

SYLLABUS FOR PAUL DIXON

OFFICE/STUDIO: EI 208

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COURSE DESCRIPTIONS:

MVK 1013-Applied music Organ. Non-music majors. 1st year of study, course may be repeated up to 3 times. Private instruction. 1-2 credit hours.

MVK 2023-Applied music Organ. Non-music majors. 2nd year of study, course may be repeated up to 3 times. Private instruction. 1-2 credit hours

MVK 1213-Applied music Organ. For music majors studying organ as a secondary instrument. 1st year of study. May be repeated up to 3 times. Private instruction. 1-2 credit hours.

MVK 2223-Applied music Organ. For music majors studying organ as a secondary instrument. 2nd year of study. May be repeated up to 3 times. Private instruction. 1-2 credit hours.

MVK 1313- Applied music Organ. For music majors studying organ as a principal instrument. 1st year of study. May be repeated up to 3 times. Private instruction. 2 credit hours.

MVK 2323- Applied music Organ. For music majors studying organ as a principal instrument. 2nd year of study. May be repeated up to 3 times. Private instruction. 2 credit hours.

MVK 1413-Applied music Organ. For music majors specializing in the performance art of the organ. 1st year of study. Private instruction. 3 credit hours. Audition required. Please contact instructor prior to enrollment.

MVK 2423- Applied music Organ. For music majors specializing in the performance art of the organ. 2nd year of study. Private instruction. 3 credit hours.

CO-REQUISITE: MUN 1310 (College Chorus) is the recommended co-requisite for MVK 1413 and MVK 2423

PRE-REQUISITE: Pertinent to all of the above courses is the understanding that a solid foundation in piano is required prior to commencing organ study. A solid

foundation is defined as 5-6 years of serious study, culminating in the ability to play, for example, the easier sonatas of Haydn, Mozart, or Beethoven. For further clarification of this issue, please contact the instructor prior to enrollment.

REQUIRED TEXT: Method of Organ Playing by Harold Gleason, 8th edition

NECESSARY MATERIALS: 1) a pair of shoes reserved exclusively for organ practice. Your instructor will assist you in selecting and acquiring a pair which is best suited to the particular needs of pedal playing.

2) a metronome of sufficient volume and clarity to be clearly heard while playing a pipe organ.

GRADING PHILOSOPHY: A grade of 'A' indicates that the student has consistently demonstrated progress on a weekly basis to the instructor's satisfaction.

A grade of 'B' indicates that there is some question as to whether or not the student has demonstrated the consistent and incremental weekly growth which is necessary for progress.

A grade of 'C' indicates that the student should re-consider the wisdom of re-enrolling in the course.

There are no 'D's' or 'F's'.

ATTENDANCE POLICY: Excused Absences:

The student is expected to attend all weekly lessons. Due to time constraints, the instructor will only be able to make up lessons which are missed because the instructor is unable to attend, or because the College is unexpectedly closed, as in the case of hurricanes, for example. More than three excused absences in any given session will result in the lowering of the student's grade by one letter.

Unexcused Absences:

SPC requires instructors to record student attendance during each scheduled class. Because this class meets once per week, you may accrue up to two unexcused absences before exceeding the maximum allowed limit. Exceeding the limit of unexcused absences prior to completion of 60% of the session will result in the automatic withdrawal of the student from the class.

Exceeding the limit later in the term will result in a grade of WF. Students who are in their third attempt at completing a course will be given a WF grade at any point in the term that they exceed the maximum number of allowed absences.

EMERGENCY PREPAREDNESS: In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you will not be provided the opportunity to complete your course work online due to the hands-on requirements for this course. Following the event, please contact the instructor regarding your options for completing this course work at an alternate location.

SPECIAL REQUIREMENTS: During Sessions I and II, the College offers an Organ Concert Series to the student body as well as the general public.

