



**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS**  
**MUED 403: Instrumental and Band Techniques II**  
**AMENDED MARCH 18, 2020**  
**Winter 2020**

Instructor Office Email Office Hours	<b>Gareth Jones</b> Craigie Hall, F023 <a href="mailto:Gareth.jones@ucalgary.ca">Gareth.jones@ucalgary.ca</a> By appointment <b>Rod T. Squance</b> Craigie Hall, E203 <a href="mailto:rsquance@ucalgary.ca">rsquance@ucalgary.ca</a> by appointment
Day(s),time(s) and location of Class	Tuesdays and Thursdays, 11:00 – 12:15 CHF007
Learning resources: required readings, textbooks and materials	Brass: <i>The Complete Guide to Brass</i> , Scott Whitener. Percussion: There is no required text for the percussion component of this course. However, a List of Required Readings will be provided. All of the material on this list will be available on reserve at the Taylor Family Digital Library.
Prerequisites	MUED 401
Course description	Continuation of <a href="#">Music Education 401</a> . Musical and practical aspects of band conducting, including teaching skills, curriculum and appropriate teaching strategies.
Course learning outcomes	By the completion of this course, successful students will  Brass: 1. have a fundamental knowledge of the principals behind brass instruments and brass instrument playing, 2. have an understanding of the four fundamental aspects of brass instrument technique and be able to use these to guide secondary students to become competent players of brass instruments, 3. be able to demonstrate proper brass instrument technique on a low brass instrument and a high brass instrument, 4. have a foundation of knowledge for the particular technical aspects for each brass instrument (trumpet, horn, trombone, euphonium, and tuba), 5. be able to transpose music written for B flat trumpet and F horn.  Percussion: 1. be able to strategically select students for secondary school band percussion sections, 2. be able to train secondary school percussion students to be competent musicians, 3. be able to communicate about percussion technique, instruments and performance practice using appropriate nomenclature, and 4. be able to discuss repertoire and reference materials.

**Commented [JP1]: Course Description**

If applicable, the following must be noted:

- a list and description of approved optional fees or mandatory supplementary fees for courses
- dates, times and locations of all approved class activities scheduled outside of regular course hours
- dates, times, locations and referral to the student centre for unique and binding drop/withdraw deadlines for courses that have been approved to run outside of regular term dates

Course schedule	<p>Brass:</p> <p>Students will write four written tests and will be evaluated at two playing exams.</p> <p>January 14 – Chapters 1 and 10, instrument distribution, first sounds</p> <p>January 16 – Brass pedagogy, chapter 10</p> <p>January 21 – Guest instrumental specialist (Trombone)</p> <p>January 23 – <b>Written test 1 – Chapters 1 and 10 and lecture material</b></p> <p>January 28 – Chapter 2, Trumpet pedagogy, chapter 3</p> <p>January 30 – Playing review</p> <p>February 4 – <b>Written test 2 – Chapters 2 and 3 and lecture material,</b></p> <p><b>Playing</b></p> <p><b>test 1</b>, instrument switch.</p> <p>February 6 – Chapters 4 and 5</p> <p>February 11 – Guest instrumental specialist (Horn)</p> <p>February 13 – <b>Written test 3 – Chapters 4 and 5 and lecture material,</b></p> <p>Guest Instrumental specialist (tuba)</p> <p>February 25 – Chapters 6 and 7</p> <p>February 27 – <b>Written test 4 – Summary and Chapter 6 and 7 and lecture material, Playing test 2</b></p> <p><b>Amendment to the original course outline:</b> As delivery of teaching for University of Calgary classes goes online, the content, learning activities and assessment of the Percussion Techniques component of MUSI 403 will be delivered electronically. <b>Each unit on the course will be offered as a package</b> of materials which will include some or all of the following resources: 1) <b>video</b>, 2) <b>readings</b>, 3) <b>slide notes</b>, and 4) <b>practice assignments</b>. The units will follow the same chronological sequence as was originally planned on the course outline. However, the units will be presented according to a <b>new schedule</b> and students are encouraged to keep up with the material according to that schedule.</p> <p>Percussion (amended schedule):</p> <p>Students will write one written summary of the material presented, and be evaluated in a demonstration of playing technique that they will video record at home.</p> <p>March 3 – Snare Drum</p> <p>March 5 – Snare Drum</p> <p>March 10 – Keyboards</p> <p>March 12 – Keyboards</p> <p>*March 18 – Timpani</p> <p>*March 23 – Accessories</p> <p>*March 27 – Drum-set</p> <p>*April 1 – Latin and non-Western percussion</p> <p>April 8 – <b>Written Summary due</b></p> <p>April 15 – <b>Demonstration of Playing Techniques videos due</b></p> <p>* denotes remote delivery</p>
Assessment components	<p><b>BRASS:</b></p> <p><i>Value: 50% of total mark for the term</i></p>

