

# Cover Sheet: Request 13688

## MUN 3XXX Musical Theatre Instrumental Ensemble

### Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Anthony Offerle tofferle@ufl.edu
Created	2/26/2019 2:03:31 PM
Updated	4/5/2019 2:38:15 PM
Description of request	Requesting a permanent number for the course MUN 3XXX Musical Theatre Instrumental Ensemble

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CFA - Music 011303000	Kevin Orr		2/26/2019
No document changes					
College	Approved	CFA - College of Fine Arts	Jennifer Setlow		4/5/2019
3000 Level Musical Theatre Instrumental Ensemble Syllabus - A.docx					4/5/2019
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			4/5/2019
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

# Course|New for request 13688

## Info

**Request:** MUN 3XXX Musical Theatre Instrumental Ensemble

**Description of request:** Requesting a permanent number for the course MUN 3XXX Musical Theatre Instrumental Ensemble

**Submitter:** Jennifer Setlow jsetlow@ufl.edu

**Created:** 4/5/2019 2:37:49 PM

**Form version:** 2

## Responses

### Recommended Prefix

*Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, the State Common Numbering System (SCNS) may assign a different prefix.*

Response:  
MUN

### Course Level

*Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).*

Response:  
3

### Number

*Enter the three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For new course requests, this may be XXX until SCNS assigns an appropriate number.*

Response:  
XXX

### Category of Instruction

*Indicate whether the course is introductory, intermediate or advanced. Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.*

Response:  
Intermediate

- 1000 and 2000 level = Introductory undergraduate
- 3000 level = Intermediate undergraduate
- 4000 level = Advanced undergraduate
- 5000 level = Introductory graduate
- 6000 level = Intermediate graduate
- 7000 level = Advanced graduate

*4000/5000 and 4000/6000 levels = Joint undergraduate/graduate (these must be approved by the UCC and the Graduate Council)*

**Lab Code**

Enter the lab code to indicate whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).

Response:  
None

**Course Title**

Enter the title of the course as it should appear in the Academic Catalog.

Response:  
Musical Theatre Instrumental Ensemble

**Transcript Title**

Enter the title that will appear in the transcript and the schedule of courses. Note that this must be limited to 21 characters (including spaces and punctuation).

Response:  
MT Instrumental Ens.

**Degree Type**

Select the type of degree program for which this course is intended.

Response:  
Baccalaureate

**Delivery Method(s)**

Indicate all platforms through which the course is currently planned to be delivered.

Response:  
On-Campus

**Co-Listing**

Will this course be jointly taught to undergraduate, graduate, and/or professional students?

Response:  
Yes

**Co-Listing Explanation**

Please detail how coursework differs for undergraduate, graduate, and/or professional students. Additionally, please upload a copy of both the undergraduate and graduate syllabus to the request in .pdf format.

Response:  
Graduate students enrolled in this course will be valuable resources and assist in organizing and conducting sectional rehearsals. They will also contribute by coaching the undergraduate musicians in interpretation, nuance, and style. This course provides graduate students with an understanding of how an advanced musical theatre production is prepared and conducted. The

student will engage in individual coaching sessions with undergraduates, vocal preparation rehearsals with the stage performers, and find opportunities to conduct.

**Effective Term**

*Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore the actual effective term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.*

Response:  
Fall

**Effective Year**

*Select the requested year that the course will first be offered. See preceding item for further information.*

Response:  
2019

**Rotating Topic?**

*Select "Yes" if the course can have rotating (varying) topics. These course titles can vary by topic in the Schedule of Courses.*

Response:  
No

**Repeatable Credit?**

*Select "Yes" if the course may be repeated for credit. If the course will also have rotating topics, be sure to indicate this in the question above.*

Response:  
Yes

**If repeatable, # total repeatable credit allowed**

*Indicate the maximum number of total repeatable credits allowed per student.*

Response:  
4

**Amount of Credit**

*Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC. If you select "Variable" for the amount of credit, additional fields will appear in which to indicate the minimum and maximum number of total credits.*

Response:  
1

**S/U Only?**

Select "Yes" if all students should be graded as S/U in the course. Note that each course must be entered into the UF curriculum inventory as either letter-graded or S/U. A course may not have both options. However, letter-graded courses allow students to take the course S/U with instructor permission.

Response:

No

**Contact Type**

Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis.

Response:

Regularly Scheduled

- Regularly Scheduled [base hr]
- Thesis/Dissertation Supervision [1.0 headcount hr]
- Directed Individual Studies [0.5 headcount hr]
- Supervision of Student Interns [0.8 headcount hr]
- Supervision of Teaching/Research [0.5 headcount hr]
- Supervision of Cooperative Education [0.8 headcount hr]

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.

