



MUS 100 / Online Course

Fundamentals of Music Notation

Summer 2022 / #40594 and 40819 / May 16 - June 24

Instructor: Jacob Adler

Contact: Jacob.Adler@asu.edu

Office hours: please email the instructor to make an appointment

Office location/telephone: n/a

Preferred method of contact: email

Course Website: <https://canvas.asu.edu/courses/119757>

Enrollment requirements: none

Description

This online course introduces basic concepts of music notation, theory and aural recognition. No prior musical experience is necessary. Topics include note names, building major and minor scales, identifying intervals, key signatures, building triads and 7th chords, rhythm, meter, and aural recognition of basic intervals. There are no enrollment prerequisites. No additional materials such as textbooks are required in this course.

Course Objectives

- Recognize musical notation and terminology
- Distinguish basic concepts of music theory
- Develop proficiency in aural recognition skills

Learning Outcomes

By the end of the class students will be able to:

- Identify keys on the piano
- Identify notes on the treble and bass clefs
- Understand rhythmic notation and metrical organization
- Identify intervals
- Build major and minor scales
- Recognize basic intervals by ear
- Construct and identify triads and 7th chords

Assignments

The course is self-paced; work is divided into four quarters. All work must be completed by 11:59pm, ARIZONA TIME by the date listed. Students may move ahead if they wish into the next quarter, as long as they complete the sections on time. The deadlines are:

Quizzes 1-3, Interval Ear Training 1	11:59pm, Wednesday May 25
Quizzes 4-5, Interval Ear Training 2, and Midterm	11:59pm, Sunday June 5
Quizzes 6-8, Interval Ear Training 3-4	11:59pm, Tuesday June 14
Quizzes 9-10, Interval Ear Training 5, and Final	11:59pm, Friday June 24

Some material on the site is for practice only, and does not count towards the final grade. However, the instructor strongly suggests the student complete all materials.

Please contact the instructor if you need assistance. The instructor will handle all questions related to course content, including concepts, exercises, lessons, and quizzes/exams.

Live Zoom Midterm / Final Exam Reviews

You are welcome to attend optional exam review sessions with the instructor, live over Zoom (AZ time):

- **Thursday June 2, 10am (Midterm Review)**
- **Monday June 20, 10am (Final Review)**

Use this link to join the meeting: <https://asu.zoom.us/j/2416356055>

Technical Support

Please do not contact your instructor with technical questions. Herberger Online handles all technical questions and issues that may arise in this course. Please contact the support team immediately if you encounter technical issues while completing an assignment and you are unable to resolve the problem.

The Herberger Online support team is available to assist you 24 hours a day, 365 days a year. You may reach them anytime at:

- holsupport@asu.edu
- 1-888-298-4117
- 480-965-3057 (International)

When contacting support, please provide:

- The full name of this course (ABC 123: Long Name)
- The title(s) of any assignment(s) you're having trouble with
- A brief description of the problem
- Detailed, step-by-step instructions to reproduce the problem

Workload and Time management

Students should expect to devote at least 2 hours to each lesson of this course. **WARNING!** The material starts relatively easy and becomes progressively more difficult. The student may need to devote more time to the final lessons. Please plan and budget your time accordingly. Please do not wait until the last minute to finish the exams.

Student Success

To be successful:

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate with your instructor when you have a question
- create a study and/or assignment schedule to stay on track
- access [ASU Student Resources](#)

Quizzes and Exams

There will be 10 quizzes in the course: 1 for each of the 10 lessons. Each quiz has a time limit of **36 minutes**. It is recommended that you complete the quiz for a particular lesson after you have completed that lesson, while the material is fresh in your mind.

In addition to the quizzes, there will be 2 exams in the course: a Midterm and a Final. Each exam has a time limit of **102 minutes**.

Students may have two attempts to complete each quiz, but just one attempt for the midterm and one attempt for the final exam.

Grading Scale

Each of the 10 quizzes is worth 60 points, for a total of 600 points (making quizzes worth 64% of your overall grade in the course).

The Midterm and Final exams are each worth 170 points, for a total of 340 points (making exams worth 36% of your overall grade in the course).

Numeric grade	Letter grade	Numeric grade	Letter grade
912-940	A+	752-789	B-
884-911	A	724-751	C+
846-883	A-	658-723	C
818-845	B+	564-657	D
790-817	B	Below 563	E

Technical Requirements

All quizzes and exams will be taken online through the course website. **Verify that your computer and internet connection are properly functioning before taking an exam.** Students are responsible for ensuring that their computer is functioning correctly. **No quiz or exam resets will be allowed for any reason except for documented technical problems from ASU technical support.**

Access to a **high-speed Internet connection** is required to take this course. There are numerous video and audio clips that will require this. Access to a **non-wireless, high-speed Internet connection** is required for test taking. The examinations will include audio and still images. Adequate bandwidth is

essential. You should also ensure you are using the most up-to-date version of your preferred Internet browser. Finally, please **use headphones or stereo speakers** when listening to musical examples. Built-in computer speakers offer poor sound quality, and may reduce scores on assignments. For more information on requirements, please see the course Help page.

