



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Music Department**

**MTEC-210-DX01**  
**Digital Notation and Scoring**  
**2018F**

**COURSE OUTLINE**

---

The course description is online at <http://camosun.ca/learn/calendar/current/web/mtec.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

---

**1. Instructor Information**

(a)	<b>Instructor:</b>	Jonathan Haek
(b)	<b>Office Hours:</b>	Wednesdays and Fridays, 4:00-5:00 PM (optional, for local students)
(c)	<b>Location:</b>	Victoria Conservatory of Music, Room 319
(d)	<b>Phone Number:</b>	N/A (Please use e-mail)
(e)	<b>E-mail:</b>	jonathan.haek23@online.camosun.ca
(f)	<b>Website:</b>	<a href="https://online.camosun.ca/">https://online.camosun.ca/</a> (Login to D2L for access)

**2. Intended Learning Outcomes**

Upon completion of this course a student will be able to:

1. Produce moderately complex musical scores and parts for mixed ensemble using digital notation software programs in a format appropriate for use in professional-level performance.
2. Produce moderately complex musical scores for mixed choir using digital notation software programs in a format appropriate for use in professional-level performance.
3. Produce lead sheets with lyrics for combo ensembles including singer using digital notation software programs in a format appropriate for use in professional-level performance.
4. Produce musical fragments using standard and non-standard notations including contemporary classical techniques, tablature, and chord symbols appropriate for embedding in electronic print texts.
5. Discuss the attributes of a variety of digital notation software programs as applied to music in professional and academic settings.
6. Transmit digital scores through electronic and paper processes.

### 3. Required Materials

- (a) **Textbook:** None. All readings provided on course website (see Section 1f above).
- (b) **Hardware:** As specified on the course website: Laptop or desktop computer (not Chromebook), MIDI keyboard or synthesizer, speakers or headphones or earphones, and audio interface (if necessary).
- (c) **Software:** As specified on the course website: Finale or Finale PrintMusic.
- (d) **Other:** Internet access to the course website on D2L. Administrative permissions to install software on the computer being used for the course.  
See Section 7, Recommended Materials, below for supplementary course resources.

### 4. Course Content and Schedule

**Dates:** 14 Weeks, September 4 - December 10. Plus, December 11-17 for final project submission.

**Class Location:** Distance Learning, the Camosun College Desire2Learn online platform.

**Class Meeting Times:** Distance Learning, self-paced weekly or biweekly Modules.

**Holidays:** "Week" 5, Monday, October 8: Thanksgiving Day.  
"Week" 10, Monday, November 12: Remembrance Day (observed).

- (a) The average amount of time spent working on materials for this course is 2 hours per week. The weekly schedule on Page 6, below, outlines the weekly/biweekly modules of content that are to be completed in order. For each week of the term, topics and assessment due dates are provided.
- (b) Section 5, below, outlines the basis of student assessment. The **participation** portion of your grade consists of four (4) assessments in total: one (1) discussion, and three (3) self assessment quizzes. The **exercise** portion of your grade consists of three (3) exercises. The **project** portion of your grade consists of four (4) projects. Assessments within each category (participation, exercises, and projects) are weighted equally.
- (c) In order to receive full credit for each of the graded assessments, you must submit them by their respective due dates and times. In the event you do not meet a submission deadline and you have not been given an extension (see Section 4d below), I will accept your late work with penalty. Points will be deducted for **each day** an assignment is late (2 per day, up to a maximum of 30 deducted). Please do your best to submit your work as soon as you have completed it, even if the deadline has passed.
- (d) Missing class for holidays or illness is not a concern for this online course. You may, however, experience illness that prevents you from meeting a submission deadline. In this case, if you wish to receive an extension, you must promptly forward documentation to the instructor from a doctor (or certified healthcare professional), preferably before the deadline passes. This documentation is required to include a clear statement from your doctor of WHAT you could not do and WHEN you could not do it (e.g., "Student was bedridden from October 5-7," or "Student will not be able to use right hand for two weeks, October 1-15"). It is not necessary to disclose the reason for your illness. Upon approval of your doctor's note, accommodations within reason will be made to help you

complete missed work. Note: **It is your responsibility to be aware of assessment deadlines and to pace your weekly progress so that you are able to meet these deadlines.**

## 5. Basis of Student Assessment

- (a) **Exercises:** Part Extraction, Guitar Tablature, Graphics Extraction (3 total) **25% of course mark**
- (b) **Projects:** Basic Chorale, Mixed Ensemble, Mixed Choir, Lead Sheet (4 total) **60% of course mark**
- (c) **Participation:** Discussion (1), Self Assessments (3) **15% of course mark**

## 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

## 6. Grading System (Continued)

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://camosun.ca/about/policies/index.html> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.