**Weekly Contact Hours**

Indicate the number of hours instructors will have contact with students each week on average throughout the duration of the course.

Response:

2.5

**Course Description**

Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 50 words or fewer. See course description guidelines.

Response:

This course provides an intermediate understanding of musical theatre instrumental styles and practices from the 1930s - present. It incorporates one or more of these forms and techniques each semester and is recommended for musicians, who would like to broaden their commercial repertoire and enhance their skills for professional engagements.

**Prerequisites**

Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course.

Response:

Audition required or by recommendation of faculty.

*Completing Prerequisites on UCC forms:*

- Use "&" and "or" to conjoin multiple requirements; do not use commas, semicolons, etc.
- Use parentheses to specify groupings in multiple requirements.
- Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. For example, "MAC 2311(B)" indicates that students are required to obtain a grade of B in Calculus I. MAC2311 by itself would only require a grade of D-.
- Specify all majors or minors included (if all majors in a college are acceptable the college code is sufficient).
- "Permission of department" is always an option so it should not be included in any prerequisite or co-requisite.

*Example: A grade of C in HSC 3502, passing grades in HSC 3057 or HSC 4558, and major/minor in PHHP should be written as follows:*

*HSC 3502(C) & (HSC 3057 or HSC 4558) & (HP college or (HS or CMS or DSC or HP or RS minor))*

### **Co-requisites**

*Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system.*

Response:

None

### **Rationale and Placement in Curriculum**

*Explain the rationale for offering the course and its place in the curriculum.*

Response:

Musical Theatre Instrumental Ensemble teaches skills vital to participating in the current music industry. This course provides an intermediate understanding of specific musical theatre instrumental styles and performance practices from the 1930s to the present. These styles include all forms of musical theatre genres from the classic musicals of George Gershwin and Cole Porter through Rodgers and Hammerstein and Lerner and Loewe, to the rock and contemporary styles of Andrew Lloyd Webber and Lin Manuel Miranda. Each musical will incorporate a variety of these forms and technical requirements. Additionally, the course delivers knowledge of rehearsal and performance techniques and terminology unique to a musical theatre "pit" orchestra. This course is recommended for all musicians who would like to broaden their commercial music theater repertoire and enhance their skills for engagements with professional companies.

The enrollment expected in this course is 10 to 20 musicians.

This course will not have an effect on the current curriculum and will merely give credit to students, who perform in this ensemble.

This course will provide ensemble credits that may be used for the currently available Jazz Minor and undergraduate music students.

### **Course Objectives**

*Describe the core knowledge and skills that student should derive from the course. The objectives should be both observable and measurable.*

Response:

Musical Theatre Instrumental Ensemble teaches skills essential to competing in the current music theatre industry from performing in a Broadway pit orchestra and touring shows to theme park engagements and cruise line orchestras. The course will provide students with the experience of performing in a variety of venues and spaces, reading charts and creating musical editions unique to a specific production, accompanying singers in a variety of formations both on and off-stage,

and working with click-tracks and computer assisted arrangements.

### **Course Textbook(s) and/or Other Assigned Reading**

*Enter the title, author(s) and publication date of textbooks and/or readings that will be assigned. &nbsp;Please provide specific examples&nbsp;to evaluate the course.*

Response:

None. Each student will receive music at the beginning of the semester provided by the university.

### **Weekly Schedule of Topics**

*Provide a projected weekly schedule of topics. This should have sufficient detail to evaluate how the course would meet current curricular needs and the extent to which it overlaps with existing courses at UF.*

Response:

Hairspray 2018

August 18, Online music files available through Dropbox

September 5

Music Theatre International (MTI) individual parts available. Students begin individual rehearsal and guided practice sessions.

October 6, Saturday, Read-Through (orchestra only) 10:00 am – 12:30 pm / MUB 121  
Constans Theatre (McGuire Pavilion)

October 11, Thursday, Read-Through (with singers) / 7:00 pm Go – 10:00 pm Close

October 14, Sunday, Sitzprobe / 7:00 pm Go - 10:00 pm Close

October 16, Tuesday, 1st Dress / 7:30 pm Go – 10:00 pm Close

October 17, Wednesday, 2nd Dress / 7:30 pm Go – 10:00 pm Close

October 18, Thursday, Final Dress / 7:30 pm Go – 10:00 pm Close

9 Performances:

October 19 – October 28 7:30 pm Curtain each night / 2:00 pm Matinee Curtain (Sundays)

Dark, no performance, Monday, October 22

Closing Matinee Sunday, Oct 28 pm / Strike Sunday, Oct 28 4:30 pm

### **Links and Policies**

*Consult the syllabus policy page for a list of required and recommended links to add to the syllabus. Please list the links and any additional policies that will be added to the course syllabus.*

*Please see: [syllabus.ufl.edu](http://syllabus.ufl.edu) for more information*

Response:

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.)

