

# Ball State University College of Fine Arts / School of Music / Music Theory

## MUST 111 – Course Syllabus

### Section 4: 4:00 pm, MWF, Room MU303

Instructor: Prof. Joey Lavarias

Office: MI 125

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Office Hours: Wednesday 11:00am-12:00pm and by appointment

### COURSE DESCRIPTION:

MUST 111 introduces the study of tonal harmony and voice-leading in music of the common practice era (roughly 1750–1900). Students will gain an understanding of chord construction and harmonic function, and of how melody and harmony interact in musical phrases. While the course concentrates on earlier music, we also examine music of the 20th and 21st centuries which uses the same harmonic language and syntax.

### COURSE OBJECTIVE/STUDENT LEARNING OBJECTIVES:

On completing this course, students will be able to recognize diatonic harmonies in tonal compositions, part-write simple chord progressions in four voices with idiomatic voice-leading on a given chord progression in Roman numerals or figured bass, and harmonize simple diatonic melodies with basic chord functions.

### RATIONALE:

This course is the first of five which teaches the skills necessary to achieve an undergraduate level of ability in understanding and analyzing music. Voice leading, harmony, and other parameters, as well as formal structure are emphasized.

### PRE-REQUISITES:

All sections of MUST 111 meet three days a week (MWF) and deal with the written and analytical materials of music theory. In order to take this course you must have passed the theory entrance exam. All first years should also be enrolled in aural skills, MUST 101.

Please direct all questions concerning the music theory and composition programs to Dr. Amelia Kaplan, Area Coordinator for Composition and Theory (MU 105C, 285-2449, askaplan@bsu.edu). Contact Dr. Kaplan if you have questions about your placement in the sequence of theory courses, transfer credits in music theory, or similar matters.

### REQUIRED TEXTS & MATERIALS:

- *Harmony in Context*, 3rd edition, by Miguel Roig-Francoli [textbook and workbook]
- staff paper, pencils, 3-ring binder or other dedicated music theory notebook

### ATTENDANCE:

You are expected and encouraged to attend every lecture. **If more than six classes are missed, regardless of the reason (be it personal, health-related, field-trip-related, etc.), you will fail this course automatically** - the six-absence allowance is an extreme, and offers the instructor an indisputable reason to fail the student. This policy is non-negotiable; please act responsibly. Each instructor may have his/her own policies regarding late arrival to class: e.g. grade penalties for absence or tardiness, or grades of zero on missed homework or quizzes. Be sure to find out what these policies are. Out of courtesy, you should inform your instructor in advance of any absences you know about ahead of time. If you miss class because of an emergency, contact your instructor immediately.

### HOMEWORK:

All homework assignments must be turned in on time and must be neatly written/notated. I will only accept work submitted in person, on paper. I will not be accepting work submitted via email unless there are extenuating circumstances. The instructor has the right not to accept late homework and to ask that any sloppy or illegible assignment be recopied. *Please always work in pencil – I will not accept assignments in pen OR in a notation program.*

**LATE WORK POLICY:**

ANY assignment is eligible to be turned in late at ANY TIME after its initial due date. However, there is a strict protocol for turning in a late assignment. Please make note the following procedure:

1. You must directly discuss with the instructor that you are turning in a late assignment both in person and email. I will not accept surprise late work.
2. The instructor decides the new due date of the late assignment.
3. Depending on the time frame in which the late assignment is submitted, it will be marked at a fraction of the original grade in the following proportions:
  - a. Within 2 class periods of the original due date: full credit
  - b. 3-5 class periods after original due date: maximum 90% of original score
  - c. 6-8 class periods after original due date: maximum 80% of original score
  - d. 9+ class periods after original due date: maximum 75% of original score

**TESTS and QUIZZES:**

The midterm and final exams and some other tests and quizzes are uniform across all sections of this course. Make-ups for missed quizzes and exams are handled according to individual instructors' discretion on a case-by-case basis. Any request for a make-up test or quiz must begin with the student's explanation and/or proof of a valid reason for the absence on that day.

There are nine Canvas Quizzes. These are ALL available beginning the first day of class. These quizzes cover fundamentals and all of them must be passed by Wednesday, March 18th, 2026 *in order to pass this course*. You may take each quiz as many times as necessary (without penalty) in order to pass. The quizzes are timed. See handout on these for more information.

**ACADEMIC INTEGRITY:**

No form of academic misconduct such as plagiarism or cheating will be tolerated—be it in the context of an exam, a quiz or a homework assignment. Students are encouraged to help/consult with one another outside of class, but copying answers or collaborating on more than one or two sample problems constitutes cheating. It is very easy for instructors to detect cheating (especially last-minute “copying”) in this class, since answers are rarely uniform. Consult the BSU Student Handbook for a full discussion of the possible consequences of cheating.

**GRADING:**35% of your course grade will be based on homework:

- 5% HW from weeks 1-4, and later, for which you receive a grade based only on completion (participation grade)
- 30% HW from *all* weeks that the instructor collects and grades based on correctness

65% of your course grade will be based on tests and quizzes:

- 7% Canvas quizzes (100% if completed before deadline; 50% if completed late)
- 8% Quizzes (in class)
- 7% Test 1
- 18% Test 2 & Test 3 combined
- 25% Final Exam

Most work will receive a numerical grade in the form of points received out of the total points possible. Your percentage will convert to a letter grade as follows:

<b>A = 95–100%</b>	<b>B+ = 89–91%</b>	<b>C+ = 79–81%</b>	<b>D+ = 69–71%</b>
<b>A– = 92–94%</b>	<b>B = 85–88%</b>	<b>C = 75–78%</b>	<b>D = 65–68 %</b>
	<b>B– = 82–84%</b>	<b>C– = 72 –74%</b>	<b>F = 0–64</b>

A grade of C or better is required in order to advance to the next level of theory.

