

RECEIVED

OCT 31 2014

OFFICE OF THE  
SENATE COUNCIL**1. General Information**

1a. Submitted by the College of: FINE ARTS

Date Submitted: 4/9/2014

1b. Department/Division: Fine Arts - Music

1c. Contact Person

Name: Jonathan Glixon

Email: jonathan.glixon@uky.edu

Phone: 7-1694

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Specific Term/Year<sup>1</sup> Fall 2015

1e. Should this course be a UK Core Course? No

**2. Designation and Description of Proposed Course**

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: MUS 304

2c. Full Title: Music Communication I: Oral Communication of Music

2d. Transcript Title: Music Communication I: Oral Communication

2e. Cross-listing:

2f. Meeting Patterns

OTHER: 1

OTHEREXPLAIN: Several lectures at the beginning of the semester, then small group and individual sessions.

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 1

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course is the first of a two-course sequence (with MUS 305), designed to develop students' written and oral communication skills and information literacy in music. MUS 304 focuses on oral communication. To be taken simultaneously with MUS 302. With MUS 305, satisfies the Graduation Composition and Communications Requirement.

2k. Prerequisites, if any: Junior standing in music.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Fall,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 25

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain:

8. Check the category most applicable to this course: Relatively New – Now Being Widely Established,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: Yes

If YES, list affected programs: B.A. in Music; B.M. in Music Performance.

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?
2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.
3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.
4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?  
If yes, which percentage, and which program(s)?
5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?
6. How do course requirements ensure that students make appropriate use of learning resources?
7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?
9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO  
If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.
10. Does the syllabus contain all the required components? NO
11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|SKIPGRAY|Harold R Gray Jr|MUS 304 NEW Dept Review|20140228

SIGNATURE|SKIPGRAY|Harold R Gray Jr|MUS 304 NEW Dept Review|20140310

SIGNATURE|ABRZY2|Anna W Brzyski|MUS 304 NEW College Review|20140508

SIGNATURE|JMETT2|Joanie Ett-Mims|MUS 304 NEW Undergrad Council Review|20141031

|         |                  |
|---------|------------------|
| Courses | Request Tracking |
|---------|------------------|

### New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

Generate R

[Open in full window to print or save](#)

**Attachments:**

Upload File

Browse...

| ID          | Attachment                            |
|-------------|---------------------------------------|
| Delete 3457 | RATIONALE FOR MUS 304 AND MUS 305.pdf |
| Delete 3601 | MUS 304 Review Checklist.docx         |
| Delete 3941 | MUS 304 Syllabus draft.pdf            |

First 1 Last

Select saved project to retrieve... Get New

(\*denotes required fields)

**1. General Information**

- a. \* Submitted by the College of:  Submission Date:
- b. \* Department/Division:
- c.
  - \* Contact Person Name:  Email:  Phone:
  - \* Responsible Faculty ID (if different from Contact)  Email:  Phone:
- d. \* Requested Effective Date:  Semester following approval OR  Specific Term/Year <sup>1</sup> Fall 2015
- e.
  - Should this course be a UK Core Course?  Yes  No
  - If YES, check the areas that apply:
    - Inquiry - Arts & Creativity  Composition & Communications - II
    - Inquiry - Humanities  Quantitative Foundations
    - Inquiry - Nat/Math/Phys Sci  Statistical Inferential Reasoning
    - Inquiry - Social Sciences  U.S. Citizenship, Community, Diversity
    - Composition & Communications - I  Global Dynamics

**2. Designation and Description of Proposed Course.**

- a. \* Will this course also be offered through Distance Learning?  Yes <sup>4</sup>  No
- b. \* Prefix and Number:
- c. \* Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed <sup>2</sup> with (Prefix and Number):
- f. \* Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>3</sup> for each meeting pattern type.
 

|                                   |  |                                 |                                 |
|-----------------------------------|--|---------------------------------|---------------------------------|
| <input type="text"/> Lecture      | <input type="text"/> Laboratory <sup>1</sup> | <input type="text"/> Recitation | <input type="text"/> Discussion |
| <input type="text"/> Indep. Study | <input type="text"/> Clinical                | <input type="text"/> Colloquium | <input type="text"/> Practicum  |
| <input type="text"/> Research     | <input type="text"/> Residency               | <input type="text"/> Seminar    | <input type="text"/> Studio     |

