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

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

Spring Semester 2019 Tu/Th, 10:00–11:40 AM Preparatory: MUS 212/L
3 Units Nordhoff Hall 107 Corequisite: MUS 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
and drop-in’s are always welcomed when the door is open!
“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 2018–2019). 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:
  601193-4]. The 5th 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
detriment to your course grade. This textbook is also on reserve in Oviatt Library.
- 1 pre-selected school concert band score (you will purchase this score)

Recommended for the ambitious conducting student (on reserve in Oviatt Library):
  FL: Meredith Music Publications. [ISBN 0-9624308-6-2]

Required Materials
- SD Card (recommended 2–4 GB capacity), “Secure Digital Card”
  This is the most valuable tool toward your development in this course. Each time your 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.
- music stand
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 | 75% |
| Arranging Projects | 20% |
| Concert Attendance | 5% |

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

Grading Scale:

| 93–100 | A |
| 90–92  | A– |
| 87–89  | B+ |
| 83–86  | B |
| 80–82  | B– |
| 77–79  | C+ |
| 73–76  | C– |
| 61–69  | D |
| 0–60   | F |

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 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:

If you earned a 96 on a conducting project and you were at every class meeting for that project (that is, your were there for 100% of the time), then your final grade would be 96 (96 \times 100\% = 96).

If you were only at four out of the five class days for that project (that is, your were there for 80% of the time), then your final project grade would be 77 (96 \times 80\% = 76.8).

• 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: www.csun.edu/catalog/policies/academic-dishonesty/.

Video Recordings
You will be recorded 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 your classmates are included in these recordings and because of possible copyright implications, no video from this class may 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. The use of mobile
phones, engaging with social media, reading of newspapers or other non-class materials, or web surfing are never
appropriate in class. Furthermore, students are expected to perform on their instruments at a consistently musical
and technically proficient level.

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 or the National Center on Deafness (NCOD). The DRES office is located in Bayramian Hall
110 and can be reached by phone at (818) 677-2684. NCOD is located in Jeanne Chisholm Hall and can be reached
by phone at (818) 677-2054 and by videophone at (818) 677-4443. If you would like to discuss your need for
accommodations, please also contact me to set up an appointment.

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
• 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 recording documenting your conducting skill
• 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*)
choose either:
Labuta 3-1 Verdi
Labuta 3-8 traditional

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

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

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

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

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

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

2. Concert Attendance:

Attend and report on two of the following four music department’s VPAC concerts.
• Wednesday, February 20th, CSUN Symphony, 7:30 pm
• Tuesday, March 5th, CSUN Wind Ensemble, 7:30 pm
• Tuesday, April 23rd, CSUN Wind Ensemble, 7:30 pm

3. Written Projects:

• assigned throughout the semester

4. Arranging Projects:

• assigned throughout the semester

5. Final Exam

• Tuesday, May 14th, 10:15 AM–12:15 PM

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