



**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 203 Performance Second Study 2**

Year: 2009 Trimester: 1/3  
CRN: 15992 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