#### Commented [JP2]: Assessment Components

If applicable, the following must be noted:

- whether a passing grade on any particular component of a course is essential if the student is to pass the course as a whole

#### Exams

- If a midterm or final examination is held: whether the use of aids such as textbooks, course notes or electronic devices are permitted

If applicable: information on any exceptions to the Examination and Tests regulations as approved by the Dean

	<p><b><u>Assessment 1:</u></b> Class Preparation, Participation and Attendance Value: 10% of brass mark Type: Ongoing assessment Description: A class by class assessment of preparation, participation and attendance.</p> <p><b><u>Assessment 2 - Written Tests:</u></b> Value: 12.5% of brass mark for each test Description: Four written tests, on the material as follows; Test 1 – Chapters 1 and 10 and lecture material Test 2 – Chapters 2 and 3 and lecture material Test 3 – Chapters 4 and 5 and lecture material Test 4 – Summary, chapters 6 and 7 and lecture material</p> <p><b><u>Assessment 3 - Playing tests:</u></b> Value: 20% of brass mark for each test Description: One test on each of the two major instruments played (usually trumpet and trombone). Students will demonstrate a competency to create a healthy, characteristic sound on the instrument with clear articulation, accurate tuning and rhythm, and accurate pitching.</p> <p><b><u>PERCUSSION:</u></b> Value: 50% of total mark for the term</p> <p><b><u>Written Summary</u></b> Value: 50% of percussion mark Date: 8 April, 2020 Details: Students will write a summary of all material presented during the percussion component of the course. Students will be allowed to rely on any/all materials presented during the course. Detailed descriptions of assignments can be found in the Assignments space on Desire2Learn.</p> <p><b><u>Demonstration of Playing Techniques Video</u></b> Value: 50% of percussion mark Date: 15 April, 2020 Details: Students will demonstrate their technical proficiency and skill on various percussion instruments by playing assigned practice tasks and recording themselves on video at home. Students will submit their videos to D2L. Detailed descriptions of assignments can be found in the Assignments space on Desire2Learn.</p>
Assessment expectations	<p><b><u>Expectations for Writing:</u></b> Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p>
Grading scale	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Undergraduate Grading System of the Undergraduate Calendar for <a href="#">2019-2020</a> OR as outlined in the section H.1 Distribution of Grades of the Graduate Calendar for <a href="#">2019-2020</a>:</p>

#### Commented [JP3]: Assessment Expectations

If applicable, the following must be noted:

- a statement that students in the course may be expected to participate as subjects or researchers when research on human subjects may take place;
- a statement requiring students to obtain research ethics approval;
- a statement that students may be audio or video recorded for lesson capture, assessment of student learning, and/or self-assessment of teaching practices;
- Guidelines for formatting assignments
- Late Assignments

Expectations for Attendance and Participation

#### Commented [JP4]: Assessment Expectations

If applicable, the following must be noted:

- the letter grade conversion scale
- What to do if you have missed a required component

#### FOR GRADED DANCE STUDIO COURSES

- A significant part of your grade is based on participation. Participation means not only showing up for class, but also attending to the material at hand with effort and engagement.
- With regard to participation, classes are considered equivalent to assignments. Thus, more than 1, 2, or 3 (fill in based on how many times the class meets per week) absences per term will have an adverse effect on your final grade.
- If you miss more than one week of classes, your final grade will begin to drop by as much as 10% per missed class.
- If you miss more than two weeks of classes, you have the potential to fail the course.
- If you show up late for or leave early from class, this will be counted as half an absence.
- If for some reason you are feeling unwell during class time, a substitute form of participation may be arranged; however, *you may not obtain this privilege more than once* and you will receive half an absence.
- For studio courses, if you opt out of full participation and choose to sit for a portion of the class, this will be counted as non-participation and will be marked as half an absence.
- Students are responsible for any and all material missed during an absence.
- If you sustain a significant injury during the term that will impact your participation for longer than a week's worth of classes and if this injury is verified by a medical practitioner's note, your case will be submitted to the Dance Division Committee to address your situation.

#### FOR PASS/FAIL DANCE COURSES

- Due to the experiential nature of this course, classes are equivalent to assignment. Therefore, classes missed will be detrimental to the final grade. More than four (4) missed classes will result in a fail for the course.

