MUSI 4350 - Undergraduate Research

Summer 2026 Syllabus, Section 301, CRN 53163

Instructor Information

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Office Hours:
By appointment

Times and Location

Does Not Meet Face-to-Face

Course Description

Individual projects to be completed under faculty supervision. The equivalent of three class hours a week for one semester. May be repeated for credit.
Prerequisite: Upper-division standing and consent of instructor and the department chair.
Fine&Performing Arts Department, College of Arts & Sciences

Student Learning Outcomes

CO1: aurally and visually identify all intervals

CO2: aurally and visually identify all diatonic triads, 7th chords, supertonic, and leading tone 7th chords, secondary dominants, Neapolitan 6th, and Augmented 6th chords in major and minor keys in any inversion, as well as diatonic modes, pandiatonic music, and extended and altered tertian harmonies

CO3: correctly dictate bass and soprano notes and give corresponding Roman numeral

chord symbols in 4-part chorales in major and minor keys containing all diatonic triads in any inversion, supertonic and leading tone 7th chords, secondary dominants, modulation to closely related keys, modal borrowing, Neapolitan 6th chords, Augmented 6th chords, diatonic modes, pandiatonicism, and extended and altered tertian harmonies

CO4: correctly take melodic dictation in major and minor keys containing all diatonic

triads in any inversion, supertonic, and leading tone 7th chords, secondary dominants, modulation to closely- related keys, modal borrowing, Neapolitan 6th chords, Augmented 6th chords, diatonic modes, pandiatonicism, and extended and altered tertian harmonies

CO5: correctly sight-sing melodic passages in major and minor keys containing all diatonic triads in any inversion, super tonic and leading tone 7^{th} chords, secondary dominants, modulation to closely related keys, modal borrowing. Neopolitan 6^{th} chords, Augmented 6^{th} chord, diatonic modes, pandiatonicism, and extended and altered tertian harmonies in treble, bass, and alto clefs using moveable-do solfege.

CO6: perform rhythmic exercises containing triplets and duplets, syncopation, quintuple meter, irregular meters, and changing meters.

Important Dates

Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Music for Ear Training 4th edition	Horvit	

Other Course Materials

Textbooks (Provided in Blackboard as part of the Books IncludED program)

a) Music for Ear Training 4th edition (Horvit)

This is our dictation workbook, which is housed on a digital platform (Mindtap) with access to all audios and worksheets. Note that you will need to write out these dictation assignments to upload and submit them. For this, you may choose to print the worksheet PDF's from the Mindtap platform or write them out on your own staff paper.

If you prefer a hard copy of this workbook along with Mindtap access, you can purchase it online from Cengage:

https://www.cengage.com/c/music-for-ear-training-4e-horvit/9780357106884/?filterBy=Student

b) Music for Sight Singing (Ottman/Rogers) 10th Edition

This book includes our sight-singing exercises

Again, if you prefer to purchase a hard copy, you can do so at: https://www.pearson.com/store/p/music-for-sight-singing-student edition/P100001282979?viewAll=true

Note: if you choose to purchase books in hard copy format, please be sure you get the correct edition, and in the case of the Horvit workbook, you need to make sure you get access to Mindtap.

Please always bring blank music staff paper to class for dictation exercises. You can purchase it or print it free from websites like blanksheetmusic.net

You need pencils for this and many of your other music classes. We're musicians, after all!

Other Resources:

c)YouTube videos

Purpose: to provide additional musical examples of the concepts being studied ·

d) Handouts: (Provided)

Purpose: to serve as additional resources

To go to the bookstore, **click here (https://www.bkstr.com/texasaminternationalstore/home)**.

Grading Criteria

In addition to the grading criteria posted below, students should be aware that **any combination of 3 unexcused absences, missing homework/assignments will result in students failing the class. No exceptions.**

Attendance	20%
Homework/Assignments	40%
Midterm Exam	20%
Final Exam	20%
Total	100%

GRADE	PERCENTAGE
A	90-100

B	80-89
C	70-79
D	60-69
F	Below 60

Course Outline and Expectations

Participation/Attendance

It is assumed that a vital part of every student's education is regular attendance at class meetings. Every faculty member keeps a current attendance record of each student. Any absences tend to lower the quality of a student's work in a course, and frequent or persistent absences may preclude a passing grade or cause a student to have to drop from one or more courses.