<sup>1</sup> Other  If Other, Please explain:
- g. \* Identify a grading system:
  - Letter (A, B, C, etc.)
  - Pass/Fail
  - Medicine Numeric Grade (Non-medical students will receive a letter grade)
  - Graduate School Grade Scale
- h. \* Number of credits:
- i. \* Is this course repeatable for additional credit?  Yes  No
  - If YES: Maximum number of credit hours:
  - If YES: Will this course allow multiple registrations during the same semester?  Yes  No

j. \* Course Description for Bulletin:

This course is the first of a two-course sequence (with MUS 305), designed to develop students' written and oral communication skills and information literacy in music. MUS 304 focuses on oral communication. To be taken simultaneously with MUS 302. With MUS 305, satisfies the Graduation Composition and Communications Requirement.

k. Prerequisites, if any:

Junior standing in music.

l. Supplementary teaching component, if any:  Community-Based Experience  Service Learning  Both

3. \* Will this course be taught off campus?  Yes  No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. \* Course will be offered (check all that apply):  Fall  Spring  Summer  Winter

b. \* Will the course be offered every year?  Yes  No

If No, explain:

5. \* Are facilities and personnel necessary for the proposed new course available?  Yes  No

If No, explain:

6. \* What enrollment (per section per semester) may reasonably be expected? 25

7. Anticipated Student Demand.

a. \* Will this course serve students primarily within the degree program?  Yes  No

b. \* Will it be of interest to a significant number of students outside the degree pgm?  Yes  No

If YES, explain:

8. \* Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. \* Is this course part of a proposed new program?  Yes  No

If YES, name the proposed new program:

b. \* Will this course be a new requirement <sup>2</sup>for ANY program?  Yes  No

If YES <sup>2</sup>, list affected programs:

B.A. in Music; B.M. in Music Performance.

10. Information to be Placed on Syllabus.

a. \* Is the course 400G or 500?  Yes  No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b.  \* The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable 10.a above) are attached.

<sup>1</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.  
<sup>2</sup> The chair of the cross-listing department must sign off on the Signature Routing Log

## RATIONALE FOR MUS 304 AND MUS 305

In order to satisfy the GCCR, undergraduate majors in the B.A. and B.M. programs in Music will enroll in MUS 304 and MUS 305 (1 credit each) simultaneously with the required Music History classes MUS 302 and MUS 303 (3 credits each), usually taken in the Junior year. The presentations and writing projects for MUS 304 and 305 are based on materials studied in MUS 302 and on assignments submitted for that class. For MUS 302, the assignments were graded primarily on content and research, and do not undergo a thorough revision process. For MUS 304 and 305, the grading of these assignments is primarily on technical matters of presentation, writing, and information literacy, as explained in the syllabi.

**Course Policies**

- Attendance
- Excused absences
- Make-up opportunities
- Verification of absences
- Submission of assignments
- Academic integrity, cheating & plagiarism
- Classroom behavior, decorum and civility
- Professional preparations
- Group work & student collaboration

**Committee Review (      )**

Comments

**General Course Information**

- Full and accurate title of the course  
 Departmental and college prefix  
 Course prefix, number and section number  
 Scheduled meeting day(s), time and place

**Instructor Contact Information** (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name  
 Contact information for teaching/graduate assistant, etc.  
 Preferred method for reaching instructor  
 Office phone number  
 Office address  
 UK email address  
 Times of regularly scheduled office hours and if prior appointment is required

**Course Description**

- Reasonably detailed overview of the course  
 Student learning outcomes  
 Course goals/objectives  
 Required materials (textbook, lab materials, etc.)  
 Outline of the content, which must conform to the Bulletin description  
 Summary description of the components that contribute to the determination of course grade  
 Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)  
 Final examination information: date, time, duration and location  
 For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students  
 For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)  
 Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)  
 Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus  
 Policy on academic accommodations due to disability. Standard language is below:  
 If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

**UGE Review (5/26/14)**

- Should include slot for section number, 'XXX'.
- Should include tentative class days, times, and location.
- Should include section on 'make-up opportunities' for students with a University approved excused absence.
- Tentative schedule is extremely brief. Possibly include approximate due dates for assignments, such as the final presentation.