NOTE: ATTENDANCE IS REQUIRED BY ALL ORGAN STUDENTS FOR A GRADE OF 'A'. If for some compelling reason a student is unable to attend one of the concerts, as a one-time option, the student may submit a 2000 word paper in lieu of attendance, on a topic to be agreed upon by the student and instructor. Failure to attend all concerts will result in the lowering of the student's grade by one letter.

Specifically, during the academic year 2011-2012, the Heissler organ series will have 1 concert in Session I and 3 concerts in Session II. Attendance is required at the concert in Session I for a grade of 'A', and attendance is required at all 3 concerts during Session II for a grade of 'A'. The option to write a 2000 word paper in lieu of attending 1 concert remains in effect for both sessions.

SYLLABUS ADDENDUM

In the event that topics listed in this addendum also appear in your syllabus, please note that you should rely on the addendum information as this information is the most current.

IMPORTANT COLLEGE POLICY REGARDING COURSE DROP ADD PERIOD AND AUDIT INFORMATION

Students **CANNOT** add a course following the first day the class meets. Students **CAN** drop a course during the first week of class and be eligible for a refund. (See a counselor/advisor to finalize your schedule, so you won't be left without the classes you want or need). Students may not change from credit to audit status after the end of the first week of classes.

GRADING AND REPEAT COURSE POLICIES

State policy specifies that students may not repeat a college credit course for which a grade of "C" or higher has been earned except by appeal to the campus Academic Appeals committee. Students may repeat a college credit course one time without penalty. At the third attempt, students will pay the full cost of instruction. The full cost of instruction rate for 2008-2009 is \$280.39 per credit hour. In addition, at the third attempt students may NOT receive a grade of "I," "W," or "X," but must receive the letter grade earned. This grade will be averaged into the overall grade point average.

ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES

Each instructor must exercise professional judgment to determine if a student is actively participating in class. Faculty will publish their own personal participation/attendance policies in their syllabi. This policy will be used to determine grades. Students who are not actively participating in class as defined in an instructor's syllabus will be reported to the Administration during the week following the voluntary withdrawal date.

Instructors will verify that students are in attendance during the first two weeks of class. Students classified as "No Show" for both of the first two weeks will be administratively withdrawn for any class which they are not in attendance. Their financial aid will be adjusted based on the updated enrollment status.

Immediately following the 60% point of the term, each instructor will verify which students are actively participating in class as defined in the course syllabus. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a "WF." Students will be able to withdraw themselves at any time during the term. However, requests submitted after the 60% deadline will result in a "WF." Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs.

Withdrawing after the "Last Day to Withdraw with a Grade of 'W'" (see Academic Calendar below) can have serious consequences. If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of 'WF,' which has the same impact on the student's GPA as a final grade of 'F.' A 'WF' grade also could impact the student's financial aid and cause the student to repay some of their financial assistance. If the student is thinking about withdrawing from a class now, the student should consult with an academic advisor or financial assistance counselor first to be sure they understand all the possible outcomes of this decision.

FEDERAL GUIDELINES RELATED TO FINANCIAL AID AND TOTAL WITHDRAWAL FROM THE COLLEGE <http://www.spcollege.edu/central/SSFA/HomePage/hdiasbs.htm>

The U.S. Department of Education requires students who completely withdraw prior to the 60% point of the term from all classes who have received Federal financial aid, i.e., Federal Pell Grant, Federal Academic Competitiveness Grant (ACG), Federal Stafford Loan, and/or Federal Supplemental Educational Opportunity Grant(SEOG) to repay a portion of their financial aid.