#### University Counseling Services

Contact information:

Counseling Center

Address:

3190 Radio Rd.

P.O. Box 112662, University of Florida

Gainesville, FL 32611-2662

Phone: 352-392-1575

Web: [www.counsel.ufl.edu](http://www.counsel.ufl.edu)

#### Grading Scheme

*List the types of assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity. Include details about the grading rubric and percentage breakdowns for determining grades.*

Response:

EVALUATION / GRADING POLICY:

Music/Score Preparation

50%

Definition:

- Student can play their part with no mistakes and clear evidence of practice.
- Has studied their part and demonstrates command of the score.

Participation and Professional Conduct

50%

Definition:

- Student is ready to start rehearsal at the beginning of the class.
- Participates in class discussions and collaborates well with their peers.
- Arranges for a sub in advance of an approved absence.

77 \_\_\_\_\_

100%

Each rehearsal is worth a maximum of 4 points and 8 points for each performance.

6 rehearsals total 24 possible points toward the final grade.

9 performances total 72 possible points toward the final grade.

Students begin with 6 points to allow for those lost due to unexcused late arrivals or absences.

A student will receive 0 points for a missed rehearsal or performance.

Evaluation Rubric:

4.0 – Student exceeds expectations for preparation and professionalism.

3.0 – Student shows above average preparation and meets professional expectations.

2.0 – Student shows average preparation and meets professional expectations

1.0 – Student is not prepared for rehearsal.

0.0 – Student has an unexcused absence.



Information on current UF grading policies for assigning grade points.  
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Final Exam: The Musical Theatre Instrumental Ensemble is a performing group. There are no performances, during finals week. There are nine concerts and they each receive eight points toward the final grade.

**ATTENDANCE POLICY:**

Professionalism, collegiality, and participation in each class period are important to the curriculum requirements of this course. Therefore, attendance and active engagement are required.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

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

An excused absence will be not count in the final point total. No points will be earned for a missed rehearsal or performance. There are two scenarios for an excused absence:

Excused for sudden illness or other unforeseen situation approved by the UF Attendance Policy:

- Those points (4 or 8) would not be counted in the final total. Therefore, the number of total possible points will be less those numbers and the points accrued will count as a higher percentage. For example: A student, who misses a rehearsal due to a sudden bout of the flu, would have a total possible point total of 96. If she/he earns 88 total points, the percentage would be 91.6.

Excused in advanced:

- It is the responsibility of a musician, who has a UF approved performance or exam, to find a substitute to cover their part for that rehearsal or performance. Those musicians that fulfill this obligation will receive the total points available for that class.

Note:

1. Students with exams that conflict with evening performances should ask Dr. Offerle to contact their professor about the possibility of changing their exam time as soon as they know the testing schedule. This has been a very successful policy and most students are offered an alternative exam time.

2. Students with an illness should also attempt to find a substitute for performances.

Students arriving late for rehearsal will lose 1 point for each 15 minute increment, i.e. 1-15 mins (-1), 15-30 mins (-2).

Students arriving late for a performance will lose 2 point for each 15 minute increment, i.e. 1-15 (-2), 15-30 mins (-4)

**Instructor(s)**

*Enter the name of the planned instructor or instructors, or "to be determined" if instructors are not yet identified.*

Response:

Dr. Anthony Offerle

# **MUN 3XXX Musical Theatre Instrumental Ensemble**

*(offered Fall only)*

**Fall 2019**

## **Course Meeting Time and Location:**

The course begins the first week of classes. Parts are disseminated within a few days. Students are required to begin practicing their scores and individual coaching is available. The full ensemble meets 16 times from approximately October 1 through October 31, 2019. The class time is 7:30 to 10:30 PM or 2.5 – 3 hours per rehearsal or performance depending of the running time of the musical. (See Fall 2018 schedule below.)

**Credit Hours:** 1 credit

**Instructor:** Dr. Anthony Offerle

**Instructor Office Location:** School of Music: Room 343

**Office Hours:** M/W/F 8:30 AM – 12:50 PM and by appointment

## **Instructor Contact Information:**

University of Florida - School of Music

PO Box 117900 Gainesville, FL 32611

(352) 273-3189 Office / Email: tofferle@ufl.edu

## **Course Description**

This course provides an intermediate understanding of specific musical theatre instrumental styles and performance practices from the 1930s to the present. These styles include all forms of musical theatre genres from the classic musicals of George Gershwin and Cole Porter through Rodgers and Hammerstein and Lerner and Loewe, to the rock and contemporary styles of Andrew Lloyd Webber and Lin Manuel Miranda. Each musical will incorporate a variety of these styles and technical requirements. Additionally, the class delivers knowledge of rehearsal and performance techniques and terminology unique to a musical theatre “pit” orchestra. This course is recommended for all musicians who would like to broaden their commercial music theater repertoire and enhance their skills for engagements with professional companies.

