



## PAPER OUTLINE 2012

**Paper Code & Title:** MUSC 160 *Basic Musical Techniques*  
**Year:** 2012      **Points:** 20  
**CRN:** 19975      **Trimester:** 3      **Campus:** NZSM – Massey Mt Cook  
**Prerequisites:** None  
**Corequisites:** None  
**Restrictions:** MUSC 164, 166, MUSI 105, 107, 108, NZSM 160, 161, 162, 133.109

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**Key dates:**      Teaching dates: 14 January – 15 February 2013  
                         Mid-trimester break: N/A  
                         Study week: N/A  
                         Exam/Assessment period: N/A

Final item of assessment due: 15 February 2013  
Withdrawal dates: Within one full week of start date  
*You can withdraw from this course on or before this date with full refund of the course fee by completing an FHSS Course Add/Drop form. After this date, a Fee Reconsideration will only be granted in exceptional circumstances. Information on withdrawals and refunds may be found at: <http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds>. Note that both late withdrawal and course failure may affect your Studylink eligibility. See below for more details.*

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**Course Coordinator:** Geoffrey Coker  
**Contact phone:** 463 5883      **Email:** geoffrey.coker@nzsm.ac.nz  
**Office located at:** Room 103, 94 Fairlie Terrace, Kelburn Campus  
**Office hours:** Immediately after lectures in Room ID30 at the Mt Cook Campus

**Tutor:** Reuben Chin      **Email:** [chinreub@myvuw.ac.nz](mailto:chinreub@myvuw.ac.nz)

**Programme Administrator:** Kate Gerrard  
**Contact phone:** 463 5865      **Email:** kategerrard@nzsm.ac.nz

**Class times/rooms:** Monday, Tuesday, Wednesday, Thursday, Friday 9:00am–10:50am  
(Room MUW 1D16)

**Musicianship Lab:** Monday, Tuesday, Wednesday, Thursday, Friday 10:00am–10:50am  
(Room MUW 1D14). See separate notice for individual placements.  
You will need to supply **your own headphones**  
*These commence on the second day of the trimester. The timetable for this will be arranged in class.*

## PAPER PRESCRIPTION

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*An introduction to fundamental written skills in music and to basic forms used in Western music, including introduction to the keyboard and practice in aural perception. Preference will be given to students majoring in Music.*

## TEACHING LEARNING SUMMARY

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This course comprises five 1-hour lectures per week and five 1-hour musicianship labs per week.

See attached course syllabus for more information.

## EXPECTED WORKLOAD

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A 20-point second-trimester paper should require at least 200 hours work (including class time). This means that in term time you should be prepared to spend on average 40 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

## READINGS, MATERIALS & EQUIPMENT

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### Set texts:

Students are expected to purchase the following texts:

1) Two Volumes: (i) **MUSC 160 Class Notes** and (ii) **MUSC 160 ANSWERS**

The price of the anthology includes handout notes.

2) The Aural computer programme “Ear Conditioner” is an essential resource in this class, and is available for use in the keyboard lab when there are no classes present.

You will need to supply **your own headphones**, with plug size adapter, for use in the Keyboard Lab.

**3) A CD OF AURAL EXAMPLES IS AVAILABLE FROM THE LECTURER IN RETURN FOR AN UNOPENED BLANK CD-R.**

*All textbooks and student notes for the third trimester will be available from vicbooks or Level 4 of the Student Union Building. Customers can order textbooks and student notes online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz) or can email an order or enquiry to [enquiries@vicbooks.co.nz](mailto:enquiries@vicbooks.co.nz). Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available. Opening hours are 8.00am–6.00pm, Monday–Friday during term time (closing at 5.00pm in the holidays). Phone: 463 5515. Alternatively, textbooks will be made available for purchase (with cash or eftpos) at the first class of the trimester on the Mt Cook campus.*

## LEARNING OBJECTIVES

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Students who have successfully completed this paper will be able to:

1. apply the basics of musical notation, and of harmony, up to and including cadential progressions in major and minor keys up to two sharps or flats
2. identify by ear the fundamental properties of intervals, chords, and keys, and write down elementary tunes from dictation
3. use the keyboard to play very simple pieces, transpositions, and scales, in keys up to two sharps or flats.

