

Band Arranging - MUST 431 & 513 - Syllabus

Stephen C. Campbell, D.M.A., professor

This syllabus is subject to change at the discretion of the professor.

Class Meetings Tuesday and Thursday from 12:30pm - 1:20pm Music Building 117A

Course Objectives:

- Develop an awareness and understanding of the musical instruments of a school band (including wind ensemble, symphonic band, etc.) from the perspective of scoring and arranging. This will be accomplished through provided readings and listenings with discussion of both.
- Develop an awareness, understanding, and basic familiarity of musical notation software. Students are welcome to use the software of their choice (Dorico, Finale, Sibelius, or MuseScore) to complete exercises designed to develop this objective. The computers on the lower level of the Bracken Library are equipped with MuseScore and Dorico. The instructor encourages everyone to use Dorico, as this is the current professional standard. MuseScore, of course, is a free program for anyone to use.
- All work conducted and/or submitted in this course should reflect your own ideas and demonstrate your current knowledge, abilities, and skills. Therefore, generative AI (Artificial Intelligence) should not be used to complete any portion of the assignment(s). Doing so constitutes a violation of Ball State University's [Student Academic Ethics Policy](#).

Attendance:

- Attendance at all class meetings and participation is expected. Any student not able to attend the regular meetings should withdraw from the class and register in a semester in which attendance is expected. An absence is considered excused when the student provides official documentation. All students are allowed two absences from the class, no questions asked. Unexcused absences beyond the two allowed will result in a reduction of the final grade by one letter. Three unexcused absences beyond the two allowed will result in an automatic fail.
- Work Days - Work days are scheduled time in the course of the semester dedicated to allowing students class time to working with and becoming familiar with musical notation software and completing the assignments. On published 'Work Days,' we will not meet as a class.

Readings:

- The readings have been provided and are available on Canvas. Readings come from:
 - *Instrumentation and Orchestration*, Alfred Blatter, Second Edition
 - *Principles of Orchestration*, Nicolas Rimsky-Korsakow
 - *Treatise of Instrumentation*, Hector Berlioz and Richard Strauss
- Students are expected to have completed the readings for each class day in advance, having made notes and are prepared to discuss what was read.
- Students are welcome to provide additional readings they find on their own, especially if they are contrary to those provided, offering a different perspective.

Engagement Expectations

To support a respectful and engaging academic community that encourages the free exchange of ideas and civil discourse, we will follow these ground rules:

- **Respect different perspectives.** Share your ideas and let others share theirs.
- **Challenge ideas, not people.** Disagree respectfully. No personal attacks or put-downs. Focus on exploring ideas critically and constructively.
- **Listen to understand.** Stay curious, ask questions to understand, and give others space to speak.
- **Assume good intentions.** Approach discussions with curiosity and compassion.
- **Keep it private.** What is shared in class stays in class. Do not share others' words or work without permission.
- **Be respectful.** Avoid hurtful language, stereotypes, or content that may demean others. Keep feedback constructive.

Assignments:

- All assignments are to be completed using one of the prescribed musical notation software options. (Hand written submissions, or any other submission, will not be accepted.) Assignments must include the MUSX file, as well as a PDF.
- Assignments are due on Canvas by the printed deadline. Late work will not be accepted. Work submitted in a format other than Canvas will not be accepted. Incomplete assignments will not be accepted.
- Assignment 1 - Technique Building Scale Pattern - **DUE JANUARY 23 AT 10PM** - Select an existing scale pattern or invent a scale pattern for your own instrument, or any band instrument of your choosing. Write out the exercise once, using the notation software. Using the copy/paste, transposition, key signature tool, time signature tool, articulation tool, and dynamic/expression tool, provide the exercise in all major or minor keys so that it appears in the usable range of a high school player (as notated in the Blatter text.) Include suggested tempo markings at the beginning. An example will be provided. Each key must:
 - Be formatted on it's own line
 - Have a varied articulation from the other examples
 - This includes slurs and articulation/accent markings
 - Include dynamics
 - Have it's own key signature
- Assignment 2 - Duet - **DUE FEBRUARY 20 AT 10PM** - Select a tune of your choice from 8 to 16 measures in length. Using the prescribed musical notation software, arrange this tune to be performed as a duet for yourself, and any other member of the class, for the class. Communicate clearly with the person you intend to collaborate with, or communicate with me if you need help. Completed submissions must include:
 - Score and extracted parts
 - Include measure numbers and rehearsal figures
 - Melody
 - Functional and pleasing accompaniment line
 - Usable range
 - Formatting
 - Tempo marking
 - Expressive marking (Espressivo, Largo, etc.)

