

# MUT 4365 JAZZ ARRANGING 1

## Spring 2021 Syllabus

**Course Meeting Time and Location:** TBA. Student schedules will be collected to find the best time for the class to meet.

**Credit Hours:** 2 credits

**Instructor:** Clyde Connor (email: [cjconnor@ufl.edu](mailto:cjconnor@ufl.edu)) **Office Location:** School of Music: Room 335

**Jazz Office Location:** School of Music: Room 354

**Office Hours:** TBA. The instructor assigned to the course will post their office hours for Room 354.

**Jazz Director Information:** [swilson@arts.ufl.edu](mailto:swilson@arts.ufl.edu) / **Office phone:** 435-851-6363

### Course Description

This course provides instruction in jazz composition and arranging and provides the basic techniques for commercial song writing. Students will study chord movement, melodic development techniques and composition techniques for various styles of music. Students will complete several small group arrangements and original jazz compositions.

**Prerequisites:** Jazz Fundamentals 2 and Jazz Improvisation with a B or better grade.

### Course Objectives/Goals

This course is vital to ensure that our music graduates have the opportunity to learn the basic composition and arranging skills that will enable them to be competitive in the commercial music industry. This course covers the writing styles of jazz, smooth jazz, rock, pop, latin, salsa, and dixieland. The instruction received in Jazz Arranging 1 will contribute to the financial success and diversity for students who complete this course.

**Representative Text and/or Materials:** **Basics in Jazz Arranging** by Paris Rutherford (\$19.95)

<http://www.jwpepper.com/10392653.item#.VoQ1ifkrKUK>

Renowned educator and writer Paris Rutherford has adapted the text he used for over 30 years in teaching university-level instrumental arranging at one of the most illustrious jazz schools. For anyone wanting to enter the exciting world of jazz arranging, this book and CD is a must-have resource. Useful as a classroom teaching tool for beginning arrangers or as a self-study book, this clearly written and engaging text will get novice arrangers off to a great start! Also included are Rutherford's original compositions and small group charts, along with a CD that features both full performances and rhythm-section-only tracks for personal or group practice.

# JAZZ ARRANGING 1 GRADESHEET

NAME: \_\_\_\_\_

## ALL ASSIGNMENTS AND GRADING SYSTEM

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10 points - Student must write down 5 tune names with ABAB song form.	Score: _____
10 points - Students must write down 5 tune names with AABA song form.	Score: _____
30 points - Copy out a jazz standard. Must be written by hand (no computer copies)	Score: _____
20 points - Using the chord matrix, write a chord progressions that is 8 to 12 bars (chords only).	Score: _____
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40 points - Worksheet: Brain Teaser for Building Lightning – Fast Note Recognition	Score: _____
45 points - Worksheet: Using Polychords To Make Complex Harmony Simple	Score: _____
50 points - Song analysis of Kiss That Told Me (follow guidelines in Weekly assignments)	Score: _____
50 points – Song analysis of View For Kings (follow guidelines in Weekly assignments)	Score: _____
50 points – Write A Combo Tune With Ease #1 (follow guidelines in Weekly assignments)	Score: _____
50 points – Write A Combo Tune With Ease #1 (follow guidelines in Weekly assignments)	Score: _____
50 points – Write a Contrafact (standard chords changes with originally composed melody)	Score: _____
50 points – In Class Test: Each student will be asked 5 chords to fully extend on piano (Five seconds to play each)	Score: _____
50 points - In Class Test: Write out 2 forms of the 12 bar blues exactly as illustrated in Writing Your First Combo Tune.	Score: _____
50 points - Writing Bass Lines Worksheet (Swing, Half Time, Funk, Boss, Samba).	Score: _____
30 points – In Class Test: Each student will have to play 3 chord progressions from the 3 chord to the 1 chord using the Wilson chord matrix. For example, you can play 3, 6, 2, 5, 1 or 3, b3, 2, 5, 1 or 3, 6, 2, b2, 1, etc.	Score: _____
25 points – In Class Presentation – Each student will do 2 minute presentation on the Melodic Development of a jazz standard.	Score: _____
80 points – In Class Jazz Arranging Test. Test on book contains information on: Density, Developers, Super Structure, Middle Section, Recapitulation and Endings, Timing Your Music, Lead Sheet, and 3 Line Sketch.	Score: _____
50 points - Write an original tune using common chord progressions that you have modify.	Score: _____
50 points - Arrange 2 horn arrangement of a jazz standard (may not be unison the entire time).	Score: _____
50 points – Complete Writing For Strings Worksheet	Score: _____
50 points – Write 8 bars for String Quartet.	Score: _____
90 points – Arrange one 3 horn arrangement of a jazz standard or a pop tune with lyrics, vocals and strings. Must turn in recording of tune for this final project.	Score: _____

