

**Commercial Arranging, Analysis and Composition I**  
**MUST 3261**

**Instructor:** Dr. Chris Reyman

**Office:** FFA 133

**Contact:** 747-7805, cereyman@utep.edu

**Class Time:** Mondays and Wednesdays 9:30am-10:20am

**Location:** Prospect Hall Room 308 and online

\*\*\*Due to COVID-19, this class will be delivered in a hybrid format, with options for meetings on campus during class time, synchronous classes remotely during class time, and asynchronous materials completed remotely. If classes are not already remote, the remainder of the semester after Thanksgiving break will be remote. I have designed the course to function fully online, if necessary.

**Office Hours:**

Due to social distancing regulations, all office hours will be held remotely via ZOOM conference calling app (available for free) on Tuesdays and Wednesdays 10:30-11:30AM. You can also email me to set up another time to talk via phone or video call.

**Required Materials:**

- staff paper
- ability to listen to music while at a piano/keyboard
- access to music notation software (free versions available)
- USB drive or external hard drive to back-up projects

**Attendance Policy**

Due to COVID-19, there will not be any grade given for attendance. I will work with each of you if you miss face-to-face classes due to illness. **DO NOT COME TO CLASS IF YOU ARE SICK.**

**Course Description**

An introduction to commercial theory, styles, notation, arranging and composition through listening, transcribing, analysis and arranging/composition projects.

**Course Goals**

- Develop musical skills through listening, transcribing and analysis

- Develop an understanding of music theory and practice in an historical and cultural context
- Develop creative musical skills within a collaborative environment
- Apply practices of tonal harmony to commercial and jazz harmony, melody and form
- Develop arranging-composing-production skills (ranges, timbre, transpositions, clefs, conventions and peculiarities) of the following instruments: saxophone, trumpet, trombone, piano, guitar, bass and drums
- Gain familiarity with conventional notation methods: chord symbols, Nashville Numbers, manuscript, etc.

### **Course Overview**

- Style analysis of commercial and jazz styles and form
- Diatonic chord progressions and substitutions
- Secondary dominants and substitutions
- Pentatonic scales
- Chord symbol notation: jazz notation and Nashville Numbers
- Lead sheet (head chart) notation
- ii- V I and ii- V tonicization
- Major scale modes
- tritone substitution
- nonfunctional chords

### **Assignments**

\*\*All assignments will be given on Mondays and due the following Monday, unless otherwise indicated. All these dates are in the syllabus, but are subject to change throughout the semester.

All notation assignments, both handwritten and electronic notation, must be turned in as PDF files. A couple good free online music notation programs are *MuseScore* and *Noteflight*.

All audio files must be turned in as mp3 files. You can export audio from music notation software.

### **MODULE 1 (30pts total)**

Week 1 & 2:

Assignment #1: Transcribe and notate (handwritten) chords for 2 songs, Due Aug. 30, 11:59PM (5pts)

Assignment #2: Compose 5 harmonic progressions, due Sept. 6, 11:59PM (5pts)

- 8 measures each
- using only diatonic chords
- Turn in handwritten with lead sheet symbols

RUBRIC: diatonic, notation, chords

Week 3:

Assignment #3: Notate lead sheet (melody and chords) for Happy Birthday in F major, due Sept. 13, 11:59PM (5pts)

RUBRIC: melody, chords, notation

Assignment #4: Compose 5 melodies with chords, due Sept. 13, 11:59PM (5pts)

- 8 measures each
- using only diatonic chords and scales
- turn in handwritten with lead sheet symbols

RUBRIC: diatonic, notation, chords, scales

Week 4:

Assignment #5: Reharmonize Amazing Grace - lead sheet with melody and chords, due Sept. 20, 11:59PM (10pts) :

- 1 time through the melody with basic harmonies
- 1 time through the melody with diatonic chord substitutions
- 1 time through the melody using secondary dominants and borrowed harmonies
- Hand written

RUBRIC: melody, chords, diatonic, secondary chords

## **MODULE 2 (25pts total)**

3-horn arrangement of "Summertime" with rhythm section part (chord symbols only)

- introduction, melody 2 times, ending
- 1 melody with 2 harmony
- 3-part harmony
- melody must be in different instrumentation throughout
- score and parts in electronic notation software

RUBRIC: melody, chords, diatonic, secondary chords, notation/format of score and parts

Week 5: getting to know horns (alto saxophone, trumpet and trombone)

Assignment #6: handwritten sketch of arrangement indicating 3 parts and chord symbols, due Sept. 27, 11:59PM (5pts)

