

 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>COURSE CHANGE REQUEST Undergraduate Programs</b>		UUPC Approval <u>12/5/22</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department MUSIC College ARTSAND LETTERS		
<b>Current Course Prefix and Number</b> MUN 1320		<b>Current Course Title</b> Women's Chorus	
<i>Syllabus must be attached for ANY changes to current course details. See <a href="#">Checklist</a>. Please consult and list departments that may be affected by the changes; attach documentation.</i>			
<b>Change title to:</b> Vocalis  <b>Change prefix</b> <b>From:</b> <b>To:</b>  <b>Change course number</b> <b>From:</b> <b>To:</b>  <b>Change credits*</b> <b>From:</b> <b>To:</b>  <b>Change grading</b> <b>From:</b> <b>To:</b>  <b>Change WAC/Gordon Rule status**</b> Add <input type="checkbox"/> Remove <input type="checkbox"/>  <b>Change General Education Requirements***</b> Add <input type="checkbox"/> Remove <input type="checkbox"/>  <small>*Review <a href="#">Provost Memorandum</a></small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See <a href="#">WAC Guidelines</a>.</small> <small>***General Education criteria must be indicated in syllabus and approval attached to this form. See <a href="#">GE Guidelines</a>.</small>		<b>Change description to:</b> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>  <b>Change prerequisites/minimum grades to:</b>    <b>Change corequisites to:</b>    <b>Change registration controls to:</b>    Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).	
<b>Effective Term/Year for Changes:</b> FALL 2023		<b>Terminate course? Effective Term/Year for Termination:</b>	
<b>Faculty Contact/Email/Phone</b> Stacie Lee Rossow/ srossow@fau.edu/74230			
<b>Approved by</b> Department Chair _____ College Curriculum Chair _____ College Dean _____ UUPC Chair _____ Undergraduate Studies Dean _____ UFS President _____ Provost _____		<b>Date</b> _____ 11/1/2022 _____ 11.14.22 _____ 11/21/2022 _____ 12/5/22 _____ 12/5/22 _____ _____	

Email this form and syllabus to [mjenning@fau.edu](mailto:mjenning@fau.edu) seven business days before the UUPC meeting.

**MUN 1320 15092 (0 CR)  
VOCALIS  
FALL 2023**

**MW 2:30-3:50 & TR 2:30-3:20,  
In-Person**

**Instructor:** Dr. Stacie Rossow, Assoc. Director of Choral and Vocal Studies

**Office Location:** Boca Campus, AL 246/ Office hours will be posted

**Phone Number:** (561) 297-4230 **Email:** [rossow@fau.edu](mailto:rossow@fau.edu)

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**GRADUATE TEACHING ASSISTANTS:**

**Ms. Lisa Stephens, Ms. Yohana Lazarte-Cortes, & Ms. Jennifer Sutton**

## **COURSE DESCRIPTION**

A choral ensemble comprised of treble voices performing a wide repertoire of choral literature.

## **COURSE OBJECTIVES**

**UPON SUCCESSFUL COMPLETION OF THIS COURSE, STUDENTS WILL BE ABLE TO:**

1. Perform at a high(er) level of performance through the opportunities available in rehearsals, concerts, and all other choral orientated activities.
2. Demonstrate various musical styles and performance practices in stylistic periods through rehearsal and performance.
3. Improve musical skills through the rehearsal process in musical selections and sight-reading.

OUR CURRICULUM IS DESIGNED TO EXPOSE VOCAL STUDENTS TO THE FULL ARRAY OF VOCAL MUSIC CULTURE. THEREFORE, AS PART OF YOUR EDUCATIONAL EXPERIENCE YOU WILL BE EXPECTED TO SING SECULAR TEXT, SACRED TEXT, PATRIOTIC SONGS, AND HOLIDAY THEMED REPERTOIRE. PLEASE NOTE THAT BY SINGING THIS MUSIC, YOU ARE NOT BEING ASKED TO ESPOUSE ANY RELIGIOUS BELIEFS OR TO ACCEPT AS YOUR OWN ANY IDEOLOGICAL POINT OF VIEW. YOU ARE MERELY BEING REQUIRED TO PARTICIPATE IN CLASSROOM EXERCISES; WHICH ARE ESSENTIAL COMPONENTS OF THE VOCAL CURRICULUM AT FLORIDA ATLANTIC UNIVERSITY. THESE WORKS ARE PRESENTED AS WORKS OF ART. THEREFORE, YOU WILL BE REQUIRED TO SING ALL SELECTIONS, AND PARTICIPATE AT ALL SCHEDULED REHEARSALS AND PERFORMANCES, WITHOUT REGARD FOR RELIGIOUS OR IDEOLOGICAL BACKGROUND.

