

MUT 4366 JAZZ ARRANGING 2 FALL 2025 Syllabus

Course Meeting Time and Location: TBA. Class will meet a total of 3 hours a week and will be done in either 3 meetings or 2 meetings depending on the instructor's schedule.

Credit Hours: 2 credits

Instructor: Adjunct Clyde Connor. email: cjconnor1@ufl.edu

Office: MUB 335

Jazz Office Location: School of Music: Room 354

Office Hours: TBA.

Jazz Director Information: 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 score a large group arrangement and a big band chart for 8 brass, 5 saxophones and 4 rhythm section players.

Prerequisites: Jazz Arranging 1 with a B or better.

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 presents the writing styles of jazz, smooth jazz, rock, pop, latin, salsa, and dixieland. The instruction received in Jazz Arranging 2 will contribute to the financial success and diversity for students who complete this course.

Representative Text and/or Materials: *Jazz Arranging Techniques* by Gary Lindsay. This book will be available in the University Book Store in the Reitz Union.

The book is also available at the following location
(\$39.95) http://www.lindsayjazz.com/publications/books/inside_jat.html Links to an external site.

EVALUATIONS AND GRADES

Assignments	Points	Score
Project One: Large Group Arrangement (Short)	800	
• Write an arrangement for large jazz ensemble. (Pre-existing tunes only*)	points	

- Intro, head and short ending.
- Melody must move in an idiomatic manner and breathe properly.
- Score for 8 brass, 5 saxes, 4 rhythm.
- Scores (transposed).
- Manuscript: individual parts must follow formats and standards.
- No ballads, 3/4 or 5/4 tunes; write for a tempo not to exceed q =180.

Project Two: Expand Project I into a full chart for large jazz ensemble.

- Score for the same ensemble as Project I (External form: ABA)
A: Intro, head, ending with climax then with transition to next part.
B: Middle section: develop materials found in "A", and end with the full band scored to climax. There should be an extension to the form at this point.

B section can consist of one or more of the following:

1. Solo with backgrounds (bkgds 2Xo for opt. repeat, bkgds building to climax) **800 points**
 2. Soli (1/2 chorus saxes or trombones, followed or preceded by solo or tutti)
 3. Tutti section (1/2 chorus, preceded by solo or soli).
 4. Recapitulation. Use a D.S. and Coda if possible.
- The final ending can be up or down, according to the musical needs of the arrangement.
 - Try to schedule your writing to get more than one playing, with time for reflection and subtle adjustments between the each playing.
- Notate in Finale or MuseScore (if available).

Quizzes – 6 Quizzes Total	200 points
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Listening Quizzes – 4 Quizzes Total	200 points
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2000 Points Total	Your Score =
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**Originals are possible but must be approved by the instructor before any work begins.*

GRADING SCALE AND CACULATING YOUR GRADE

2000 Point Scale for Final Grade Calculation

2000 – 1840 A

1839 – 1800 A-

1799 – 1700 B+

1699 – 1640 B

1639 – 1600 B-

1599 – 1500 C+

1499 – 1440 C

1439 – 1400 C-

1399 – 1300 D+

1299 – 1240 D

1239 – 1200 D-

1199 and below E

Resource: UF Grading Policy

Website: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#calculating_gpa
Links to an external site.

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.

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.

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>Links to an external site..

Students with disabilities

"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."

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>[Links to an external site.](#).

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 (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, 352-392-1575, or visit [U Matter, We Care website](#)[Links to an external site.](#) 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](#)[Links to an external site.](#) 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](#)[Links to an external site.](#).

University Police Department: [Visit UF Police Department website](#)[Links to an external site.](#) 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](#)[Links to an external site.](#).

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

Career Connections Center [Links to an external site.](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support [Links to an external site.](#): Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center [Links to an external site.](#): 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](#) [Links to an external site.](#).

On-Line Students Complaints: [View the Distance Learning Student Complaint Process](#) [Links to an external site.](#).

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/> [Links to an external site.](#). 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/> [Links to an external site.](#). Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/> [Links to an external site.](#).

ANNOUNCEMENTS THAT ARE

PREPROGRAMMED INTO THE ONLINE PLATFORM

Title: STEP 1. Purchase course materials. Read and comprehend the entire Jazz Arranging 2 Syllabus.

Read and print out the entire syllabus to prepare for Quiz 1. Quiz 1 will test you on your knowledge of syllabus and confirm you have a personal calendar with our class assignment dates listed in it.

