



MUCH 611: Introduction to Graduate Study

Fall 2020

Class Times and Location: TR 11:10am-12:25pm (no assigned room, class meets online)

Instructor

Dr. Erin Brooks

Email: brooksem@potsdam.edu

Office: Schuette Hall A102

Office hours:

Virtual office hours (Zoom or by phone) are by appointment. Please email or message me to set up these office hour meetings; I'm very happy to discuss course material or just offer a supportive ear for anything you'd like to share in a safe space.

Course Description and Objectives:

"MUCH 611: Introduction to Graduate Study" is a survey of bibliographic and resource materials in music, education, and music education. The course includes examination of basic research methodologies, techniques, and procedures, as well as their practical applications.

This course assists you in developing research skills and critically assessing approaches by other scholars through exercises and assignments designed to increase familiarity and success with music research. MUCH 611 also emphasizes writing about music; during the course, you will work through multiple stages of research and writing, ranging from planning a research question to literature review and citation methods, outlining your project, writing and editing prose, and presenting your work. Research, methods, and analysis will be shared with classmates at various stages; at the end of the course, you will engage in peer evaluation of each other's projects.

Students who successfully complete MUCH 611 should be able to:

- identify key resources for undertaking music research in a variety of subfields (these might range from music education to early music manuscripts, publishing catalogues, composer studies, performance studies, etc.)
- utilize print and online resources for conducting music research on the SUNY Potsdam campus (including the Music Library, the University Archives, the Crumb Library, and Interlibrary Loan)
- identify and utilize music reference works, collected editions, journals, scores, books, dictionaries, and search engines
- gain experience in critically assessing the legitimacy, function, and utility of different source materials, including literature review
- analyze different research methodologies
- hone your expertise in formatting bibliographies and footnote citations (using Chicago Manual of Style)
- communicate your ideas to classmates at various points in the research and writing process
- frame a research question & identify appropriate sources for exploring the question
- develop advanced writing, argumentation, and revision/editing skills
- produce various stages of a research project—including a final paper—and consider how your work might form part of graduate school examinations

Course Prerequisites and Requirements:

Students enrolled in this course be at the end of their undergraduate studies, or have successfully completed an undergraduate degree and been admitted to the graduate program. For graduate students, MUCH 611 should be taken during the first semester of study. MUCH 611 is required for *all* graduate degrees in music; for more information on graduate degree requirements, see the graduate catalog at <https://www.potsdam.edu/sites/default/files/17-19Gradcatalog.pdf>

Given the pace of this course, keeping up on all assigned work in advance of every class is essential. SUNY guidelines assume at least 2 hours of study time per hour of class time or credit, so for a 3-credit class that would mean 6 additional hours a week outside of class (studying, listening, reading). I've set up the course to maximize our workload within the class, and there are some other workarounds to compress required time outside of class a bit. Nonetheless, it's good to remember that this is a graduate course which does require time in order to successfully acquire the requisite skills. If needed, please feel free to schedule an office hour chat for guidance on how to organize your work time most effectively.

Recommended Materials and How to Access Reading/Assignments:

There is **one** strongly recommended text for this course:

Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations, Ninth edition: Chicago Style for Students and Researchers* (Chicago: University Chicago Press, 2018). ISBN: 9780226430577. Please note that an earlier edition is okay as well.¹

All other readings for this course will be available to you through the Moodle site for this course. Visit <https://moodle.potsdam.edu> for your course resources.

Readings and work assignments are required, and should be completed prior to each class. For each class, log on to Moodle to access the materials—each day's module on Moodle will contain PDFs, links, etc for each class. Any reading or homework assignment listed for a specific day should be

¹ How to purchase: you should be able to purchase this very helpful text via a number of online retailers at low cost, including as an ebook which might be the quickest option. Just to give one example about price points: you can buy an ebook version from Amazon for about \$8.00, though I encourage you to seek out any bookstore that you feel good about using.

completed prior to coming to class—please come to class prepared and ready to ask and answer questions. You are responsible for regularly checking Moodle for assignments, discussion questions, and any possible updates/changes.

