

Updated 08/21/2025



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

THEORY I

MUSI - 1311 - 002

INSTRUCTOR: Jared Eben

NOTE: This is a 16-week course.

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Course Description:

The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

Concurrent enrollment in MUSI 1116 and MUSI 1181 (or Applied Piano) is required.

Semester Hours: 3

Prerequisites and/or Corequisites:

Corequisites: MUSI 1116 and MUSI 1114 (or another piano course) - Must be taken at the same time as this course.

Course Notes and Instructor Recommendations:

Please designate a notebook or folder in which to keep handouts, notes, homework assignments, tests, and manuscript paper. Always bring to class your workbook, staff paper, erasers and pencils (assignments done in pen will NOT be graded). It is highly beneficial to keep all returned HW assignments and tests.

Instructor Information:

Instructor Name: Jared Eben

MCC Email: jeben@mcclennan.edu

Office Phone Number: 252.299.8240

Office Location: BPAC 112

Office/Teacher Conference Hours: Tuesday- Thursday: 2:15-3:15 or by email appointment.

Other Instruction Information:

Required Text & Materials:

OPTIONAL Textbook:

Title: Tonal Harmony

Author: Stefan Kostka

Edition: 9th

Publisher: McGraw Hill

ISBN: 978-1265336110

OPTIONAL Workbook:

Title: Workbook for Tonal Harmony

Author: Stefan Kostka

Edition: 9th

Publisher: McGraw Hill

ISBN: 978-1265308001

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Online Materials via Brightspace
Paper Handouts
Music Manuscript Paper or Notebook

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lecture, written assignments, quizzes, exams, group discussions, board work, bright space.

Course Objectives and/or Competencies:

Learning Outcomes

Upon successful completion of this course, students will:

1. Construct and identify major scale and all forms of the minor scale.
2. Construct and identify triads and seventh chords in all inversions.
3. Analyze triads in harmonic context utilizing standard roman-numeral symbols.
4. Compose music in standard four-part chorale style.
5. Identify small musical forms.
6. Demonstrate musical concepts covered in class, including scales, triads, and basic harmonic progression on the keyboard.
7. Demonstrate an understanding of rhythmic meter and note duration through score analysis and composition.

Core Competencies:

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

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Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course:

- Attendance and punctuality are very important to the success of the class. Everyone needs to be here to support a positive performance atmosphere. Attendance will be taken at every class meeting. After two unexcused absences and / or being consistently tardy, the attendance / participation portion of your grade will start to DECLINE rapidly.
- An absence will be only considered *“excused” according to the above MCC Absence Policy*
- We want you to succeed! If you know you are going to miss class, please try to give notice as far in advance as possible. That way we might be able to arrange a solution that works for everybody.
- If you miss class it is your responsibility to make up / obtain the material missed for the day.
- **Homework and Brightspace assignments turned in late with no communication will automatically be docked 50%. The last day to turn in late work will be 2 weeks from when the assignment was due.**
- **There are no makeups for quizzes, tests, and performances if the absence is unexcused, AND if you never communicate with me about it. DO NOT USE YOUR FREEBIES ON TEST / EXAM DAYS.** Communication is important, arrangements can be worked out. If you don't communicate, and have not made up the missed work by the unit deadline you will receive a score of zero.

Course Outline or Schedule: (Subject to change / adjustment, will be more detailed after diagnostic exam)

UNIT 1 – Weeks 1-4

- Diagnostic Exam
- Pitch on the staff
- Whole and half steps
- Major triads, Major scales and keys, Major Circle of 5ths
- Major & Perfect Intervals
- Simple Meter

UNIT 2 – Weeks 5-7

- Writing Major triads in Four Voices
- Authentic Cadences
- Plagal Cadences

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UNIT 3 – Weeks 8-12

- Minor scales and keys
- Relative and Parallel minor
- Intervals
- Minor, diminished and augmented triads
- Dominant 7th chords
- Part writing in minor
- Figured Bass
- Compound Meter

UNIT 4 – Weeks 13-15

- Inverted and descending intervals
- Triads in Inversion
- Writing 1st Inversion triads
- Other clefs
- The melodic line

Course Grading Information:

- Your Grade will be determined by the following grading scale:

A	93-100	C+	77-79.99
A-	90-92.99	C	73-76.99
B+	87-89.99	C-	70-72.99
B	83-86.99	D+	67-69.99
B-	80-82.99	D	63-66.99
		D-	60-62.99
		F	0-59.99

- **Breakdown:**
 - 50% Class Assignments / Performances / Quizzes
 - Music Theory Homework
 - Written Analysis Assignments
 - Other Miscellaneous Assignments
 - Unit Quizzes
 - 20% Final Exam
 - A comprehensive Exam covering all course content this semester
 - Either the Last Day of Regular Class or During Final Exam Time Depending on Schedule
 - 10% Midterm

