



Note: This syllabus is not a binding legal contract. The instructor may modify it at any time when the student is given reasonable notice of the modification, particularly when the modification is done to rectify an error that would disadvantage the student.

Credit Hours: 3 units  
Section: 002  
M/W/F 9:40-10:30 am  
DGH 410  
Instructor: Dr. Pam  
Jones, Professor  
(Lecturer), School of  
Music

## The University of Utah School of Music

Music 1120 - Theory II  
Spring 2025 Semester

Office Hours: by appointment  
Contact Methods: Umail [pam.jones@utah.edu] or Canvas email  
***The Final Exam is scheduled for Friday, April 25, 2025 from 8:00-10:00am***

### Pre-Requisites:

- Successful completion of MUSC 1110 (Theory I) with a grade of 'C' or better

### Required Textbooks and Materials:

- Laitz, Steven. Textbook: *The Complete Musician: An Integrated Approach to Tonal Theory, Analysis and Listening*. Fifth Edition. (New York: Oxford University Press, 2023).
- Laitz, Steven. Workbook 1 for *The Complete Musician: An Integrated Approach to Tonal Theory, Analysis and Listening, Volume 1 (Writing and Analysis)*.
- N.B. If you do not already own the hard copies to Laitz's 5th Edition textbook and Workbook 1, these two textbooks are now available for purchase as "Instant Access" on the Oxford University Press website:  
[https://learninglink.oup.com/access/laitz5e-student-resources - tag\\_chapter-01a](https://learninglink.oup.com/access/laitz5e-student-resources - tag_chapter-01a)

- Spiral-bound music manuscript paper, pencil, pen, and eraser, available at the campus bookstore: <https://www.youtube.com/watch?v=PEtTkksKaFk>  
You can also print of free music manuscript paper from internet sources such as this one: [https://makingmusicfun.net/htm/printit\\_manuscript](https://makingmusicfun.net/htm/printit_manuscript)  
You definitely will need to have your own stash of music manuscript paper, as we will be using it nearly every day of class during the semester
- Numerous handouts and electronic resources will also be made available throughout the semester and will be posted on the weekly Canvas modules. It is your responsibility to bring these handouts to class in either paper or electronic format when requested by your instructor.

## Dr. Jones's Teaching Philosophy Statement

As an undergraduate music theory instructor, I conceptualize musical learning from my student's perspective as the gaining of a set of practical and useful musical skills. From this vantage point it becomes clear to me that my job as your professor is to teach skills that are relevant and meaningful, and also to continually point out that these basic skills are universally important across the spectrum of all different types of musical occupations that you may choose to pursue. I have learned that my students have better outcomes in my classes when I use activity-based learning techniques that encourage more student participation and interaction. My goal is to teach you how to develop your critical analytical and interpretive skills. I want you to learn to hear accurately and interpret what you hear into a cogent harmonic context. I especially want you to understand why this knowledge is critical to your own performance and teaching, and so in our class activities I will always link these skills to how they will help you in your own teaching and performing careers.

## Course Overview and Objectives

In Theory II we begin with a quick review of 1st & 2nd species counterpoint from Theory 1, then introduce 3rd & 4th species counterpoint in two parts. Next, we study melodic embellishment (diminution) in Chapter 10 [a.k.a. "5th Species" counterpoint]. After that, we will become acquainted with the pre-dominant function and the phrase model in Chapters 9, 11, 12, 13, & 14.

We then move on to the most important topics this semester: tonal syntax, musical periods, and sentence in Chapters 15 & 16. This notion of tonal syntax will be reinforced with both part-writing exercises and analysis; thus, it is essential that you keep up with the assigned readings and with the weekly assignments. You will learn

how to harmonize melodies using both figured and unfigured bass lines, compose in SATB format using standard harmonic chord progressions labeled with roman numerals and figures, and analyze excerpts from the standard repertoire, using both first and second level analysis. All of this cumulative knowledge will prepare you for the study of Binary Form in Chapter 20. This topic concludes our study of diatonic harmony and will prepare you for the study of chromatic harmony in Theory 3 (MUSC 2110).

It is especially important that you take very precise class notes for Chapters 15, 16 & 20. Otherwise, you will have troubles with the weekly homework assignments and the final exam if you do not understand (and cannot reproduce) the period, sentence, & binary form templates presented in the class lectures.

### Keyboard Skills

Using a keyboard is essential for checking homework assignments and playing examples in the text. Always play through your homework at the keyboard so that you have an aural model of your written work.

### Course Evaluation Criteria:

#### **1. Attendance & Class Participation = 15%**

Class attendance and active class participation represents 15% of your grade. Each of you will frequently be called upon in class during the semester to answer questions, put your assignments on the board, or otherwise present material to your classmates. It is expected that you will regularly attend each class session. If you do not make this a habit, you will fall behind and struggle with being able to pass this course. You must be in class in order to receive full attendance & participation points for that day. As a student, it is your responsibility to make up any course material that was missed due to lateness or absence.

