



## PAPER OUTLINE 2013

**Paper Code & Title:** PERF 210 *Introduction to Conducting*  
**Trimester:** 2                      **Year:** 2013  
**CRN:** 19782                      **Campus:** NZSM - VUW Kelburn  
**Points:** 15  
**Prerequisites:** MUSC167, B+ or higher in MUSC266 and audition  
**Corequisites:** None  
**Restrictions:** MUSC210, NZSM261

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**Important dates:** Trimester dates: 15 July–17 November 2013  
Teaching dates: 15 July–18 October 2013  
Mid-trimester break: 26 August–8 September 2013  
Study period: 21–25 October 2013  
Examination/Assessment period: 25 October–16 November 2013  
(where applicable) *NB: For courses with exams, students must be available to attend the exam at any time during this period.*  
Last assessment item due: TBC  
Withdrawal date: 26 July 2013  
Refer to  
[www.victoria.ac.nz/home/admission/payments/withdrawalsrefunds](http://www.victoria.ac.nz/home/admission/payments/withdrawalsrefunds)  
If you cannot complete an assignment or sit a test or examination (aegrotats), refer to  
[www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)

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**Course Coordinator:** Ken Young  
**Contact phone:** (04) 463 9797                      **Email:** [kenneth.young@nzsm.ac.nz](mailto:kenneth.young@nzsm.ac.nz)  
**Office located at:** Room 102, 94 Fairlie Terrace, Kelburn campus  
**Office hours:** Tuesdays and Thursdays, 1-3pm

**Class times & locations:** Thursday, 11:30am–1:00pm (Room MS301)

**Tutorial times & locations:** To be arranged individually with Course Coordinator

## PRESCRIPTION

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*An introduction to conducting, with further development of relevant musicianship skills and techniques. Note: This paper is limited to 20 students.*

## TEACHING FORMAT

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This course comprises one 1.5-hour lecture per week, and individual tutorials as arranged with the Course Coordinator.

*See attached course syllabus for more information.*

## WORKLOAD

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A 15-point one-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.

## READINGS, MATERIALS & EQUIPMENT

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Students will be required to purchase one conductor baton, at a cost of approximately \$30. Various scores and materials will be issued during the trimester either at no cost to the student or to be printed by the student from Blackboard. Purchase of one clear file folder is suggested.

## PAPER LEARNING OBJECTIVES

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

1. develop a basic baton technique along with an ability to direct dynamics, expression and cues
2. demonstrate an ability to sight-read a single melodic line at the keyboard and sight-singing passages employing treble, bass, alto and tenor clefs and/or transposing instruments
3. demonstrate an ability to read and analyse an orchestral score up to 16 staves.

## ASSESSMENT

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### Approved assessment regime

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

*There are 4 items of assessment:*

1. Conducting a set operatic excerpt with piano and solo singers drawn from the class. Related to learning outcomes 1 and 3. (20%)
2. Essay of 1,000 words. Related to learning outcome 3. (15%)
3. Sight-reading and sight-singing. Related to learning outcome 2. (25%)
4. Conducting a set work played by a small ensemble. Related to learning outcomes 1 and 3. (40%)

### Assessment details for this offering

<i>Assessment items and workload per item</i>	<i>Word length / duration</i>	<i>Learning objective(s)</i>	<i>Due date</i>	<i>%</i>
Conducting set operatic excerpt with piano and singers	2 minutes	1 and 3	22 August	20%
Essay	1000 words	3	12 September	15%
Sightreading and sightsinging test; 3 melodies of 16-32 bars, one to be performed at the keyboard and two to be sung	10 minutes	2	10 October	25%
Conducting set work played by a small ensemble	5 minutes	1 and 3	TBC	40%

## 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 [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides). Five percent (5%) will be deducted for written work that does not conform to these standards.

## **MANDATORY PAPER REQUIREMENTS**

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In addition to achieving an overall pass mark of 50%, students must:

- a) complete each item of assessment, by the specified dates
- b) attend at least 80% of classes 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.

## **SUBMISSION AND RETURN OF WORK**

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*Assignments should be deposited in Ken Young's mail box at the Kelburn campus.  
Marked assignments will be returned to students in class time.*

## **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:

[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:

[www.victoria.ac.nz/home/study/academic-progress](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:

[www.victoria.ac.nz/home/admisenrol/payments/loansandallowances/performance-criteria](http://www.victoria.ac.nz/home/admisenrol/payments/loansandallowances/performance-criteria)

## **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.

## CLASS REPRESENTATIVES

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Class 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. You can find out more information on Class Representatives on the VUWSA website ([www.vuwsa.org.nz](http://www.vuwsa.org.nz)) or MaWSA website ([www.mawsa.org.nz](http://www.mawsa.org.nz))

Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:
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## STUDENT FEEDBACK

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Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php)

## 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: [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides)

## 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 [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides)

For any statutes relating to the particular qualifications being studied, see either the Massey University Calendar or the Victoria University of Wellington 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 at [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides) or in hard copy 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:

- <https://intranet.victoria.ac.nz/research-office/policy-and-services/ethics.html>
- [www.massey.ac.nz/massey/research/research-ethics/human-ethics](http://www.massey.ac.nz/massey/research/research-ethics/human-ethics)

## OTHER IMPORTANT INFORMATION

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The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Aegrotats: [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)
- Academic Progress (including restrictions and non-engagement): [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress)
- Dates and deadlines: [www.victoria.ac.nz/home/study/dates](http://www.victoria.ac.nz/home/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/home/study/exams-and-assessments/grades](http://www.victoria.ac.nz/home/study/exams-and-assessments/grades)
- Resolving academic issues: [www.victoria.ac.nz/home/about/avcacademic/publications2#grievances](http://www.victoria.ac.nz/home/about/avcacademic/publications2#grievances)
- Special passes: [www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass](http://www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy)
- Student support: [www.victoria.ac.nz/home/viclife/student-service](http://www.victoria.ac.nz/home/viclife/student-service)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability) OR [www.massey.ac.nz/massey/student-life/services-and-resources/disability-services/disability-services\\_home.cfm](http://www.massey.ac.nz/massey/student-life/services-and-resources/disability-services/disability-services_home.cfm)
- Student Charter: [www.victoria.ac.nz/home/viclife/student-charter](http://www.victoria.ac.nz/home/viclife/student-charter)
- Student Contract: [www.victoria.ac.nz/home/admisenrol/enrol/studentcontract](http://www.victoria.ac.nz/home/admisenrol/enrol/studentcontract)
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/home/about](http://www.victoria.ac.nz/home/about) OR [www.massey.ac.nz/massey/home.cfm](http://www.massey.ac.nz/massey/home.cfm)
- NZSM Student Handbook: [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides)
- Scholarships and prizes relevant to NZSM students: [www.nzsm.ac.nz/student-zone/scholarships-and-prizes](http://www.nzsm.ac.nz/student-zone/scholarships-and-prizes)
- Your grades, academic profile, timetable, etc.: [my.vuw.ac.nz](http://my.vuw.ac.nz)

## 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.

**Events & Marketing Coordinator:** Stephen Gibbs

**Phone:** (04) 463 4766 **Email:** [stephen.gibbs@nzsm.ac.nz](mailto:stephen.gibbs@nzsm.ac.nz)

**Website:** [www.nzsm.ac.nz/events](http://www.nzsm.ac.nz/events)