<b>IP</b>	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
<b>CW</b>	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

## 7. Recommended Materials to Assist Students to Succeed Throughout the Course

- (a) **Optional Software:** As specified on the course website: Sibelius or other Notation Software.
- (b) Should problems or difficulties with the course materials arise, please contact the instructor as soon as possible. Suggestions for extra help customized to your specific needs will be provided.

## 8. College Supports, Services, and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g., illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Visit <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent> for resource contacts.

### College Services

Camosun offers a variety of health and academic support services, including counselling, a dental clinic, the Centre for Accessible Learning, help centres, learning skills guides, sexual violence support and education, the library, and the writing centre. For more information about each of these services, visit the STUDENT SERVICES link on the College website at <http://camosun.ca/> or visit <http://camosun.ca/services> for the full directory of services.

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available at <http://camosun.ca/policies> on the College website. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

## STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and on the College web site in the Policy Section.

<http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pd>

## Weekly Schedule:

The following schedule provides an outline of weekly progress through the course Modules. Assessments will be "collected" three times throughout the Term, as indicated by the groups of bracketed due dates in the schedule.

**Important Note:** The "weeks" in MTEC 210 will begin on Tuesdays at 12:00 AM, and end on Mondays at 11:59 PM.

<b>Week 1:</b>	Sept. 4-10	<b>Course Orientation Module.</b> Software Installation (Recommended to complete by Mon., Sept. 17) [Due Mon., Oct. 8, 11:59 PM] Discussion: Your Hdwr. & Sftwr. Setup
<b>Week 2:</b>	Sept. 11-17	<b>Module 1.</b> Music Notation Software. [Due Mon., Oct. 8, 11:59 PM] Self Assessment 1
<b>Week 3:</b>	Sept. 18-24	<b>Module 2.</b> MIDI for Notation Software. [Due Mon., Oct. 8, 11:59 PM] Self Assessment 2
<b>Week 4:</b>	Sept. 25-Oct. 1	<b>Module 3.</b> Introduction to Finale. [Due Mon., Oct. 8, 11:59 PM] Self Assessment 3
<b>Weeks 5-6:</b>	Oct. 2-15	<b>Module 4.</b> Basic Chorale Notation. (Holiday: Monday the 8 <sup>th</sup> is Thanksgiving Day) [Due Mon., Nov. 5, 11:59 PM] Project 1
<b>Weeks 7-8:</b>	Oct. 16-29	<b>Module 5.</b> Notation for Mixed Ensembles. [Due Mon., Nov. 5, 11:59 PM] Project 2 [Due Mon., Nov. 5, 11:59 PM] Exercise 1. Part Extraction.
<b>Weeks 9-10:</b>	Oct. 30-Nov. 12	<b>Module 6.</b> Lead Sheet Notation. (Holiday: Monday the 12 <sup>th</sup> is Remembrance Day) [Due Mon., Dec. 17, 11:59 PM] Project 3
<b>Weeks 11-12:</b>	Nov. 13-26	<b>Module 7.</b> Notation for Mixed Choir. [Due Mon., Dec. 17, 11:59 PM] Project 4
<b>Weeks 13-14:</b>	Nov. 27-Dec. 10	<b>Module 8.</b> Advanced and Non-Standard Notations. [Due Mon., Dec. 17, 11:59 PM] Exercise 2. Guitar Tablature. [Due Mon., Dec. 17, 11:59 PM] Exercise 3. Graphics Extraction. [Due Mon., Dec. 17, 11:59 PM] Ex. 4. Percussion Notation (ext. credit).

**Final Project Period:** December 11-17. All final submissions due Mon., Dec. 17, 11:59 PM.