You are allowed two absences without penalty during the course of the semester. Any exception to this rule must be cleared with Dr. Jones in advance in order to avoid losing attendance and participation points. If you are ill for more than two class periods in a row, email Dr. Jones in advance of class to arrange to attend remotely via Zoom or FaceTime. Further unexcused absences will result in a zero for any missed work, including in-class assignments and quizzes. No make-up tests will be offered, and

no late homework will be accepted for unexcused absences.

## 2. Homework Assignments – 40%

There are two types of homework assignments:

1. *Ungraded Homework Assignments*: The purpose of these assignments is to learn the process of how to do the writing and analysis skills on your own without being assessed a penalty for mistakes if the work has not been done correctly. Your instructor will provide you with a partial answer key and also some "Homework Helper" videos that talk you through the process of how to do these exercises. These ungraded homework assignments are assessed as "pass/fail" (recorded as "100%" if submitted on time, 50% up to 7 days after the due date, and 0% after the two-week submission deadline.)

2. *Graded Homework Assignments*: These assignments will be graded and will be receive a percentage grade. These assignments should also be submitted electronically into Canvas by the specified deadline as well.

Please contact Dr. Jones in a timely manner if you need help or guidance with doing the homework assignments. Also note that all homework assignments are to be submitted electronically into Canvas. It is your responsibility to make sure that you submit the homework assignments into Canvas in a timely manner, in case you should have some troubles with submitting close to the submission deadline. Many students use the Canvas app which allows them to take a photo of the assignment, then upload the photo directly into Canvas. This app is very convenient; however, it doesn't always work properly, so make sure you have a back-up plan for submitting your assignments on time. If your cell phone is not a reliable uploading source for you, then it is your responsibility to find another solution in uploading your assignments and quizzes. Please do not ask the instructor to bend the rules for you in these cases.

Please communicate with your instructor in advance in a timely manner about any exceptions to this policy that you may require during this semester, as the only exceptions to the submission deadlines outlined above would be an official university excused absence, severe illness with a doctor's note, or other type of emergency situation. If this should happen, please contact Dr. Jones right away.

If you have been granted an official ADA academic accommodation waiver for a homework extension, you are responsible for observing the homework submission deadline as listed in your ADA contract. This deadline will be strictly enforced by Dr. Jones as well, so do not ask for a further time extension. Finally, homework assignments

may be added or deleted from the syllabus at any time at the discretion of the instructor.

### 3. Mid-term Exam – 20%

### 4. Final Exam – 25%

The cumulative grading scale for this course is as follows:

93%-100% = A	90%-92% = A-	
87%-89% = B+	83%-86% = B	80%-82% = B-
77%-79% = C+	73%-76% = C	70%-72% = C-
67%-69% = D+	63%-66% = D	60%-62% = D
Below 60 = E		

**You must receive at least a C grade in order to be allowed to progress into Theory 3.**

A grade of C (73%) or better is required in all music courses to be counted toward graduation for all music majors in the Bachelor of Music, or the Bachelor of Arts, degree programs. Students receiving a C- (72.4%) or lower in Theory II or any music course must repeat that course and cannot continue in the sequence until they have satisfactorily completed that course with a C grade or higher.

This syllabus is meant to serve as an outline and guide for the course, and it is not a binding legal contract. Please note that the instructor may modify it at any time. The instructor may also modify the schedule at any time to accommodate the needs of the class. Should students have any questions or concerns about the syllabus, it is their responsibility to contact the instructor for clarification.

## Class Schedule

The daily and weekly class schedule is built out in great detail on our class Canvas site. Please use the Weeks 1-15 class modules for all information of class content, activities, assignments, due dates, etc. The self-study Keyboard Harmony module is also located in Canvas under the "Modules" tab, directly after Week 15.

Weekly and daily schedules of topics (with due dates for all homework and quiz assignments) is found in Canvas listed under the "Modules" tab. There are 15 weekly modules.

### Important Dates for Spring 2025 Semester:

- Classes begin: Monday, January 6
- Last day to add without a permission code: Friday, January 10
- Martin Luther King Jr. Day (no school): Monday, January 20
- Last day to drop (delete) classes: Friday, January 17
- President's Day (no school): Monday, February 17
- Last day to withdraw from classes: Friday, February 28
- Spring Break - Sunday, March 9 to Sunday, March 16
- Last day to reverse CR/NC option: Friday, April 18
- Classes end: Tuesday, April 22
- Reading day: Wednesday, April 23 (no classes)
- Final exam period online: Thursday, April 24 - Wednesday, April 30

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Last of all, here are some wonderful words of advice on how to succeed in all of your music theory courses, courtesy of Dr. Michael Chikinda, head of the Theory Area at the University of Utah School of Music:

### Ten Constructive Behaviors to Create a Trajectory for Success...

- Attend class routinely.
- Arrive to class on time.
- Stay for the entire class period.
- Take notes in class.
- Ask questions.
- Ask for help.
- Take advantage of office hours or individual appointments.
- Turn in all homework assignments.
- Read the textbook, supplement your notes, and highlight salient passages.
- Consider how the class material informs the music you are learning and playing/singing.