Attendance will be taken during each class. If you are not present when attendance is taken you will be counted absent. For your music classes, you should get into the habit of regularly communicating with your instructor, notifying them, as soon as you are aware, if you will not be able to attend class.

Course Structure

Coursework will be organized into weekly folders on Blackboard under Content, including homework assignments which will be due on Blackboard by 11:59 pm the night BEFORE the next class meeting. Be sure to keep up with weekly assignments.

Typical in-class activities can include any of the following:

- Sight-singing exercises
- Dictation exercises
- Dictation and sight-singing quizzes and exams

Homework Assignments

As previously stated, I assign homework after most class meetings, and it will usually involve dictation homework on Mindtap. Homework assignments will be listed in the appropriate weekly folder on Blackboard under Content. **It must be submitted in the appropriate assignment dropbox on Blackboard by 11:59 pm the night BEFORE the next class meeting. (Ex.: 11:59 pm Wednesday night in time for our Thursday class meeting and 11:59 pm on Monday night for our Tuesday class meetings.)**

Because Mindtap allows you to check your answers, I will expect you to do so, and to mark your corrections so that I can distinguish between your corrections and your attempted answer. I will also ask you to write in the Blackboard assignment comments about any struggles you had with the assignment. This is so that we can maximize our class time the next day, targeting trouble spots and making our best progress forward.

As long as you do all of the homework assignments, making your best attempts, checking your answers, and marking corrections, you get an automatic 100% on the assignment.

Yes, a 100%.

Could a student simply copy down the answers and fake the homework? Yes, but I will eventually catch them because they won't do well on quizzes or exams. This counts as academic dishonesty and I have to report it.

No late work will be accepted*. I do, however, encourage you to still do your homework for your own practice if you didn't get it done on time. If you are experiencing extenuating circumstances that are interfering with your ability to complete your work on time, please talk to me.

**If you are absent, it is YOUR responsibility to find out what we covered in class and what homework is due next. I will endeavor to post those details in the BB weekly folders under Content. If for some reason I don't, please contact me or a classmate to find out.*

You still need to complete that homework by the next due date unless you are so ill, etc. that you can't do so. If the latter is the case, you need to communicate with me so that we can come up with a plan.

Bottom line: there will most likely always be homework assigned at every class meeting, and that homework will be due on BB at 11:59 pm the night before the next class meeting. There should be no reason for surprise when you return to class that there was something due, nor should you believe that simply because you were absent you are free from responsibility.

Aural skills are just that—skills that require consistent frequent practice to acquire. In this way, I have built practicing into your grade for you.

Invariably, there will be students in this class with good skills but who do not turn in homework. Often this results in them failing the class and getting behind in their Aural Training course sequence and delaying graduation. These students would have otherwise passed. Please don't let this happen to you.

Quizzes and Exams

Quizzes, Midterm, and Final Exams are to be taken at the time they are scheduled. Exceptions to this rule will be made only for those who run into sudden extraordinary circumstances. You will be asked to notify the instructor as soon as possible and to give written documentation if such a situation arises (failure to do this on time may forfeit your exam). Make-up exams may be different from originals. If you do not show up for/take the Final you will receive a ZERO for that grade (this is a University policy).

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
6/1	Syllabus, Horvit Unit 13 (Secondary Dominants)		
6/8	Horvit Unit 15 (Modulation to Closely Related Keys)		
6/15	Midterm Exam Horvit Unit 16 (Neopolitan and Augmented 6th Chords. Modulation to distantly related keys)		
6/22	Horvit Unit 18 & 19 (Irregular Meters, Diatonic Modes, Part Music)		
6/29	Units 18 & 19 Final Exam		

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (https://www.tamiu.edu/handbook/article-04.shtml)).

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (https://www.tamiu.edu/handbook/index.shtml).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism**: Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution*: Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution*: Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating**: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional

penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution*: Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to SafeZone (https://www.tamiu.edu/adminis/police/safezone/index.shtml) for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to $100,000; criminal penalties include a fine up to $250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Disability Services for Students located in Student Center 124. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides
LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: Student Handbook (https://www.tamiu.edu/handbook/index.shtml)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary.

It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU *Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOAs for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.#Both rules can be found in the TAMIU *Student Handbook*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (https://www.tamiu.edu/reportit) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.