## MUS 304

### Music Communication I: Oral Communication of Music

**Instructor:** School of Music Faculty Member TBA  
**Office Address:** 105 Fine Arts Building  
**Email:** TBA  
**Office Phone:** 257-1234

**Office hours:** TBA and by appointment

#### Course Description:

This course is the first of a two-course sequence (with MUS 305), designed to develop students' written and oral communication skills and information literacy in music for students in the B.A. and B.M. programs in the School of Music. MUS 304 focuses on oral communication. To be taken simultaneously with MUS 302. With MUS 305, satisfies the Graduation Composition and Communications Requirement.

#### Prerequisites:

Junior standing in Music.

#### Student Learning Outcomes:

After completing this course, the student will be able to:

- 1) present clearly and coherently a musical topic to a class or similar group, utilizing audio and visual materials
- 2) demonstrate basic information literacy in the field of music

#### Required Materials:

Textbook: Trevor Herbert, *Music in Words: A Guide to Researching and Writing about Music* (Oxford University Press, 2009)

#### Course Assignments

|   |                  |
|---|------------------|
| 10-minute oral presentation on a topic being studied in MUS 302 |                  |
| first draft   | 30 points        |
| final version   | 50 points        |
| Peer feedback on another student's oral presentation            | 10 points        |
| Revision of a short writing assignment submitted for MUS 302    | 10 points        |
|   | Total 100 points |

#### Summary Description of Course Assignments

- 1) The major assignment for this class will be a 10-minute individual oral presentation on a musical topic selected from the material being studied concurrently in MUS 302. For the first version, each student will be assigned to a small group that will listen to the presentation and provide oral feedback. Each student in this group will be assigned to prepare a written version of this feedback for one other student. The instructor will also provide feedback. In consultation with the instructor, through individual meetings, the student will revise the presentation in based on peer and instructor comments. The final version will be presented to a small group of students selected from the class. This assignment will be evaluated based on the following elements:

- 1) Use of appropriate audio and visual materials and technology
  - 2) Clarity and coherence of presentation
  - 3) Use of sources (demonstrating information literacy)
  - 4) Ability to interact critically with the topic
  - 5) Accuracy of content
  - 6) Originality
- 2) Each student will submit a short writing assignment from MUS 302, which will then be revised, and if necessary expanded, based upon feedback from the instructor. The final version of the paper will be at least 500 words. Since this paper has already been graded for content in MUS 302, it will be graded here on the following aspects of writing:
- |  |     |
|--|-----|
| 1) Technical writing skills                      | 20% |
| 2) Organization                                  | 20% |
| 3) Use of sources                                | 20% |
| 4) Ability to interact critically with the topic | 20% |
| 5) Originality                                   | 20% |

**Course Grading:**

Grading scale:

- 90 – 100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- 0-59% = E

NOTE: A minimum grade of C is required for this course to count towards the Graduation Composition and Communication Requirement.

**Mid-term Grade**

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

**Submission of Assignments:**

Written portions of assignments will be submitted through Blackboard in MS Word format. Feedback will be provided through the same format.

**Attendance Policy.**

Attendance is required. Penalties are as follows:

- missed lecture: 2 points off final grade
- missed attendance at presentation: 2 points off final grade
- missed individual appointment: 2 points off final grade
- missed presentation (first or final version): 5 points off final grade

**Excused Absences:**

Students need to notify the professor of absences prior to class when possible. S.R.

5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor. Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students missing any graded work due to an excused absence bear the responsibility of informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. *The Instructor of Record shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.*

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

#### **Verification of Absences**

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

#### **Academic Integrity:**

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or

otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

**Please note:** Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

**Accommodations due to disability:**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

**Classroom Behavior Policies**

Students will behave with politeness, respect, and consideration when attending another student's presentation. A student who fails to show respect during another student's presentation will be considered as absent, and will receive the penalty listed above.

**Tentative Course Schedule**

Students will meet together for lectures the first three weeks of the semester. After that, meetings will be scheduled in small groups and individually:

Week 1: Lecture: The elements of a good oral presentation

Week 2: Lecture: Research tools in music (assigned reading in Herbert, *Music in Words*)

Week 3: Lecture: Introduction to writing about music (assigned reading in Herbert, *Music in Words*)

Weeks 4-7: Students will be divided into small groups to for the first versions of their oral presentations

Weeks 8-11: Individual meetings with the instructor

Weeks 12-15: Final presentations to small groups