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

MUST 105 & 111 – Course Syllabus

Section 1: 8:00 – 8:50 am, MWF, and 8:30-9:20 am, TR, Room MU303

Instructors: Dr. Amelia Kaplan Phone: (765) (28)5-2449, E-mail: askaplan@bsu.edu
Office: MU 105C, Office Hours: Friday 9:00-10:00 and by appointment

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Office: MU 105C, Office Hours: TBA

COURSE DESCRIPTION:
MUST 105/111 meets five days a week (MTWRF) and deals with the written and analytical materials of music theory. The first part of the semester teaches students the rudiments of music, including reading four clefs, keys signatures, majors scales, natural, harmonic, and melodic minor scales, intervals, triads, seventh chords, and rhythmic notation. The focus on the first portion of the semester is on gaining fluency and speed with the materials, not just knowledge of them. Daily meetings will including practice and drilling, and may be supplemented with an additional evening meeting. Regular attendance and homework completion are essential to success in this class.

The second portion of the semester introduces the study of tonal harmony and voice-leading. 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 common-practice classical music (1750-1900), we also examine some popular music of the 20th and 21st centuries, of various genres, which use the same harmonic language and syntax.

COURSE OBJECTIVE/STUDENT LEANING OUTCOMES:
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 chord progression given in Roman numerals or figured bass, and harmonize simple diatonic melodies with basic chord functions.

RATIONALE:
The ability to read, analyze, and arrange or compose music is essential knowledge for a career in music, whether it be teaching K-12 music in schools, performing music of any genre, composing music of any genre, or recording and producing music. Learning music theory is the primary means by which students gain that ability. This course is the first in a series which covers the topics necessary to gain an undergraduate level of understanding of music theory. Voice leading, harmony, and other parameters, as well as formal structures. are emphasized.

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-Francolí [textbook and workbook]
- staff paper, pencils, 3-ring binder or other dedicated music theory notebook. You may also use a tablet which contains staff lines that you can write on.
- Handout packet, printed or downloaded onto a tablet, available on the course Canvas site.
    - (all homework assignments not from the workbook must be printed out on paper)

ATTENDANCE:
Regular attendance is correlated with a higher success rate in this course, and you are expected to attend every lecture. You may miss no more than ten classes total over the course of the semester in order to pass, regardless of the reason (personal, health-related, field-trip releated, etc.). The ten-absence allowance is an extreme. This policy is non-negotiable; please act responsibly. 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. 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.*

TESTS and QUIZZES:
Make-ups for missed quizzes and exams will be handled 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 the fundamentals of music taught in this class, and all of them must be passed by Sunday, December 6, 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% Completion Homework/Class Participation
- 10% Homework A-H
- 20% Homework 1-15

65% of your course grade will be based on tests and quizzes:
- 5% Canvas quizzes (100% if completed before deadline; 50% if completed late)
- 10% Quizzes (in class)
- 25% Test 1 & Test 2 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+ = 89–91%	**C+ = 79–81%**	**D+ = 69–71%**
A = 95–100%	**B = 85–88%**	**C = 75–78%**	**D = 65-68 %**
A– = 92–94%	**B– = 82–84%**	**C– = 72 –74%**	**F = 0-64**

A grade of C or better is required in order to advance to the next level of theory. If a student does well enough in the fundamentals portion of this class, he/she may retake just the MUST 111 class.

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: Wednesday, 28 October 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 instructors 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, NQ 350, 285–1006. It is open M-Th: 9:00 am-8:00 pm, and F: 10:00 am-2:00 pm. 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 or tablet 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.

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.

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 Aug. 24–28	Ch. A: Pitch Notation, Half-steps, and Enharmonic Spellings; Ch. B: Simple Meters,

Sunday, August 30: late registration and change of course ends

Week 2 Aug. 31–Sept. 4	Ch. C: Major scales and key signatures, Ch. B: Compound Meters **Quiz on notes 8/31, Quiz on Simple Meters 9/2, CanQ1 due 9/6**

no classes Monday, September 7: Labor Day

Week 3 Sep. 8-11	Ch. B: Other metrical concepts, Minor Scales, **Quiz on Major keys 9/8, Quiz on all meters 9/10,**
Week 4 Sep. 14–18	Ch. A: All Intervals, **Quiz on Min keys 9/14, Quiz on all keys 9/18**
Week 5 Sep. 21–25	Ch. D: Triads & 7th chords, **Quiz on all Intervals 9/22, Quiz on Triads 9/25, CanQ2 due 9/27**
Week 6 Sep. 28–Oct. 2	Ch. D, 7th chords, **Quiz on 7th chords 9/30, TEST 1 (MUST 105 Final Exam)**
Week 7 Oct. 5–9	Ch. F, "Introduction to Species Counterpoint, the melodic line and general guidelines" (Cantus Firmus, 1st species, and 2nd species) **CanQ3 due 10/9**

no classes Monday and Tuesday, October 12–13: Fall Break

Week 8 Oct. 14-16	Continue 4th species; **CanQ4 due 10/18**
Week 9 Oct. 19–23	Ch. E, "Rudiments of Harmony, II" Roman numerals & figured bass. Ch. 1, "The Connection of Chords." Common-practice harmonic grammar. Introduction to part-writing: spacing & voice-leading. **CanQ5 due 10/23**
Week 10 Oct. 26–30	Ch. 2, "The Tonic and Dominant Chords in Root Position" (I-V-I, chord classes, TPD); Ch. 3, "Harmonic Function; The Subdominant Triad in Root Position." Harmonization

Wednesday, October28 is the last day to withdraw from class with a "W" grade

Week 11 Nov. 2–6	Ch. 4, "Triads in First Inversion"; Ch. 5, "The Supertonic; Melody Harmonization," **CanQ6 due 11/6**
Week 12 Nov. 9–13	Ch. 14 "The Mediant, Submediant, and Subtonic Triads". **CanQ7 due 11/13** **TEST 2 on Chapters E, F, and 1-5 (11/13)**
Week 13 Nov. 16–20	Ch. 6, "Nonchord Tones"; Ch. 7, "6/4 Chords,"
Week 14 Nov. 23-24	Continue Ch. 7. **CanQ8 due 11/23**

no classes Wednesday–Friday, Nov. 25–27: Thanksgiving Break

Week 15 Nov. 30-Dec. 4	Ch. 8, "The Dominant Seventh and Its Inversions," Ch 9, "The Leading-Tone Triad."
Week 16 Dec. 7	Review for final exam, **CanQ9 due 12/7**

last day of classes – Monday Dec. 7

Week 16 Dec. 10	**FINAL EXAM - 7:30 am**