



East Texas A&M University

School of Music

Instrumental Rehearsal Techniques **MUS 420.01E** **Fall 2026 Course Orientation**

Instructor: Garth Gundersen
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Office Phone: (903) 886-5292
Office Hours: by appointment

Meeting Time: M-W-F 10:00-10:50 AM
Location: Music Building 158
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Course Description and Assessment Outcome

This course is designed to provide students with an overview of the practical instructional practices used in the secondary instrumental music education classroom, specifically those that apply to instrumental ensemble rehearsal techniques. Passage of the course is contingent on successfully completing five lab teaching practica, collectively deemed a measure of each student's potential for success in student teaching in the workplace.

Upon successful completion of Organization of Instrumental Music MUS 420 the student will be able to:

- 1) Prepare and present detailed, effective lesson plans to a lab ensemble that are applicable to student instrumental ensembles at both the middle school and high school levels.**
- 2) Demonstrate a thorough understanding of curriculum planning with the integration of the TEKS' four music strands.**
- 3) Effectively evaluate live student performance in a heterogeneous instrumental ensemble setting, in the areas of fundamental ensemble skill development, ensemble intonation, balance, blend, phrasing, articulation, and music literacy.**
- 4) Demonstrate effective techniques in leading a heterogeneous instrumental ensemble through the UIL Sight-Reading procedure, as a predictor of potential success leading a public school ensemble.**

Course Materials

- Texts:
- 1) Course-pack (\$50.00 - available from the band office)
 - 2) "First Lessons on Each Instrument: Good Habits to Develop from the Beginning"
<https://store.theinstrumentalist.com/product/first-lessons-on-each-instrument/>
 - 3) 3" 3-Ring Binder
 - 4) Account with Go-React for video submission: (Cost is **\$39.00** for the semester and can be paid after you are invited to the class through Go-React. Information will be given to you during the first class period.
 - 5) Conducting Baton
 - 6) Instrument

Prerequisites

Students must have successfully completed Instrumental Literature & Administration, Instrumental Conducting I, Instrumental Conducting II, and the full Theory/Ear Training sequence. Open to upper division music majors only.

Attendance Policy

Unexcused absences in excess of TWO (2) will result in a lowering of the final earned grade at the rate of ONE (1) letter grade for each TWO (2) absences.

Example:	1-2 absences	No Effect
3-4 absences	Grade lowered by 1 letter grade	
5-6 absences	Grade lowered by 2 letter grades	
7+ absences	Grade of DF if withdrawal requested (or) final grade of F	

Note: Excused absences are defined as illness (with note from a physician), family emergency (with release from the Dean of Students), or a university related event or activity (with prior approval). Courtesy dictates calling in advance of an absence whenever possible. Attendance affects your peers as each student will be assigned to laboratory ensembles for teaching practica.

Grading

Grades will be determined on the basis of:

Teaching Practica (lab ensemble)	40%
Assignments (book check, etc.)	20%
Final Exam	30%
Notebook	10%
Average	100%

Please Note: Assignments will be accepted late only in the event of an excused absence. Appropriate documentation verifying the excused absence should accompany the assignment. Assignments are due at the beginning of the class period.

This class represents the culmination of the music theory, ear-training, instrumental methods, conducting and instrumental administration and literature sequence and must be passed successfully in order to be approved to student teach.

Use of Electronic Devices

To maintain a focused learning environment, it is required that **cellular phones be turned off or made inaudible during class**. This includes checking emails on any other device.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

TECHNICAL SUPPORT

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

CWID AND PASSWORD

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

TECHNOLOGY-RELATED ISSUES

Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, an ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

INTERACTION WITH INSTRUCTOR STATEMENT

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

INCLUDE THE FOLLOWING IN EMAILS WITH INSTRUCTOR:

- Course name and subject in the subject line
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

COURSE AND SCHOOL OF MUSIC PROCEDURES/POLICIES

SYLLABUS CHANGE POLICY

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Attendance, Engagement and Civility Policy

ATTENDANCE

Regular attendance, punctuality, and active participation in all scheduled classes, rehearsals, lessons, and performances are essential to student success and are expected of all students in the School of Music. Absences may result in grade penalties, loss of participation or performance opportunities, dismissal from the course or ensemble, or failure of the course. By enrolling, students agree to uphold these standards of professional responsibility and engagement.