If you are not able to personally finance the equipment you need to attend class via ASU Sync, ASU has a laptop and WiFi hotspot checkout program available through ASU Library.

Who is eligible?

- Any currently enrolled ASU student is eligible to checkout a laptop. The current availability of laptops can be found here.
- Borrowing and returning laptop rules
- Laptops are lent on a first-come, first-serve basis, and cannot be reserved in advance. They can be returned at any time, but will be due at the conclusion of the fall 2020 semester.
- Rentals are limited to one laptop per student.
- Laptops are available for checkout at the following libraries on all four campuses. (Please check online for current library hours)
 - Downtown Phoenix campus Library
 - Polytechnic campus Library
 - Tempe: Hayden and Noble Libraries
 - West campus: Fletcher Library
- Return laptops to any ASU Library Information Desk (not at the drop box or other location)
- Refer to ASU Library Computer Use Policy and ASU Computer, Internet, and Electronic Communications Policy.
- Borrowers are responsible for loss, damage, and theft of the laptop while in their possession. Borrowers should verify the condition of the laptop at the time of check-out and upon check-in.

Course Itinerary

Introduction: Opening thoughts on music, sound, and theory.

Lesson 1: Rhythm. Identify the basic vocabulary of rhythmic symbols (durations and rests). Recognize notated rhythms by ear and by sight.

Lesson 2: Pitch. Locate keys on a piano keyboard. Identify pitches on the treble and bass clefs.

Lesson 3: Half/Whole Step. Identify the two smallest intervals by ear and by sight.

Interval Ear Training 1 [m2-M3]: Distinguish the sounds of 2 intervals: the minor 3rd and major 3rd.

Lesson 4: Major Scale. Recognize the structure of the major scale and the relationships between keys and key signatures.

Lesson 5: Meter. Recognize the relationship between metrical time and rhythm; be able to notate time signatures. Distinguish between simple and compound meter.

Interval Ear Training 2 [m2-P5]: Distinguish the sounds of 3 intervals: the perfect 4th, tritone, and perfect 5th.

Lesson 6: Rhythm Revisited. Differentiate between types of articulation, syncopated rhythm, rhythmic subdivisions (tuplets), asymmetric meter, mixed meter, and ornamentation.

Interval Ear Training 3 [m2-M6]: Distinguish the sounds of two intervals: the minor 6th and major 6th.

Lesson 7: Minor Scale/Modes. Recognize the structure of the modes derived from the major scale, 3

types of minor scales, and the relationships between minor key signatures.

Interval Ear Training 4 [m2-M7]: Distinguish the sounds of two intervals: the minor 7th and major 7th.

Lesson 8: Intervals. Measure the distance between any 2 pitches within an octave.

Interval Ear Training 5 [review]: Review of all intervals covered so far, from the minor 2nd to the perfect 8th (octave).

Lesson 9: Triads. Recognize the basis of harmony - 3-note chords, or triads - and be able to identify triads by ear and by sight.

Lesson 10: 7th Chords. Identify the three most common 4-note chords, or 7th chords. Identify how the 7th chords are derived from the major scale.

Course Withdrawal / Incomplete Policy

If you are unable to complete the course, it is your responsibility to arrange for withdrawal from the class. You will not be automatically withdrawn and unless you are officially withdrawn from the course you will receive a final grade based upon the total points you have earned for the semester. Students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled during the 100% refund period. Please visit the Academic Calendar to review the withdrawal deadlines for this semester. For more information on Drop/Add and Withdrawal visit:

<https://students.asu.edu/drop-add>

Consistent with ASU policy, withdrawals will be handled as per the following guidelines: Withdrawal before the end of the fourth week: A "W" will be recorded. Withdrawal after the end of the fourth week: A "W" will be recorded if you have a passing grade at the time of withdrawal. An "E" will be recorded if you have a failing grade at the time of withdrawal.

The incomplete is not a routine process for successful completion of coursework. Rather, it is a limited academic exception intended to address situations where a student who has been doing acceptable work has experienced exceptional extenuating circumstances beyond the student's control preventing their timely completion of the course. In evaluating requests for incompletes, I not only evaluate the nature of the stated extenuating circumstances and whether such circumstances were beyond the student's control, but also whether the student's record of performance in the class demonstrates the likelihood for successful completion of the remaining coursework. You can read more about the incomplete policy at: <https://www.asu.edu/aad/manuals/ssm/ssm203-09.html>

Attendance & Absence Policy

As an online course participant your attendance and absences are based on active participation and timely submission of assignments. All due dates and times are in accordance with Arizona time.

