DEPARTMENT OF THE ARMY
UNITED STATES ARMY SCHOOL OF MUSIC
1420 GATOR BOULEVARD
JOINT EXPEDITIONARY BASE LITTLE CREEK-FORT STORY
VIRGINIA BEACH, VA 23459

REPLY TO
ATTENTION OF

ATSG-SMT

27 April 2012

MEMORANDUM FOR Bandmaster Warrant Officer Basic Course Students

SUBJECT: Individual Student Assessment Plan (ISAP) for the Bandmaster Warrant Officer Basic Course (7N-420C Phase 1.0)

1. **Scope and Purpose:** This ISAP establishes student responsibilities and course requirements for graduation. In addition, this ISAP identifies the performance standards for course evaluations, general standards, counseling requirements, and remedial training and reassessment requirements.

2. **Course Overview:** The 7N-420C Phase 1.0 Bandmaster Warrant Officer Basic Course is designed for Warrant Officers in the rank of WO1. All students are required to attend the entire 8 weeks in residence. The course exists to train specific Band Command related tasks. The Bandmaster Warrant Officer Basic Course training provides for leadership, tactical, and technical knowledge and skills necessary for unit Command as a Bandmaster.

3. **Student Responsibilities:** It is the individual student's responsibility to perform the learning objectives of this course. This is accomplished by completing practical exercises, participating in training activities, and completing additional assignments (additional individual score study or other homework as assigned by instructors). Students will be provided with training materials as required. Students must understand the use and importance of all course material. To graduate, a student must complete each assessment to the established standard. Failure to pass any assessment may result in disenrollment from the course. A student must receive a GO on all assessments evaluated using the GO/NO GO standard. Exceptions to this standard may only be waived by authority of the Commandant, US Army School of Music following an academic review of the student's entire performance record.

4. **Academic Grading and Testing Plan:** Student evaluations/assessments are performance based. Academic performances are assessed through the use of rubrics, which are scored using GO/NO-GO standard. These assessments are based on the knowledge and skills taught in the course, which include baton, rehearsal, and score study techniques, advanced music production techniques and Army Musician Proficiency Assessment administration. In addition, students will be assessed on Common Core Tasks (as required by AR 350-1) and in the area of preparing an Operations Order, preparing a Memorandum of Instruction and communicating through a military briefing.

a. Conducting Proficiency Assessment GO/NO GO

This is a performance assessment for content related to the Terminal Learning Objective - Prepare a Full Band for a Musical Performance. Students will be assessed on their baton, rehearsal, and score study techniques. The assessment is rubric based. Student must receive a "GO" on this assessment.

b. Ceremonial Conducting Assessment GO/ NO GO

This is a performance assessment for content related to the Terminal Learning Objective – Conduct the Band in a Ceremony. Students will be assessed on their baton techniques as well as general knowledge of Military Ceremonies. The assessment is rubric based. Students must receive a "GO" on this assessment.

c. Army Musician Proficiency Assessment Procedures GO/NO GO

This is a performance assessment for content related to the Terminal Learning Objective- Army Musician Proficiency Assessment (AMPA) Procedures. Students will be assessed on their ability to administer the AMPA. Students must assess Army Musicians and give a score within three points of Army School of Music instrumental instructors.

d. Communication Assessment GO/NO GO

This is an assessment (presentation) related to Terminal Learning Objectives – Communicate Effectively, Communicate in Writing and Communicate through a Military Briefing. Students will prepare an OPORD, a MOI and present an individual information briefing. This assessment is rubric based. Students must receive a "GO" on this assessment.

NOTE: Students must receive a "GO" for each assessment to successfully complete this course. Students receiving a "NO GO" on any first assessment are eligible for one reassessment. Students receiving a second "NO GO" are ineligible for a second reassessment unless approved by the Commandant, USASOM or those individuals appointed by the Commandant. Course Managers must identify students who receive a second "NO GO" for possible elimination from the course (See "Graduation Requirements").

5. **APFT:** Each officer will take a record Army Physical Fitness Test (APFT) not later than training day eight. If an officer has a permanent profile that prohibits participation in one or more events, the APFT will be administered in accordance with the officer's profile.

a. Officers who meet academic course requirements, but fail the APFT standards will be considered an academic course graduate and receive a DA Form 1059 with Block 11c marked "Marginally Achieved Course Standards" (resulting in a referred report) and Block 14 containing the following statement: "Block 11c: Soldier met academic course requirements but failed to meet APFT standards IAW AR 350-1 during the course". Only one retest is authorized.

b. Officers who meet academic course requirements, but fail the body fat composition standards will be considered an academic course graduate and receive a DA Form 1059 with Block 11c marked "Marginally Achieved Course Standards" (resulting in a referred report) and Block 14 containing the following statement: "Block 11c: Soldier met academic course requirements but failed to meet body composition standards IAW AR 600-9 during the course". Only one retest is authorized.

