

**COURSE SYLLABUS
VOICES OF VALENCIA
MUN 1311**

NAME: James C. Jones
PHONE: 407/230-6100
Website: www.rightnote.com
Email: vov@rightnote.com
OFFICE HOURS: By appointment, before/after class

COURSE INFORMATION

COURSE NUMBER/TITLE: MUN 1311 Voices of Valencia
CREDIT HOURS: 1
TERM/YEAR: Summer 2006

CATALOG DESCRIPTION:

A performing group established for all interested in performing choral music. Music reading skills not required. Public performance stressed. Open to all students without audition. May be repeated for credit, but grade forgiveness cannot be applied.

COURSE OBJECTIVES: Students will gain a better understanding of performing in the ensemble setting. Additionally, they will be exposed to a wide variety of music that can be both fun and enriching.

VALENCIA COMMUNITY COLLEGE STUDENT COMPETENCIES:

1. Think critically and make reasoned choices by acquiring, analyzing, synthesizing and evaluating knowledge.
2. Read, listen, write and speak effectively.
3. Recognize the value of aesthetics.

CLAST COMPETENCIES:

1. Reading skills (literal comprehension, critical comprehension)
2. Logical reasoning skills

EDUCATIONAL MATERIAL

TEXT(S): None

LAB MANUAL: None

EVALUATION

COURSE GRADE (Grade Components):

Attendance –	35%
Concert Preparedness –	25%
Participation and Cooperation –	20%
Community Service -	20%
Total -	100%

Attendance – Excessive absences will lead to a minimum drop of one letter grade, and most likely a withdrawal, depending on the number of absences. Do **NOT** sign in for anyone but yourself! (See Attendance Section for more info.)

Concert Preparedness – This includes knowing your part and being memorized (when required) by the expected dates (TBA). Also includes having ALL of your music and folder, and having the required concert attire three weeks prior to the 1st concert.

Participation and Cooperation – This includes promptness, a good attitude, and focused in rehearsals and sectionals. Additionally, a student should NOT be disruptive (inappropriate behaviors), should bring a pencil to rehearsal and should LISTEN to the director giving directions regarding music, choir placement, seating and standing, behavior at performances and etc.

Community Service – Since VOV is a community group, we want each and every member to be a part of VOV and a part of the Community. Each person will be required to be on a committee and be an active part of VOV. All meetings will be held immediately after rehearsal and your participation should only require a small portion of your time. We want all of our members to feel a part and partner with the Voices of Valencia by having an active role in our choir and our community. Committee signup sheets will be placed on the tables the first two weeks of rehearsal. Anyone that does not sign up for a committee will be assigned one by the director. Some committees are smaller than others and will be limited in size as stated on the sign up sheet. PLEASE UNDERSTAND that your involvement with VOV is greatly desired and also graded.

EXPECTED STUDENT CONDUCT

Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

ATTENDANCE POLICY:

Since over half of a student's grade is attendance, attendance is extremely important. For each class missed, points will be deducted from a student's attendance grade. This is **NOT** simply to cause undue stress on our choir members; but the only

way to achieve ensemble, continuity, and insure a consistent, quality sound by the chorus, choir members must attend rehearsals. One cannot simply learn their music on their own, and expect it to blend in with the rest of the choir, since your presence and participation in rehearsals is what builds the ENSEMBLE sound. So, it is necessary, and most desirable that choir members attend as many rehearsals as possible, so that VOV may continue to strive to be one of the **BEST CHOIRS** in Central Florida. This instills a sense of pride in what we do, and makes us a more desirable chorus to be in, as well as, to be heard. Therefore, it will be necessary to do the following: **A student will be dropped from the class on the third absence (excused or unexcused).**

However, if a student has had an **extreme emergency**, extenuating circumstances, contagious virus or illness (doctor's note required) or a special situation that requires the student to be absent, then the student should notify the professor, promptly, as there **may** be an extension granted, at the **TOTAL discretion of the professor.**

Leaving choir early, skipping sectionals or arriving too late results in an unexcused absence, unless you have made arrangements with the director. (See Classroom Policies). Additionally, if you miss two or more consecutive rehearsals or performances, without having made contact with the director (email is always preferred – at least 3 days prior to the rehearsal or event) you will be dropped for the course.