Week 6: Electronic notation software

Assignment #7: draft of score in electronic notation, due October 4, 11:59PM (5pts)

Week 7 & 8:

Assignment #8: Final Draft of transposed score and parts (include audio file), due Oct. 18, 11:59PM (15 pts)

## **MODULE 3: FINAL PROJECTS (45pts total)**

Week 9-15:

Transcribe pop song and arrange for 3 horns and rhythm section

- alto saxophone, trumpet, trombone, piano/guitar, bass, drums
- score and parts in electronic notation software
- melody with accompaniment
- melody in 3-part harmony
- melody with 2-part accompaniment (counter-line, back-up)

RUBRIC: melody, chords, diatonic, secondary chords, notation

- song selection Due October 25, 11:59PM (3pts)
- lead sheet of transcribed song Due November 1, 11:59PM (3pts)
- lead sheet of arrangement or handwritten rough draft Due November 8, 11:59PM (4pts)
- mid-project check-in/progress-report Monday, November 15, 11:59PM (5pts)
- Draft 1 Due November 22, 11:59PM (10pts)
- Final Draft of transposed score and parts (PDFs) and audio file (mp3), Due December 7, 11:59PM (20pts)

### **Grade Breakdown**

30%: Module 1 assignments and projects

25%: Module 2 assignments and projects

45%: Final Project and assignments

### **Statement for Accommodations and Support**

If you have a disability and need classroom accommodations, please contact *The Center for Accommodations and Support Services* (CASS) at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu), or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at [www.sa.utep.edu/CASS](http://www.sa.utep.edu/CASS).

\*\*I want this class to be beneficial to you personally. Please do not hesitate to contact me with any concerns you may have about a particular assignment, the class as a whole or anything else.

\*\*\*The content of this course is subject to change at any time. I will be adjusting the course to fit the particular needs and interests of this group of students. If anything changes in how I will evaluate you, I will let you know as soon as I can.

## UTEP Policies regarding COVID-19

The UTEP [Temporary Health and Safety Policy](#) requires all faculty, staff, and students to follow these guidelines:

- **Stay at home** if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test.
- **Report** ([screening.utep.edu](https://screening.utep.edu)) if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test.
- **Complete screening questions** ([screening.utep.edu](https://screening.utep.edu)) every day before coming to campus and follow instructions provided.
- While on campus:
  - **wear face coverings** when in common areas or when others are present;
  - maintain a minimum **separation of six (6)** feet between yourself and others when possible, and arrange spaces to make this possible in almost all circumstances;
  - **adhere to room/space limitations** on number of occupants; and
  - **wash and/or sanitize hands** frequently.

### Faculty Responsibilities (a select list for your information)

- Complete self-screening ([screening.utep.edu](https://screening.utep.edu)) prior to every campus visit.
- Inform students that they are required to complete self-screening ([screening.utep.edu](https://screening.utep.edu)) prior to every campus visit. You should provide this information even if your course is entirely online because students may come to campus for other reasons (e.g., library, computer or internet access).
- Have a backup plan for instruction in the event that you become ill or must self-isolate.
- Verify that you have the ability to provide accommodations to students who might miss class, assignments, or exams because of COVID-19. When possible, discuss accommodations in syllabi.
- Include a COVID-19 statement(s) for classroom/lab/studio preventive policies in the syllabus and/or other official course documents (see below).

### Student responsibilities

- Complete self-screening ([screening.utep.edu](https://screening.utep.edu)) prior to every campus visit.
- Complete COVID-19 student training at [this site](#).
- Contact instructor if temporary accommodations due to COVID-19 are needed (i.e., due to positive COVID-19 test, symptoms, or exposure).
- If unable to wear a face covering (e.g., medical reasons), the best course of action is to enroll in courses that are entirely online or to work with academic advisors, if

necessary, to identify alternative courses. If this is not possible, request an accommodation from [Center for Accommodations and Support Services](#) (CASS) prior to coming to campus for in-person activities. Students who receive an accommodation to not wear a face covering must share this with the professor and work to minimize contact with others in the class.

#### **Statement Regarding COVID-19 Precautions:**

- You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID- 19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at [screening.utep.edu](https://screening.utep.edu). If you know anyone who should report any of these three criteria, encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to [COVIDaction@utep.edu](mailto:COVIDaction@utep.edu).
- For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website ([screening.utep.edu](https://screening.utep.edu)) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.
- Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.
- Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.
- Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.
- Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact [Center for Accommodations and Support Services](#) (CASS) to discuss temporary accommodations for on-campus courses and activities.