



NEW ZEALAND SCHOOL OF MUSIC: PAPER OUTLINE SIGN-OFF FORM
(TO TICK BOXES, HIGHLIGHT BOX, GO TO *INSERT*, *SYMBOL*, *WINGDINGS* & CLICK ON BOX WITH TICK & *CLOSE*)

PAPER: CODE AND TITLE PERF 130 Classical Performance 1

Year: 2009 Trimester: FY
CRN: 15618 Campus: Kelburn

Name of Paper Co-ordinator: Associate Professor Matthew Marshall

Sign-off procedure:
See separate sheet.

IS THE PAPER FULLY IDENTIFIED? (Tick each item)

- | | | | |
|-----------------------|---|-----------------------|---|
| 1. Paper code: | ✓ | 2. Campus | ✓ |
| 3. Title of paper | ✓ | 4. Year and Trimester | ✓ |
| 5. <u>Correct</u> CRN | ✓ | 6. Points value | ✓ |

Are PRs, CR and Rs identified? (Tick each item)

- | | |
|------------------|---|
| 1. Prerequisites | ✓ |
| 2. Co-requisites | ✓ |
| 3. Restrictions | ✓ |

ARE STAFF CONTACT DETAILS GIVEN? (Tick each item)

- | | | | |
|--|---|---|---|
| 1. Name(s) | ✓ | 2. Office hours | ✓ |
| 3. Contact details (Room number, building, phone number and email) | ✓ | 4. Section dates with other staff names | ✓ |
| 5. Contact details (email for non-permanent staff) | ✓ | | |

ARE CLASS TIMES AND VENUES SPECIFIED? (Tick each item)

- | | |
|---|-----|
| 1. Lectures: times/days/venue(s) | ✓ |
| 2. Tutorials or workshops: times/days/venue(s) | ✓ |
| 3. Information as to when tutorials start & where the groups are posted | N/A |

ARE ALL PAPER & ASSESSMENT DETAILS PRESENT? (Tick each item)

- | | | | |
|--|---|--|-----|
| 1. Paper prescription | ✓ | 2. Assessment requirements and their relation to learning outcomes | ✓ |
| 3. Learning outcomes | ✓ | 4. Deadlines for assignments | ✓ |
| 5. Expected workload | ✓ | 6. Paragraph on NZSM bibliographic style | ✓ |
| 7. Paper content referring to separate syllabus attached | ✓ | 8. Deposit & collection of written work | N/A |
| 9. Materials – what and where | ✓ | 10. Penalties for late work | N/A |
| 11. Is a syllabus attached? | ✓ | | |

ARE MANDATORY PAPER REQUIREMENTS OUTLINED? (Tick each item)

- | | | | |
|---|---|--|---|
| 1. Attendance | ✓ | 2. Due date for completion of all work | ✓ |
| 3. Special details for performance students | ✓ | | |

DOES IT SAY HOW ADDITIONAL INFORMATION, OR INFORMATION ON CHANGES WILL BE COMMUNICATED? (Tick one)

YES NO

ACADEMIC INTEGRITY AND PLAGIARISM

Is the default paragraph included? (Tick one)

YES NO

GENERAL NZSM POLICIES AND STATUTES

Is the default paragraph included? (Tick one)

YES NO

EVENTS Is the default paragraph included? YES NO

ETHICS approval (if relevant) Has an application been made, and approved? YES date NO

DOES THE FOOTER GIVE THE CORRECT NZSM PAPER NUMBER?

YES NO

IS THE FONT OF THE WHOLE PAPER IN ARIAL 10?

YES NO

NAME OF SCRUTINEER: Associate Professor Matthew Marshall

SIGNATURE:

DATE OF SIGN-OFF: 16 February 2009