Academic Integrity and Plagiarism

Students are expected to adhere to the [ASU Student Code of Conduct](#). Besides academic performance, students should exhibit the qualities of honesty and integrity. Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Misconduct Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Plagiarism is defined as deliberately passing off someone else's words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in

the University Student Academic Integrity Policy. For more information, please see the ASU Student Academic Integrity Policy: <http://provost.asu.edu/academicintegrity>. Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course, and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

In addition, ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states: The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.

The ASU student [academic integrity policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Copyright

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. A statement that the course content, including lectures and other handouts, is copyrighted material. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see [ACD 304-06](#), "Commercial Note Taking Services" for more information). THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED.

Subject to Change

The Instructor reserves the right to change portions of this syllabus (assignments, deadlines etc.) which will be communicated via email and class announcements. The student is responsible for noting changes and acting accordingly. Grading and absence policies are not subject to change.

Student Conduct

You are expected to treat your instructor and your fellow classmates with respect and kindness. In all correspondence and in Discussion Board postings, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums.

Online Activity Logs

All course activity is logged by the Herberger Online servers, and those logs are regularly reviewed by Herberger Online during the course of normal business. These logs contain all requests you make while visiting the site: every image, video, web page, etc. Each request is logged with the time, down to the second, when it was made. If you contact your instructor, or Herberger Online, about a technical issue, these logs will be reviewed as part of that process.

Disruptive, Threatening or Violent Behavior

Threatening, violent, or disruptive behavior will not be tolerated in this class, and will be handled in accordance with ASU policy. For more information please visit:

<https://eoss.asu.edu/dos/srr/PoliciesAndProcedures>
and <https://eoss.asu.edu/dos/safety/ThreateningBehavior>.

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately.

Policy on Sexual Discrimination:

Policy on sexual discrimination as described in ACD 401, "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination. Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Netiquette - online etiquette

Netiquette, a social code that defines "good" online behavior is something to keep in mind during your online course interactions. Writing may be the only means of communication you have with classmates and instructors, so it is especially important to do this effectively. Follow the guidelines below to leave your mark as a knowledgeable, respectful and polite student who is also positioned to succeed professionally. Tips for appropriate netiquette can be found here, <https://asuonline.asu.edu/newsroom/online-learning-tips/netiquette-online-students>.

Special Accommodations

Your instructor is willing to make any reasonable adaptations for limitations due to any documented disability, including learning disabilities. Please contact the instructor during office hours or by appointment to discuss any special needs you may have. You must contact the Disability Resource Center to process the paperwork for special course accommodations. To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (<http://www.asu.edu/studentaffairs/ed/drc/#> ; Phone: (480) 965-1234; TDD: (480) 965-9000). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me no later than the end of the first week of the semester so that your needs can be addressed effectively.

Statement on Face Coverings on ASU Campuses:

Effective immediately at Arizona State University, face coverings will be required for all employees, students and visitors while in buildings. Face coverings will also be required in outdoor community spaces where social distancing isn't possible. Examples of outdoor community spaces include garages and parking lots, ASU shuttles, bicycle racks and sidewalks.

<https://eoss.asu.edu/health/announcements/coronavirus>

Disability Support Services

Students with disabilities must have an equally effective and equivalent educational opportunity as those students without disabilities. Students experiencing difficulty accessing course materials because of a disability are expected to contact the course instructor so that a solution can be found that provides all students equal access to course materials and technology.

If you have a documented disability, including a learning disability, and would like to discuss possible accommodations, please contact the ASU Disabilities Resources and Services Office at 480-965-1234 or email DRC@asu.edu <https://eoss.asu.edu/drc>. On then Tempe Campus: Matthews Center building, 1st floor

Student Rights and Responsibilities

Students must abide by all the requirements stated in this syllabus. In addition, all students should be aware of their rights and responsibilities at Arizona State University. Please reference the college catalog and student handbook for student rights and responsibilities. These can be found here:

http://herbergerinstitute.asu.edu/students/undergrad/documents/student_handbook.pdf

Student Services & Resources

You will find a list of student resources at: <https://tutoring.asu.edu/student-resources>

Resources included are advisement, registration, financial aid, disability services, counseling, tutoring, library, and more.

Academic Calendar and Important Dates

The academic calendar can be found here: <https://students.asu.edu/academic-calendar>

The Writing Center

Students have access to Academic Support Programs including tutoring and the writing center. Information on these resources can be found here, <https://tutoring.asu.edu/>.

Counseling & Consultation

Students have access to Counseling & Consultation services. Information on this can be found here, <https://eoss.asu.edu/counseling>.

Health and Wellness

Students have access to Health and Wellness services. Information on this can be found here, <https://eoss.asu.edu/health>, <https://wellness.asu.edu/>.