



## PAPER OUTLINE 2012

**Paper Code & Title:** NZSM 415 *Small Ensemble Second Study*  
**Year:** 2012 **Points:** 15  
**CRN:** 13776 **Trimester:** 1 **Campus:** NZSM - VUW Kelburn  
**Prerequisites:** *Audition.*  
**Corequisites:** *None*  
**Restrictions:** *None*

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**Key dates:** Teaching dates: 5 March–8 June 2012  
Mid-trimester break: 6–22 April 2012  
Study week: 11–15 June 2012  
Exam/Assessment period: May 21–June 1  
(where applicable) *NB: For courses with exams, students must be available to attend the exam at any time during this period.*  
Withdrawal dates: 16 March 2012  
*You can withdraw from this course on or before this date with full refund of the course fee by completing an FHSS Change of Course 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.aspx>  
Note that both late withdrawal and course failure may affect your Studylink eligibility. See below for more details.*

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**Course Coordinator:** Inbal Megiddo  
**Contact phone:** 463 5861 **Email:** [inbal.megiddo@nzsm.ac.nz](mailto:inbal.megiddo@nzsm.ac.nz)  
**Office located at:** 304a, Kelburn Campus  
**Office hours:** Tuesdays 2.10-3pm, or by appointment

**Other staff member(s):** Dr. Martin Riseley, Room 304c, Kelburn Campus  
**Contact phone:** 04 463 5858 **Email:** [martin.riseley@nzsm.ac.nz](mailto:martin.riseley@nzsm.ac.nz)

Andrew Jarvis, Room 115, Kelburn Campus  
04 4635322 x 8073 **Email:** [andrew.jarvis@nzsm.ac.nz](mailto:andrew.jarvis@nzsm.ac.nz)

Debbie Rawson, room 115, Kelburn Campus  
04 4635233 x 8073 **Email:** [debbie.rawson@nzsm.ac.nz](mailto:debbie.rawson@nzsm.ac.nz)

New Zealand String Quartet, Room 212, Kelburn Campus  
[Doug.beilman@nzsm.ac.nz](mailto:Doug.beilman@nzsm.ac.nz), [rolf.gjelsten@nzsm.ac.nz](mailto:rolf.gjelsten@nzsm.ac.nz),  
[helene.phol@nzsm.ac.nz](mailto:helene.phol@nzsm.ac.nz), [Gillian.ansell@nzsm.ac.nz](mailto:Gillian.ansell@nzsm.ac.nz)  
04 463 5866

Jian Liu, room 304b, Kelburn Campus  
04 463 5857, **Email:** [jian.liu@nzsm.ac.nz](mailto:jian.liu@nzsm.ac.nz)

**Tutors:** Details will be posted on Blackboard once groups are finalised.

**Rehearsal time/rooms:** Regular weekly rehearsals to be arranged by individual groups. Rooms to be booked by students as below.

**Coaching times/rooms:** To be arranged by individual groups in conjunction with staff. Rooms to

be booked through the Kelburn office or on booking sheets.

## **PAPER PRESCRIPTION**

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*Extension of ensemble skills and presentation of ensemble music including chamber music, contemporary ensemble, or Baroque workshop in an area that supplements or complements the main area of study.*

## **COURSE CONTENT & DELIVERY**

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Students wishing to propose pre-formed chamber groups must submit a Chamber Music Request Form, with details of all students and repertoire to Inbal Megiddo by Friday March 2.

It is expected that all members of the group will be enrolled in either NZSM 413/415: exceptions allowed only by permission of Course Co-ordinator.

Groups will be posted on Blackboard and relevant notice boards by the end of week 2 in Trimester 1. Students are expected to meet and organise rehearsal time as soon as groups are posted, and to begin rehearsals in week 3 of Trimester 1.

One member of each group will be nominated by the Course Co-ordinator to be the student contact person, with responsibility for making sure the scores are obtained, parts distributed, and for liaising with staff.

A staff member will be assigned to oversee each group, and will be the contact person for any issues that arise. Additional tutors may also be assigned to each group by the Course Co-ordinator.

There are a total of eight hours of coachings available per ensemble per trimester. All eight must be scheduled, with at least 3 completed by mid-trimester.

A tutorial sheet must be signed by the tutor at each tutorial and handed in before the assessment.

The assigned tutor must be contacted to devise a schedule for all 8 coachings by week 3 of Trimester 1. If there are difficulties contacting the tutor, the students must contact the Course Co-ordinator.

