Instructor:

Dr. Rich Pellegrin  
Office: MUB 349  
Office Hours: TBA and by appointment  
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Prerequisites. Graduate standing. Enrollment in this course is made in accordance with advisement.

Class Meeting Times. Tuesday, periods 4-5 (10:40am-12:35pm); Thursday, period 5 (11:45am-12:35pm)

Course Description. This course is designed to prepare students for graduate coursework in music. Figured bass, four-part writing, melody harmonization, harmonic analysis, and chromatic harmony will be the major subjects studied. This class is intended as a refresher course for students with prior successful study of these areas.

Required Materials. We will use the following textbook/workbook, which is available in the bookstore:


Please bring the textbook, workbook, staff paper, and pencils to every class.

Final Exam. The Final Exam will be given during finals week on Wednesday, December 15, 7:30 – 9:30 a.m.

Grade Allocation. Your final grade will be comprised of the following components:

- 25% Assignments
- 25% Midterm Exam
- 25% Final Exam
- 15% Quizzes*
- 10% Preparation / Participation

* Quizzes will be announced in advance

Grading Scale. Final grades will be given according to the following schedule:

- A 93 - 100
- A- 90 - 92
- B+ 88 - 89
- B 83 - 87
- B- 80 - 82
- C+ 78 - 79
- C 70 - 77
- D+ 68 - 69
- D 63 - 67
- D- 60 - 62
- E below 60

Assignments. We will be going over all assignments closely in class, both as a group and individually. You are responsible for making sure you understand the material. When you arrive at the final exam you will turn in your workbook, which contains all of the assignments, and your work will be evaluated at that time. Workbooks will be returned to you at the exam or will be available to be picked up from my office later.

Schedule. Subject to change.
Weeks 1-4  Fundamentals, Figured Bass, Tonic/Dominant Progressions  
Weeks 5-8  Diatonic Harmony  

Midterm date TBD  
Weeks 9-12  Tonicization, Modulation, Chromatic Harmony  
Weeks 13-16  Melody Harmonization, Fugue Analysis  

Final Exam: Wednesday, December 15, 7:30 – 9:30 a.m.  

Attendance Policy. Attendance in this class is critical to your success. If you must miss a class, let me know in advance. Any unexcused absences beyond three will result in a 5% reduction in your final grade for the course. The student is responsible for all material missed during an absence.  

Zoom policies.  

If it should be necessary to hold any class meetings via Zoom, I encourage students to have their video on. It is not required, but in most cases I believe it will help you. It is much easier for me to get to know you and understand you as a student if I can put a face with the name. It will help you to stay engaged in class, and will help make the virtual classroom more “real” and feel like a community.  

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.  

Covid-19 Policies. In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.  

If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: https://coronavirus.uhealth.org/vaccinations/vaccine-availability/. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.  

You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.  

  o 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.  
  o Hand sanitizing stations will be located in every classroom.  

If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.
• 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.
• If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.

• Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

**Cell Phones.** The use of cell phones during class is not permitted. It is not only the instructor’s right, but their responsibility to remove obstacles to learning. Cell-phone use interrupts the student’s concentration, is distracting to other students, and is distracting and disrespectful to the instructor.

**Academic Honor Policy.** UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (http://www.dso.ufl.edu/scc/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

**Disability Accommodations.** Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, 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.

**Course 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.bluea.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

**Campus Resources:**

**Health and Wellness**

U Matter, We Care:
If you or a friend is in distress, please contact umatter@ufl.edu or (352) 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc/Default.aspx, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Sexual Assault Recovery Services (SARS)**
Student Health Care Center, 392-1161.

**University Police Department**, 392-1111 (or 9-1-1 for emergencies). http://www.police.ufl.edu/

**Academic Resources**

E-learning technical support, (352) 392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml.


Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.