MUS 305.01: Instrumental Methods and Materials

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1. **Purpose**

This course will develop the knowledge, abilities and insights necessary for the creation and maintenance of a meaningful instrumental music education program in an elementary and/or secondary school. While this class will include musical issues, the class will focus mainly on the logistical and managerial responsibilities (the “nuts and bolts”) of an Instrumental program.

2. **Objectives**

   A. Students will acquire an understanding of the specific idiosyncrasies relating to the separate, yet intertwined areas within a balanced and complete instrumental program – concert band, marching band, pep band, jazz band, orchestra, solo and chamber performance.

   B. Students will develop a working knowledge of organizational issues necessary to run a successful instrumental program. This will include issues such as: recruiting, budgets and budgetary procedures, inventory, instrument maintenance, uniforms, library, calendar planning, scheduling, grading, travel planning, publicity, fund raising and professional organizations.

   C. Students will develop a deeper understanding of the communication skills and “people skills” necessary to run a successful program. Students will learn about relationships with their administrators, colleagues and other teachers, maintenance personnel, office staff, school board, parents and booster organizations, community members and media organizations.

   D. Students will learn classroom management skills and strategies.

   E. Students will learn score study skills and rehearsal techniques.

3. **Procedure**

   While information will be presented in lectures, a primary goal of this class is to teach and encourage students to think for themselves and to develop solid problem solving skills. Therefore, much of this class will function in a discussion/seminar format that will focus on issues that are likely to arise in one’s first year of teaching. Through these discussions, students will learn to evaluate all the pertinent factors effecting that issue and then plan an efficient and productive course of action.
4. **Attendance Policy**  
Attendance is mandatory and will be taken regularly. Excessive missed classes will have an impact on the final grade. Three unexcused absences in a semester will result in a letter grade deduction from the final grade. Late arrival to class counts as ½ an unexcused absence. If you have to miss a class, it is your responsibility to get the missed information so that you are prepared for the following class.

5. **Grading**  
Class participation  25%  
Notebook  75%  
Through the course of this class, you will create a “textbook” of your own that will include all of the material discussed in class and additional handouts. This “textbook/notebook” will serve as your primary resource and handbook for your first years of teaching. You will organize this notebook under three main headings (use of tabs is highly recommended).

I. Musical Issues    II. Organizational Issues    III> People Skills Issues  
When a topic is completed, place it in your binder under the most appropriate heading. Each of these topic areas should consist of three sections.  
A. A thorough list of questions one needs to consider when dealing with the topic.  
B. Class notes retyped and well structured. (including handouts.)  
C. A summary highlighting the major points of concern regarding the topic.

Notebooks will be evaluated periodically throughout the semester.

6. **Textbook and/or supplies**  
A. Wise, Phillip C., *So...You're the New Band Director: Now What?*, Simon & Schuster Custom Printing  
B. Three Ring Binder (one 2 to 3 inches is recommended)  
C. Access to a computer is highly recommended in order to best organize your notebook.
Musical Skills
Structure/Hierarchy of Balanced Program
Concert Band/Orchestra
  Method Books
  Warm-ups
  Rehearsal Technique
  Repertoire/Programming
  Score Study
Jazz Band
Chamber Ensembles
Pep Band
Marching Band
Musicals – Pit Orchestra

Organizational Skills
Budget – Budget Development/Procedures/Fundraising
Equipment – Purchases/Maintenance/Inventory/Check-out
Facility Development and Maintenance – Room/Concert Hall/Chairs and Stands
Library – Purchases/Catalogue/Check-out
Uniforms – Purchases/Storage/Maintenance/Check-out/Accessories
Schedules
  Daily – Dual Curriculum
  Calendar Year
Concert Planning – Scheduling Facilities/Programs/Publicity
Festivals – Choosing/Paperwork
Travel Arrangements – Bus/Hotel/Food/etc.
Grading/Auditions/Challenges
Creating Student Leadership
Summer Programs/Camps
Job Search
Professional Organizations/Journals
Political Structures both Local and National

People Skills/Relationships
Professionalism (Wise p.45)
Student/Classroom Management
Administration
Parents/Parents Organization
Community
Music Store – Rich Brinkman from Morgenroth