Before tutorials commence, students are expected to have thoroughly learned their parts, and to have had at least two rehearsals.

Signup sheets for assessments will be posted prior to each assessed performance. It is the responsibility of the groups to ensure that they find a slot.

Students are responsible for:

- Submitting any specific requests for groupings and repertoire by deadline
- Obtaining scores
- Setting up a regular weekly rehearsal time
- Booking rooms for rehearsals and coaching sessions
- Learning own parts thoroughly prior to rehearsals and tutorials
- Contributing to group rehearsals
- Attending set rehearsal times punctually
- Contacting the designated staff member or course co-ordinator if any problems arise
- Providing written programme notes for assessments at least one week prior to start of small ensemble assessment period (by May 15 and Sept. 10)
- Signing up for assessment time slot

*See course syllabus for more information.*

## READINGS, MATERIALS & EQUIPMENT

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### Essential texts:

Students are responsible for obtaining the necessary scores for this course, including purchasing scores where necessary.

Individual tutors may also specify reading and listening material for this paper.

## LEARNING OUTCOMES

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Students who have successfully completed this paper will:

1. Develop collaborative techniques of the highest professional level through the study, rehearsal and performance of chamber music.
2. Demonstrate professionalism in all aspects of preparation, rehearsal and performance including punctuality, reliability and personal presentation.

## ASSESSMENT REQUIREMENTS

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### Approved assessment regime

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

*There are 2 items of assessment:*

1. *Performance assessment – duration 20 - 25 minutes. Related to learning outcomes 1 and 2. (80%)*
2. *Coachings work grade. – combined grade for the eight coaching sessions. Related to learning outcomes 1 and 2. (20%)*

### Assessment details for this offering

<i>Assessment name</i>	<i>Word length / duration</i>	<i>Learning outcome(s)</i>	<i>Due date</i>	<i>% of final grade</i>
Assessed performance	20-25 minutes	1&2	May 21-June 1	80%
Coachings work grade		1&2	Prior to assessed performance	20%

\*Some assessments may take place outside this period, subject to course coordinator approval.

For performance papers assessed by recitals, an aegrotat cannot apply. Instead, the student (with the written approval of the teacher) must apply to the Director NZSM to have his/her assessment delayed. Any such delayed assessment must be completed prior to the start of the following trimester. **Error! Bookmark not defined.**

## 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 and pass each assessment item, by the dates specified
- b) Provide written programme notes for each assessment.
- c) Attend all scheduled coachings and hand in a completed coaching sheet at each coaching
- d) Three of the eight coachings must be completed before the mid-trimester break.

If for health reasons you are unable to complete all the work required for assessment purposes for this paper by 4 July, 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 should be deposited in –*

- Programme notes should be turned in to the Programme Administrator a week prior to start of exam period.
- Tutorial sheets must be signed by the coach at each coaching session, and completed sheets turned in to the Programme Administrator with the programme notes before assessments.
- Students are responsible for signing up for assessment time slots. Signup sheets will be posted prior to exam period.

*Marked assignments will be returned to the Programme Administrator at the office.*

## 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.aspx>

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.aspx>

## **EXPECTED WORKLOAD**

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A 15-point first-trimester paper should require at least 150 hours work (including class time). This means that in term time, the midterm break and study week you should be prepared to spend on average 10 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

## **COMMUNICATION OF ADDITIONAL INFORMATION**

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Official notices issued after the paper has commenced will be posted on the board outside the NZSM office on the Kelburn campus. Notices concerning a number of papers will also 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 programmes 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.aspx>
- <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.aspx](http://www.victoria.ac.nz/fhss/student-admin/faqs.aspx)

## EVENTS

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Regular events are held during trimesters 1 & 2 at all NZSM campuses. These events are for the benefit of all students, and include performances, masterclasses, special lectures and workshops given by staff, students and visiting artists.

All students are expected to keep time free to attend the weekly lunchtime concert on Friday at 12.10pm, along with other events as required.

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.

Music Forum will take place every Friday from 1:30pm-3:00pm. It will normally take place in Room 209, Kelburn Campus, but will take place on selected Fridays at Mt Cook, location to be announced.

**Events & Marketing Coordinator:** Stephen Gibbs

**Phone:** (04) 801 5799 ext 62119 **Email:** [stephen.gibbs@nzsm.ac.nz](mailto:stephen.gibbs@nzsm.ac.nz)

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