MUS 364 & 364L
INSTRUMENTAL CONDUCTING & ARRANGING (AND LAB)
SYLLABUS

Course Webpage: www.csun.edu/~stoffel/364

Fall Semester 2023  Tu/Th, 10:00–11:40 AM  Preparatory: MUS 212/L
3 Units  Cypress Hall 159  Corequisite: MUS 364 & 364L
Dr. Lawrence Stoffel  E-mail: stoffel@csun.edu
Office: CY 210  Phone: (818) 677-3160

Office Hours:  Mondays & Wednesdays, 1:30–3:00 PM
and by appointment

"In-person is better than E-mail or telephone."

Course Description
“Development of basic to advanced conducting skills with instrumental focus. For preparation of the conductor and
the public-school music teacher. Topics include baton, rehearsal, score study techniques, error detection and
resultant strategies. Also, principles of arranging for middle- and high-school level ensembles, with practical
application.” (from the CSUN University Catalog 2023–2024). This course focuses upon (1) development of baton
technique and non-verbal communication, and (2) score study and interpretation.

Student Learning Outcomes
The primary objectives of this course are to enable students: (1) to develop gestures which effectively convey a sense
of musical meaning; (2) to develop skills to interpret musical scores; (3) to develop the ability to self-critique one’s
own conducting; (4) to demonstrate competence using standard musical notation software learned in MUS 191; and
(5) to be competent in arranging simple scores for a variety of instrumental ensembles.

Textbooks
Required:
112108-1]. The 6th edition of this book is also acceptable. Note Well: A loaner book will be made available to
each student, but failing to return the book in good condition at the end of the semester will have a serious penalty
on your course grade.

Recommended for the ambitious conducting student:
• Battisti, Frank and Garofalo, Robert (1990). Guide to Score Study for the Wind Band Conductor. Ft. Lauderdale,
FL: Meredith Music Publications. [ISBN 0-9624308-6-2]

Required Materials
• 1 pre-selected school concert band score (you will purchase this score)
• SD Card (recommended at least 4 GB capacity), “Secure Digital Card”
  This is the most valuable tool toward your development in this course. Each time you conduct this semester,
you will be video recorded. At the end of this semester, you will have a unique record of your conducting
development. Note well: Not having your SD Card at for any assignment will result in forfeiture of that
conducting time in front of the ensemble. Use a dedicated SD Card for this class; do not keep other files on this
card.
• instrument
  The class is the “ensemble” that you will conduct for most assignments. Exact instrumentation will be
determined by Dr. Stoffel to best serve the needs of the students in the class.
• baton
  Your baton must be of high quality. Batons will not be used until later in the course, and you will be given
instructions regarding the proper method of selecting a baton. Dr. Stoffel must inspect and approve a baton
already owned by a student.
Evaluation
The lecture and lab components of this course are integrated, therefore, your semester grade for both MUS 364 and MUS 364L will be the same. The final grade that you earn will be calculated by the following criteria:

- Conducting Projects  ≈ 50%
- Arranging & Written Projects  ≈ 50%

These percentages are approximate as adjustments of assignments are likely over the course of the semester.

Grading Scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93–100</td>
<td>A</td>
</tr>
<tr>
<td>90–92</td>
<td>A–</td>
</tr>
<tr>
<td>87–89</td>
<td>B+</td>
</tr>
<tr>
<td>83–86</td>
<td>B</td>
</tr>
<tr>
<td>80–82</td>
<td>B–</td>
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<tr>
<td>77–79</td>
<td>C+</td>
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<tr>
<td>73–76</td>
<td>C</td>
</tr>
<tr>
<td>70–72</td>
<td>C–</td>
</tr>
<tr>
<td>61–69</td>
<td>D</td>
</tr>
<tr>
<td>0–60</td>
<td>F</td>
</tr>
</tbody>
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Attendance as it Relates to Your Learning and Development
Much like an ensemble course, conducting class operates as a cooperative-learning class. The success of your learning in this class is dependent upon every student’s participation each day in class.

- The time that you spend on the podium is of utmost importance in this course. But your development as a conductor will be greatly enhanced if you also use the time that you are not on the podium as valuable “learning time.” It is common for students to feel as though they are learning as much, if not more, while watching and evaluating their peers than while actually on the podium.
- Successful students in this course attend all class meetings and participate productively. Professional conduct dictates that all students should arrive to the classroom with sufficient time to begin on time. Never detract from one of your peer’s podium-time by either arriving late or not being ready to play at the class start time.
- Absences and tardies have a direct detrimental effect on the final grade earned:

  The grade that you earn on each formal conducting project will be adjusted by your class attendance and participation for every day of that particular project. For example:

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Adjustment</th>
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<tbody>
<tr>
<td>Tardy</td>
<td>5% reduction of project grade</td>
</tr>
<tr>
<td>Absent</td>
<td>10% reduction of project grade</td>
</tr>
<tr>
<td>Not participating in class</td>
<td>10% reduction of project grade</td>
</tr>
</tbody>
</table>

  “Extra Credit” points will not offset a grade reduction due to absences, tardies, and non-participation.

- Written assignments will be accepted up to one week past the due date, however, the grade earned on any written assignment will be lowered by 9% for each school day that the assignment is late.
- Absence due to serious illness or other warranted personal matter may be excused only with written documentation (e.g., a doctor’s verification, or court summons). This verification must be given to Dr. Stoffel at the first class upon your return.

