



MUCH 611: Introduction to Graduate Study

Summer 2020—session runs July 20 to August 7

Class Times and Location: MTWRF 8:00am-11:00am, online

Instructor

Dr. Erin Brooks

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Phone number:

(314) 496-5678

- this is my personal cell #,
not my office phone

Office: Schuette Hall A102

Office hours:

For this summer, I will schedule office meetings/chats by appointment via Zoom, Skype, or telephone. Please email me to set up a time to chat—I'm happy to meet with you throughout the class session. Also, please feel free to come talk about class or other things: office hours are a safe space for discussions about anything you want to share with me.

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 your graduate school examinations

Course Prerequisites and Requirements:

In the summer session, students enrolled in this course should have successfully completed an undergraduate degree and be admitted to the graduate program. MUCH 611 should be taken during the first semester of study, and 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. For this 3-credit class—which during this summer session meets 15 hours/week—that calculation would expect potentially 30 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 summer sessions are compressed and therefore a lot of work in a short amount of time. The number of hours you spend outside of class will vary over the course of the three-week session, but if you are obviously not doing the work, you may fail the course. Please feel free to schedule an office hour chat for guidance on how to organize your work time most effectively.

Required Materials and How to Access Reading/Assignments:

There is **one** required 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

¹ How to purchase: There are copies available from the SUNY Potsdam College bookstore: copies run around \$13.50 used, \$18.00 new. Alternatively, 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.

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 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@potsdam.edu

For additional help with your assignments, the Crane Music library has a vast variety of resources. The url <https://library.potsdam.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.

Course Evaluation:

Grading will be based on in-class work (attendance, participation in in-class activities, discussion, in-class writing, etc), online Moodle commentary for daily 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 each section, see below:

♦ Class Attendance, Participation, Preparedness (throughout)	10%
♦ Daily/Weekly Short Assignments, Moodle (throughout)	10%
♦ "Scavenger Hunts" 1 & 2 (Sunday, July 26, 11:59 pm)	10%
♦ Blog Post on Archives (Friday, July 31, 11:59pm)	10%
♦ Final Project	60%

(these are projected due dates, I reserve the right to push them back due to unforeseen events, etc)

• Initial Research Topic—5%	Wednesday, July 22, 11:59pm
• Research Question and Initial Bibliography—5%	Monday, July 27, 11:59pm
• Abstract—5%	Wednesday, July 29, 11:59pm
• Summary Report on Sources—10%	Wednesday, July 29, 11:59pm
• Initial Short Draft—10%	Tuesday, August 4, 11:59pm
• Presentation—10%	Thu/Fri, August 6 & 7, in class
• Peer Review—5%	Thu/Fri, August 6 & 7, in class
• Final Version—10%	By August 9, 11:59 pm

**** Class attendance/Participation/Preparedness Procedures:** Individual class sessions will combine lecture, discussion, group work, activities or workshops on various aspects of your course objectives: overall MUCH 611 will only succeed based on the amount of effort that you invest in it. Our limited in-class time makes it imperative that you have carefully read/worked through the assigned materials

before coming to class. You should *always* come to class having taken notes on assigned materials and ready to respond and ask questions. I will assess your in-class grade based on your preparation and thoughtful participation in class discussions. If participation in class conversations is difficult for you—based on personality types, learning styles, language, etc—please come see me and we can find additional ways to make you feel more comfortable as you participate.

- You may miss **three** classes without any penalty at all (=3 free absences). You must still make up the work, including any missed class presentations.
- If you miss more than three classes, you will lose 5% per additional class absence from your class attendance/participation/preparedness grade.
- While I understand occasional emergencies, chronic lateness will be treated as partial absences.
- In the unlikely event that anyone in the class misses more than 6 classes—unless in the case of a particularly unusual set of circumstances—I reserve the right to fail that student automatically.
- For more on potential excused absences (such as religious observances) see “course policies” below.

**** Moodle Short Assignments:** Most days, you’ll see a specific “assignment” posted on Moodle which will include readings or activities to be posted on a discussion forum or some other place on Moodle. These are required for each day, and will all contribute towards your overall grade for daily assignments.

**** 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 attempt to respond to emails in a timely manner (generally within 24 hours of receipt). I do not always have time to respond to emails over the weekend, so depending on the situation, weekend emails may be answered on Monday morning. Given the compressed nature of the summer session, I will try to be as available to you as possible. Please make sure to check your campus email regularly—I frequently send essential updates or class comments via email.

- **Appointments:** Please feel free to talk to me about curiosities, questions, problems, concerns or whatever comes to mind. During this online course when in-person meetings are unfortunately not possible, send me an email to schedule a one-on-one chat via Zoom, Skype, or phone.
- **Note taking:** You should come to online meetings with your own notes on the assignments for each class. I strongly encourage that you take notes during each class meeting, particularly on verbal content and points that emerge from class discussion. Please do not record class lectures unless you have received permission to do so.
- **Technology:** You will be using electronic devices to attend class, take notes, access materials, etc: please work to skillfully manage your attention to devices and classroom discussion (this can be a struggle for us all). Anyone who struggles with appropriate technology usage—unrelated texting or messaging during synchronous class meetings is particularly frowned upon—may need to check in with me about concerns about managing tech. Anyone with technology limitations or difficulties should similarly reach out to me to make sure we can find a solution.
- **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.

- **Attendance:**

This class will be a mix of synchronous and asynchronous meetings. I know that occasional conflicts or unexpected events will occur, especially during this most unusual summer. But the overall expectation is that if we are meeting synchronously, you should make every reasonable effort to attend all synchronous meetings.

If you know that you will be missing a synchronous class meeting, please contact me ahead of time (unless it is an unexpected emergency, in which case let me know as soon as possible). I will record all class meetings for anyone who has an emergency or conflict, but these recordings are a back-up only (not a first option). If you need to watch a recorded class, you will likely also have to schedule a one-on-one meeting with me to discuss missed material and to present assigned work. You will not be penalized for missing class material, but you will have to make up your class material in some alternate way.

You receive points for attendance and participation in class—this includes tuning in on time and staying engaged until class is dismissed to go work on other material. You may miss **three** synchronous classes without penalty (this would mean that you are still watching the materials, just that you were not present at a synchronous meeting). This basically means you can miss one class per our 3-week session. Unless there are specific mitigating circumstances, more than three unexcused absences, unless cleared by the Associate Dean, will lose you 1/2 a letter grade from your attendance & participation grade. Any more than 3 unexcused absences and you will risk missing too much class time to adequately take part in the material and discussions.

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 due to a religious observance, please let me know well in advance (at least two days). You will not be penalized for missing class material, but you will have to make up your class material.

- **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.
- **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.

Except in these circumstances, however, late work will only be accepted with a penalty. **Late assignments will lose 5% for each day they are late. Assignments will not accepted more than three days late.** If you believe you will have difficulty meeting a particular deadline, you must talk with me at least *two 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).

- **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.
- **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.