It is your responsibility to make sure that you can access the class materials; please let me know as soon as possible if you are having any problems. I may not be able to troubleshoot issues involving your personal computer. Please understand that if you cannot access course materials through your computer/tablet/etc, we'll need to find an alternative solution. The number to campus Computing & Technology Services (CTS) helpdesk is (315) 267-4444 or helpdesk@potsgdam.edu

For additional help with your assignments, the Crane Music library has a vast variety of resources. The url <https://library.potsgdam.edu/music> will take you to a page with essential resources such as links to audio/visual databases, articles, the library catalog, etc. We'll talk more about specific resources as the class progresses.

Class structure:

Course content and activities are structured using a weekly format on Moodle, with individual modules for each day. Modules for each day will open on or before your official class time, and once opened, they will remain visible for the remainder of the semester.

While each week may have some small variability—Moodle always has the most specific assignment information for each class—the following is a general explanation of how this semester will function. I have divided our two weekly class meetings into the following structure (note that only one of these meetings is “live,” which gives you a fair amount of flexibility).

On Tuesdays (asynchronous), you will have assigned reading (s) and usually a weekly online assignment to do. All specific reading & assignment details will always be provided on the Moodle module. I have tried to be judicious about assigning reading (not giving you extraordinarily long/complicated readings), so please dig in knowing that you have limited readings & assignments only one day a week instead of two. You can do the readings & listening any time you'd like, but they should be finished sometime before Wednesday night on any given week.

Small-scale weekly assignments are likewise usually due Wednesday evening on or before 11:59 pm. If there are unusual reasons you can't complete your assignment on time, please let me know.

On Thursday mornings, we will have a synchronous/live “Zoom” meeting, based on concepts from the readings, assignments, and additional work together responses (sometimes a little lecturing from me). I'll send out the link for Zoom via email and post it on Moodle as well. This meeting will take place during the 11:10-12:25pm class time. For attendance policy, see “Course Evaluation.”

Course Evaluation:

Grading will be based on five overall categories: in-class work (attendance, participation in in-class activities, discussion, in-class writing, etc), Moodle weekly short assignments, a blog post, two shorter “scavenger hunt” assignments, and a research project (which has a number of internal steps). For more details on specific categories, see below:

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| 1. Class Attendance, Participation, Preparedness (throughout) | 10% |
| 2. Weekly Short Assignments, Moodle (throughout) | 10% |

3. "Scavenger Hunts" 1 & 2	10%
4. Blog Post on Archives	10%
5. Final Project	60%
• Projected due dates for each part will be posted on Moodle at the beginning of Week 2. • I reserve the right to push due dates back due to unforeseen events, etc • Initial Research Topic—5% • Research Question and Initial Bibliography—5% • Abstract—5% • Summary Report on Sources—10% • Initial Short Draft—10% • Presentation—10% • Peer Review—5% • Final Version—10%	

* **Class attendance/Participation/Preparedness Procedures:** Individual class sessions will combine lecture, listening, and discussion, and overall MUCH 611 will only succeed based on the amount of effort that you invest in it and to the extent to which it becomes an engaged, active learning community.

Each week during our Thursday synchronous session, I will track attendance and participation. For participatory elements, you are expected to contribute (simply being present is not enough). You should always come to the Zoom session having taken notes on the assigned materials and ready to respond and ask questions. I will assess your participation grade based on your preparation and thoughtful participation in class. If participation in spoken class conversations is difficult for you—based on personality types, learning styles, access, etc—please come see me and we can find additional ways to make you feel more comfortable as you participate.

You can miss **two** Thursday classes for whatever reason with no penalty. If you miss a Thursday class, you will be required to watch the video and submit an alternate assignment to me in writing (please contact me when this pertains to you).

If you miss more than **two** Thursday classes, your participation grade will be docked by a letter grade for each additional absence.

If you have more extended issues this fall—illness, family concerns, or anything else that significantly impacts your ability to attend the Thursday sessions—please schedule a time to talk to me *as soon as possible.* I want to help anyone in need find workarounds, but I can't help if I don't know the situation.

Except under extraordinary circumstances, if you miss more than **six** Thursday classes during the term, I reserve the right to fail you in this course.