#### **RECORD KEEPING:**

Your instructor will carefully record your scores. It is strongly recommended, however, that each student keep a record of his/her grades in case the instructor makes a mistake in recording a grade. Keep all of your homework and tests after they are returned to you. **(Note: Thursday, March 19th is the last day to withdraw from this course without receiving an F).**

#### **TUTORING and EXTRA HELP:**

If you fall behind in this class or do not understand the material, it is up to you to seek additional help. You are encouraged to speak to your instructor during office hours. The SI tutor for this course will be announced in class. Tutoring for all 100- and 200-level music theory courses is available through the Learning Center, [www.bsu.edu/universitycollege/learningcenter](http://www.bsu.edu/universitycollege/learningcenter), NQ 350, 285–1006. It opens 8/31/2015, M-Th: 9am-8pm, and F: 9am-12pm. You must contact them to schedule an appointment.

#### **ELECTRONIC DEVICES**

Cell phones and other hand-held electronic devices may not be used during class. All cell phones must be turned off before the start of class; if you are expecting an emergency call and need to keep your phone on, speak with the instructor before class to explain the situation, put the phone on “vibrate,” and, if it rings, take the call in the hallway with the classroom door closed.

Students may use laptops and tablets in class, but only for music-theory and class-related applications; any student using a computer during class for any other purpose will lose his/her laptop privileges.

#### **DISABILITY:**

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](mailto:dsd@bsu.edu).

#### **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. 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](mailto: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.

**COURSE CALENDAR**  
(subject to change at instructor's discretion):

Please note that this schedule is only intended to offer a broad outline. Unannounced quizzes may be given at any time.

Week 1 Jan 5-9 Ch A, pp. 1-6 "Pitch: Notation, Half-steps, and Enharmonic Spellings";  
Ch. C, "Tonality: Scales, Keys and Transposition".

*Sunday, January 11th: late registration and change of course ends*

Week 2 Jan 12-16 Ch A, pp. 6-14, intervals.  
Ch B, "Rhythm and Meter." **Can Quiz 1**

*no classes Monday, January 19th: Dr. Martin Luther King Jr. Day Celebration*

Week 3 Jan 21 & 23 Ch D, "The Rudiments of Harmony I: Triads & Seventh Chords";  
consonant and dissonant harmonies. **Can Quiz 2**

Week 4 Jan 26-30 continue Ch D, Ch. F, "Introduction to Species Counterpoint," the  
melodic line and general guidelines. **Quiz 1 (Ch B)**

Week 5 Feb. 2-6 continue species counterpoint **Can Quiz 3**

Week 6 Feb. 9-13 finish up species counterpoint, review for TEST 1, **Quiz F**

Week 7 Feb. 16-20 **TEST 1 on Chs. A-D, & F (Mon. Sep. 29)**  
Ch. E, "Rudiments of Harmony, II" Roman numerals & figured bass.  
**Can Quiz 4**

Week 8 Feb. 23-27 Ch. 1, "The Connection of Chords." Common-practice harmonic  
grammar. Introduction to part-writing: spacing & voice-leading.  
Ch. 2, "The Tonic and Dominant Chords in Root Position"  
(including V7 and V6/4-5/3 for I.D. only)  
**Quiz 2 (Ch E & 1), Can Quiz 5**

*No classes Monday March 2 - Friday March 6: Spring Break*

Week 9 March 9-13 Ch. 3, "Harmonic Function; The Subdominant Triad in Root Position."  
Review for Test 2.  
**Can Quiz 6-7**

*Wednesday, March 18, is the last day to pass Canvas quizzes 1-9*  
*Thursday, March 19, is the last day to withdraw from class with a "W" grade*

Week 10 Mar. 16-20 Ch. 4, "Triads in First Inversion". **Quiz 3 (Ch 2&3)**  
**TEST 2 on Chs. E and 1-3 (Fri., Oct. 24)**

Week 11 Mar. 23-27 finish Ch 4, Ch. 5, "The Supertonic; Melody Harmonization".

	Ch. 14 “The Mediant, Submediant, and Subtonic Triads” <b>Quiz 4 (Ch 4 &amp; 5)</b>
Week 12 Mar. 30 - April 3	continue Ch 14, Ch. 6, “Nonchord Tones,”
Week 13 Apr. 6-10	Ch 7, “6/4 Chords.” review for Test 3 <b>Quiz 5 (Ch. 6&amp;7)</b>
Week 14 Apr. 13-17	<b>TEST 3 on Ch. 4-7 &amp; 14 (Wed., Nov. 19).</b> Ch. 8, “The Dominant Seventh and Its Inversions.”
Week 15 Apr. 20-24	Ch. 9, “The Leading-Tone Triad,” <b>Quiz 6 (Ch. 8)</b> Ch. 10, “Cadences.” Begin review for final exam.
Week 16 Apr. 27	Continue review for final exam.

*last day of classes – Monday Apr. 27*

FINAL EXAM WEEK: April 28 - May 1		
If your theory class is at ...	8:00, your final exam is ...	Thurs., Apr. 30, at 7:30 AM
	9:00	Fri., May 1, at 7:30 AM
	10:00	Wed., Apr. 29 at 9:45 AM
	11:00	Thurs., Apr. 30, at 9:45 AM
	2:00	Thurs., Apr 30, at 2:15 PM
	4:00	Fri., May 1 at 2:15 PM