Excused absences include illness with a doctor's note, jury duty, or the death of an immediate family member. If you must miss class for any reason, including not being registered and last-minute issues such as sudden illness or car trouble (for commuters only), you are expected to communicate with the instructor via text or email before class begins.

Absent students will, by default, earn a grade of zero for that day's work until proof of excused absence is provided. Failure to provide a physician's note, jury summons, or other proof confirming the legitimacy of the absence will result in the classification of that absence as unexcused. Students who are absent are expected to carefully review the lecture PowerPoint in D2L so that they do not fall behind. Due to its performance nature, face-to face class attendance cannot be made up.

The instructor reserves the right to drop any student who misses more than 2 in-person, face-to-face classes, regardless of the reason. If absences are accumulated after the drop date, the student will receive a failing grade. This cushion is intended for students who experience a profound hardship. Outside of legitimate excused absences that are communicated with the instructor, all students are expected to attend every class.

Students are expected to remain fully engaged in class activities during class time. Any student who disengages from class (texts, checks social media, works on assignments for other classes) will be asked to leave the classroom and an unexcused absence will be recorded in D2L.

ENGAGEMENT

Students are expected to remain fully engaged in class activities during class time. Any student who disengages from class (texts, checks social media, works on assignments for other classes) will be asked to leave the classroom and an unexcused absence will be recorded in D2L.

CIVILITY

All students are expected to follow the Tenets of Common Decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook: <https://www.etamu.edu/student-code-of-conduct>. The tenets apply to all communication to the instructor and your classmates.

Demonstrate commitment to your course of study by contributing thoughtfully to class discussions, turning in assignments in a timely manner, being prompt and dependable, supporting your peers and the instructor, and accepting critiques graciously. Be open-minded about other's opinions and thoughts, encouraging them to stretch their boundaries and take risks, and listen attentively to their performances.

Cell phones should be turned off before class begins and concealed from view throughout the duration of the class period. Please take care of any necessities (food, drink, restroom) before coming to class so that we may proceed without interruption. If you need to bring a bottle of water, please take care to keep the cap secured. Dispose of all food and chewing gum before class begins. No food, chewing gum, or drinks other than water are allowed in the classroom.

Please be careful with our classroom materials and use them only when instructed. Failure to bring class materials will result in a loss of 50 points.

Be open-minded about other's opinions and thoughts, encouraging them to stretch their boundaries and take risks, and listen attentively to their performances. Failure to conform to these expectations of behavior will result in a lowered grade. Engagement/Performance grades will be given according to the instructor's discretion:

- An A will be earned by the student who arrives early with all materials, exhibits superior attentiveness, is fully prepared for class, participates with enthusiasm, and is a leader and role model to others.
- A B will be earned by the student who exhibits excellent attentiveness, is prepared for class, participates with enthusiasm, and is a valued asset to others.
- A C will be earned by the student who exhibits average attentiveness, preparation, and class participation.
- A D will be earned by the student who exhibits little attentiveness, preparation, and participation.
- An F will be earned by the student who exhibits no attentiveness, preparation, or participation. This student will be instructed to drop the course.

ACADEMIC INTEGRITY

Academic integrity is a fundamental expectation of this course and of the School of Music. Students are expected to complete all assignments honestly and to submit work that represents their own knowledge, effort, and creativity. Any form of academic dishonesty undermines the learning process and is inconsistent with the ethical standards expected of university students and future music professionals.

Students found responsible for cheating, plagiarism, or other forms of academic misconduct will receive a grade penalty, which may include a zero on the assignment or examination, a failing grade for the course, or other sanctions at the instructor's discretion, consistent with university policy. Incidents of

academic misconduct will be reported to the Dean of Students and may result in additional disciplinary action.