If you have a religious observance during the semester, any missed coursework during that particular class will not count against you. However, you must inform me before the relevant absence, you must still do the relevant coursework for that class date, and I reserve the right to give you alternate assignments.

** **Weekly Short Assignments, Moodle:** Most Tuesdays, you'll see a specific assignment posted on Moodle, which range from comments to worksheets to small research projects. These are required for each week, and will all contribute towards your overall grade for the weekly short assignments.

**** Scavenger Hunts, Blog Post, and Individual Parts of the Research Project:** Each of these will have specific assignment sheets with guidelines posted on Moodle (I have not included all of this individual information in the syllabus).

Course Policies

Grading

All grades will be determined on the following scale:

4.0: 95-100	2.7: 82-84	1.3: 68-71
3.7: 92-94	2.3: 78-81	1.0: 65-67
3.3: 88-91	2.0: 75-77	0.0: 0-64
3.0: 85-87	1.7: 72-74	

Please note that passing grade for a graduate course is a 3.0 or above.

Grade Appeals

If you have questions about a grade, please speak with me (in person) first. Please note that the Graduate Catalog includes the specific criteria upon which you are allowed to appeal a course grade. If we cannot come to an informal resolution, you would then complete a formal Grade Appeal Form and we would consider if additional resolution is necessary. Details about the specific steps and timelines for this process are located in the Graduate Catalog: <https://catalog.potsdam.edu/index.php?catoid=2>

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- **Emails:** I check email several times a day; if you don't hear back from me within 24 hours, feel free to try again. Please make sure to check your campus email regularly—I frequently send essential updates or class comments via email..
 - **Appointments/Office Hours:** Virtual office hours (Zoom, by phone, or whatever other method works best for you) are by appointment. Please email or message me to set up these one-on-one office hour meetings; I'm very happy to discuss curiosities, questions, problems, concerns or just offer a supportive ear for anything you'd like to share in a safe space.
 - **Pandemic-related Concerns and Trauma-Sensitive Teaching:** In my initial email, I asked each of you to feel free to come to me about personal issues and/or technology limitations that might impact your ability to participate in the semester; please always feel free to keep me updated should your circumstances change during the semester. I am committed to using trauma-sensitive teaching and learning principles to support your resilience and success in this course. Trauma-sensitive principles help create a safe, transparent, connected, and collaborative classroom environment where you feel empowered and respected. Be sure to do periodic self-checks on how course material—and the ways in which material is delivered and discussed—are affecting you, and please talk with me if you are having difficulties with any aspect of the course. Getting support from friends, colleagues, family, and mental health professionals is also important, especially if you have risk factors or you find yourself becoming distressed. For additional links to campus and community services, see <https://www.potsdam.edu/studentlife/wellness/counseling-center>

- **Accessibility:** In order to fully include all students in this course, it is essential to provide reasonable accommodations or program modifications for anyone with a disability. Please let me know **on the first day of class** if you need any accommodations in curriculum, instruction, or evaluation. For most accommodations, you should have a registration on file with Accommodative Services (<http://potsdam.edu/support/oas>), located in Sisson Hall Room 111. If you're already working with Accommodative Services, or have worked with them previously, please inform me immediately. Any accommodations or modifications require advance notice, so make sure to work out these details with me well in advance.
- **Classroom conduct:** Active participation in this class involves taking notes, contributing questions and commentary, and challenging each other to think more deeply. Indeed, critical engagement—which should include reasoned debate, critique, and questions—is one of the best ways to learn. It is essential, however, that we be considerate in the ways we conduct these discussions; have an open mind, don't make assumptions about your classmates, have respect for different viewpoints, and hone your ability to listen thoughtfully and compassionately to each other and the instructor. Anyone who struggles with this policy will be asked to meet with the instructor; in particular, please let me know if you have any concerns about discussion during the course.

Note in particular: I may occasionally give trigger warnings in class about class content on particular class dates. Please feel free to let me know (in private) if you have any concerns about any class content in this regard and we can find a solution for you.

