



NEW ZEALAND SCHOOL OF MUSIC

PERF 133 *Small Ensemble 1* 10 POINTS

FULL-YEAR 2015

Important dates

Trimester dates: 2 March to 15 November 2015

Teaching dates: 2 March to 16 October 2015

Easter/Mid-trimester break: 3 to 19 April 2015

Mid-year break: 2 to 12 July 2015

Mid-trimester break 2/3: 24 August to 6 September 2015

Study period: 19 to 23 October 2015

Examination/Assessment Period: 23 October to 14 November 2015

Withdrawal dates: 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.

For performance courses 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.

Class times and locations

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

Coaching times/rooms: To be arranged by individual groups in conjunction with staff. Rooms are to be booked through the Kelburn office or on booking sheets.

Workshop time/rooms: There will be a workshop and masterclass held in each trimester, given by the New Zealand String Quartet. These dates and times will be posted on Blackboard by the start of Trimester 1.

Names and contact details

Course Coordinator: Douglas Beilman
Contact phone: 021 0201 5325 **Email:** douglas.beilman@nzsm.ac.nz
Office located at: Room 212, Main Music Block, Kelburn Campus
Office hours: By appointment

Other staff member(s): New Zealand String Quartet
Contact phone: 463 5866 **Email:** helene.pohl@nzsm.ac.nz
douglas.beilman@nzsm.ac.nz
gillian.ansell@nzsm.ac.nz
rolf.gjelsten@nzsm.ac.nz

Office(s) located at: Room 212, Main Music Block, Kelburn Campus

Other staff member(s): Martin Riseley
Contact phone: 463 5858 **Email:** martin.riseley@nzsm.ac.nz
Office(s) located at: Room 104, 90 Fairlie Terrace, Kelburn Campus

Other staff member(s): Matthew Allison (acting Head of Brass)
Contact phone: 463 5233 ext. 8073 **Email:** matthew.allison@vuw.ac.nz
Office(s) located at: Room 115, Main Music Block, Kelburn Campus

Other staff member(s): Debbie Rawson
Contact phone: 463 5233 ext. 8073 **Email:** debbie.rawson@nzsm.ac.nz
Office(s) located at: Room 115, Main Music Block, Kelburn Campus

Other staff member(s): Donald Maurice
Contact phone: 463 5850 **Email:** donald.maurice@nzsm.ac.nz
Office(s) located at: Room 105, 90 Fairlie Terrace, Kelburn Campus

Other staff member(s): Jian Liu
Contact phone: 463 5857 **Email:** jian.liu@nzsm.ac.nz
Office(s) located at: Room 304b, Main Music Block, Kelburn Campus

Other staff member(s): Inbal Megiddo
Contact phone: 463 5861 **Email:** inbal.megiddo@nzsm.ac.nz
Office(s) located at: Room 304c, Main Music Block, Kelburn Campus

Other staff member(s): Jane Curry
Contact phone: 463 9794 **Email:** jane.curry@nzsm.ac.nz
Office(s) located at: Room 107, 88 Fairlie Terrace, Kelburn Campus

Other staff member(s): Margaret Medlyn
Contact phone: 463 9488 **Email:** margaret.medlyn@nzsm.ac.nz
Office(s) located at: Room 108, 88 Fairlie Terrace, Kelburn Campus

Tutors: Details of tutors for coachings will be posted on Blackboard once groups are finalised.

Programme Administrator: Belinda Behle **Email:** belinda.behle@nzsm.ac.nz

Communication of additional information

Official notices issued after the course has commenced will be posted on the board outside the NZSM office on the Kelburn campus. Notices concerning a number of courses will also be posted on Blackboard. The Course Coordinator will specify if Blackboard will be used.

Prescription

An introduction to the preparation and presentation of music for small ensembles.

Course learning objectives (CLOs)

Students who successfully complete this course will be able to:

1. demonstrate collaborative techniques 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.

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

Teaching format

Please note the coaching, workshops and masterclasses specified in the Mandatory Requirements includes both the group coachings, and the workshops/masterclasses held by the NZSQ as well as those held during the Performance Workshop times. Attendance at all these classes is mandatory.

Students wishing to propose pre-formed chamber groups must submit a Chamber Music Request Form, with details of all students and repertoire to Doug Beilman by Monday 16 February for Trimester 1, and Monday 29 June for Trimester 2. Only fully formed group requests will be accepted, and all members have to agree to the arrangement for the entire trimester. It is also **NOT** a guarantee that you will be granted with the request, but it will be taken into consideration.

If a student chooses to participate in a group additional to the group they have been allocated (subject to approval of the Course Coordinator), they must complete their participation in all their groups up to and including the assessment performance. In these circumstances, students may choose which group they would like to be assessed on in the final performance, but will be graded on the coachings for *all* their groups.

It is expected that all members of the group will be enrolled in either PERF 133/233/333/433: exceptions allowed only by permission of the Course Coordinator.