(c) January 1, 2025 Pamela Palmer Jones

## University Policies and ADA Statements

### COVID-19 Campus Guidelines

For the most up-to-date guidelines regarding COVID-19, please consult the Campus COVID-19 Response: <https://coronavirus.utah.edu>

**Students, Faculty, and Staff are required to self-report if they test positive for COVID-19.**

### ADA Statement

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations. All written information in the course can be made available in alternative format with prior notification to the Center for Disability Services.

### Email Policy

"A University assigned student email account shall be the University's official means of communication with all University of Utah students. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion." <https://financialaid.utah.edu/policies/email.php>

### Student Names and Personal Pronouns

Class rosters are provided to the instructor with the student's legal name as well as "Preferred first name" (if previously entered by you in the student profile section of your CIS account). While CIS refers to this as merely a preference, I will honor you by referring to you with the name and pronoun that feels best for you in class, on papers, exams, group projects, etc. Please advise me of any name or pronoun changes (and update CIS) so I can help create a learning environment in which you, your name, and your pronoun will be respected.

### Faculty and Student Rights and Responsibilities

All students are expected to maintain professional behavior in the classroom setting, according to the Student Code, spelled out in the Student Handbook. Students have specific rights in the classroom as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, beginning with verbal warnings and progressing to dismissal from class and a failing grade. Students have the right to appeal such action to the Student Behavior

Committee. Faculty must strive in the classroom to maintain a climate conducive to thinking and learning.

### Defining Plagiarism:

"Plagiarism" means the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, phrasing, ideas, sequence of ideas, information or any other mode or content of expression." (Policy 6-400, Student Code).

### Addressing Sexual Misconduct

Title IX makes it clear that violence and harassment based on sex and gender (which Includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status, or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

### Accommodations Policy (<http://regulations.utah.edu/academics/6-100.php>)

Students are expected to take courses that will challenge them intellectually and personally. Students must understand and be able to articulate the ideas and theories that are important to the discourse within, and among, academic disciplines. Personal disagreement with these ideas and theories or their implications is not sufficient grounds for requesting an accommodation. Accommodations requested on such grounds will not be granted. The University recognizes that students' sincerely-held core beliefs may make it difficult for students to fulfill some requirements of some courses or majors. The University assumes no obligation to ensure that all students are able to complete any major. It is the student's obligation to determine – before the last day to drop courses without penalty – when course requirements conflict with the student's sincerely-held core beliefs. If there is such a conflict, the student should consider dropping the class. A student who finds this solution impracticable may request a content accommodation from the instructor. Though the University provides – through this policy – a process by which a student may make such a request, the policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. This request must be made to the instructor in writing, and the student must deliver a copy of the request to the office of the department Chair or, in the case of a single-department college, to the office of the Dean. The student's request must articulate the burden the requirement would place on the student's beliefs."

### Campus Safety

The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You



will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit [safeu.utah.edu](http://safeu.utah.edu).

### Center for Wellness & University Counselling Center Statement

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc. can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources, contact the Center for Student Wellness at: [www.wellness.utah.edu](http://www.wellness.utah.edu) (801) 581-7776; and the University Counselling Center: <http://counselingcenter.utah.edu>, 801-581-6826.

### Attendance Requirements (<http://www.regulations.utah.edu/academics/6-100.html>)

The University expects regular attendance at all class meetings. Instructors must communicate any particular attendance requirements of the course to students in writing on or before the first class meeting. **Students are responsible for acquainting themselves with and satisfying the entire range of academic objectives and requirements as defined by the instructor.**

1. Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations. The University expects its departments and programs that take students away from class meetings to schedule such events in a way that will minimize hindrance of the student's orderly completion of course requirements. **Such units must provide a written statement to the students describing the activity and stating as precisely as possible the dates of the required absence. The involved students must deliver this documentation to their instructors before the absence.**
2. Except in cases of sudden illness or emergency, students shall, in advance of the absence, arrange with the instructor to make up assignments (see policy on assignments of the course evaluation section above).
3. Unexpected University facility closures due to weather, emergency or disaster may occur from time to time. Students may be required to complete coursework missed due to these or other class cancellations; however, instructors requiring mandatory make-up sessions may not penalize students if they are unable to attend due to time conflicts, etc.

### Incompletes policy

Incomplete grade (I). Given for work not completed due to circumstances beyond your control. You must be passing the course and have completed at least 80% of the required coursework. Arrangements must be made between you and the instructor concerning the completion of the work. You may not retake a course without paying tuition. If you attend class during a subsequent term in an effort to complete the coursework, you must register for the course. Once the work has been completed, the instructor submits the grade to the Registrar's Office. The "I" will change to an "E" if a new grade is not reported within one year. A written agreement between you and the instructor may specify the grade to be given if the work is not completed within

Non-Contract Statement

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