

MuPR 255.101 - Sibelius Notation  
Credits: 2.0  
Shenandoah Conservatory – Spring 2016

General Education designations:  
None

Contact Information:

Instructor: Adam Olson  
Office: Ruebush 137  
Telephone: (540) 686-1232  
Email: [aolson@su.edu](mailto:aolson@su.edu)  
Office Hours: Posted outside office door and at [bit.ly/aohours](http://bit.ly/aohours)  
Class Website: [su.studioprime.com](http://su.studioprime.com)

Course Description:

This course is designed for students to develop core skills as well as an understanding of workflow and concepts involved in notating music using Sibelius software. Students will create scores, parts and worksheets.

Course Prerequisites:  
MUTC 201

Course Foundation:

Applied study demonstrates the following aspects of the Shenandoah University mission statement: “Development of an enduring passion for learning” & “to become better listeners, and to become contributing citizens of the world”

Required Texts and Materials:

“Sibelius 7 Music Notation Essentials (Avid Learning Series)”, by James Humberstone ISBN: 1133788823 - \$49.99

Supplemental reading will be provided during the course.

*Observance of copyright law is expected of all faculty, staff and students. All persons using copyrighted materials must become familiar with the requirements of the U.S. Copyright Act of 1976, including current supplements.*

*A summary of copyright law requirements is available, along with a list of sources of copyright information, on page 33 of the Applied Music Policies and Procedures manual, available at <http://www.su.edu/Applied-and-Procedures-Manual-09.pdf>.*

#### Learning Outcomes:

Upon completion of this course, the student should be able to:

1. Demonstrate understanding of the materials described under the course description
2. Be able to communicate that understanding as appropriate.

#### Evidence of Student Learning:

1. Students will be able to create readable parts and conductor score in Sibelius software. (LO #1)
2. Class participation, assignments & exams. (LO #2)

#### Attendance Policy:

Tardiness: No participation credit will be given to tardy students. It is the student's responsibility to mark themselves as tardy on the roll; students not recording tardiness will receive an unexcused absence for the day.

Tardiness beyond 15 minutes or being tardy three times constitutes an absence.

Absences: Only absences cause by official travel arranged by the University constitute an excused absence. Please personally email your instructor in addition to the official approved absence notification. Each class is equivalent to two classes so **no more than two unexcused absences before grade will be lowered to an F.**

#### Make-up Policy:

All assignments not turned in at the beginning of class on due date will be given half credit of the graded score. Assignments more than two weeks late will not be given credit.

#### Preparation and Participation:

Details of assignments will be discussed or handed out in class.

#### Email Policy:

Students are also responsible for checking email once every 24 hours Monday-Friday.

#### Cell Phone Policy:

Students will be dismissed from class for the day if cell phone rings during class. Students are expected to excuse themselves without instructor intervention. If there is a dire situation in which your cell phone must be left on please inform instructor before class and if possible please turn phone to vibrate only. This behavior is expected in nearly all-professional recording situations.

#### Students with Disabilities:

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities. Under ADA, a disability is defined as a physical or mental impairment that substantially limits a major life activity. If you need accommodations because of a disability, please register with the Office of Learning Resources and Services (located in the Academic Enrichment Center in Howe Hall, room 204) at the beginning of each semester, or as soon as possible, so that arrangements can be made. Accommodations are granted on a case-by-case basis with the support of proper documentation. Please call the office of Learning Resources and Services at 540-665-4928 or email [dss@su.edu](mailto:dss@su.edu) for information and/or to make an appointment to discuss your needs. You will find more information at: <http://www.student-life.su.edu/disability-services>

#### Honor Code:

The SU Honor Code prohibits lying, stealing, and cheating. As a faculty member of SU, I am dedicated to upholding the standards of academic integrity prescribed by the Honor Code, and I do not tolerate academic dishonesty for any reason. If I suspect a violation has occurred, I will take action. If you have questions about the Honor Code, please come talk to me or refer to Honor Code on the SU website. Logging in to a SU system with a SU issued login signifies that you are agreeing to abide by the SU Honor Code.

#### Incident Weather:

Notice of class cancellations and campus closings will occur through the Emergency Alert System and will be placed on area radio and television stations, the SU Web site and the University phone system.