## **COURSE DELIVERY MODE**

- This course will be offered in-person.
- Material for the course is found online. The course material is accessible only through FAU's learning management system, Canvas. You must log into Canvas with your FAU ID and Password to access the materials and assignments in this course. If you do not know your FAU ID or Password, [contact OIT for help](#)

## **TIME COMMITMENT PER CREDIT HOUR**

This course is assigned one (1) credit hour. Ensembles do not work based on traditional credit/time on task ratio. This course meets five hours per week. Additional time outside of meetings is required for preparation and practice. Students often misjudge the amount of time necessary for successful completion of a course. It is recommended that you commit at least three hours per week outside of rehearsal to your individual preparation.

## **REQUIRED TEXTS & MATERIALS**

**In this course, you will need the following texts and/or materials:**

- Each student will be assigned (provided) musical scores. These scores are purchased by the Department of Music.
- Each student is required to purchase and maintain the required performance uniform. The Department will provide information regarding the purchase of the uniform. It must fit appropriately, be hemmed professionally, and without wrinkles at every concert.
- Students must have the required concert folder (<https://www.musicfolder.com/music-folders/deluxe-black-folder>) This can be ordered from musicfolder.com or purchased through the University bookstore. The model is the *Deluxe Black folder* (with chords, recommended to get the binder attachment)
- You may be required to print scores from time to time.
- **Using your phone to view the score is not acceptable. Students must have the physical copy of the score at all rehearsals.**

## MINIMUM TECHNOLOGY & COMPUTER REQUIREMENTS

### Hardware & Software Requirements

#### Hardware

- Dependable computer and/or smartphone or Tablet
- Operating system: Windows 10 or macOS Sierra (or higher)
- Computer speakers
- Headphones
- An external mic (of decent quality) is preferred
- Webcam

#### Software

- Reliable web browser (recommended [Chrome](#) or [Firefox](#))
- Canvas mobile app (download for [iOS](#) or [Android](#))
- [Microsoft Office 365](#)
- [Adobe Reader](#)
- A backup option (e.g., an external drive, cloud storage account, your personal folder on the FAU server, etc.)
- My Choral Coach

#### Internet Connection

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- [Check your Internet speed here.](#)

## MINIMUM TECHNICAL SKILLS REQUIREMENTS

The general and course-specific technical skills you must have to succeed in the course include but are not limited to:

- Accessing Internet
- Using Canvas (including taking tests, attaching documents, etc.)
- Using email with attachments
- Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools
- Creating videos, uploading into a website (YouTube or similar platform) and submission to Canvas.
- Creating recordings in Choral Coach App.
- Copying and pasting functions
- Downloading and installing software
- Using presentation, graphics, and other programs

- Posting and commenting in an online discussion
- Searching the FAU library and websites

### TECHNICAL SUPPORT

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem. Most issues in Canvas can be resolved by clicking on the “Help” tab located on the menu bar.

When a problem occurs, click “Help” to:

- Report a Problem
- Live Chat with Canvas Support
- Search Canvas Guides

### Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: (561) 297-3590
2. If you can, make a Print Screen of the monitor when the problem occurs. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen file, see [Print Screen instructions](#).
3. Complete a [Help Desk ticket](#). Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes:
  - a. Select “Canvas (Student)” for the Ticket Type.
  - b. Input the Course ID.
  - c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
  - d. Attach the Print Screen file, if available.
4. Send a message within Canvas to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above).
5. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above).
6. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.
7. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until you obtain a resolution.

