

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/Year¹ S 2016

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 305

2c. Full Title: Music Communication II: Written Communication of Music

2d. Transcript Title: Music Communication II: Written Communication

2e. Cross-listing:

2f. Meeting Patterns

OTHER: 1

OTHEREXPLAIN: Several lectures at the beginning of the semester, then 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?

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SENATE COUNCIL

2j. Course Description for Bulletin: This course is the second of a two-course sequence (with MUS 304), designed to develop students' written and oral communication skills and information literacy in music. MUS 305 focuses on written communication. To be taken simultaneously with MUS 303. With MUS 304, satisfies the Graduation Composition and Communications Requirement.

2k. Prerequisites, if any: Junior standing in Music; MUS 302 and MUS 304.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

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 305 NEW Dept Review|20140310

SIGNATURE|ABRZY2|Anna W Brzyski|MUS 305 NEW College Review|20140508

SIGNATURE|JMETT2|Joanie Ett-Mims|MUS 305 NEW Undergrad Council Review|20141031

Courses	Request Tracking
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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

	ID	Attachment
Delete	3458	RATIONALE FOR MUS 304 AND MUS 305.pdf
Delete	3942	MUS 305 Syllabus draft.pdf

Select saved project to retrieve...

(*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

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 No

b. * Prefix and Number:

c. * Full Title:

d. Transcript Title (if full title is more than 40 characters):

e. To be Cross-Listed ² with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

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

Other If Other, Please explain: Several lectures at the beginning of the semester, then individual ses

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 second of a two-course sequence (with MUS 304), designed to develop students' written and oral communication skills and information literacy in music. MUS 305 focuses on written communication. To be taken simultaneously with MUS 303. With MUS 304, satisfies the Graduation Composition and Communications Requirement.

k. Prerequisites, if any:

Junior standing in Music; MUS 302 and MUS 304.

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 requirement⁵ for ANY program? Yes No

If YES⁵, 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 above) are attached.

⁵ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
⁶ 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.

MUS 305
Music Communication II: Written 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

Course Description:

This course is the second of a two-course sequence (with MUS 304), 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 305 focuses on written communication. To be taken simultaneously with MUS 303. With MUS 304, satisfies the Graduation Composition and Communications Requirement.

Prerequisites:

Junior standing in Music; MUS 302 and MUS 304.

Student Learning Outcomes:

After completing this course able to:

- 1) write clearly and coherently about a musical topic
- 2) demonstrate basic information literacy in the field of music

Required Materials:

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

Course Assignments

Revision and rewriting of the final 10-page (3,500 word) research paper submitted for MUS 302.

At the beginning of the semester, each student will submit, through Blackboard, a clean copy of the final 10-page (3,500 word) research paper submitted at the end of the previous semester for MUS 302, including the abstract and annotated bibliography (which should be approximately 1,000 words in length combined). The instructor will provide feedback, and will meet one or more times with the student to discuss revision and rewriting (the first meeting must be scheduled at least one week prior to midterm). At the end of the semester, the student will submit the final, revised version of the paper.

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% |

In order to demonstrate information literacy in music, the process of revision may include expansion or enhancement of the annotated bibliography.

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:

Writing 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 individual appointment: 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) for coordination of campus disability services available to students with disabilities.

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 1-3: Lectures: Writing about music (assigned reading in Herbert, *Music in Words*)

Weeks 4-14: Individual meetings with the instructor

Weeks 15: Submission of final version of paper