Cheating includes, but is not limited to:

- Using unauthorized materials, devices, or assistance during quizzes, tests, or examinations.
- Receiving unauthorized help on assignments, papers, projects, or other coursework.
- Obtaining or distributing examination materials without permission.
- Submitting the same paper or project for more than one course without the prior approval of all instructors involved.
- Collaborating on work intended to be completed individually.
- Any action intended to gain an unfair academic advantage.

Plagiarism includes, but is not limited to:

- Presenting another person's words, ideas, research, or creative work as your own without proper acknowledgment.
- Using direct quotations or paraphrased material without appropriate citation.
- Submitting work prepared wholly or in part by another individual or commercial service.
- Failing to properly credit sources, whether published, unpublished, or obtained through digital media.

Unless explicitly authorized by the instructor, all submitted work must be created by the student(s) enrolled in the course. Students may not hire another person or company to complete coursework on their behalf.

Students who are uncertain whether a particular resource or type of assistance is permitted should consult the instructor before submitting the assignment.

For more details and the definition of academic dishonesty see the following procedures:

- [Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)
- [Undergraduate Student Academic Dishonesty Form](#)
- [Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)
- [Graduate Student Academic Dishonesty Form](#)

USE OF ARTIFICIAL INTELLIGENCE

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

CLASSROOM ATTIRE

As future music professionals, students are encouraged to view their appearance as part of their professional identity. Developing habits of appropriate dress demonstrates respect for classmates, faculty, guest artists, and the profession, and helps prepare students for the expectations they will encounter in educational and professional settings.

Students are expected to dress in a manner that is appropriate for a university learning environment and reflects the professional standards of the School of Music. Clothing should be clean, neat, and suitable for participating in class activities, including movement-based exercises, presentations, and guest lectures.

Because students often work in close proximity during rehearsals, classes, and performances, attention to personal hygiene is an important aspect of professionalism and respect for others.

University and School of Music Information

UNIVERSITY MISSION STATEMENT

East Texas A&M University nurtures and educates for success through access to academic, research, and service programs of high quality.

SCHOOL OF MUSIC MISSION STATEMENT

The East Texas A&M University School of Music promotes excellence in music through the rigorous study of music history, literature, theory, composition, pedagogy, and the preparation of music performance in applied study and ensembles to meet the highest standards of aesthetic expression.

STUDENTS WITH DISABILITIES-- ADA STATEMENT

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

If you have a disability requiring an accommodation, please contact:

Student Disability Services
East Texas A&M University
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@etamu.edu
Website: [Student Disability Services](#)

Please note that faculty members are unable to make accommodations unless they have received a letter from SDRS.

NONDISCRIMINATION NOTICE

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

CAMPUS CONCEALED CARRY STATEMENT

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

EAST TEXAS A&M SUPPORTS STUDENTS' MENTAL HEALTH – COUNSELING SERVICES

The Counseling Center at East Texas A&M University, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling

903-886-5145. For more information regarding Counseling Center events and confidential services, please visit <https://www.etamu.edu/counseling-center/>.

MENTAL HEALTH AND WELL-BEING

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code or go to https://studentsupport.telushealth.com/us/about#download_app to download the app and explore the resources available to you for guidance and support whenever you need it.

As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The following web address provides links to information for resources related to physical and mental well-being, as well as assists in offering preventative measures that students can take to avoid serious and/or chronic conditions: <https://www.etamu.edu/music/musician-health-and-safety/>