## COURSE ASSESSMENTS, ASSIGNMENTS & GRADING POLICY

### GRADING CRITERIA

1. **Student Introduction and Syllabus & Course Agreement Quiz (total 0%; required)** You will post an introduction in the student introduction discussion board (and reply to at least two others’ posts) and take a syllabus and course agreement quiz. You can take the quiz as many times as necessary to achieve 100%.
2. **ATTENDANCE.** Grading will begin with percentage determined from the attendance chart below. From that determined percentage, the grading considerations/weights will be calculated to arrive at the final grade for the semester. (see Attendance Policy)
  - a. **Students are considered tardy at 2:30 pm (refer to the atomic clock in the classroom). At that start time, you should be prepared to sing- not be in the process of gathering materials. Those not prepared to begin are late.**
  - b. Students are expected to attend all rehearsals and performances and to arrive early enough to be prepared to sing at the designated time. Students are responsible for arranging to make up work missed because of legitimate class absence, such as serious illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. DOCUMENTATION

FOR ABSENCES MUST BE RECEIVED WITHIN ONE (1) WEEK OF SAID ABSENCE TO REMOVE THE GRADE PENALTY

- c. Any conflicts with the schedule must be brought to the director's attention during the **FIRST WEEK** of classes.
  - d. Students should make every effort to attend sectionals. It is only by singing together that the ensemble improves. If a scheduled sectional time does not work with your class schedule, speak to the section leader.
  - e. **Students are expected to limit disruptions to instruction and rehearsal to emergency situations only. This includes phone ringing, texting, talking, and exiting the rehearsal space.**
  - f. **ALL DRESS REHEARSALS ARE MANDATORY.** Any student who misses a dress rehearsal will not be allowed to perform in the concert resulting in a missed performance. Often rehearsals and performances will take place on Fridays, Saturdays, and/or Sundays. Please be mindful that there will be no excused absences for these events. **Please note the deductions to the final grade for tardiness to a dress rehearsal** as listed in the attendance section of the syllabus.
  - g. Throughout the course of the semester other activities might be scheduled and thus become mandatory. All extra opportunities will have no less than one-week notice. If a performance or rehearsal opportunity arises with less than one-week notice the group will decide by majority vote if it will become mandatory. However, if an extra rehearsal arises due to lack of ensemble progress, such rehearsal becomes mandatory when scheduled by the director. Any significant problems must be brought to the director's attention at the time of the announcement otherwise it will not be excused.
  - h. All students are required to attend ALL FAU choral concerts in which they do not perform. If a student performs in all concerts, this requirement will be waived. Failure to attend will result in a 10-point deduction from the final grade.
3. **Rehearsals (total 65%)** Students are expected to attend all rehearsals (and performances) and to arrive early enough to be prepared to sing at the designated time. Rubric for Rehearsals can be found in Canvas. In order to properly assess daily preparation and participation when virtual, students will be asked to submit a video of them during the rehearsal. (If a student is required to quarantine, videos of work will be required Any student who does not have full-size renderings of their scores (paper score or full tablet view—not phone) will have points deducted for that day.
- a. Music folders with your assigned music are required at every rehearsal and performance. Students without music and pencils may be dismissed from rehearsal, thus receiving an absence for the day.
  - b. Each student must be prepared to sing alone or in other given formats at every rehearsal. Every student needs to anticipate that he/she may be called upon to sing without prior notice. At certain times pieces will require memorization. All pieces assigned to memory will be given a goal deadline. If a student is called upon to sing any of these pieces in rehearsal, he/she must do so by memory.
  - c. Relative progress should be evident at EVERY rehearsal. Singing tests (solo or in a small ensemble) have been scheduled (see course schedule). Other testing methods may arise if the ensemble does not demonstrate the expected progress. If progress is not demonstrated, pop quizzes may be called.
4. **“Choral Coach” Submissions (total 35%)** Students are expected submit practice recordings through My Choral Coach as assigned weekly. The grade for the week will be the average of the My Choral Coach grade for those assignments. *These submissions must be submitted by noon each Friday.*
5. **Recordings/ Performance** Throughout the course of the semester, the ensemble will have performances. Performances are announced with a minimum of 2 weeks' notice and become required at that time. These performances are mandatory. There is no way to make up a performance (or a recording session). Failure to participate will result in a failing grade.
- a. The ensemble's concert attire/Uniform is mandatory. The uniform should be neatly pressed and well maintained. If a dress is too tight or too short, the student may be asked to acquire one that meets the Ensemble's standards. Students are expected to maintain their choral uniform and to have all appropriate accessories. Dresses should be neat and not wrinkled for performances. The Director reserves the right to stop a student from performing if the uniform is not as described. Such an event is then a failed performance.
  - b. Some piercings may need to be removed for rehearsals or performances. These include tongue, nose, other facial, and ear.
  - c. Hair must be of a natural color.