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- A quick but comprehensive exam of concepts learned so far. Will be clarified closer to the date.
- 20% Effort / Participation, Preparedness for Class
 - Outside practice and preparation is essential to passing this class and essential to becoming a better musician. You will not do well if you don't practice outside of class. Schedule your practice sessions into your daily routine and follow them. Regular daily practice is ideal but every other day should be the absolute minimum. Cramming at the last minute will not work for this class. Short productive sessions are much better than one giant cram session right before classes or performances.
 - Be prepared for each class. Participate actively in class and show improvement. Write material down from the board and bring it to class. EVERY DAY. I suggest you put everything from this class in a folder or binder so you stay organized. We need to keep a solid pace as a class together which means everyone must do their individual work to be prepared.

Late Work and Make Up Work Policies:

- If you miss class it is your responsibility to make up / obtain the material missed for the day.
- Late work is accepted (50% off) if you communicate to me in advance and turn it in by the 2 week deadline.
- There are no makeups for assignments, quizzes, tests, and performances if the absence is unexcused, AND if you never communicate with me about it. Communication is important, arrangements can be worked out. If you don't communicate, and have not made up the missed work by the unit deadline you will receive a score of zero.

Student Behavioral Expectations or Conduct Policy:

Academic Disruption Policy:

- Students who do not follow reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of W or may be subject to disciplinary sanction(s), condition(s), and /or restriction(s).
- Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.
- For more information: <https://www.mclennan.edu/employees/policy-manual/docs/E-VIII.pdf>

Academic Integrity Policy:

- All students who enroll at McLennan Community College are admitted with the expectation that they will demonstrate integrity in every aspect of their work both for and with other members of this academic community.
- Students are expected to know and adhere to the Academic Integrity policy.

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- Students who are caught cheating, including plagiarizing, will be subject to penalties specified in the course syllabus and, in addition, will be reported to Student Conduct for further tracking. Students who repeatedly commit acts of academic dishonesty will be subject to disciplinary suspension from the college.
- Penalties for violating the Academic Integrity policy can include a grade penalty up to and including an F for the course.
- For more information refer to MCC's Academic Integrity Webpage:
<https://www.mclennan.edu/Accommodations-Title-IX/academic-integrity/index.html#:~:text=Students%20who%20are%20caught%20cheating,disciplinary%20suspension%20from%20the%20college.>

Other Information:

Disability Support Services and Accommodations Information:

- In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), and Section 504 of the Federal Rehabilitation Act of 1973, McLennan's designated ADA coordinators shall be responsible for coordinating the college's efforts to comply with and carry out its responsibilities under ADA.
- Student Accommodations are provided to ensure equal access to educational opportunities and campus life activities for students with documented physical, health or learning needs. We collaborate with students, faculty and staff to create usable, inclusive and sustainable learning environments. Accommodations (Disability Services) strives to increase awareness and acceptance of those with physical, health or learning needs in support of McLennan's commitment to enhancing each learner's potential and success.
- Additional DSS student resources and accommodation processes and information can be found at:
 - <https://www.mclennan.edu/disability/index.html>

Continuity of Instruction:

- In the event of a campus emergency that disrupts academic activities, course requirements, deadlines, and grading percentages are subject to change. Information about changes in the course will be communicated as soon as possible by email, and on brightspace. If we are not able to meet face-to-face, students should check their email and log onto brightspace and read any announcements and/or access alternative assignments. Students are encouraged to continue the readings and other assignments as outlined or this syllabus or subsequent syllabi.
- Making up missed instructional time in this course will follow official guidance from MCC

Highlander Safety Guide and Emergency Preparedness:

- Music performance is a physical task and places regular stress on different parts of your body. Healthy practice and performance habits are essential to maintaining your physical well-being!
- <https://www.mclennan.edu/catalog/safety.html>

Technology Help:

- MCC IT support offers phone and online support. If you encounter technical issues or have any information technology related questions, you can submit a service request at

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- <https://www.mclennan.edu/tech-support/index.html>

RESOURCES TO SUCCEED!!!!

- MCC has countless resources to help you succeed! If you are going through a crisis you are not alone. Talk to someone.
- We are all here to help you succeed! But we are not all knowing mind readers! Communication does wonders and we are happy to provide appropriate accommodations should you need it
- <https://www.mclennan.edu/catalog/student-resources.html>

This syllabus represents a written contractual agreement between us. Occasionally, it may be necessary to revise this syllabus to meet students' needs. I reserve the right to revise this syllabus if the need arises. Advance notification will be provided to you

Updated 08/20/2024

06/24/2025



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by Accommodations (Disability Services). For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. We care about your safety and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

MCC Academic Integrity Statement:

Please view our [Academic Integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.