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

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

IMPORTANT: There are a total of five hours of coachings available per ensemble per trimester. **As stated in the Mandatory Requirements, all five must be scheduled, with at least 2 completed, by the mid-trimester break. The group leader is responsible for emailing this information to the Course Coordinator by *Thursday 2 April (Trimester 1) and Friday 21 August (Trimester 2).***

One main tutor will be assigned to each group, and will be the contact person for any issues that arise. Students should have all five coachings with the main tutor. In certain instances, students may have the option to have four coachings with the main tutor and one with an additional tutor. **If students wish to take up this option, the additional tutor must first be approved by the Course Coordinator. Students must not schedule any coachings with additional tutors without prior approval.**

The Coaching Work Grade (20%) will be based on the following criteria after every coaching:

1. Preparedness – punctuality, knowledge of score and part
2. Responsiveness to feedback – during coaching, from one coaching to the next
3. Interaction with group – collaborative skills.

The assigned main tutor must be contacted to devise a schedule for all coachings by week 3 of Trimester 1, and week 2 of Trimester 2. If there are difficulties contacting the tutor, the students must contact the Course Coordinator.

IMPORTANT: Any changes to tutors (i.e. asking tutors who are not assigned to your group for coaching) will need to be approved first by the Course Coordinator. A tutorial sheet must be signed by the tutor at each tutorial and handed in before the assessment.

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

This course also requires students to attend the four Chamber Music workshops scheduled as part of the Friday Performance Workshops, and the workshops/masterclasses conducted by NZSQ each trimester. The dates and times of all workshops will be announced on Blackboard by the start of Trimester 1.

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 Coordinator if any problems arise
- providing written programme notes for assessments at least one week prior to start of small ensemble assessment period (by 13 May and 21 September).

See attached course syllabus for more information.

Mandatory course requirements

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

- a) complete each item of assessment worth at least 10%. Where the item contains multiple subcomponents (e.g. a portfolio of journal entries, or similar), students must complete at least 50% of those subcomponents
- b) provide written programme notes for each assessment
- c) attend and complete all scheduled coachings, performances and workshops/masterclasses unless absence is due to verified medical reasons or advance permission for absence has been given by the teacher/lecturer, and hand in a completed coaching sheet at each coaching
- d) have completed at least two of the five coachings for each trimester before the mid-trimester break.

Workload

A 10-point full-year course should require at least 100 hours work (including class time). This means that in trimester time, the mid-trimester 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.

Assessment

Approved assessment regime

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

There are 4 items of assessment:

1. Assessed performance 1 - approx 15 mins. Related to learning objectives 1-2. (40%)
2. Assessed performance 2 - approx 15 mins. Related to learning objectives 1-2. (40%)
3. Trimester One Coachings Work Grade – combined grade for the five Trimester One coaching sessions. Related to learning objectives 1-2. (10%)
4. Trimester Two Coachings Work Grade – combined grade for the five Trimester Two coaching sessions. Related to learning objectives 1-2. (10%)

Assessment details for this offering

Assessment items and workload per item	%	CLO(s)	Due date
<i>Assessed Performance 1 (approx. 15 mins) including written programme notes</i>	40	1&2	20 May – 29 May*
<i>Assessed Performance 2 (approx. 15 mins) including written programme notes</i>	40	1&2	28 Sep – 9 Oct*
<i>Trimester One Coachings Work Grade</i>	10	1&2	<i>Prior to scheduled assessed performance 1</i>
<i>Trimester Two Coachings Work Grade</i>	10	1&2	<i>Prior to scheduled assessed performance 2</i>

*Some assessments may take place outside this period, subject to Course Coordinator approval.

IMPORTANT: There will be four chamber music concerts toward the end of each trimester, and your group will be assigned to perform at one of the concerts each trimester. Those will be your assessed performances. **It is your responsibility to keep all these dates and times free.** The dates are the following:

Trimester one:

- Wednesday 20 May: 7:30 – 9:30pm
- Thursday 21 May: 7:30 – 9:30pm
- Monday 25 May: 7:30pm – 9:30pm
- Friday 29 May: 7:30pm – 9:30pm

Trimester two:

- Monday 28 September: 7:30pm – 9:30pm
- Friday 2 October: 7:30pm – 9:30pm
- Thursday 8 October: 7:30pm – 9:30pm
- Friday 9 October: 7:30pm – 9:30pm

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Submission and return of work

- Programme notes should be turned in to the Programme Administrator a week prior to start of small ensemble assessment period (by May 13 and 21 September)
- Tutorial sheets must be signed by the tutor at each coaching session, and completed sheets turned in to the Programme Administrator before assessments.

Extensions and penalties

Extensions

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.

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.

Materials and equipment and/or additional expenses

Please be prepared to make music purchases on a regular basis. You will slowly be building up your own library over many years so regard it as an investment. Keep your eyes open for second hand music but learn first which editions are acceptable. There are also websites that offer cheaper downloadable sheet music.

Recommended reading

Students are encouraged to listen to recordings of the work(s) they are studying. Researching information about the composers and works will also amplify understanding of their allocated works.

Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

Student feedback

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

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

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
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- 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
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz
- NZSM Policies, Statutes and Student Handbook: www.nzsm.ac.nz/student-zone/student-guides
- Scholarships and prizes relevant to NZSM students: www.nzsm.ac.nz/study-careers/scholarships-and-prizes

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.

Website: www.nzsm.ac.nz/events