## GRADE AND POINT DISTRIBUTION

The instructor will calculate your grade based on the following weighted distribution:

Assessment	Total Points	Weight (%)
<b>Rehearsal</b> (* if anyone is out for quarantine, assessment will be through video submission) <ul style="list-style-type: none"> <li>13 weeks of rehearsals (25 points each rehearsal)</li> </ul>	1300	65%
<b>Choral Coach Submissions</b> <ul style="list-style-type: none"> <li>12 weeks Choral Coach Submissions (graded weekly)</li> </ul>	1200	35%
<b>TOTAL:</b>	<b>4210</b>	<b>100%</b>

**ATTENDANCE POLICY:** Attendance to class is required and is part of the final grade of the class as notated in the attendance chart portion of the grading policy

**Note: more than 6 absences even with documentation (or the correlating number of tardies) will make it impossible to pass this course with a C or better for any music degree.**

- Students are considered tardy at 2:30 pm (refer to the atomic clock in the classroom). At that start time, you should be prepared to sing- not be in the process of gathering materials. Those not prepared to begin are late.

### ATTENDANCE CHART

- Attendance and punctuality*-This will form the foundation of the semester grade. From that base-line percentage the grade will be determined by all assignments and exams.
- While there are valid reasons for absence, they should be few and far between. No student will be able to receive higher than a 72% with a total (even with doctor documentation) of 6 absences (including accumulated tardies).*
- Students are expected to remain in the rehearsal for the duration of the class time. Leaving during rehearsal will be considered a tardy
- To be considered on time, students are expected to be in place, with materials ready, and prepared to sing at the start of class.
- Two tardies will equal one absence.
- More than 15 minutes tardy will be considered an absence*
- An absence from a performance will constitute a grade of F for the semester.
- If you are ill and required to quarantine, you must notify instructor by 9am that morning.

Number of Absences	Maximum Start Value
0-1	100
2	94
3	85
4	80
5	75
Additional calculated as a 5-point deduction per absence	

### PUNCTUALITY TO DRESS REHEARSAL AND CALL CHART

- Students not in *place* at time of call will have points from the FINAL grade deducted as follows

Minutes late	Points Deducted
1-5	2 points
5-10	5 points
10+	10 points

**SOME REHEARSALS AND EVENTS WILL COUNT AS DOUBLE ATTENDANCE.**

THEY INCLUDE:

- All extra rehearsals scheduled
- The Mandatory Choral Retreat (the first Saturday of Classes in the Fall semester)
- The LAST REHEARSAL BEFORE and the FIRST REHEARSAL AFTER a holiday, concert, or vacation
- The first and last rehearsals of the semester
- Extra rehearsals before a concert

## GRADE SCALE

Percent	Final Grade	Percent	Final Grade
73-100%	S	67-69%	U

Highlighted indicates threshold for a passing grade in the P/F (zero credit) option: 73% or greater

## CONCERT ATTIRE:

Students must purchase the required uniform. Price will be determined at the given semester according to current catalog prices. Uniforms must be paid for in full before it is ordered. Alterations needed are the responsibility of the student. The area of choral music has a seamstress who has agreed to follow the department's guidelines. If a student chooses to go elsewhere and the guidelines are not followed, then the individual student is responsible for remedying the situation and may have to purchase a new uniform. If, in through course of time, a uniform does not fit or look as it should, the student will be responsible for replacing it before the next performance. At every concert a designated graduate assistant will evaluate the individual's attire. Students will not be allowed to perform until the uniform meets departmental standards.