Remember: We really want you here with us: participating, learning, and having a good time. Help us make VOV a GREAT CHOIR by being On-time and always present! Withdrawal deadline is: See current class schedule or online.

ACADEMIC HONESTY:

Each student is expected to be in complete compliance with the college policy on academic honesty as set forth in the college catalog and the student handbook. Any student found cheating on an exam will receive a zero on that exam; the professor may also choose to withdraw the student from the class.

GRADING SCALE:

A=Excellent (90-100 %)
B=Good (80-90%)
C=Average (70-79%)
D=Below Average (60-69%)
F=Failure (below 60%)

CLASSROOM POLICIES

ABSENCES AND MAKE-UP WORK:

1. The student is expected to attend each class meeting on time.
2. The student is responsible for all material covered or assigned during classes.
3. The student is responsible for notifying the professor of past or future absences.
4. Signing in for another choir member is **strictly forbidden**. **Attendance is taken both by sign in sheet and by visible inspection throughout rehearsal and sectionals.** Leaving early is unexcused absence.
5. Leaving early, not attending sectionals, without prior explanation, will result in an unexcused absence and a lower grade.

6. Three tardies (>6 minutes beyond the hour) equals 1 unexcused absence.
7. To be counted present, a student must be in attendance by 15 minutes after a class has started and by **PRIOR APPROVAL ONLY!** If you have special needs (driving over from work, UCF, etc., Please make prior arrangements with the director. Otherwise, Please Be On Time.
8. Work that requires you to be out of town is excused, with prior notification. However, if you chose to ask to work on a regular rehearsal night or scheduled performance, this will not be excused.
9. School work (studying for test, papers due, etc.) will **NOT** be excused, since this choir is also a regular class that requires you to be here. Manage your time appropriately, so that you may be in attendance.
10. Choir members signing up as **AUDITS**, obviously will not be graded on attendance. However, if you are an audit student and expect to perform at concerts, then you will be held to the **SAME** requirements for attendance as anyone else or you will **NOT** be allowed to perform.
11. Choir Warm ups are as important as the rehearsal. Please be on time for it.

CELL PHONES AND PAGERS

Cell phones and pagers are to be turned off during rehearsals and performances. (Cell phones are **NOT** allowed on stage!) If it is necessary for you to have one for work, please set it to vibrate and inform the director. Otherwise, this will be considered a disruption and you may be asked to leave.

NAME TAGS

Name tags will be provided and are **REQUIRED** for each member to wear. This is done so that we can identify each member, get to know each member and for the additional security it provides. Name tags are to be picked up at the beginning of each rehearsal, and left on the table at the end of each rehearsal. Additionally, attendance is crosschecked by name tag, so if you don't pick up your name tag, you will be counted absence.

SECTIONAL REHEARSALS

Sectional rehearsals are provided for the members to facilitate and expedite their acquisition of the music. Sectional leaders (Vocal Captains) are selected by the ability and willingness to lead those rehearsals. It is **REQUIRED** that members show the same respect and courtesy to their vocal captains, just they are required to show this respect to their director. Disruptions (inappropriate behavior), skipping sectionals will **NOT** be tolerated, as leaving early or skipping will result in an unexcused absence. Subsequent violations (second offense) of this will be viewed as lack of cooperation (disruptive) and a student will be dropped from the course.