#### Commented [JP5]: Grading scale

##### FOR DANCE COURSES:

- The following numerical rubric will be applied:

A+ 97.6-100	A 92.6-97.5	A- 90-92.5
B+ 87.6-89.9	B 82.6-87.5	B- 80-82.5
C+ 77.6- 79.9	C 72.6-77.5	C- 70-72.5
D+ 67.6-69.9	D 62.6-67.5	F 0-62.5

	Grade	Grade Point Value	Description
	A+	4.00	Outstanding performance
	A	4.00	Excellent performance
	A-	3.70	Approaching excellent performance
	B+	3.30	Exceeding good performance
	B	3.00	Good performance
	B-	2.70	Approaching good performance
	C+	2.30	Exceeding satisfactory performance
	C	2.00	Satisfactory performance
	C-	1.70	Approaching satisfactory performance.
	*D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject
	*D	1.00	Minimal Pass. Insufficient preparation for subsequent courses in the same subject.
	F	0.00	Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.
	**I	0.00	Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.
	CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable
	<b>Notes:</b> <ul style="list-style-type: none"> <li>A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.</li> <li>The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.</li> </ul>		
Student Support	Please visit this link for a concise list of UCalgary's student support services: <a href="https://www.ucalgary.ca/registrar/registration/course-outlines">https://www.ucalgary.ca/registrar/registration/course-outlines</a>		
Academic Accommodation	Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://www.ucalgary.ca/access/">www.ucalgary.ca/access/</a> . Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <a href="http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf">http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf</a> .		
Academic integrity, plagiarism	The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are referred to the section on plagiarism in the University Calendar ( <a href="http://ucalgary.ca/pubs/calendar/current/k-3.html">ucalgary.ca/pubs/calendar/current/k-3.html</a> ; <a href="http://ucalgary.ca/pubs/calendar/current/k-5.html">ucalgary.ca/pubs/calendar/current/k-5.html</a> ) and are reminded that plagiarism—using any source whatsoever without clearly documenting it—is an extremely serious academic offence. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources. Please consult your instructor		

	or the Student Success Centre (TFDL 3rd Floor) if you have any questions regarding how to document sources.
Internet and electronic communication device	<a href="http://elearn.ucalgary.ca/category/d2l/ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app">elearn.ucalgary.ca/category/d2l/ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app</a> The in-class use of computers may be approved by your Instructor. Cell phones and other electronic communication devices should be silenced or turned off upon entering the classroom. If you violate the Instructor's policy regarding the use of electronic communication devices in the classroom, you may be asked to leave the classroom; repeated abuse may result in a charge of misconduct. No audio or video recording of any kind is allowed in class without explicit permission of the Instructor.
Intellectual Property	Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.
Copyright	All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright ( <a href="http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf">www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf</a> ) and requirements of the copyright act ( <a href="https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html">https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html</a> ) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.
Freedom of Information and Protection of Privacy	Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

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Day(s),time(s) and location of Class	Tuesdays and Thursdays, 11:00 – 12:15 CHF007
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Course schedule	<p><b>Brass:</b>  Students will write four written tests and will be evaluated at two playing exams.  January 14 – Chapters 1 and 10, instrument distribution, first sounds  January 16 – Brass pedagogy, chapter 10  January 21 – Guest instrumental specialist (Trombone)  January 23 – <b>Written test 1 – Chapters 1 and 10 and lecture material</b>  January 28 – Chapter 2, Trumpet pedagogy, chapter 3  January 30 – Playing review  February 4 – <b>Written test 2 – Chapters 2 and 3 and lecture material, Playing test 1</b>, instrument switch.  February 6 – Chapters 4 and 5  February 11 – Guest instrumental specialist (Horn)  February 13 – <b>Written test 3 – Chapters 4 and 5 and lecture material</b>, Guest Instrumental specialist (tuba)  February 25 – Chapters 6 and 7  February 27 – <b>Written test 4 – Summary and Chapter 6 and 7 and lecture material, Playing test 2</b></p> <p><b>Percussion:</b>  Students will write one written exam, and be evaluated at a playing exam.  March 3 – Snare Drum  March 5 – Snare Drum  March 10 – Keyboards  March 12 – Keyboards  March 17 – Timpani  March 19 – Accessories  March 24 – Drum-set  March 26 – Latin and non-Western percussion  March 31 – <b>Written Exam</b>  April 2 – Percussion ensemble  April 7 – Percussion ensemble  April 9 – Percussion Ensemble  April 14 – <b>Percussion Ensemble Playing Exams</b></p>
Assessment components	<p><b>BRASS:</b>  <i>Value: 50% of total mark for the term</i></p> <p><b>Assessment 1:</b> Class Preparation, Participation and Attendance  Value: 10% of brass mark  Type: Ongoing assessment  Description: A class by class assessment of preparation, participation and attendance.</p> <p><b>Assessment 2 - Written Tests:</b>  Value: 12.5% of brass mark for each test  Description: Four written tests, on the material as follows;  Test 1 – Chapters 1 and 10 and lecture material  Test 2 – Chapters 2 and 3 and lecture material  Test 3 – Chapters 4 and 5 and lecture material  Test 4 – Summary, chapters 6 and 7 and lecture material</p> <p><b>Assessment 3 - Playing tests:</b></p>