## UNIFORM:

The "Black Folder" in good condition is required for performance

\*Uniform purchased through department

\***Sheer** Black Pantyhose (full-length, no knee-highs)

\***Small pearl (fake is fine) stud earring and an 18" pearl necklace**

\* Black Ballet slippers (or leather jazz shoes). No heels, No laces and no "Alternate" shoes that look similar.

\*Appropriate undergarments

\*No watches, bracelets, nose or facial piercings at concert.

\*Anything that is worn in the hair **MUST** be the color of the hair (not shiny, studded or cloth).

\*Students who decide to wear a mask in concert, it must be black and of the lighter cloth material so that sound can pass more easily

FOR CONCERTS: Hair should be worn up and off the face. Anyone with hair of non-natural color (blue, pink, green, etc...) must wear a wig for performance. This will be discussed prior to the first concert.

These items are the student's sole responsibility. Failure to comply with the exact uniform will constitute a failed performance (the student will not be allowed to perform.)

**UNIFORMS ARE EXPECTED TO BE NEAT, UNWRINKLED, AND WELL-CARED FOR. STUDENTS WEARING WRINKLED UNIFORMS WILL BE CONSIDERED NOT IN PROPER ATTIRE.**

## LATE ASSIGNMENTS POLICY

**Late work is not accepted.** Contact the instructor as soon as possible if you think you will submit work after the specified due date. Please note that students cannot be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, debate activities, or participation in a religious observance. Reasonable accommodations can be made in such cases.

## MAKE-UP POLICY FOR TESTS

Make-up tests or exams are not provided in this course.

## INCOMPLETE GRADE POLICY

A grade of Incomplete will be assigned only in the case of extreme emergency or illness. This grade will only be assigned when such a situation precludes the students' ability to complete the Final Performance. If such a situation should occur, the student should contact the instructor prior to the start of the performance and should be in **EXTREME** cases only. Should this occur, the student will be required to complete the course the next time it is offered as no make up for a collaborative performance is possible or reasonable.

## COURSE POLICIES

### RECORDING OF LECTURES

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

### IN CLASS ATTIRE AND ACTIONS

No hats will be permitted in rehearsal. Additionally, you may be asked to stand for much of the class time. Please dress accordingly. The room is often cold, and students are encouraged to carry a light jacket for that reason.

Students should *never* be on their phone during class time (even if their section is not active at the time) and devices may be taken by the instructor. If you have a situation where you must be available to a call (children or family illness), please let the instructor know in advance.

### ONLINE MATERIALS

Since all course material is in Canvas, students should access the course **at least three times per week** to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in discussion boards, group projects, etc.

### CODE OF ACADEMIC INTEGRITY POLICY STATEMENT

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see Regulation 4.001 found at:

<https://www.fau.edu/regulations/documents/chapter4/reg4-001-6-7-22.pdf>

### PLAGIARISM

[Plagiarism](#) is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source. Plagiarism may result in academic warning, or in extreme cases, expulsion. In addition, the paper will be considered failed and receive a grade of zero. In the case of a possible extra credit assignment, the amount that could have been added will be taken away from the final grade.

### NETIQUETTE

Due to the casual communication common in the online environment, students are sometimes tempted to relax their grammar, spelling, and/or professionalism. Please remember that you are adult students and professionals — your communication should be appropriate. For more in-depth information, please see the [FAU statement on netiquette](#).



### **VIRTUAL ROOM ETIQUETTE:**

- Students are expected to refrain from using technical devices for other purposes during virtual meetings. Should a student be found in violation of this etiquette, they will be asked to leave the meeting and take the absence.
- During virtual meetings the student will be asked to sit in a chair in the proper manner and keep feet from residing on other furniture. Likewise, at times students will be asked to stand and the criteria for proper posture (standing or sitting) is to be followed. Remote students are expected to mimic what is happening in the face-to-face room.
- Out of courtesy to other students and to the professor, students are asked to login in a timely manner.
- Meetings begin promptly.
- An organized environment will be conducive toward focus and progress. Remember, that “your virtual room” will be shared with other participants in the meeting. Keep it professional.
- All questions should be directed through a wave of the hand by clicking the icon.
- Focus is expected during meeting times and all markings should be made immediately.
- Students are encouraged to have drinking water available during meeting times. No excuses to go drink water or go to the restroom.