The law requires the college to refund to the Department of Education the percentage of financial aid which is determined the student did not earn based on the Return of Title IV (R2T4) formula. The student may also be required to repay funds to the College if they are identified as not actively participating in all of their classes, or if they do not receive at least one final passing grade (D or higher) for the term. Should the student be considering totally withdrawing from **all classes before the published withdrawal date**, it is important that the student consult a financial assistance counselor on their home campus to understand their options and the consequences of total withdrawal. For further information regarding this policy and other financial assistance policies we encourage you to visit our website at: www.spcollege.edu/getfunds

DUAL ENROLLMENT, EARLY ADMISSIONS, & EARLY COLLEGE STUDENTS

A Dual Enrollment, Early Admissions, or Early College student may not withdraw from any college level course without consultation with the Early College/Dual Enrollment office. Withdrawal from a course may jeopardize the student's graduation from high school. The Dual Enrollment office can be reached at 727 712-5281 (TS), 727 791-5970 (CL) or 727 394-6000 (SE). <http://www.spcollege.edu/central/de/index.htm>

ACADEMIC HONESTY

St. Petersburg College has an Academic Honesty policy. It is your responsibility to be familiar with the policies, rules, and the consequences of violations. There is no tolerance for cheating and academic dishonesty. Discipline can range from a zero on a specific assignment to expulsion from the class with a grade of F. Note that copy/pasting published information, whether it's from your textbook or the Internet, without citing your source is plagiarism and violates this policy. Even if you change the words slightly the ideas are someone else's so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in Board Rule 6Hx23-4.461. Student Affairs: Academic Honesty Guidelines, Classroom Behavior. http://www.spcollege.edu/webcentral/catalog/current/stu_affairs_honesty.htm

STUDENT EXPECTATIONS

All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering the classroom, library, and laboratories to avoid disruption. Use of any device in these areas is a violation of College Policy and subject to disciplinary action.

College computers are intended for academic work. Inappropriate use of computers during class time is prohibited. Students should understand that they may be required to use the Internet for some courses. Furthermore, students may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates via chat rooms and other mechanisms. Therefore, Internet users may be able to access students' work whether the access is secured or unsecured. The College cannot protect students from the type of materials on the Internet or the potential piracy of students' materials.

Each student's behavior in the classroom or Web course is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or Web page sites.

The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behavior continues

EMERGENCY PREPAREDNESS

In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college Web site for an announcement of the College's plan to resume operations.

Students should familiarize themselves with the emergency procedures and evacuation routes located in the buildings they use frequently. Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. Students should be prepared to assess situations quickly and use good judgment in determining a course of action. Students should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college faculty or staff or emergency services personnel. Students may access additional emergency information by going to www.spcollege.edu/security. In face to face courses your instructor will review the specific campus plans for emergency events.

CAMPUS SAFETY AND SECURITY

For information on campus safety and security policies please contact **727 791-2560**. If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer, or Site Administrator on your campus. <http://www.spcollege.edu/tsc/security.htm>

SEXUAL PREDATOR INFORMATION

Federal and State law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at <http://offender.fdle.state.fl.us/offender/homepage.do>

SPECIAL ACCOMMODATIONS

If you wish to request accommodations as a student with a **documented** disability, please make an appointment with the Learning Specialist on campus. If you will need assistance during an emergency classroom evacuation, please contact your campus learning specialist immediately about arrangements for your safety. The Office of Services for Students with Disabilities can be reached at 791-2628 or 791-2710 (CL and EPI), 341-4758 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC) or 341-4532 (AC), 341-7965 (DT). <http://www.spcollege.edu/central/ossd>

OTHER SUPPORT SERVICES:

COLLEGE CALENDAR

<http://www.spcollege.edu/webcentral/admit/dates.htm>

CAREER DEVELOPMENT SERVICES

<http://www.spcollege.edu/Central/Career/OCDS/index.shtm>

INTERNATIONAL STUDENT SERVICES

<http://www.spcollege.edu/central/international/>

LEARNING SUPPORT CENTERS

<http://www.spcollege.edu/webcentral/resource/supplemental.htm>

NEW INITIATIVE CENTER (NIP)

<http://www.spjc.edu/hec/nip/>

DOWNTOWN LEARNING SUPPORT CENTER and STUDY HALL

<http://www.spcollege.edu/downtown/services-tutoring.htm>