, formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic%20Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf)
7. **Religious Accommodation:** Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar. <http://multiculturalcalendar.com/ecal/index.php?s=c-univwo>
8. **Contingency Plan:** Although the intent is for this course to be delivered in-person, the changing COVID-19 restrictions may necessitate some or all of the course to be delivered online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any assessments affected will be conducted online as determined by the course instructor.

*\*Online course delivery will be the only method for the period 10-31 January for this course.\**

Music 3641b. Score Preparation and Instrumentation  
T. Ducharme. Winter 2022.

Schedule (subject to change):

	Date	Topic. Specific repertoire and readings to be found in Lesson Modules in OWL.	Work Due
1	M 10 Jan	Introduction. Sections and Instruments of the Orchestra and Wind Ensemble.	
2	W 12 Jan	Scoring for Orchestra: Common textures and approaches.	
3	M 17 Jan	Layout and requirements for scores and parts.	
4	W 19 Jan	Scoring for the Wind Ensemble: Excerpts from standard repertoire.	<b>Assignment 1</b>
5	M 24 Jan	Uses of the Percussion section.	
6	W 26 Jan	Percussion: Instruments of Indefinite Pitch	
7	M 31 Jan	Percussion: Instruments of Definite Pitch	
8	W 2 Feb	Layout and placement of the Percussion section	
9	M 7 Feb	Principles of Transcription. Part I	<b>Assignment 2</b>
10	W 9 Feb	Principles of Transcription. Part II	
11	M 14 Feb	Scoring for the Brass. Part I.	
12	W 16 Feb	Scoring for the Brass. Part II	
<b>Reading Week</b>			

13	M 28 Feb	Introduction to Brass. Horn and Natural Horn.	
14	W 2 Mar	Trumpet, Trombone and Tuba Families	<b>Assignment 3</b>
15	M 7 Mar	Scoring for Strings.	
16	W 9 Mar	Strings: Tuning, Fingering and Multiple Stops.	
17	M 14 Mar	Strings: Bowing, Other Techniques.	
18	W 16 Mar	Individual String Instruments.	
19	M 21 Mar	Scoring for Woodwinds. Part I	<b>Assignment 4</b>
20	W 23 Mar	Scoring for Woodwinds. Part II	
21	M 28 Mar	Woodwinds: Flute and Oboe Families	
22	W 30 Mar	Woodwinds: Clarinet, Saxophone and Bassoon Families	
23	M 4 Apr	Plucked String Instruments	
24	W 6 Apr	Keyboard Instruments	<b>Term Project</b>

Accelerated assignment schedule – with appropriately accelerated schedule of reading and online study – to prepare for readings with the Wind Ensemble or the Orchestra at the end of term:

**Assignment 1 due 19 January; Assignment 2 due 2 February; Assignment 3 due 16 February;  
Assignment 4 – due 9 March; Term Project – due 23 March\***

**\*Term Project for reading requires printed and bound scores and printed parts in the appropriate number and format, rather than a PDF submission\*.**