### **CLASSROOM ETIQUETTE/DISRUPTIVE BEHAVIOR POLICY STATEMENT**

Disruptive behavior is defined in the FAU Student Code of Conduct as “... activities which interfere with the educational mission within classroom.” Students who disrupt the educational experiences of other students and/or the instructor’s course objectives in a face-to-face or online course are subject to disciplinary action. Such behavior impedes students’ ability to learn or an instructor’s ability to teach. Disruptive behavior may include but is not limited to non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor’s expectations for classroom conduct. For more information, please see the [FAU Office of Student Conduct](#).

## **COMMUNICATION POLICY**

### **EXPECTATIONS FOR STUDENTS**

#### **Announcements**

You are responsible for reading all announcements posted by the instructor. Check the course announcements each time you log in.

#### **Email/Video Conferencing**

You are responsible for reading all your course email and responding in a timely manner.

#### **Course-Related Questions**

Email the instructor with any course-related questions.

### **INSTRUCTOR’S PLAN FOR CLASSROOM RESPONSE TIME & FEEDBACK**

#### **Email/Video Conferencing Policy**

Except for weekends and holidays, the instructor will typically respond to email (Canvas inbox or FAU email) within 48 hours. You should ask course-related questions and personal questions related to the course via email.

#### **Assignment Feedback Policy**

The instructor will provide feedback on submitted assignments within one week of the submission date. Some assignments may require a longer review period, which the instructor will communicate to you.

### **Course-Related Questions Policy**

Except weekends and holidays, the instructor will generally answer questions within 48 hours.

### **Electronic Communication Policy**

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications.
- All electronic communication resources must be used for the course and in alignment with to the University mission.
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Access without consent.
- Disruption of services including introducing computer contaminants (viruses).
- Harassment of any kind.

Please see the Office of Information Technology's policies on [Cyber Security Awareness](#).

## **SUPPORT SERVICES & ONLINE RESOURCES**

- [Center for eLearning and Student Success](#)
- [Counseling and Psychological Services](#)
- [FAU Libraries](#)
- [Freshmen Academic Advising Services](#)
- [Math Learning Center](#)
- [Office of Information Technology Helpdesk](#)
- [Office of International Programs and Study Abroad](#)
- [Office of Undergraduate Research and Inquiry](#)
- [Student Accessibility Services](#)
- [University Center for Excellence in Writing](#)

## **FACULTY RIGHTS & RESPONSIBILITIES**

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise.

To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the *Student Code of Conduct*.

## **Attendance Policy**

*Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.*

## **Counseling and Psychological Services (CAPS) Center**

*Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>*

## **Disability Policy**

*In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at [www.fau.edu/sas/](http://www.fau.edu/sas/).*

## **Code of Academic Integrity**

*Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).*

If your college has particular policies relating to cheating and plagiarism, state so here or provide a link to the full policy—but be sure the college policy does not conflict with the University Regulation.

## SELECTED UNIVERSITY & COLLEGE POLICIES

**ATTENDANCE POLICY (UNIVERSITY):** Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

**STUDENTS ACCESSIBILITY SERVICES:** In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at [www.fau.edu/sas/](http://www.fau.edu/sas/).

**COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS):** Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

**RELIGIOUS ACCOMMODATION:** In accordance with regulations of the Florida Board of Governors and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations, and work assignments. The details of this policy, as it pertains to FAU, may be found in the University Catalog and University Regulation 2.007, Religious Observances. Any student who feels aggrieved regarding religious accommodations file a complaint with the Office of Equity, Inclusion and Compliance. Any such complaint will follow the University's established complaint processing procedures regarding allegations of discrimination. <http://www.fau.edu/provost/resources/files/religious-accommodations-students-and-faculty-8-21-15.pdf>

This professor asks, due to the nature of the course, that students who wish to be excused must notify the instructor in writing *two weeks in advance* of their intention to participate in religious observation to request an excused absence. The instructor will provide a reasonable opportunity to make up material from excused absences.

