CASPER COLLEGE COURSE SYLLABUS
MUSC 0200-01 – Convocation

Semester/Year: SP 2016
Lecture Hours: 0  Lab Hours: 1  Credit Hours: 0
Class Time: 12:00-12:50  Days: Alternate Wednesdays, TBA  Room: MU 105

Instructor’s Name: Kristen Lenth

Instructor's Contact Information:
Office Phone: 268-2685  Email: klenth@caspercollege.edu

Office Hours: TBA (posted on door of MU 208)

Course Description: Twice-monthly recital hour for students and guest performers. In addition to the scheduled convocations, students will be required to attend 10 approved concerts. Grading will be S/U. Completion of four semesters with a grade of S is required for all music majors pursuing a music degree. Full-time music students shall enroll in convocation as long as they remain music majors.

Statement of Prerequisites: Music majors only.

Goal: Convocation provides students with the opportunity:
1) to perform for peers and faculty
2) to be exposed to a wide variety of music genres and disciplines
3) to hear professional performers on occasion

Outcomes:
1) appreciate aesthetic and creative activities
2) exposure to a wide variety of music
3) knowledge of appropriate recital etiquette, both as an audience member and as a performer
4) attend all convocations
5) attend 10 concerts and turn in concert attendance forms for each in a timely manner

Methodology: Announcements and other pertinent business may be conducted during the class. Attendance procedures are outlined below and are strictly enforced. Convocation dates are published in the current Department of Music Student Handbook, available in the Music Office.

Student performers must receive permission from their applied instructor and must reserve performance time with the Convocation instructor no later than one week before the Convocation date. All pertinent data, including composer, composition, performer, collaborators, exact performance time, and stage setup, are provided on an official Convocation Reservation Form.

Evaluation Criteria: Attendance is recorded for all Convocations and concerts, and is the sole basis
of student evaluation. Students are required to attend all Convocations, less one, plus ten additional concerts, which shall be documented by the student and approved by the instructor. In the Spring semester, students must also complete three volunteer sessions at the Kinser Jazz Festival, as well as a volunteer training session. The Jazz Fest Volunteer Coordinator will keep track of students’ attendance.

At the beginning of class, each student receives a Convocation Attendance Slip, which he or she signs and dates. Late comers arriving more than ten minutes after the hour will not receive a slip. After Convocation, an usher will collect the attendance slips at the door. Attendance is recorded by the instructor. The instructor encourages students to check their attendance record occasionally to confirm that they are meeting the minimum requirements.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

A Concert Attendance card must be completed for each concert attended. The card must be filled out completely, including a valid faculty signature, which verifies that the student attended the event. Completed cards are deposited in the Convocation box outside the instructor’s office (FA 207) within seven days of the event. Credit will not be awarded for any card submitted with missing information, or a submission older than seven days. To verify any non-college concerts attended, students must attach a program with the card. Concert credit is accepted only during the semester in which the student is enrolled (i.e., credit is not given for concerts scheduled before or after the current semester), and only through the first Monday of Final Exam Week.

Concerts suitable for credit may include: faculty recitals, college student recitals, symphony concerts, chamber recitals, Krampert theatre productions, public school concerts, jazz festival concerts, clinics, master classes, workshops, All-State sessions, or concerts where serious music appropriate to the syllabus "Objectives" is programmed. Please consult the instructor if you have any questions about concert validity.

Concerts normally deemed inappropriate for credit include: talent shows (campus or otherwise), most church musical events (see the instructor for exceptions), holiday caroling, rock/pop concerts, coffeehouse performances, and similar events.

Students performing on Convocation are expected to wear appropriate, professional attire. Appropriate concert etiquette is expected of all performers and audience members. Details outlining these aspects of Convocation are discussed during the Convocation Orientation session in the Fall semester. Questions regarding these issues should be brought to the attention of the Applied Instructor or the Convocation Coordinator.

Students who perform on approved concerts/recitals receive credit for one concert. When ensembles perform the same material at different concert locations, the student receives only one credit for that performing group, regardless of the number of actual performances. Students may obtain credit for three concerts on which they perform. Additional credit is not awarded for performing on Convocation.

In rare circumstances, students who cannot attend Convocations because of a required class conflict must attain advance permission to attend ten concerts (per guidelines above) plus additional concerts equal to the number of Convocations per that semester, less one.
Any petitions to the above requirements must be submitted in writing and will be reviewed by the applied instructor, the student, and the Music Department Chairman each semester by the end of the second week of classes.

**Required Text, Readings, and Materials:** none

**Class Policies:** **Last Date to Change to Audit Status or to Withdraw with a W Grade:** consult the current Casper College catalog.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Calendar or schedule indicating course content:** A schedule of Convocation dates is published in the current Music Department Student Handbook and is subject to change to coincide with college vacations or other Music Department functions. Convocation dates will be prominently displayed in the MU lobby. The Music Office bulletin board displays community and department calendars, which include many appropriate events.

**Spring 2015 CONVOCATION DATES:**
January 27 – Jazz Fest Information
February 17
March 2
March 30
April 6
April 20
May 4 – Honors Convocation