

# COURSE SYLLABUS



COURSE TITLE: MTEC 210: Digital Notation and Scoring

CLASS SECTION: DX01

TERM: 2023W

COURSE CREDITS: 3

DELIVERY METHOD(S): Distance Learning

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Dr. Jonathan Haek

EMAIL: [haek@vcm.bc.ca](mailto:haek@vcm.bc.ca)

OFFICE: None.

HOURS: Please email to arrange a meeting.

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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In this introduction to digital music notation and digital scoring for experienced musicians, students will study the fundamentals and applications of current music notation software. Fundamentals gained will enable students to produce print and electronic musical scores appropriate for use in professional performance and academic settings.

### PREREQUISITE(S):

All of:

- C in MUSC 110

### CO-REQUISITE(S):

None

### EXCLUSION(S):

None

## COURSE LEARNING OUTCOMES / OBJECTIVES

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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.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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**WEBSITE:** <https://online.camosun.ca> Login to Desire2Learn (D2L) for access.

**TEXTBOOK:** None. All readings provided on course website in D2L.

**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).

**SOFTWARE:** As specified on the course website: Finale or Finale PrintMusic.

**OTHER:** Internet access to the course website in D2L. **Administrative permissions to install software** on the computer being used for the course.

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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**DATES:** 14 Weeks, January 9 - April 15. Plus, April 17-25 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 7, Monday-Friday, February 20-24: Family Day and Reading Break.

Week 13, Friday, April 7: Good Friday.

Week 14, Monday, April 10: Easter Monday.

The following schedule provides an outline of weekly progress through the course Modules. Assessments will be “collected” three times throughout the Term (February 12, March 12, and April 25), as indicated by the groups of bracketed due dates in the schedule. **Important Note:** Weeks in MTEC 210 will begin on Mondays at 12:00 AM, and end on Sundays at 11:59 PM.

The schedule and course components below are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK(S)	DATE RANGE	TOPIC, ASSESSMENTS, and DUE DATES
<b>Week 1</b>	Jan. 9-15	<b>Course Orientation Module.</b> Software Installation (Recommended to complete by Sun., January 22) [Due Sun., Feb. 12, 11:59 PM] Discussion: Your Hrdwr. & Sftwr. Setup
<b>Week 2</b>	Jan. 16-22	<b>Module 1.</b> Music Notation Software. [Due Sunday, February 12, 11:59 PM] Self Assessment 1
<b>Week 3</b>	Jan. 23-29	<b>Module 2.</b> MIDI for Notation Software. [Due Sunday, February 12, 11:59 PM] Self Assessment 2
<b>Week 4</b>	Jan. 30 - Feb. 5	<b>Module 3.</b> Introduction to Finale. [Due Sunday, February 12, 11:59 PM] Self Assessment 3
<b>Weeks 5-6</b>	Feb. 6-19	<b>Module 4.</b> Basic Chorale Notation. [Due Sunday, March 12, 11:59 PM] Project 1
<b>Weeks 7-8</b>	Feb. 20 - Mar. 5	<b>Module 5.</b> Notation for Mixed Ensembles. (Holidays: Monday-Friday the 20 <sup>th</sup> -24 <sup>th</sup> is Family Day + Reading Break) [Due Sunday, March 12, 11:59 PM] Project 2 [Due Sunday, March 12, 11:59 PM] Exercise 1: Part Extraction
<b>Weeks 9-10</b>	Mar. 6-19	<b>Module 6.</b> Lead Sheet Notation. [Due Tuesday, April 25, 11:59 PM] Project 3
<b>Weeks 11-12</b>	Mar. 20 - Apr. 2	<b>Module 7.</b> Notation for Mixed Choir. [Due Tuesday, April 25, 11:59 PM] Project 4
<b>Weeks 13-14</b>	Apr. 3-16	<b>Module 8.</b> Advanced and Non-Standard Notations. (Holiday: Friday the 7 <sup>th</sup> is Good Friday) (Holiday: Monday the 10 <sup>th</sup> is Easter Monday) [Due Tuesday, April 25, 11:59 PM] Exercise 2: Guitar Tablature [Due Tuesday, April 25, 11:59 PM] Exercise 3: Graphics Extraction [Due Tues., Apr. 25, 11:59 PM] Ex. 4: Percussion Notation (Extra Credit)
<b>Final Project Period</b>	Apr. 17-25	<b>All final submissions due Tuesday, April 25, 11:59 PM</b>

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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DESCRIPTION			WEIGHTING
<b>Exercises:</b>	Part Extraction, Guitar Tablature, Graphics Extraction	[3 total]	25%
<b>Projects:</b>	Basic Chorale, Mixed Ensemble, Mixed Choir, Lead Sheet	[4 total]	60%
<b>Participation:</b>	Discussions (1), Self Assessments (3)	[4 total]	15%
<b>TOTAL</b>			100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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- A. The average amount of time spent working on materials for this course is 2 hours per week. The weekly schedule in the Course Schedule section, above, 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. The Evaluation of Learning section, above, 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 Part D below), I will accept your late work with penalty. Points will be deducted for **each day** an assignment is late (1 point 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. Since this online course is asynchronous (no scheduled class meetings), missing class for holidays or illness is not a concern. You may, however, experience illness that prevents you from meeting a submission deadline. In order to receive an extension in this case, contact the instructor before the deadline and, if requested, forward documentation to the instructor from a doctor (or certified healthcare professional) as soon as possible, preferably before the deadline passes. This documentation is required to include a clear statement of WHAT you could not do and WHEN you could not do it (e.g., "Student was bedridden from March 5-7," or "Student will not be able to use right hand for two weeks, March 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. **Please contact the instructor as soon as you anticipate that you might miss a submission deadline for any reason. Flexibility and generosity are ongoing as the heightened risk for COVID-19 and other illnesses continues.**
- E. 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.

## SCHOOL OR DEPARTMENTAL INFORMATION

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**SCHOOL:** Camosun Arts and Science

**DEPARTMENT:** Music (Victoria Conservatory of Music)

*Through its partnership with the Victoria Conservatory of Music, Camosun offers three music programs in classical and contemporary disciplines, with courses at the foundational level, in music technologies, and in music performance.*

**All Music Program students are registered Camosun College students entitled to receive all services – including but not limited to academic and personal support – as provided by both Camosun College and the Victoria Conservatory of Music. Music Program students are bound by all policies – including but not limited to academic, administrative, and personal conduct policies – of both Camosun College and the Victoria Conservatory of Music.**

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>

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Technology Support

<http://camosun.ca/its>

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Writing Centre

<http://camosun.ca/writing-centre>

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If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the

course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

**Changes to this syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.