**INCOMPLETE POLICY:** A grade of Incomplete will be assigned only in the case of extreme emergency or illness. This grade will only be assigned when such a situation precludes the students' ability to complete the Final Performance. If such a situation should occur, the student should contact the instructor prior to the start of the performance and should be in EXTREME cases only. Should this occur, the student will be required to complete the course the next time it is offered as no make up for a collaborative performance is possible or reasonable.

### GRADE APPEAL PROCESS

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.
- [Chapter 4 of the University Regulations](#) contains information on the grade appeals process.

### DROPS/WITHDRAWALS

You are responsible for completing the process of dropping or withdrawing from a course. Please click on the following link for more information on dropping and/or withdrawing from a course. Please consult the [FAU Registrar Office](http://www.fau.edu/registrar/registration/faqs.php) <http://www.fau.edu/registrar/registration/faqs.php> for more information.

**CODE OF ACADEMIC INTEGRITY:** Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see Regulation <https://www.fau.edu/regulations/documents/chapter4/reg4-001-6-7-22.pdf>

## HEALTH POLICIES FOR MUSICIANS

### WHAT SINGERS SHOULD DO

The Area of Choral and Vocal Studies wishes to thank The Singer's Resource, the Texas Voice Center, Houston, and the University of Michigan Vocal Health Center for the following information:

1. **Maintain good general health.** Get adequate rest to minimize fatigue. If you do become ill, avoid "talking over your laryngitis" - see your physician and rest your voice.
2. **Exercise regularly.**
3. **Eat a balanced diet.** Including vegetables, fruit and whole grains, and avoid caffeinated drinks (coffee, tea, and soft drinks) and alcohol. Avoid spicy, acidic, and dairy foods if you are sensitive to them.
4. **Maintain body hydration;** drink two quarts of water daily.
5. **Avoid dry, artificial interior climates.** Using a humidifier at night might compensate for the dryness.
6. **Limit the use of your voice.** High-ceilinged restaurants, noisy parties, cars and planes are especially damaging to the voice. If necessary, use amplification for vocal projection.
7. **Avoid throat clearing and voiced coughing.**
8. **Stop yelling and avoid hard vocal attacks on initial vowel words.**
9. **Adjust the speaking pitch level of your voice.** Use the pitch level in the same range where you say, "Umm-hmm?"
10. **Speak in phrases rather than in paragraphs.** Always speak on "fresh breath"
11. **Reduce demands on your voice** - don't do all the talking!
12. **Learn to breathe silently to activate your breath support muscles and reduce neck tension.**
13. **Take full advantage of the two free elements of vocal fold healing:** water and air.
14. **Vocal athletes must treat their musculoskeletal system, as do other types of athletes;** therefore, vocal warm-ups should always be used prior to singing. Vocal cool-downs are also essential to keep the singing voice healthy.

### WHAT ALL MUSICIANS SHOULD DO

1. **Stay informed.** Awareness is the key. Like many health-related issues, prevention is much easier and less expensive than cures. Take time to read available information concerning injuries associated with your art.
2. Musicians might find the following books helpful:  
Conable, Barbara. *What Every Musicians Needs to Know About the Body* (GIA Publications, 2000)  
Klickstein, Gerald. *The Musician's Way: A Guide to Practice, Performance, and Wellness* (Oxford, 2009)  
Norris, Richard N. *The Musician's Survival Manual* (International Conference of Symphony and Opera Musicians, 1993)
3. The following links may be useful:  
[Associated Board of the Royal Schools of Music](#) (ABRSM), the world's leading authority on musical assessment, actively supporting and encouraging music learning for all.  
[Performing Arts Medicine Association](#) (PAMA), an organization comprised of dedicated medical professionals, artists educators, and administrators with the common goal of improving the health care of the performing artist.  
[Texas Voice Center](#), founded in 1989 for the diagnosis, treatment, and prevention of voice disorders.  
[National Center for Voice and Speech](#) (NCVS), conducts research, educates vocologists, and disseminates information about voice and speech.  
[Vocal Health Center](#), University of Michigan Health System, recognized locally, regionally and nationally as a leading institution for the treatment and prevention of voice disorders. At the heart of the Center is a professional team comprised of experts from the University of Michigan Health System and U-M School of Music, encompassing the fields of Laryngology, Speech Pathology, and Vocal Arts.