- Dynamics
- Functional and appropriate articulations
- Page breaks and fitted measures.
- Half way through the piece, adjust the key signature a minor 3rd in either direction, up or down. Use accidentals to keep the tune in the original key. For example, say the piece begins in C major. Half way through, use the key signature tool to change the key to E-flat (A Major would be the other option.) With there now being three flats in the key signature, all B's, E's, and A's will require a natural indication, as well as any other pitch which requires alteration.
- Assignment 3 - Quartet - **DUE MARCH 27 AT 10PM** - Select a tune of your choice from 8 to 16 measures in length. This can be the same tune used for Assignment 2 or a different one. Using the prescribed musical notation software, arrange this tune as a quartet for yourself, and three other members of the class of any instrumentation to be performed for the class. Communicate clearly with the individuals you intend to collaborate with, or communicate with me if you need help. Completed submissions must include:
 - Score and extracted parts
 - Include measure numbers and rehearsal figures
 - Melody
 - Functional and pleasing alto, tenor, and bass parts.
 - Usable range
 - Formatting
 - Tempo marking
 - Expressive marking (Espressivo, Largo, etc.)
 - Dynamics
 - Functional and appropriate articulations
 - Page breaks and fitted measures.
- Assignment 4 - Ensemble - **DUE APRIL 17 AT 10PM** - Everyone will be assigned a school song to be arranged using the class instrumentation as the ensemble. The student arranging the song will be conducting, so keep that in mind with regard to instrumentation. Completed submissions must include:
 - Score and extracted parts
 - Include measure numbers and rehearsal figures.
 - Melody
 - Functional and pleasing parts.
 - Usable range
 - Vary the instrumentation for a pleasing and interesting sound.
 - Include a repeat or D.S. al Coda, assuming there are two stanzas.
 - Formatting
 - Tempo marking
 - Expressive marking (Espressivo, Largo, etc.)
 - Dynamics
 - Functional and appropriate articulations
 - Page breaks and fitted measures.
 - Include at least three sets of cues.

Schedule of Readings and Assignments

January 6th

- Course Introduction
- Syllabus
- Campbell background and course perspective
- Public school arranging possibilities
- Course schedule, readings, assignments, and Canvas

January 8th

- Blatter - Setting up the score
- Score order
- Transpositions (write up, sound down)

January 13th

- Woodwinds
 - Readings
- Flute and Piccolo
 - Readings

January 15th (IMEA Convention)

- Workday

January 20th

- Clarinets
 - Readings

January 22th

- Workday

January 27th

- Oboes
 - Readings

January 29th

- Bassoons
 - Readings

February 3rd

- Saxophones
 - Readings

February 5th

- Brasses
 - Readings
- Horns

- Readings

February 10th

- Trumpets
- Readings

February 12th

- Trombones
- Readings

February 17th

- Euphonium & Tuba
- Readings

February 19th

- Work Day

February 24th

- Assignment #2 Performances and Discussions

February 26th

- Percussion
- Readings

March 17th

- Work Day

March 19th

- Scoring for Band
- Readings

March 24th

- Melody and Harmony
- Readings

March 26th

- Mahler 6th
- Wagner Die Walkure, Act III

March 31st

- Assignment #3 Performances and Discussions

April 7th

- Work Day

April 9th

- Holst Suite in F
- Ron Nelson, Rocky Point Holiday

April 14th

- Current Wind Ensemble Literature
- Student Arrangement Issues

April 16th

- Student Arrangement Issues

April 21st

- Student Arrangement Performances

April 23rd

- Student Arrangement Performances

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

Disability Statement

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's [Disability Services Office](#) coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Freedom of Expression

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's [Statement on Freedom of Expression](#), the resources on Ball State's [Freedom of Expression webpage](#), and [Ball State's Beneficence Pledge](#).

Title IX

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit bsu.edu/titleix or contact the Title IX Coordinator at 765-285-1545 or at titleix@bsu.edu

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant **chooses** to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.
- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

University Grade Appeal Policy

If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the [University Grade Appeal Policy and Process.](#)]

Student Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's [academic integrity website](#) (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University [Student Academic Ethics Policy](#).

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments, class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)

- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

The Learning Center

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu and click on “Navigate” in the Academic Tools section, or just go directly to bsu.navigate.eab.com.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about Learning Center programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow us on Instagram: [BallStateLC](https://www.instagram.com/BallStateLC).

The Writing Center

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing.

The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to bsu.edu/writingcenter. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Basic Needs Hub

If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the [Basic Needs Hub](#). The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a [Basic Needs Assistance Form](#).

The Counseling Center

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State

students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found [here](#).

The Speaking Center

The [Speaking Center](#) is a free resource available to all members of the BSU community wanting to improve their public speaking abilities. We offer personalized coaching designed to help you become a more confident and effective speaker. Our trained coaches provide constructive feedback and support throughout the entire speech preparation process, whether you are in the early stages of brainstorming ideas and organizing your thoughts, or you need to practice your delivery and refine your message.

The Center is in the David Letterman Communication and Media Building, room 302. To schedule an appointment, please access us through your Navigate app or use this [direct link](#) to sign up for a time. Appointments are available both in person and on Zoom. Appointments are available in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

Canvas Accessibility

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. **Find more information by visiting the [Canvas Voluntary Product Accessibility Template \(VPAT\)](#).**

FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading [Ball State's FERPA and Privacy and Protection](#).

Video Conferencing Recording

In this class, software may be used to record live class discussions. As a student in this class, your participation in live class discussions may be recorded. These recordings typically will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Students who prefer to listen only must disable their audio capability and visual camera. If you have concerns, please discuss these options with me.

Plagiarism Detection

The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.