## ***Prerequisites:***

Audition required or by recommendation of faculty.

## **Course Objectives/Goals**

Musical Theatre Instrumental Ensemble teaches skills essential to competing in the current music theatre industry from performing in a Broadway pit orchestra and touring shows to theme park engagements and cruise line orchestras. The course will provide students with the experience of performing in a variety of venues and spaces, reading charts and creating musical editions unique to a specific production, accompanying singers in a variety of formations both on and off-stage, and working with click-tracks and computer assisted arrangements. The course develops professional rehearsal standards, etiquette, and the ability to work within a group.

## **Textbooks:**

The School of Theatre and Dance rents the copyright and musical parts for each musical. These are provided to each musician in the ensemble. Students are required to sign a SoTD form agreeing to return the music provided in the same condition it was sent by the publisher. Scores not returned or damaged will require a replacement fee set by the publisher, normally between \$40 and \$75. A hold will be put on all student accounts until rectified.

## **Student Fees:**

This course assesses no student fees.

## EVALUATION / GRADING POLICY:

Music/Score Preparation	50%
Definition:	
- Student can play their part with no mistakes and clear evidence of practice.	
- Has studied their part and demonstrates command of the score.	
Participation and Professional Conduct	50%
Definition:	
- Student is ready to start rehearsal at the beginning of the class.	
- Participates in class discussions and collaborates well with their peers.	
- Arranges for a sub in advance of an approved absence.	
	<hr/> 100%

Each rehearsal is worth a maximum of 4 points and 8 points for each performance.

6 rehearsals total 24 possible points toward the final grade.

9 performances total 72 possible points toward the final grade.

Students begin with 6 points to allow for those lost due to unexcused late arrivals or absences.

A student will receive 0 points for a missed rehearsal or performance.

Evaluation Rubric:

4.0 – Student exceeds expectations for preparation and professionalism.

3.0 – Student shows above average preparation and meets professional expectations.

2.0 – Student shows average preparation and meets professional expectations

1.0 – Student is not prepared for rehearsal.

0.0 – Student has an unexcused absence.

Information on current UF grading policies for assigning grade points.

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

94-100	A	74-76	C
91-93	A-	71-73	C-
87-90	B+	67-70	D+
84-86	B	64-66	D
81-83	B-	61-63	D-
77-80	C+	0-60	E

**Final Exam:** The Musical Theatre Instrumental Ensemble is a performing group. There are no performances, during finals week. There are nine concerts and they each receive eight points toward the final grade.

## ATTENDANCE POLICY:

Professionalism, collegiality, and participation in each class period are important to the curriculum requirements of this course. Therefore, attendance and active engagement are required. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

An excused absence will be not count in the final point total. No points will be earned for a missed rehearsal or performance. There are two scenarios for an excused absence:

Excused for sudden illness or other unforeseen situation approved by the UF Attendance Policy:

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Excused in advanced:

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Note:

1. Students with exams that conflict with evening performances should ask Dr. Offerle to contact their professor about the possibility of changing their exam time as soon as they know the testing schedule. This has been a very successful policy and most students are offered an alternative exam time.
2. Students with an illness should also attempt to find a substitute for performances.

Students arriving late for rehearsal will lose 1 point for each 15 minute increment,

i.e. 1-15 mins (-1), 15-30 mins (-2).

Students arriving late for a performance will lose 2 point for each 15 minute increment,

i.e. 1-15 (-2), 15-30 mins (-4)

### **NOTICE:**

Rehearsals and performances are copyright protected and may not be recorded by any means. Lectures and notes given in this class are the property of the university/faculty member and may not be taped without prior permission from the lecturer and may not be used for commercial purpose. Students found to be in violation may be subject to discipline under the university's student conduct code. The above procedures and schedule in this course are subject to change in the event of extenuating circumstances.

Class Schedule:

### **Hairspray 2018**

August 18, Online music files available through Dropbox

September 5

- Music Theatre International (MTI) individual parts available.
- Students begin individual rehearsal and guided practice sessions.

October 6, Saturday, Read-Through (orchestra only) 10:00 am – 12:30 pm / MUB 121

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9 Performances

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### **Academic Honesty**

<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

### **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.”

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

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Contact information:

#### **Counseling Center**

3190 Radio Rd.

P.O. Box 112662, University of Florida

Gainesville, FL 32611-2662

Phone: 352-392-1575

Web: [www.counsel.ufl.edu](http://www.counsel.ufl.edu)

### **Course Evaluations**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>