MUSIC AND MUSIC FOLDERS:

Since the college provides ALL of YOUR MUSIC for you, Students (choir members) **must sign out** the music and music folder at the beginning of each session. Students are liable for both the music and folder, which must also be **signed back in** at the end of each session – either after the last performance or at the final. Anyone who does **NOT** sign back in both folder and music, will be held accountable, and will have a **hold** placed on their records. To have the hold removed, the student must return the

music and folder back to the instructor, or pay **\$40.00** to Valencia Community College Music Dept. The records hold will be placed on the student's account within **10 days** after the final or after the music turns up missing. A letter of notification and/or email will be sent, followed by a bill from the college. **Special Note:** members of small groups, which acquire additional music, will be billed an additional amount for music and folders or bags **NOT** turned in. A hold will be placed on your account in the event that you fail to turn in music at the appropriate time. (The director acts as an agent for the college, in this situation only!) Additionally, you will be billed **\$20.00** for any Candlelight music that you have **NOT** returned. This may appear to be Xeroxed copies, but they actually come from Disney Publishing and are difficult and expensive to replace. Please return this folder as well, or you will be billed for it. – Thanks.

ANNOUNCEMENTS AND SOLICITATIONS

ALL announcements, solicitations, recruitments, posters, etc, must be approved by the director **PRIOR** to the presentation. VOV does **NOT** allow any conflicting groups, choirs, etc, to recruit, announce, or present other ensembles that would interfere with our choirs and ensembles. Please note that to do so without permission will be considered a classroom disruption and you will be asked to leave and withdrawn.

TENTATIVE PERFORMANCE SCHEDULE

TBA – Concerts will be announced at least 2-3 weeks prior to the date of the concert, so that you may adjust your schedule.

EPCOT CANDLELIGHT AND OTHER SPECIAL EVENT CONCERTS

In order for us to participate in the Candlelight or other special events, we have to be at our very best. This may require a couple of additional rehearsals. These rehearsals will be announced at least 3 weeks in advance, so that you can schedule around them. Typically, they will be Friday nights (2), a Friday and a Saturday afternoon, or a Saturday (longer day) rehearsal, depending on available dates. We will do our best to make it possible for you to attend, but in order for you to participate in these special events, these rehearsals will be **mandatory**. Exceptions to these rules are examined on a case-by-case consideration, i.e. medical (doctor's note required) or family emergency, etc., but **are not** guaranteed and are at the **TOTAL** discretion of the Director. Please see the director concerning this matter. The other requirement is attendance: Anyone missing 3 or more rehearsals will be excluded from these concerts and may be dropped from the class. Again, if you have concerns, contact the director. **In order to attend special concert events (i.e. Disney, Candlelight, Universal Studios, etc, a student must have perfect attendance to ALL concerts, unless they are excused from their absence!**

SPECIAL ITEMS

DIRECTOR'S CLUB – TBA – SEE UPCOMING ISSUE OF "THE VOICE"

PERFORMANCE RULES

- Any unexcused absence from a scheduled performance will result in a student

NOT being allowed to perform at any remaining concerts, nor will they be allowed to attend any of the choir's social activities or events. Additionally, a student's music will due for turn in immediately. All absences must be prearranged with the Professor, and additional work may be arranged to makeup for an absence, **at the discretion of the Professor**. There is **never** a guarantee that an absence will be excused.

