

## SYLLABUS – MASTER WORKS – Fall 2008 (8/11/08)

Choral Office Hours: M-F 9:00 am – 4:00 pm  
Jerry Alt's Office Hours: Thursday & Friday, 4:00-5:00 pm  
Choral Office Phone: 646-1306, Pan Am Ticket Center Phone: 646-1420, Choral Library Phone: 646-4999  
Tickets will be sold at Pan Am.  
VISIT OUR WEBSITE: <http://choirs.nmsu.edu>

### All regular rehearsals are 7:00 – 9:00 PM Tuesday

**STATEMENT OF PURPOSE:** Master Works is designed to prepare students for a professional career as a choral director or a choral singer. As such, rehearsals will be highly structured and disciplined in the classical tradition of choral rehearsals of the well known and much revered Robert Shaw. Each singer will be expected to remain focused and on task for the duration of the rehearsal. If a singer lapses into unacceptable behavior, the conductor will politely and courteously ask the singer to correct that behavior. If the inappropriate behavior persists, the conductor will ask the singer to leave the rehearsal.

Everyone makes mistakes, including the conductor. The dismissed singer will be able to attend the next rehearsal. However, if a similar problem occurs, that singer will be dismissed again. At that point, it might be a good idea to consider singing in another choir.

These discipline techniques are meant to serve as a model for choral rehearsals that future conductors and singers will themselves lead. It may be necessary to make adjustments due to age and talent levels, but the basic principles will remain the same. If you decide to remain in this choir, your participation means that you will accept the guidelines stated in this syllabus.

**TARDY:** Being late for rehearsal is unacceptable. Your grade will be lowered if you are tardy. Three tardies will lower your grade one letter.

**ATTENDANCE:** Attendance is necessary at all choral rehearsals. It is not a matter of learning the music but rather the development of musicality, balance and blend. Each of these choral techniques can only be addressed in an ensemble situation. Therefore, **THE GRADE THAT A STUDENT RECEIVES IN MASTERWORKS IS BASED PRIMARILY ON ATTENDANCE** (see grading policy below). All absences in choir must be excused in order not to affect the student's grade. Excused absences are given for death in the immediate family, personal illness or other serious reasons.

#### TO RECEIVE AN EXCUSED ABSENCE:

**NOTIFY US IN ADVANCE.** You must email Dr. Alt at [jalt@nmsu.edu](mailto:jalt@nmsu.edu) in advance.

**NO CALLS:** Only in the case of an emergency will the choral office accept a phone call to excuse an absence. Dr. Alt will be notified in writing that you called and the time of your call will be recorded. It will then be your responsibility to meet with Dr. Alt and explain your situation. If you don't meet with her, you will not receive an excused absence.

Attendance will be posted in WebCT. You will be able to view it through going to your myNMSU email, clicking on WebCT, and then put in your same password again. Click on the choir you are enrolled in and then the "Attendance/Grades" link on the course homepage. You should monitor your attendance each week and notify us immediately if you disagree with the attendance that has been posted. It is the responsibility of the student to check that record for accuracy. Attendance records will be updated frequently throughout the semester and grades will be calculated at the end of the semester immediately following the last concert.

All documentation for absences and/or tardies is due September 10, 2008 for it to be considered excused. If documentation is not received by this day, you will receive your grade based on the documentation in the office file. Remember it is your responsibility to keep track of your absences and bring in the required documentation.  
***We will not track you down to remind you!***

## GRADING:

Grades are based solely on attendance, tardies and whether you have a folder and sharpened pencil for each rehearsal.

1 unexcused absence = B

3 tardies – lowers grade 1 letter

2 unexcused absences = C

3 unexcused absences = dropped from course\*\*\*

\*Only two excused absences are allowed. After that Dr. Alt must be contacted in order for the grade not to be lowered.

\*\*Pencils and folders: Your grade will be lowered one letter each time you forget your folder or a pencil.

\*\*\*If you are dropped from the course for non-attendance, note that, the latest the College will process such a drop slip is one week before the mid-semester drop date.

## PERFORMANCE, DRESS, AND EXTRA NIGHT OR WEEKEND REHEARSALS:

**Attendance at these events is equivalent to the final exam** in another course. If you miss either a dress rehearsal a performance or any extra rehearsal you will receive an "F". All conflicts with the syllabus must be emailed to Dr. Alt before September 10. That means if you are enrolled in a night class, you are going to have a conflict with the syllabus. Send Dr. Alt an email before September 10, notifying her of your conflict or you will not be excused.

**CELL PHONES AND BEEPERS MUST BE TURNED OFF DURING CLASS TIME. Once the rehearsal begins, please do not leave the room unless it is an emergency. In the event of an emergency, make sure to talk with Dr. Alt at the earliest possible time.**

## FOLDERS:

The choral music that you receive is YOUR responsibility. It has been checked out to you on the condition that it will be returned at the end of the semester in GOOD condition. Your work in University Singers is not complete until the folder and all music has been returned. When turning in your folder, you must turn in the folder number you signed out (not someone else's number) and your name must be clearly written in it. **IF YOUR FOLDER AND ALL THE MUSIC IS NOT RETURNED PROMPTLY AT THE END OF THE SEMESTER, YOU WILL RECEIVE AN "F" FOR THE SEMESTER.** PLEASE MAKE ALL MARKS IN THE MUSIC IN PENCIL ONLY!!!

## DRESS:

**Men:** Black tuxedos are preferable.

**Women:** Formal solid color is required; can be a long dress or formal pants.

## ADDITIONAL RESPONSIBILITIES:

Dr. Alt may ask singers to turn in a written critique of concerts. This does not affect grades. However, when applicable it is mandatory. Official communication to you will often come through your NMSU e-mail box, please access it regularly, or forward it to your current use address. Dr. Alt will email you on a regular basis and almost every weekend. You are expected to return these emails. Your grade will be affected adversely if you do not return emails promptly and on a regular basis.

## Masterworks Calendar – Fall 2008

(Call time for all concerts is 1 hour prior to performance)

### **All Day Rehearsal**

September 27, 10-6 pm

Music Center Recital Hall

### **Production Week for Festival of Thanks**

November 10-15,

Monday, November 10 6-10 pm

Tuesday, November 11 6-10 pm

Wednesday, November 12 6-10 pm

Thursday, November 13 6-10 pm

**Rehearsals for specific choirs will be announced at a later date**

**Festival of Thanks (November 14<sup>th</sup> and 15<sup>th</sup>)**

November 14, Friday

November 15, Saturday

6:00 pm

Festival of Food

3:00 pm - *Open to children of all ages*

7:00 pm

Festival of Song

4:00 pm - *Open to children of all ages*

8:00 pm

Festival of Classical Choral Music

5:00 pm - *Best suited for adults and older children*

\*Calendar subject to change during course of semester

***NO CHILDREN (OF ANY AGE) AT REHEARSALS AND NO CHILDREN UNDER THE AGE OF 7 AT PERFORMANCES EXCEPT FOR FESTIVAL OF FOOD AND FESTIVAL OF SONG.***

**Note:** If you have, or think you may have, a disability that interferes with your performance as a student in this class, you are encouraged for academic reasons to discuss this on a confidential basis with your instructor, the Services for Students with Disabilities at 646-6840 and/or the American With Disabilities Act Coordinator at 646-3035. You will not receive reasonable accommodations for learning or other disabilities unless you are on file with the University Office for Students with Disabilities. If you have a condition which may affect your ability to exit from the premises in case of emergency, you are urged, for safety reasons, to notify the above persons.