Academic Dishonesty
The maintenance of academic integrity and quality education is the responsibility of each student within this university and the California State University system. Cheating or plagiarism in connection with an academic program at a campus is listed in Section 41301, Title 5, California Code of Regulations, as an offense for which a student may be expelled, suspended, or given a less severe disciplinary sanction. Academic dishonesty is an especially serious offense and diminishes the quality of scholarship and defrauds those who depend upon the integrity of the campus programs. Such dishonesty includes: Cheating, Fabrication, Facilitating Academic Dishonesty, and Plagiarism. Please see the current university catalog for a complete description of Academic Dishonesty and its consequences: https://catalog.csun.edu/policies/student-conduct-code/.

Video Recordings
You will video record yourself for each conducting project each time you practice in front of the class and each time you are assessed for a project. This video recording is only for your personal use — for growth and development over the course of the semester. However, because of possible copyright implications and for privacy protections, no video from this class should be publically shared or distributed. Note well: No permission is given by the instructor to publically post a video recording made in this class (such as on YouTube or social media).
Classroom Conduct
In order to create a classroom environment which encourages creativity and critical thinking, courteous and encouraging conduct is expected from all students at all times — which includes attentive listening, respectful language, and openness to consider new ideas or opinions. Contribute to class discussions in an orderly manner, ask pertinent questions, taking care not to dominate any discussion, nor talk over each other or the instructor. Never employ rudeness, mean spiritedness, personal attacks, harassment, or abuse in class discussions.

Physical Contact
The study of conducting necessitates occasional, limited physical contact between instructor and student. The instructor will always be respectful and observant to each student’s level of comfort in class. A student with any questions or concerns about physical contact during lessons and laboratory assignments should discuss this matter with the instructor before the first project is assigned. If requested by a student, the instructor will employ alternative forms of instruction in lieu of physical contact.

Disability Resources and Educational Services
If you have a disability and need accommodations, please register with the Disability Resources and Educational Services (DRES) office and/or the Deaf and Hard of Hearing Services (NCOD). The DRES office is located in Bayramian Hall 110 and can be reached at (818) 677-2684. The NCOD is located in Jeanne Chisholm Hall; contact options are found online at www.csun.edu/ncod. If you would like to discuss your need for accommodations, please contact me directly.

Individual Practice
The successful student will practice conducting daily. In addition to refining your conducting gestures for each of the conducting projects, your daily individual practice time should include a balance of basic movement exercises along with singing and/or keyboard realization of the current conducting project. Each project should be prepared to a level of memorization.

Applied Technology
- Internet & WiFi accessing Zoom, Google Forms, and other sites
- an active, working CSUN E-mail account with the ability to send and receive attached files (You will be expected to check your E-mail each weekday.)
- video recordings documenting your conducting skill (a typical tablet or laptop computer is adequate for your class video viewing needs)
- a document scanner or scanner app
- musical notation software (such as Finale or Sibelius)

Notation Software
Students are expected to be proficient in Finale, Sibelius, or other musical notation software by merit of passing MUS 191, a lower division course required of all music majors at CSUN.

CSUN Department of Music Undergraduate Program Learning Outcomes (PLOs):
1. Demonstrate the ability to hear, identify, and work conceptually with the elements of music, through sight-reading, basic keyboard proficiency, and musical analysis.
2. Perform standard repertoire appropriate to their performance area, as individuals, members of ensembles, and/or conductors.
3. Demonstrate a working knowledge of music history within their area of specialization and an acquaintance with the history, cultural background, and repertories beyond that area, including a wide selection of Western and world music literature.
4. Demonstrate a working knowledge of music technology and its application to their area of specialization.
5. Develop pedagogical and/or clinical skills fundamental to their area of specialization for application across a variety of music and music-related professions.
6. Demonstrate professional competence in the execution of business processes and practices commonly employed within their area of specialization.
Course Assignments and Projects:

1. Conducting Projects:

These nine projects are the video assignments for the semester.

Please note: The Labuta numbers refer to the 5th edition book. Double-check for the correct Labuta number if you are using a different edition.

**Posture Check** (Week 3*)
(no music example used)

**Project #1** (Weeks 4–6*)
Labuta 2-5  Meyerbeer

**Project #2** (Weeks 7–8*)
Labuta 2-6  Haydn

**Project #3** (Week 9*)
Labuta 3-1  Verdi
Labuta 3-8  traditional

**Project #4** (Week 11*)
Labuta 4-2  Handel
Labuta 4-3  Schubert

**Project #5** (Weeks 12–14*)
Labuta M-18  traditional

**Project #6** (Week 15 & Final Exam*)
Labuta 10-2  Grainger
Labuta M-5  Schubert

**Project #7** (Week 15 & Final Exam*)
Labuta 10-7  Borodin
Labuta 10-8  Blazhevich

**Project #8** (Weeks 14–15*)
band composition
with the CSUN Wind Symphony

* These weeks are approximate. Some variance is likely depending on the pace of progress by the whole class.

Remember, your success in the class is largely dependent upon active participation:
- Bring your SD Card for each project.
- Bring your instrument and Labuta book every day for each project’s dates.

2. Written Projects:
- assigned throughout the semester

3. Arranging Projects:
- assigned throughout the semester

4. Final Exam
- Tuesday, December 12th, 10:15 AM–12:15 PM