## ASSESSMENT REQUIREMENTS

### Approved assessment regime

The following assessment regime for this paper has been approved by the NZSM Academic Committee:

*There are four items of assessment:*

1. Eleven progressive assessments related to learning outcomes 1, 2, and 3. (30%).
2. An aural test – 10 minutes. Related to learning outcome 3. (10%)
3. A written test - One Hour. Related to learning outcome 1. (50%)
4. A keyboard test - 10 minutes. Related to learning outcome 2. (10%).

### Assessment details for this offering

<i>Assessment name</i>	<i>Word length / duration</i>	<i>Learning objective(s)</i>	<i>Due date</i>	<i>% of final grade</i>
A1 – Pitch and rhythm notation	10 minutes	1	17 January 2013	1%
A2 – Major keys and scales	10 minutes	1	22 January 2013	1%
A3 – Keyboard	10 minutes	2	23 January 2013	1%
A4 – Minor scales and intervals	10 minutes	1	24 January 2013	1%
A5 – Rhythmic dictation	10 minutes	3	28 January 2013	1%
A6 – Keyboard	10 minutes	2	1 February 2013	1%
A7 – Adding an answering phrase	One page	1	5 February 2013	4%
A8 – Melodic dictation, intervals, metre, mode, cadences	10 minutes	3	5 February 2013	2%
A9 – Score-reading	One page	1	7 February 2013	8%
A10 – Keyboard	10 minutes	2	11 February 2013	1%
A11 – Rests and writing 4-part cadences	One page	1	13 February 2013	9%
A12 – AURAL test	10 minutes	3	14 February 2013	10%
A13 – FINAL WRITTEN TEST	One hour	1	15 February 2013	50%
A14 – FINAL KEYBOARD TEST	10 minutes	2	15 February 2013	10%

## **PENALTIES**

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Assignments must be submitted by the due dates. In fairness to other students, unless a medical certificate is produced, assessment submitted after 5pm on the due date will be subject to a 5% demerit on your grade, increasing by 5% each further working day it is overdue.

Students, who for exceptional reasons can justify an extension for an item of assessment, must apply to the Course Coordinator *before* the due date. Please note that no extensions can be granted for tutorial assignments.

## **ASSIGNMENT PRESENTATION**

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**Written work** should be presented according to the guidelines set out in the **NZSM Guidelines for Academic Work**, which can be downloaded as a PDF document from the NZSM Website <http://www.nzsm.ac.nz/study/programmes.aspx> (in the right-hand column). Five percent (5%) will be deducted for written work that does not conform to these standards.

**Notated work** must be presented according to the guidelines set down in the **NZSM Composition and Orchestration Style Guide**, available as a PDF document from the NZSM Website: <http://www.nzsm.ac.nz/study/composition.aspx> (in the right-hand column). Five percent (5%) will be deducted for notated work that clearly does not conform to these standards.

## **MANDATORY PAPER REQUIREMENTS**

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Each student must:

a) complete the four items of assessment specified for this course (subject to penalties for late submission of work). Individual pieces of work within the overall items of assessment that are not completed, will be graded at zero

b) attend at least 80% of lectures and 80% of Musicianship Labs related to this course.

If for health reasons you are unable to complete all the work required for assessment purposes for this paper by 15 February, you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

## **DEPOSIT AND COLLECTION OF ASSESSMENT**

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*Assignments will be collected at lectures*

*Marked assignments will be returned at lectures*

## **SCALING OF GRADES**

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To obtain a fair distribution of marks relative to assignment difficulty, scaling may be employed on some or all assessment items in accordance with guidelines set out in the VUW Assessment Handbook:

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/publications/assessment-handbook.pdf](http://www.victoria.ac.nz/home/about_victoria/avcacademic/publications/assessment-handbook.pdf)

## **ACADEMIC PROGRESS, NON-ENGAGEMENT & STUDENT LOAN ELIGIBILITY**

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All NZSM students are bound by the VUW Academic Progress Statute. VUW manages the enrolment of students who are not making satisfactory academic progress by:

- restricting the number of courses that students may enrol in, and/or
- requiring students to meet certain conditions.