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**TOTAL 1000 points**

## EVALUATIONS AND GRADES

Read the *Jazz Arranging Score Sheet* which contains the list of all assignments and grades. Also read the *Jazz Arranging 17 Week Layout* for a list of weekly assignments.

## GRADING SCALE AND CALCULATING YOUR GRADE

<b>1000 Point Scale for Final Grade Calculation</b>
1000 – 920 A
919 – 900 A -
899 - 850 B+
849 - 820 B
819- 800 B-
799 - 750 C +
749 - 720 C
719- 700 C-
699 - 650 D+
649 - 620 D
619- 600 D-
599 and below E

Resource: UF Grading Policy Website:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#calculatinggpa>

### **Required materials include:**

- Materials and Score Paper for projects.
- A recording device (or access to a computer-based recording program)
- Required Text

### **Attendance Policies**

Any unexcused absences will lower the final grade automatically 1/2 a letter grade, i.e. ...1 unexcused = A to A-, 2 unexcused = A- to B, etc. All excused absences will require the proper written documentation that the student has been excused from school during the time in question. Without this approval we cannot excuse the absence.

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### **Make-ups for Exams or Other Work**

In order to remain fair to all students enrolled in this course who are held to the same academic standard, make-ups for any assignment will require written documentation that the student has been excused from school during the time in question. Without this approval we cannot issue a make-up. This includes all requests for permission to grant a make-up for personal issues involving family, work, deaths, hardships, marriages, pregnancies, illnesses, financial problems, etc. We do apologize for this inconvenience, however, in order to be ethically in good standing, this documentation is needed to ensure the accuracy of all claims made.

### **Covid Requirements**

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor’s guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#).

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### **Recording of Masterclasses and Online Meetings**

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

### **Resource: UF Grading Policy Website:**

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

### **Students with disabilities**

“Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.”

### **Academic Honesty**

At the University of Florida every student signed the following statement: “I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion for the University.” The instructor of this course fully endorses this statement and will not tolerate academic dishonesty. Anyone caught cheating or plagiarizing is subject to an automatic E and further disciplinary action. All violations of academic

honesty will be referred to the Dean of Students Office for disciplinary action without exception.  
**<http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php>**

**\*\*If you are repeating this course at UF, please be aware that turning in any part of any written assignment that you submitted for this course in the past also constitutes academic misconduct. See “Scope and Violations” under the Honor Code above.**

**<https://catalog.ufl.edu/ugrad/current/advising/info/student-honor-code.aspx>.**

### **Policy on Sexual Harassment and Sexual Misconduct**

It is the policy of the University of Florida to provide an educational and working environment for its students, faculty, and staff that is free from sexual harassment and sexual misconduct. This includes information sent through e-mail. Sexual harassment and sexual misconduct in any form will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff, and visitors to promptly report sexual harassment or sexual misconduct. For more specific information, please see [www.aa.ufl.edu/aa/affact/harass](http://www.aa.ufl.edu/aa/affact/harass) (Located in the General Information section of the University Catalog.)

### **Campus Resources and Health and Wellness**

***U Matter, We Care:* If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.**

*Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

*Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

*University Police Department:* [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

*UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

*E-learning technical support:* Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

*Career Connections Center:* Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

***Library Support:* Various ways to receive assistance with respect to using the libraries or finding resources.**

***Teaching Center:* Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.**

**Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.**

*Student Complaints On-Campus*: [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)

*On-Line Students Complaints*: [View the Distance Learning Student Complaint Process](#)

## **INSTRUCTOR EVALUATIONS**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.