In incidences of class canceled due to campus closure, class material will be reorganized to absorb content and classroom work through regularly scheduled classes. In some cases assignments will be given in replacement of the contact hours.

#### Student Complaint Policy:

Shenandoah University affirms the right of students to bring forth complaints and is committed to resolving these matters in a fair, equitable and timely manner, so as to protect the rights of both the individual and the community. Refer to the student catalog for specific procedures.

#### Student Privacy:

Annually, Shenandoah University provides information to students concerning their rights under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). This act was designed to protect the privacy of education records and afford students certain rights with respect to their education records. Refer to the student catalog for specific procedures.

In compliance with FERPA, students 18 years of age or older must authorize contact between faculty members and their parents/guardians. Forms are available in the Conservatory Office and must be signed prior to any discussions between faculty members and student parents/guardians.

#### Student Support Services:

The Library online materials are available 24/7:  
<http://www.su.edu/university-libraries>

The IC Help Desk are available 24/7:  
<https://workorder.su.edu/helpdesk>

The Counseling resources are available at:  
<http://www.student-life.su.edu/counseling-center-home>

#### Health Issues:

Students are expected to maintain a state of health that permits them to function in the instruction offered. Proper nutrition and adequate rest form the basis for this condition.

#### Liability:

Students are responsible for protecting their personal instruments, music and other equipment, as well as Shenandoah University property checked out or assigned to them. When transport of personal equipment or instruments is necessary, reasonable care will be provided by Shenandoah University. Damages will be covered only when negligence on the part of Shenandoah University can be demonstrated. Shenandoah University assumes no responsibility for student-owned instruments and equipment left unattended in an unsecured site. All students are urged to insure their possessions against theft and damage.

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Grading scale:

	A	93-100%	A-	90-92%	
B+	87-89%	B	83-86%	B-	80-82%
C+	77-79%	<b>C</b>	<b>73-76%</b>	C-	70-72%
D+	67-69%	D	60-66%	F	0-59%

\*A grade of "C" (not C-) is required to pass this class.

Course Evaluation:

- 55% Assignments:
  - Assignment 1 – 10%
  - Assignment 2 – 10%
  - Assignment 3 – 10%
  - Assignment 4 – 10%
  - Assignment 5 – 15%
- 10% Paper 1:
- 10% Reading:
  - Complete all assigned reading
- 25% Exams:
  - Mid-term 10%
  - Final exam 15%

## COURSE CALENDAR

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Week	Date	Reading & Assignment	Page	Assignments & Exams
Week 01:	Tuesday, 01/19/2016		1-40	
Week 02:	Tuesday, 01/26/2016		41-80	Paper 1
Week 03:	Tuesday, 02/02/2016	Exercise 1 Rearranging a Score	81	Score Assignment 1
Week 04:	Tuesday, 02/09/2016		83-123	
Week 05:	Tuesday, 02/16/2016		124-176	
Week 06:	Tuesday, 02/23/2016	Exercise 2 Practicing Entry Methods	177	Score Assignment 2
Week 07:	Tuesday, 03/01/2016		179-227	Mid-Term Exam
Week 08:	Tuesday, 03/08/2016	Spring Break		
Week 09:	Tuesday, 03/15/2016		227-292	
Week 10:	Tuesday, 03/22/2016	Exercise 3 Rearranging a MusicXML File	293	Score Assignment 3
Week 11:	Tuesday, 03/29/2016	<i>Guest Presentation by Jonathan Newman on scores and parts</i>	295-322	
Week 12:	Tuesday, 04/05/2016	<i>Guest Presentation by Earl Yowell on drum and percussion notation</i>	323-340	
Week 13:	Tuesday, 04/12/2016	Exercise 4 Creating a Worksheet	341	Score Assignment 4
Week 14:	Tuesday, 04/19/2016		343-376	
Week 15:	Tuesday, 04/26/2016		376-411	
Week 16:	Tuesday, 05/03/2016	Exercise 5 Creating a Sample Soundtrack	413	Score Assignment 5

I have received, read, and understand the nature of and requirements for:

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Name Print: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_