Students whose academic progress continues to be unsatisfactory may be suspended for a specified period. Students who return after suspension and whose academic progress remains unsatisfactory may be excluded from the University.

Any student who is enrolled in more than two courses in a trimester and achieves E grades in all courses will be considered "non-engaged". The University can suspend or exclude such students. For full details about restrictions and conditions refer to:

<http://www.victoria.ac.nz/home/study/academic-progress>.

Also, please note that students will be required to pass at least half of their courses in order to continue to qualify for a student loan. For more information see:

<http://www.victoria.ac.nz/home/admisenrol/payments/performance-criteria>.

## **COMMUNICATION OF ADDITIONAL INFORMATION**

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Official notices issued after the paper has commenced will be posted on Blackboard. The Course Coordinator will specify if Blackboard will be used.

## **STUDENT REPRESENTATIVES**

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Student representatives for the NZSM are elected in the first week of the trimester, and their names and contact details will be available to VUWSA and/or MAWSA, the Course Coordinator and to each class.

## **ACADEMIC INTEGRITY AND PLAGIARISM**

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Academic integrity means that university staff and students, in their teaching and learning, are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the school's learning, teaching and research activities are based. The NZSM's reputation for academic integrity adds value to your qualification.

The NZSM defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the NZSM website: <http://www.nzsm.ac.nz/about/statutes-policies.aspx#plagiarism>

## GENERAL NZSM POLICIES AND STATUTES

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Students should familiarise themselves with the NZSM's policies and statutes, especially those regarding Personal Courses of Study, Academic Grievances, Staff and Student Conduct. Please see <http://www.nzsm.ac.nz/about/statutes-policies.aspx>

For any statutes relating to the particular qualifications being studied, see either the Massey University Calendar or the Victoria University Calendar.

Information about Student Services, including Academic Mentoring for Māori and Pasifika Students, and support for Students with Disabilities, is to be found in the NZSM Student Handbook (available from the NZSM offices on each campus).

## HUMAN ETHICS GUIDELINES

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Any student assessment or project at any level that involves human subjects (including the documenting, interviewing and recording of information from people) must follow ethics guidelines. For courses in Music Therapy, students must follow Massey University Ethics guidelines. For all other courses, students must follow VUW Ethics Guidelines. For information and assistance as it relates to your course, consult first with your Course Coordinator. Guidelines are given at these URLs:

- <http://www.victoria.ac.nz/fgr/current-phd/ethics>.
- <http://www.massey.ac.nz/massey/research/research-ethics/human-ethics/>

## WHERE TO FIND MORE DETAILED INFORMATION

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As Victoria University of Wellington is the Institute of Enrolment for the NZSM, further detailed information about dates, grades, enrolment procedures and qualification status can be found on their website:

- Student grades, academic profile, academic timetable, campus announcements, etc.:
  - [my.vuw.ac.nz](http://my.vuw.ac.nz)
- Key dates, explanations of grades, plagiarism:
  - [www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study)
- Monitoring of academic progress, and how enrolment can be restricted:
  - [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress)
- Course withdrawal, degree planning, credit transfer and academic transcripts:
  - [www.victoria.ac.nz/fhss/student-admin/faqs](http://www.victoria.ac.nz/fhss/student-admin/faqs).

## EVENTS

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Students should sign up to the **Dawn Chorus**, the NZSM's events e-newsletter, by emailing [events@nzsm.ac.nz](mailto:events@nzsm.ac.nz) with "subscribe dawn chorus" in the subject line.

**Events & Marketing Coordinator:** Stephen Gibbs

**Phone:** (04) 463 4766

**Email:** [stephen.gibbs@nzsm.ac.nz](mailto:stephen.gibbs@nzsm.ac.nz)

**Website:** <http://www.nzsm.ac.nz/events/>