- Performances may be either on campus or off campus (mostly off campus) and **occasionally** on another night than our normal meeting night. (Students will be notified in advance for scheduling concerns.) Students must provide their own means of transportation or carpooling to these performances and are directly accountable for their own actions.
- All students are financially responsible for any music, folder (see **Music and Music Folders**, above) and equipment (robes, costumes, etc.) **Students WILL be required to purchase a shirt for use during performances.**
- **Performance Attire.** No one will be allowed to perform without the **required** performance attire. (Performance attire consists of: **Current acceptable VOV shirts** (VOV T-shirts, old concert shirts, small group shirts or any other will **NOT** be acceptable), black shoes, black socks or stockings, and black dress slacks.) This attire allows us to sing at places such as Disney, etc. Shirt orders will take place early on in the session, and payment and pickup is required at least **3 weeks prior** to the 1st performance. **NO shirt will be ordered, without payment!** Failure to follow performance attire rules will lead to the student **not** being allowed to perform at performance time and run the risk of being asked to step off the risers. **NO** cell phones or pagers are ever allowed on stage – **NONE!** ABSOLUTELY NO dangling earrings, bracelets, scarves, pins, or any type of head gear (NO hats, hoods, scarves, rags, or anything at all is to be worn on your head. Failure to comply will result in the withdrawal from the course.
- Pencil markings **only** are allowed (and encouraged) in assigned music.
- Students are **NOT** guaranteed a particular seat or spot on the risers. All placing assignments are at the discretion of the Director.
- Failure to show up on time for a **CALL time** (time you are supposed to be at a concert prior to performance) will result in a student not getting to perform. If you have prior concerns (work schedule, class prior to this one) please inform the director prior to the concert, so that you will be excused and allowed to show up for the performance. **Failure to be ready for performance will result in your withdrawal from this course!**

Please Note: The director reserves the right to remove a choral member from a performance for any of the reasons listed in the syllabus or if he feels that choral member will hinder a performance in any way. This will be done at the complete discretion of the director

DISCLAIMER:

Changes in this syllabus and/or schedule may be made at any time during the term by announcement of the professor. A revised syllabus **may** then be issued

at the discretion of the professor.

SPECIAL NOTE: the professor, advisory council, and long standing members of the voices of Valencia welcome you to VOV. Please let me know, if you are having any difficulties, questions or concerns, as we want this to be a great and exciting experience, and that you will come back year after year. We are exhilarated and happy that you have chosen to be a part of VOV, and we want this to be a great choral experience for you. The guidelines set forth in this syllabus, are meant to preserve the integrity of the college, this class, the choir, and its members. Please accept them as such, and have a great time with VOV!

**PROFESSOR JAMES C. JONES
DIRECTOR OF THE VOICES OF VALENCIA**

I HAVE RECEIVED THE SYLLABUS FROM MR. JONES FOR THE VOICES OF VALENCIA AND HAVE READ THROUGH AND UNDERSTAND COMPLETELY THE CONDITIONS, REQUIREMENTS AND GUIDELINES AS STATED THEREIN. ADDITIONALLY, I AGREE TO SUBMIT TO ALL THE REHEARSAL AND PERFORMANCE GUIDELINES AND RESPONSIBILITIES THAT ARE STATED IN THE SYLLABUS AND THAT I ACKNOWLEDGE THAT I MAY BE REMOVED FROM SECTIONALS, REHEARSALS, OR PERFORMANCES AND WITHDRAWN FROM THIS COURSE, IF I FAIL TO MEET THOSE REQUIREMENTS AND EXPECTATIONS.

PRINT NAME _____

SIGNED _____

DATE _____

I UNDERSTAND THAT IF I DO NOT RETURN THE MUSIC AND MUSIC FOLDER, BY THE DATE REQUIRED, THAT I WILL BE HELD ACCOUNTABLE FOR BOTH. ADDITIONALLY, I REALIZE THAT MY RECORDS WILL BE FROZEN, UNTIL I EITHER RETURN THE MUSIC AND FOLDER, OR PAY \$40.00 (TO VALENCIA COMMUNITY COLLEGE MUSIC DEPT. ADDITIONALLY, IF I DO NOT RETURN MY CANDLELIGHT MUSIC, I WILL BE BILLED FOR \$20.00 FOR THAT FOLDER OF MUSIC (WHEN IT APPLIES.) SMALL GROUP MEMBERS WILL BE BILLED AN ADDITIONAL AMOUNT (AS PER INSTRUCTOR) FOR UNRETURNED MUSIC.

SIGNED _____

DATE _____