Title: Announcements must be checked 3 times a week

You are required to check your announcement platform a minimum of 3 times a week and very frequently. You are responsible for all announcements posted and responsible for all e-mails sent to you from your instructor. If you miss an announcement during the week you will miss the points associated with that announcement. This is the most important rule for this course to function smoothly for both students and instructors.

Title: FLEXIBLE SCHEDULE / MISSED ASSIGNMENTS

All assignment deadlines are listed in the syllabus and/or announcements.

SPORTS: Students enrolled in sports must keep your schedule and take tests early if you are unavailable during testing week. Assignments have multiple days for submissions to accommodate everyone's busy schedules so please plan ahead if you are busy during the final days that an assignment is open.

SPECIAL OCCASIONS: If you are getting married, are keeping a work schedule, have an athletic event, are leaving the country, etc., you are still responsible for all the due dates listed in the announcements (please plan ahead because there are no exceptions). We have given students ample time to complete all assignments and accommodate their schedules.

JAZZ ARRANGING 2 WEEKLY SCHEDULE

WEEK 1

1. Get course materials.
2. Read and study the syllabus (you will be tested on the content of the syllabus).
3. Enter all dates and assignments into your personal calendar.

Enter all dates and assignments into your **LECTURES**

Intro to Jazz Arranging and Composition 2. Scoring for the Big Band.

QUIZ 1

quiz #1 will test you on syllabus, that you have entered all critical dates in your personal calendar, and make sure you are familiar with the resources available to you.

WEEK 2

LECTURES

Study of Introductions and Transitions into Melody. Selected listening examples and scores cover ballads, swing, bossa nova, funk, fusion, bebop, etc.

WEEK 3

LECTURES

Orchestrating the melody in the big band. Selected listening examples and scores cover ballads, swing, bossa nova, funk, fusion, bebop, etc.

QUIZ 2

WEEK 4

LECTURES

The Big Band Rhythm Section and selecting a style and groove for your arrangement: Selected listening examples and scores cover ballads, swing, bossa nova, funk, fusion, bebop, etc.

QUIZ 3

WEEK 5

LECTURES

Use of Add Chords and Substitution: Selected listening examples and scores cover ballads, swing, bossa nova, funk, fusion, bebop, etc.

LISTENING TEST 1

WEEK 6

LECTURES

Power Chords and increasing the density of the big band. Selected listening examples and scores cover ballads, swing, bossa nova, funk, fusion, bebop, etc.

QUIZ 4

WEEK 7

LECTURES

Add-chord techniques. Playband to perform live examples

LISTENING TEST 2

WEEK 8

LECTURES

3 Line Sketch Due of Intro and Melody. Must include all aspects of Project I.

QUIZ 5

WEEK 9

LECTURES

Rhythm section. Refining a sketch.

3 LINE SKETCH RETURNED FOR CORRECTION.

Students must read and implement the instructor's corrections to move forward on Project I.

WEEK 10

LECTURES

Final Parts Dues for Project I (Project should go through intro and orchestrating the melody). A play band will perform class selections. Students must have an audio device to record the performance of their arrangement or their project is considered incomplete. All projects must have an accompanying audio recording of the performance. The University of Florida Jazz Band will facilitate these recordings as part of their studio performance training. Turn in project and tape to professor.

WEEK 11

LECTURES

Feedback on Big Band Arrangements. Meet with professor individual by appointment.

LISTENING TEST 3

WEEK 12

LECTURES

Writing Solis and scoring for the saxophones. Selected listening examples and scores cover ballads, swing, bossa nova, funk, fusion, bebop, etc.

QUIZ 6

WEEK 13

LECTURES

Shout Chorus, Tags, Interludes, and Endings. Selected listening examples and scores cover ballads, swing, bossa nova, funk, fusion, bebop, etc.

LISTENING TEST 4

WEEK 14

LECTURES

Parts Dues for Project II – (follow guidelines previously listed in the syllabus) . A play band will perform class selections. Students must have an audio device to record the performance of their arrangement or their project is considered incomplete. All projects must have an accompanying audio recording of the performance. The University of Florida Jazz Band will facilitate these recordings as part of their studio performance training. Turn in project and tape to professor.

WEEK 15 - (Pre-Finals)

Feedback on Big Band Arrangements. Meet with professor individual by appointment.

WEEK 16

Final Edited Parts Dues for Project II – (corrections from the instructor must be made to the project submitted in week 14) . A play band will perform class selections. Students must have an audio device to record the performance of their arrangement or their project is considered incomplete. All projects must have an accompanying audio recording of the performance. The University of Florida Jazz Band will facilitate these recordings as part of their studio performance training. Turn in project and tape to professor.