



PAPER OUTLINE 2014

Paper Code & Title: MUSC 160 *Basic Musical Techniques*
Trimester: 2 **Year:** 2014
CRN: 15566 **Campus:** NZSM - VUW Kelburn
Points: 20
Prerequisites: None
Corequisites: None
Restrictions: MUSC 164, 166, MUSI 105, 107, 108, NZSM 160, 161, 162, 133.109

Important dates: Trimester dates: 14 July–16 November 2014
 Teaching dates: 14 July–17 October 2014
 Mid-trimester break: 25 August–7 September 2014

 Study week: 20–24 October 2014
Examination/Assessment Period: 24 October–15 November 2014
(where applicable) *NB: For courses with exams, students must be available to attend the exam at any time during this period.*

 Withdrawal date: 25 July 2014
 Refer to
 www.victoria.ac.nz/students/study/withdrawals-refunds
 If you cannot complete an assignment or sit a test or examination, refer to
 www.victoria.ac.nz/students/study/exams/aegrotats

Class times & locations: Monday, Wednesday, Thursday, 1:10pm–2:00pm (Room HULT220)
Tutorial times & locations: Tuesday, 12:00pm–12:50pm (Room FT 94 003)
 Wednesday, 4:10pm–5:00pm (Room FT 94 003)
 Friday, 3:10pm–4:00pm (Room FT 94 003)

Tutorials commence in the second week of the trimester. Groups will be posted on Blackboard and/or on the noticeboard outside the office on the NZSM Kelburn campus at the start of Week 2.

- 1) *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.*
- 2) *MP3s of aural examples will be available from Blackboard.*

NAMES AND CONTACT DETAILS

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: Mondays 11:00am -11:50 am

Other staff member(s): Jonathan Berkahn
Contact phone: 463 9797 **Email:** jonathan.berkahn@nzsm.ac.nz
Office(s) located at: Room 102, 94 Fairlie Terrace, Kelburn Campus

Programme Administrator: Kate Gerrard **Email:** kate.gerrard@nzsm.ac.nz

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.

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.

PAPER LEARNING OUTCOMES

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.

These learning outcomes contribute to the NZSM Graduate Attributes. For a full list, please see www.nzsm.ac.nz/study-here/graduate-attributes

TEACHING FORMAT

This course comprises three 50-minute lectures and one 50-minute tutorial per week.

See attached course syllabus for more information.

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.

In order to fulfil mandatory requirement (a) above, students must submit at least eight of ten written assignments, take both musicianship quizzes, and complete each component of the musicianship project.

WORKLOAD

A 20-point one-trimester course should require at least 200 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 13 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

48 hours are spent in Lectures and Musicianship Labs.

Outside of these classes, the time should be allocated in proportion to the weighting of the different elements of the course. As a guide:

106 hours should be spent on study related to Theory – study groups, private reading, preparation of fragments and assignments and revision for tests.

46 hours each should be spent practicing Musicianship skills, and preparing the musicianship project.

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 outcomes 1, 2 and 3. (30%).
2. In-class test. Related to learning outcome 1. (20%).
3. Musicianship quizzes. Related to learning outcomes 2 & 3. (10%).
4. Musicianship project. Related to learning outcomes 2 & 3. (10%).
5. Final examination. Related to learning outcome 1. (30%).

Assessment details for this offering

<i>Assessment items</i>	<i>Word length / duration</i>	<i>Learning outcome(s)</i>	<i>Due date</i>	<i>%</i>
Ten Progressive Assignments	10 to 20 Minutes	1, 2, 3	17, 24, 31 July 7, 14 August 18, 25 September 6, 9, 16 October	30%
In Class Test	50 Minutes	1	20 August	20%
Musicianship Quiz Aural Musicianship Quiz Keyboard	20 Minutes 5 Minutes	2 3	11 September 18 September	10%
Musicianship Project Proposal Musicianship Project Essay Musicianship Project Performance	250 Words 1,000 Words 5 Minutes	2, 3	28 September 17 October 17 October	10%
Final Examination	120 Minutes	1	TBA in examination period	30%

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.

Assignments will normally be marked and returned as soon as possible, within three weeks of the date of submission.

EXTENSIONS AND 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 **NZSM Guidelines for Academic Work**, which can be downloaded from 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 **NZSM Composition and Orchestration Style Guide**, available from 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.

Sonic Arts work should be submitted as a clearly labelled Audio CD, or, for multimedia works, as a DVD or as a QuickTime data file on a data CD-ROM.

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 2014: www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf

SET TEXTS

Students are expected to purchase the following texts:

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

The price of the anthology includes handout notes.

All textbooks and student notes will be sold from vicbooks, 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.

CLASS REPRESENTATIVE

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:

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STUDENT FEEDBACK

Students will have the opportunity to complete a CAD evaluation form at the conclusion of the paper. Student feedback on University courses may be found at

www.cad.vuw.ac.nz/feedback/feedback_display.php

Enhancements made to this course, based on the feedback of previous students, will be covered during the course.

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:

- www.victoria.ac.nz/research/support/research-office/ethics-approval/human-ethics
- 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:

- **Academic Integrity and Plagiarism:** www.victoria.ac.nz/students/study/exams/integrity-plagiarism. Find out more about plagiarism, how to avoid it and penalties on the NZSM website: www.nzsm.ac.nz/student-zone/student-guides
- **Aegrotats:** www.victoria.ac.nz/students/study/exams/aegrotats
- **Academic Progress** (including restrictions and non-engagement): www.victoria.ac.nz/students/study/progress/academic-progress
- **Dates and deadlines:** www.victoria.ac.nz/students/study/dates
- **FHSS Student and Academic Services Office:** www.victoria.ac.nz/fhss/student-admin
- **Grades:** www.victoria.ac.nz/students/study/progress/grades
- **Resolving academic issues:** www.victoria.ac.nz/about/governance/dvc-academic/publications
- **Special passes:** www.victoria.ac.nz/about/governance/dvc-academic/publications
- **Statutes and policies including the Student Conduct Statute:** www.victoria.ac.nz/about/governance/strategy
- **Student support:** www.victoria.ac.nz/students/support
- **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/study/apply-enrol/terms-conditions/student-charter
- **Student Contract:** www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- **Subject Librarians:** library.victoria.ac.nz/library-v2/find-your-subject-librarian AND www.massey.ac.nz/massey/research/library/about-us/addresses-and-staff/sections/information-research-services.cfm
- **Turnitin:** www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- **University structure:** www.victoria.ac.nz/about/governance/structure 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

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).

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) 463 4766 **Email:** stephen.gibbs@nzsm.ac.nz

Website: www.nzsm.ac.nz/events