	<p>Value: 20% of brass mark for each test</p> <p>Description: One test on each of the two major instruments played (usually trumpet and trombone). Students will demonstrate a competency to create a healthy, characteristic sound on the instrument with clear articulation, accurate tuning and rhythm, and accurate pitching.</p> <p><b>PERCUSSION:</b></p> <p><i>Value: 50% of total mark for the term</i></p> <p><b>Assessment 1:</b> Class Preparation, Participation and Attendance</p> <p>Value: 10% of percussion mark</p> <p>Type: Ongoing assessment</p> <p>Description: A class by class assessment of preparation, participation and attendance.</p> <p><b>Assessment 2:</b> Class by Class Practice Assignments</p> <p>Value: 30% of percussion mark</p> <p>Type: Practice Assignments</p> <p>Description: Students will be given practice tasks, including technical and reading exercises, etudes and repertoire to be evaluated at the next class.</p> <p><b>Written Exam</b></p> <p>Value: 30% of percussion mark</p> <p>Date: 31 March, 2020</p> <p>Length: 45 minutes</p> <p>Details: Students will write one written exam testing knowledge of all material presented during the percussion component of the course.</p> <p><b>Playing Exam</b></p> <p>Value: 30% of percussion mark</p> <p>Date: 14 April, 2020</p> <p>Length: 75 minutes</p> <p>Details: Students will demonstrate playing skills acquired throughout the percussion component of the course by performing all parts of a percussion ensemble test piece</p>															
Assessment expectations	<p><b>Expectations for Writing:</b></p> <p>Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p>															
Grading scale	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Undergraduate Grading System of the Undergraduate Calendar for <a href="#">2019-2020</a> OR as outlined in the section H.1 Distribution of Grades of the Graduate Calendar for <a href="#">2019-2020</a>:</p> <table><tr><th>Grade</th><th>Grade Point Value</th><th>Description</th></tr><tr><td>A+</td><td>4.00</td><td>Outstanding performance</td></tr><tr><td>A</td><td>4.00</td><td>Excellent performance</td></tr><tr><td>A-</td><td>3.70</td><td>Approaching excellent performance</td></tr><tr><td>B+</td><td>3.30</td><td>Exceeding good performance</td></tr></table>	Grade	Grade Point Value	Description	A+	4.00	Outstanding performance	A	4.00	Excellent performance	A-	3.70	Approaching excellent performance	B+	3.30	Exceeding good performance
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	B	3.00	Good performance	
	B-	2.70	Approaching good performance	
	C+	2.30	Exceeding satisfactory performance	
	C	2.00	Satisfactory performance	
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	*D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	
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	F	0.00	Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.	
	**I	0.00	Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.	
	CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable	
<b>Notes:</b> <ul style="list-style-type: none"> <li>A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.</li> <li>The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.</li> </ul>				
Student Support	Please visit this link for a concise list of UCalgary's student support services: <a href="https://www.ucalgary.ca/registrar/registration/course-outlines">https://www.ucalgary.ca/registrar/registration/course-outlines</a>			
Academic Accommodation	Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://www.ucalgary.ca/access/">www.ucalgary.ca/access/</a> . Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <a href="http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf">http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf</a> .			
Academic integrity, plagiarism	The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are referred to the section on plagiarism in the University Calendar ( <a href="http://ucalgary.ca/pubs/calendar/current/k-3.html">ucalgary.ca/pubs/calendar/current/k-3.html</a> ; <a href="http://ucalgary.ca/pubs/calendar/current/k-5.html">ucalgary.ca/pubs/calendar/current/k-5.html</a> ) and are reminded that plagiarism—using any source whatsoever without clearly documenting it—is an extremely serious academic offence. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources. Please consult your instructor or the Student Success Centre (TFDL 3rd Floor) if you have any questions regarding how to document sources.			

Internet and electronic communication device	<a href="http://elearn.ucalgary.ca/category/d2l/">elearn.ucalgary.ca/category/d2l/</a> <a href="http://ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app">ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app</a> The in-class use of computers may be approved by your Instructor. Cell phones and other electronic communication devices should be silenced or turned off upon entering the classroom. If you violate the Instructor's policy regarding the use of electronic communication devices in the classroom, you may be asked to leave the classroom; repeated abuse may result in a charge of misconduct. No audio or video recording of any kind is allowed in class without explicit permission of the Instructor.
Intellectual Property	Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.
Copyright	All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright ( <a href="http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf">www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf</a> ) and requirements of the copyright act ( <a href="https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html">https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html</a> ) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.
Freedom of Information and Protection of Privacy	Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.