



PAPER OUTLINE 2013

Paper Code & Title: **MUSC 160** *Basic Musical Techniques*
Trimester: 3 **Year:** 2013
CRN: 19975 **Campus:** NZSM - Massey Mt Cook
Points: 20
Prerequisites: *None*
Corequisites: *None*
Restrictions: *MUSC 164, 166, MUSI 105, 107, 108, NZSM 160, 161, 162, 133.109*

Important dates: Trimester dates: 18 November 2013–23 February 2014
 Teaching dates: 13 January–14 February 2014
 Mid-trimester break: N/A
 Study period: N/A
 Examination/Assessment period: N/A
 (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: 14 February 2014
 Withdrawal date: 17 January 2014
 Refer to
 www.victoria.ac.nz/home/admisenrol/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

Course Coordinator: Geoffrey Coker
Contact phone: (04) 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 1D30 at the Mt Cook Campus

Tutors: Reuben Chin **Email:** chinreub@myvuw.ac.nz

Class times & locations: Monday, Tuesday, Wednesday, Thursday, Friday 9:00am–9:50am (MUW Room 1D16)

Tutorial times & locations: Monday, Tuesday, Wednesday, Thursday, Friday 10:00am–10:50am (MUW Rooms 1D14, 1D15, and 1D16)

Classes with tutorials:

Tutorials commence on the second day of the trimester. The timetable for this will be arranged in class.

PRESCRIPTION

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.

TEACHING FORMAT

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

See attached course syllabus for more information.

WORKLOAD

A 20-point one-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

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 will be sold from vicbooks' new store, Ground Floor Easterfield 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.

Alternatively, textbooks will be made available for purchase (with cash or eftpos) at the first class of the trimester on the Mt Cook campus

PAPER LEARNING OBJECTIVES

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

Approved assessment regime

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

There are five items of assessment:

1. Ten to twelve progressive assessments. Related to learning outcome 1. (30%).
2. In-Class Written Test. Related to learning outcome 1. (20%).
3. Aural Tests. Related to learning outcomes 2, 3. (10%).
4. Keyboard Tests. Related to learning outcomes 2, 3. (10%).
5. Final Test. Related to learning outcome 1. (30%).

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>
Ten Progressive Assignments	Ranging from 10-30 minutes ea	1	16, 21, 23, 24, 27, 29 January; 3, 5, 10, 12 February	30%
In-Class Written Test	50 minutes	1	29 January	20%
Aural Tests	10 minutes	2, 3	27 January; 13 February	10%
Keyboard Tests	10 minutes	2, 3	31 January; 14 February	10%
Final Test	50 minutes	1	14 February	30%

PENALTIES

Assignments must be submitted by the due dates. Late assignments will not be accepted.

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

MANDATORY PAPER REQUIREMENTS

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

- a) complete the five 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 Keyboard 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 23 February, you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

SUBMISSION AND RETURN OF WORK

*Assignments should be submitted in class or via Blackboard. See syllabus for details.
Marked assignments will be returned in class or via Blackboard. See syllabus for details.*

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:

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:

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

COMMUNICATION OF ADDITIONAL INFORMATION

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

CLASS REPRESENTATIVES

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) or MaWSA website (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:

STUDENT FEEDBACK

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

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: www.nzsm.ac.nz/student-zone/student-guides

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 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 or in hard copy 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:

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

OTHER IMPORTANT INFORMATION

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