

COURSE CONTENT & DELIVERY

In 2012, the languages studied will be English and German. Trimester One will comprise the English module and Trimester 2 the German Module. There will be two 1-hour lectures per week. In the second half of the Trimester one of the hours will be assigned to tutorials on the set songs with an accompanist available.

READINGS, MATERIALS & EQUIPMENT

Essential texts:

Tri 1: No texts needed for the English module.

Tri2: German: PERF 1-236 Handbook for German
Collins German Dictionary and Grammar

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 13 February to 16 March, while postgraduate textbooks and student notes will be available from the top floor of vicbooks in the Student Union Building, Kelburn Campus. After week two of the trimester all undergraduate textbooks and student notes will be sold from vicbooks on Level 4 of the Student Union Building. Customers can order textbooks and student notes online at www.vicbooks.co.nz or email an order or enquiry to 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 8am–6pm, Monday–Friday during term time (closing at 5pm in the holidays). Phone: 463 5515

LEARNING OUTCOMES

Students who successfully complete this paper should be able to demonstrate knowledge of

1. the principles of text analysis, singing diction and the application of IPA (International Phonetic Alphabet) to indicate pronunciation in the languages studied
2. essential musical terminology in the foreign language(s) studied
3. enough basic grammar to be able, with the aid of a dictionary and/or given translations, to grasp the basic structures and meanings of song texts in the foreign language(s) studied to be able to declaim and sing selected song texts with clear and accurate pronunciation

ASSESSMENT REQUIREMENTS

Approved assessment regime

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

This paper is internally assessed.

For each language studied:

- 1. Portfolio of 2-4 short written and recorded exercises on course content. Related to learning outcomes 1-3. (15%)*
- 2. One written test. Related to learning outcomes 1-3. (35%)*
- 3. Presentation and performance in class of a song. Related to learning outcomes 1, 3. (15%)*
- 4. Individual oral test including the declamation and performance of one song or aria. Related to learning outcomes 1, 3). (35%)*

Assessment details for this offering

For each module (English and German) you will have the assessments outlined in the table below. Each module will contribute 50% of the overall grade for the course.

Portfolio of written and recorded exercises:

English: 4 written or recorded exercises

Assigned in Wednesday class and due the following Wednesday.

Due on the following dates: 29 March, 2 May, 9 May, 23 May

German: 4 written or recorded exercises

Assigned in Wednesday class and due the following Wednesday.

Due on the following dates: 16 August, 22 August, 19 September, 3 October

The oral tests and the written tests will be held in the final week of each trimester (in the week of 4 June for English and in the week of 15 October for German). The oral tests will be by individual appointment either within class time or at an agreed time outside of class in the same week.

For the individual oral tests and for the presentation and performance of a song in class, a schedule of individual times will be made available at least two weeks in advance.

Please refer to the Syllabus for further details of dates

<i>Assessment name</i>	<i>Word length / duration</i>	<i>Learning outcome(s)</i>	<i>Due date</i>	<i>% of final grade</i>
Portfolio of short written and recorded exercises on course content	n/a	1-3	As above	15
Presentation and performance in class of a song	15 mins	1,3	Assigned dates: tba	15
Individual oral test including the declamation and performance of one song or aria	15 mins	1,3	English: week of 4 th June German: week of 15 th October	35
One written test	50 mins	1-3	English: week of 4 th June German: week of 15 th October	35

PENALTIES

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

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.

MANDATORY PAPER REQUIREMENTS

Each student must:

- a) Submit the assessments specified for this course, on or by the specified dates (subject to such provisions as are stated for late submission of work).
- b) Attend at least 80% of lectures, tutorials and workshops related to this course.

If for health reasons you are unable to complete all the work required for assessment purposes for this paper by 17 November, you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

DEPOSIT AND COLLECTION OF ASSESSMENT

Deposit and collection of written work

Assignments for English handed in outside class time should be handed in at the NZSM reception, Kelburn, marked for the attention of Margaret Medlyn.

Assignments for German handed in outside class time should be marked for the attention of Lisa Harper Brown and handed in at the NZSM reception, Kelburn.

Marked assignments will be returned to you in class or via the pigeon holes outside room MS209.

SCALING OF GRADES

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

ACADEMIC PROGRESS, NON-ENGAGEMENT & STUDENT LOAN ELIGIBILITY

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

A 10-point full-year paper should require at least 100 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 3 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

COMMUNICATION OF ADDITIONAL INFORMATION

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

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

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

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

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

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
- Key dates, explanations of grades, plagiarism:
 - www.victoria.ac.nz/home/study
- Monitoring of academic progress, and how enrolment can be restricted:
 - 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

EVENTS

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 with "subscribe dawn chorus" in the subject line.

Events & Marketing Coordinator: Stephen Gibbs

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

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