6. **General Standards:** Students will conduct themselves in a manner that is expected of Officers. This includes demonstrating law abiding personal conduct and behavior, both on and off duty. Professional military ethics are derived from the moral, spiritual, and social values of our nation. The staff and faculty expect students to uphold professional military ethics while attending this course. Students will display and maintain the highest ethical standards. Officers will not lie, cheat, or steal, nor tolerate anyone who does. Students who violate the intent of this section may be subject to disenrollment from the course. Violations may include, but are not limited to, lying, cheating, plagiarism, improper relationships, violations of standards of conduct, the Uniform Code of Military Justice, or violations of any local, state, or federal laws.

7. **Counseling:**

a. Students will participate in counseling sessions conducted by the Course Manager throughout the course to review academic progress and discuss personal development.

b. Students will be formally counseled at the beginning of the course regarding academic and non-academic expectations by the Course Manager.

c. Students will be counseled whenever their academic standing falls below expected standards. These academic counseling sessions will be conducted by the Course Manager.

d. When a student is formally counseled, a Developmental Counseling Form (DA Form 4856) will be completed.

e. Students who fail to demonstrate improvement following formal counseling will attend mandatory remediation if they are failing or are in danger of failing. Remediation will be daily from 1830 until 2100 hours and will take place under the supervision of the Course Manager.

f. Students will be given maximum opportunity to successfully complete all assessments. Students will be afforded the opportunity for one reassessment for each assessment.

8. **Disenrollment and Appeals:**

a. Disenrollment: Students may be subject to disenrollment for receiving a second "NO GO" on an assessment, or failing to complete any of the other graduation requirements listed in the "Graduation Requirements" section of this document. Additionally, students may be subject to disenrollment for failing to meet standards of personal conduct, motivation, and attitude. Students being considered for dismissal will be counseled by the Course Manager prior to dismissal. The Course Manager will notify the student in writing of the proposed action, the basis for this action, the consequences of disenrollment, and the right to appeal. Upon recommendation from the Course Manager the final determination will be made by the USASOM Director of Training. Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice.

b. Appeals Process: The Course Manager will advise the student that any appeal must be submitted within 7 duty days after receipt of the written notification of the dismissal action. Appeals will be submitted to the Commandant, USASOM. The student will acknowledge by endorsement within 2 duty days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action. Appeals will be forwarded to the Commandant, USASOM, who will refer the proposed action and the appeal to the Office of the Staff Judge Advocate to determine legal sufficiency of the dismissal decision. The Commandant, USASOM will make the final decision on appeals after considering the supporting OSJA recommendation. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies and the DA 1059 will be withheld until final adjudication.

9. **Graduation Requirements:** The following requirements must be met to successfully complete the course:

a. Students must receive a "GO" on the Conducting Proficiency Assessment.

b. Students must receive a "GO" on the Ceremonial Conducting Assessment.

c. Students must receive a "GO" on the Army Musician Proficiency Assessment Procedures.

d. Students must receive a "GO" on the Communication Assessment.

e. All Army Bandmaster Warrant Officer Basic Course students must complete all training requirements outlined in AR 350-1.

10. **Academic Evaluation Report (AER) DA Form 1059.** All Officers will receive an Academic Evaluation Report (AER), DA Form 1059, upon graduation. This report is intended to measure the level of performance of each student against the course standards. The following are the four performance summary categories. This course does not designate a distinguished or honor graduate.

a. **"Exceeded course standards."** Academic grading/testing plan and student load does not facilitate award of this rating.

b. **"Achieved course standards."** For those students who achieved the overall acceptable course standard. Criteria include but are not limited to.

(1) Receive Satisfactory or above ratings in all evaluated demonstrated abilities blocks (item 14) of the DA Form 1059.

(2) Require no more than one reassessment on a record assessment.

(3) Receive no counseling statement for incidents of substandard performance.

(4) Participate fully in all course activities.

(5) Pass APFT and meet height/weight standards IAW AR 600-9.

(6) Recommendation by Course Manager and Cadre, with concurrence of the Director of Training and final approval from the Commandant.

c. **"Marginally achieved course standards."** For those students who achieved, with difficulty, the minimum acceptable course standards as identified in the course grading plan. Students who receive this rating do not qualify for a Superior rating in block 14c, leadership ability. Criteria includes but is not limited to:

(1) Receive any Unsatisfactory ratings in the demonstrated abilities block (item 14) of the DA Form 1059.

(2) Require more than one reassessment on a record assessment.

(3) Receive one or more counseling statements for instances of substandard performance.

(4) Fail to participate fully in all course activities.

(5) Fail to pass the APFT or meet body fat standards.

(6) Recommendation by Course Manager and Cadre, with concurrence of the Director of Training and final approval from the Commandant.

d. **"Failed to achieve course standards."** For those students who did not achieve one or more of the minimum standards identified in the course grading plan.

(1) Fail to receive a "GO" on the Conducting Proficiency Assessment.

(2) Fail to receive a "GO" on the Ceremonial Conducting Assessment.

(3) Fail to receive a "GO" on the Army Musician Proficiency Assessment Assessment.

(4) Fail to receive a "GO" on the Communication Assessment

(5) Recommendation by Course Manager and Cadre, with concurrence of the Director of Training and final approval from the Commandant.

ANDREW J. ESCH
LTC, AG
Commandant