MUS 420.001
Fall 2026

Date	Topic	Assignment
8/21	Introduction to Course	
8/24	Anatomy of a Rehearsal	
8/26	So, now I'm a band director...what do I teach? (TEKS/Curriculum Review/UIL)	
8/28	Lesson Planning, Instructional Snapshots (Short/Long Term), Performance Cycles	
8/31	Fundamental Skill Development / Ensemble Methods Flute, Clarinet	Binder Check
9/02	Fundamental Skill Development / Instrument Methods Sax, Double Reed	
9/04	Fundamental Skill Development / Instrument Methods Trumpet, Horn	
9/07	LABOR DAY - NO CLASS	
9/09	Fundamental Skill Development / Instrument Methods Low Brass, Perc	Book Check
9/11	Fundamental Skill Development / Instrument Methods Low Brass, Perc	
9/14	Building Blocks – The Warm-up Part 1	
9/16	Pre Lab Ensemble Day – Live Warm Up Demonstration, Perc Fundamentals (Concert Hall)	
9/18	Pre Lab Ensemble Day - Live Warm Up Demonstration, Perc Fundamentals (Concert Hall)	
9/21	Tone Quality, Balance and Blend	
9/23	Individual Intonation	
9/25	Lab Ensemble Day (Concert Hall) - Teaching Module #1 (Warm-ups & Ens. Exercises)	Lesson Plan #1
9/28	Tuning the Band	
9/30	Tuning with Technology	
10/02	Lab Ensemble Day (Concert Hall) - Teaching Module #1 (Warm-ups & Ens. Exercises)	
10/5	Lab Ensemble Day (Concert Hall) - Teaching Module #1 (Warm-ups & Ens. Exercises)	
10/7	GREENVILLE CONCERT - NO CLASS	
10/09	FALL BREAK - NO CLASS	
10/12	Quiz /Harmonic Tuning	Quiz #1
10/14	Dynamics and Musicality	
10/16	Lab Ensemble Day - Teaching Module #2 (Intonation)	Lesson Plan #2
10/19	Interpretation, Musicality and Phrase Direction	
10/21	Lab Ensemble Day - Teaching Module #2 (Intonation)	
10/23	Lab Ensemble Day - Teaching Module #2 (Intonation)	

10/26	Ensemble Clarity & Note Lengths	
10/28	Defining & Refining Articulations	
10/30	Lab Ensemble Day	
	– Teaching Module #3 (Phrasing and Artistry)	Lesson Plan #3
11/02	Anatomy of a March	
11/04	Lab Ensemble Day	
	– Teaching Module #3 (Phrasing and Artistry)	
11/06	Lab Ensemble Day	
	– Teaching Module #3 (Phrasing and Artistry)	
11/09	Sightreading in Ensemble Setting/The UIL Sightreading Process	
11/11	Sightreading in Ensemble Setting/The UIL Sightreading Process	
11/13	Lab Ensemble Day	
	– Teaching Module #4 (Clarity & Articulation)	Lesson Plan #4
11/16	Concert Prep - Teach to the Test	
11/18	Lab Ensemble Day	
	– Teaching Module #4 (Clarity & Articulation)	(Symphonic Band 2:00-2:50 PM) (Concert Band 3:00-3:50 PM)
11/20	Lab Ensemble Day	
	- Teaching Module #4 (Clarity & Articulation)	(Symphonic Band 2:00-3:50 PM) (Concert Band 3:00-3:50 PM)
11/23	Lab Ensemble Day	
	-Comprehensive Practice	(Symphonic Band 2:00-2:50 PM) (Concert Band 3:00-3:50 PM)
11/25	Lab Ensemble Day	
	-Comprehensive Practice	(Symphonic Band 2:00-2:50 PM) (Concert Band 3:00-3:50 PM)
11/27	THANKSGIVING HOLIDAY – NO CLASS	
11/30	Lab Ensemble Day	
	- Teaching Module #5 (Comprehensive)	(Symphonic Band 2:00-2:50 PM) Lesson Plan #5 (Concert Band 3:00-3:50 PM)
12/02	Lab Ensemble Day	
	- Teaching Module #5 (Comprehensive)	(Symphonic Band 2:00-2:50 PM) (Concert Band 3:00-3:50 PM)
12/04	Lab Ensemble Day	
	- Teaching Module #5 (Comprehensive)	(Symphonic Band 2:00-2:50 PM) (Concert Band 3:00-3:50 PM)
12/07	Final Exam (10:30 AM – 12:30 PM)	Final Exam/ Notebook

Note:

- **This daily schedule is subject to change; it is provided as an overview.**
- **Sight-reading practica will take place primarily during Concert Band rehearsals.**