- **Note taking:** A few friendly note-taking suggestions:
 - If I use slides in the class, I will post the slides on Moodle, no need to copy down all the info directly from the slides as you go. In particular, it will help you the most to focus on ways of jotting down important verbal content from lecture (i.e. material beyond just copying down any information directly from a slide).
 - During the video lectures and sometimes our live zoom meetings, I will use slides and audio examples to illustrate examples and to cover concepts and material. While all teaching videos will be available to you throughout the semester—and everyone assimilates information differently—I do still suggest that you may want to take notes during class.
- **Technology:** Obviously we're all using technology constantly in this class! Please feel free to come to me personal issues and/or technology limitations that might impact your ability to participate in the semester. During our live Zoom meetings on Thursdays, I ask that you use good Zoom etiquette with your classmates: mute yourself unless talking or asked to talk. In general during these Thursday meetings—unless there's a technological or personal problem—I would prefer you have your cameras "on" so that you can engage more directly with me and your classmates during these 75 minutes once a week. Similarly, during the live meetings (unless we're specifically using the internet to look things up) please try to help yourself focus by refraining from multitasking (texting, being on social media, etc).
- **Attendance:**

Only the required synchronous sessions on Thursday have an attendance component. You may miss **two** of synchronous sessions with no penalty, but you will be required to watch the video and submit an alternate assignment to me in writing (please contact me when this pertains to you). Per New York State Law, any student with a conflict between an academic requirement and any religious observance should be given an alternative for meeting the academic requirement. If you have a conflict with a class meeting or deadline due to a religious observance, please let me know well in advance (at least two weeks). You

will not be penalized for missing class material, but you will have to makeup your class material in some alternate way. If you have more extended issues this fall—illness, family concerns, or anything else that significantly impacts your ability to attend the Thursday sessions—please schedule a time to talk to me *as soon as possible.* I want to help anyone in need find workarounds, but I can't if I don't know the situation.

- **Late work:** If there's a specific situation which necessitates flexibility with an assignment deadline, please talk with me—I am always willing to work with you and see what solutions we can find for any situations which necessitate flexibility. If you believe you will have difficulty meeting a particular deadline, you must talk with me at least three days in advance of the due date. In fairness to all students, there are no automatic deadline extensions for students who miss a regular class meeting (regardless of reason for the absence). If you do submit a late assignment—except in cases of hardship—I may deduct 5% for each day the assignment is late.
- **Formatting and Writing Guidelines:** I will provide you a wordcount or specific length requirement for all assignments. As a matter of policy, the typical style required by many journals is double-spaced, 12-point Times New Roman font, and one-inch margins (although I will not be policing acceptable font alternatives if you're devoted to Avenir font). Footnotes and bibliographies should be in Chicago Manual of Style; we'll spend a good portion of this class on citation methods, so more to come on that later. Assignments must be free of spelling, grammar, and punctuation errors. Minor problems will result in deductions; major writing issues may result in a request to redo the assignment. Continued problems with assignment redos will result in grade deductions. I will be assisting you with revisions and grading, but please note there are also a number of style guides and writing center style sheets available online—please email me if you'd like additional links.
- **Academic Integrity:** This class will strictly follow SUNY Potsdam's policies on academic integrity. Please consult the Academic Honor Code website (<http://www.potsdam.edu/studentlife/studentconduct/honorcode>) or the Graduate Catalogue for more information regarding your responsibilities as a student. In general, academic misconduct includes acts in which a student seeks to claim credit for the work or efforts of another without authorization or citation. Examples include (but are not limited to):
 1. Cutting and pasting text from the web without quotation marks or proper citation.
 2. Paraphrasing from the web or written texts without crediting the source.
 3. Using notes in an exam when such use is not allowed.
 4. Using another person's ideas, words, or research and presenting it as one's own.

I encourage you to discuss class content with each other inside and outside of class. For writing assignments, however, no collaboration with other students is permitted. Disguising words written by others as your own undermines the academic community here at SUNY Potsdam. If you have any questions about this, don't hesitate to ask me. For specific questions on intellectual property and proper citation techniques, advice is available both at SCCS and the Writing Center.

Cheating, plagiarism, fabrication, falsification and other academic honor code violations are taken very seriously. Any suspicious situations will be dealt with through proper judicial channels and may result in serious consequences. For more information about academic misconduct procedures, see the processes and procedures at the Academic Honor Code website.