



Department of Music

MCM 3035 – Arranging I

2 Units

Fall 2025

Meeting days: TR	Instructor title and name: Dr. Victor Labenske
Meeting times: 4:00-4:55 PM	Phone: (cell) 619-602-1690
Meeting location: CM 011	E-mail: victorlabenske@pointloma.edu
Final Exam: Tues, Dec. 16, 4:30 -7 PM	Office location and hours: CM 214 Monday 3-4 Tuesday 10-11, 1-3 Wednesday 2-3 Thursday 10-11, 1-3 Friday 10:30-11
	We might also arrange to meet over lunch (Tu,Th, F)

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

Arranging I is the first of a pair of courses that explore the world of commercial arranging. Our emphasis this semester is gaining fundamental skills needed by the arranger, starting from small ensembles with vocals and rhythm section, up to choir and brass and strings. Our goal is arranging for studio and live applications, including applications for live concerts, schools, and church settings.

Prerequisite(s): MUT 2020

COURSE LEARNING OUTCOMES

Students will synthesize the following musical grammar and technical components with their own original thought as evidenced in their arrangements; at a minimum for each area below, students should be at the proficient level in at least 3 of the following areas:

- Voice leading
- Accompaniment
- Harmonic progression
- Neatness/Notational accuracy
- Creativity of arrangement
- Expressive markings

PROGRAM LEARNING OUTCOMES

Students will demonstrate essential competencies and musicianship skills in written music theory, Aural Skills, and keyboard

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

- Dorico Notation Software – recommended (\$149? for students)
- manuscript paper

COURSE SCHEDULE AND ASSIGNMENTS

a. Weekly Arranging Creations (WACs) 20%

These assignments are due weeks. These assignments should be completed using Dorico. See Canvas for instructions.

b. Quizzes, peer reviews & other assignments 20%

As part of this grading category, students earn up to 5 discussion points for attendance at each class session in Canvas; points will be subtracted for distractions including phone visible during class.

c. Major projects 60%

Two major projects are to be completed. All assignments must be completed using Dorico. Include measure numbers. Both a hard copy and a copy uploaded to Canvas must be submitted. The details for each assignment are as follows:

- Major project #1 – due October 27. Write a complete arrangement for voices and/or instruments, including an accompaniment. Selection of project tune must be approved by October 13. A rough draft should be presented in class on October 21. Permission must be received for the use of copyrighted tunes.
- Major project #2 – due December 16 at 4:30 PM (Final Exam, closes at 7 PM). Write a complete arrangement for voices and/or instruments, including an accompaniment. Selection of the project

tune must be approved by December 3. A rough draft should be presented in class on December 11. Permission must be received for the use of copyrighted tunes.

Late Work Policy: All work will lose 10% for each calendar day late. This type of regularity allows the students to receive prompt feedback (**no work, including the final major project will be accepted after the final examination time**).

Make-up Policy: Expect that no quizzes or in-class work will be made up.

ASSESSMENT AND GRADING

Grading components (details below):	grading scale:	
Weekly Arranging Creations 20%	A=93-100	C=73-76
Reading quizzes/group & take-home assignments 20%	A-=90-92	C-=70-72
Major projects 60%	B+=87-89	D+=67-69
	B=83-86	D=63-66
	B-=80-82	D-=60-62
	C+=77-79	F=0-59

INCOMPLETES AND LATE ASSIGNMENTS

Late assignments will lose 10% for each calendar day late. They will not be accepted after the class meeting following the due date. This type of regularity allows the students to receive prompt feedback.

ARTIFICIAL INTELLIGENCE (AI) POLICY

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course; this type of use will be considered **plagiarism**. If you have any doubts about using AI, please gain permission from the instructor.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If you have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the [Office of Spiritual Life and Formation](#).

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.]

PLNU RECORDING NOTIFICATION

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

LANGUAGE AND BELONGING

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at www.pointloma.edu/nondiscrimination.

SEXUAL MISCONDUCT AND DISCRIMINATION

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/Title-IX.

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an “F” grade.

Note: The information below must be included under the “PLNU Attendance and Participation Policy” Section if you are teaching an Online or Hybrid course.

LOMA WRITING CENTER

The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar and polishing final drafts, and more. For information about how to make in-person or online appointments, see [Loma Writing Center webpage](#) or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- [Appointment Calendar](#)
- [Website](#)
- Email: writingcenter@pointloma.edu

LOMABOOKS INSTRUCTIONS FOR STUDENTS

Note: For courses using materials available through Lomabooks

For both digital and print materials, please add these student instructions to your syllabus and Canvas Course. Prior to the start of class, the PLNU Bookstore will also be sharing student instructions in a standalone email on how to access their content.

*This course is part of our course material delivery program, **LomaBooks**. The bookstore will provide each student with a convenient package containing all required physical materials; all digitally delivered materials will be integrated into Canvas.*

You should have received an email from the bookstore confirming the list of materials that will be provided for each of your courses and asking you to select how you would like to receive any printed components (in-store pick up or home delivery). If you have not done so already, please confirm your fulfillment preference so the bookstore can prepare your materials.

*For more information about **LomaBooks**, please go: [HERE](#)*

Assessment Rubric for MCM 3035 – Arranging I

Composition Title: _____

Student Name: _____

Item	Preliminary	Basic	Proficient	Advanced
Voice Leading	Voice leading is inconsistent.	voice leading technique is nascent.	Voice leading is logical and intentional.	Voice leading is masterful.
Accompaniment	Accompaniment is minimal and/or not idiomatic.	Accompaniment is basic and/or lacks in idiomatic writing.	Accompaniment is fully functional and is idiomatic.	Accompaniment is artistic and idiomatic.
Harmonic Progression	Harmonic progressions are not standard.	Begins using familiar chord progressions (e.g. circle of fifths progression);	Begins using creative and surprising chord progressions.	Chord progressions are innovative.
Neatness/Notational Accuracy	Numerous instances of notational errors; standard engraving practices are not recognized.	A moderate number of notational errors are present; nascent engraving skills are being developed.	A minimal number of notational errors are present with high quality engraving skills.	Student displays an artistic and professional engraving.
Creativity	Arrangement lacks creativity.	Arrangement is beginning to show original thought.	Arrangement shows original thought and innovation.	Arrangement is highly original and innovative.
Expressive Markings	Expressive markings do not enhance the work or are missing.	Expressive markings contribute minimally to the expressive content of the work.	Expressive markings are used to enhance the expressive content of the work and signal phrasing.	Expressive markings are detailed and nuanced.