

**UNIVERSITY OF CENTRAL FLORIDA  
MUSIC BIBLIOGRAPHY AND RESEARCH  
MUH 6916 (Fall 2019)**

**Instructor: Scott Warfield  
Office: PAC M227; Telephone: 407-823-1144  
E-mail: scott.warfield@ucf.edu**

**Section 1 (class # 89664)  
Meets: TUES, 6:00 - 8:50 pm  
Location: PAC M261**

**Course Summary: Policies and Procedures**

**PREREQUISITE:** Admission to the graduate program in Music or permission of the instructor.

**TEXTBOOK AND MATERIALS (Required and Recommended; Used Copies Acceptable):**

1. [REQUIRED] Jane Gottlieb, *Music Library and Research Skills*, 2<sup>nd</sup> ed. (New York & Oxford: Oxford University Press, 2017) [ISBN : 978-0-190-26794-0] [NEW textbook for Fall 2019, used 2<sup>nd</sup> editions acceptable]
2. [REQUIRED] Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, and William T. Fitzgerald, *The Craft of Research*, 4<sup>th</sup> ed. [Paperback] (Chicago, University of Chicago Press, 2016) [ISBN : 978-0-226-23973-6] [NEW edition since Fall 2018]
3. Regular access to a computer with access to the internet, the ability to download and read PDF documents, and the ability to create documents in a recent version of WORD (or a compatible format). **NB.** Students are encouraged to bring computers (or other devices) with internet access to class. See below on how to connect to the UCF wireless network. Also, see the UCF Apps link at the bottom right on the myUCF page for access to Microsoft WORD programs. For those who wish to purchase those programs at a significant discount, go to: [Centralflorida.onthehub.com](http://Centralflorida.onthehub.com).
4. A jump drive or other form of portable computer storage and backup for all papers (your own) and downloaded documents.
5. [OPTIONAL] 1 or 2 notebooks. The first for regular class note-taking and the second for recording your work on the bibliography project. **NB.** You may also accomplish this sort of notetaking through separate WORD files on a computer or other device.
6. Other articles & works to be announced as the semester progresses. Items will be placed on electronic reserve or you will be advised to acquire copies or photocopies of relevant portions of works as needed.

**COURSE OBJECTIVES:** This course is an introduction to the materials of music scholarship and the techniques and methods by which they are found and used. In this course you will become acquainted with and learn to use:

- Libraries (especially including the UCF collection), and their methods of organization
- Indices and union catalogs, *e.g.*, RILM, Music Index, WorldCat
- Encyclopedias, dictionaries, and other reference works
- Music journals and other periodical literature
- Literature on music, including specialized catalogs and guidebooks
- Miscellaneous electronic resources, including the internet
- Music Scores, CDs, DVDs and other forms of recorded music

You will also learn:

- how to find and locate materials of all kinds, both locally and from other sources
- how to assemble, organize, and control lists of materials
- how to read, evaluate, and use these materials
- how to prepare documents, including footnotes, bibliographies, and other scholarly apparatus, for professional presentation
- how to write about music in different contexts and for different readerships
- how to use Microsoft WORD (and similar programs) more effectively

---

**COMMUNICATION:** It is your obligation to read, follow, and complete all assignments and other instructions (verbal or written) given to you in the course of this semester. You are responsible for any information or instructions given out in any of the following ways:

- **Class Announcements:** At the beginning of every class meeting, I may make brief announcements and reminders of important information related to MUH 6916. You are responsible for this information, whether you are present or not at that time. Be prompt to class.
- **Email:** I will regularly send you brief messages with important information related to MUH 6916, possibly including attachments in WORD or PDF formats. These messages will always have a header that includes the course number "MUH 6916." It is your responsibility to have a working "Knights E-Mail" account (see: <http://knightsemail.ucf.edu/> to establish your free account), and to check your account at least twice every week for any messages that I may send. **No other email accounts will be used in this course, and any messages sent to me from other accounts will be ignored and deleted without a response. Failure to follow this instruction will not be an acceptable excuse for missed assignments, tests, or other adverse actions affecting your grade in this course.** Feel free to send questions or notify me of problems at any time via email. I will generally respond within 24 hours. **NB.** Please note the following guidelines for your email messages sent to me for this course:

- Your message must have a header that includes the words "MUH 6916" somewhere in it.
- Your message must have a full name signature in the body of the message. (Hint: Use your emailer's "signature file" to save yourself from this problem.)
- Emails that do not identify the course in the header and/or lack a full name signature in the body of the message will be discarded and ignored.
- Emails sent during class time (between 6:00 pm and 8:50 pm, Tues) will not be accepted or answered. Messages sent during class time will be considered a sign that you are absent from class, and you will be marked as such for that day whether you are physically present in the classroom or not.
- **Course Web Pages:** A set of web pages for this course has been established at: <http://faculty.cah.ucf.edu/~swarfiel/MUH6916/6916home.html>. All course information will be posted there, including copies of the syllabus, schedule, instructions for all assignments, review materials and links to other useful information. When in doubt about any assignment, refer to the web pages. These pages may be updated, and I may inform you (via email) of significant changes to these pages.
- **Office Hours & Out of Class:** Official office hours will be posted on my office door. I will almost always be available sometime immediately after class, and I will be glad to speak with you at any time that I am not otherwise occupied. To ensure that I will be available, however, set up an appointment (via email, phone message or in class). For emergencies, please call my office (407-823-1144) or the UCF Music Dept. office (407-823-2869) to leave a message, or use email.

---

**ATTENDANCE:** Regular class attendance is expected of all enrolled students. As graduate students you will not earn any formal credit for attendance, however attendance will be taken at every class meeting and poor attendance will affect your grade. In particular, note the following:

- You are responsible for all materials covered and all announcements made in every class, whether you are present or not. No alternate "make-up lectures" or one-on-one instruction will be offered to anyone absent from a class meeting.
- Absences beyond 6 hours of class time (for the entire semester) will result in final course grade reductions.
- Absences may accrue in fractions of a class meeting, *e.g.*, late arrivals and early departures will be noted as such.
- Anyone who accrues absences beyond 3 hours forfeits the right to request extensions for any remaining assignments, and for the remainder of the semester, work submitted after deadlines will be penalized in the usual fashion.
- Anyone participating in a UCF-sanctioned performance or rehearsal during class time should make arrangements with directors and/or studio teachers to minimize conflicts with MUH 6916. Specifically, you are: (1) to notify your director/teacher at the beginning of the semester that you are enrolled in MUH 6916 and required to attend

class during 6:00 - 8:50 pm, Tues, (2) to reschedule any optional events to other days or times, and (3) if an event must take place on Tuesday, reschedule your participation to as late in the event as possible, *e.g.*, schedule your performance at the end of a Tuesday recital. In such a case, you may be allowed to leave MUH 6916 early without penalty, provided I am notified at least a week in advance.

**ATTENDANCE POLICY FOR TESTS AND IN-CLASS ASSIGNMENTS:** No unexcused absence from an **announced test, quiz or other in-class assignment** will ever be allowed. Failure to appear for such a test or submit the assignment at the announced time will result in a grade of "0" (zero) for that test or assignment. Late arrivals at announced tests will not be given any additional time to complete the test, nor will instructions or audio portions of the test be repeated.

**MAKE-UP POLICY:** Should you be unable to attend an announced test due to participation in an officially sanctioned UCF event or personal observance of a religious holiday, you must notify me at least one week in advance of that test to schedule an alternate time. For personal or family emergencies (*e.g.*, funerals), you must notify me as early as possible. At a minimum, send an email message as soon as possible to inform me of your situation. In some cases, I will require documented proof of the reason for your absence. You may then be allowed to take a make-up test or submit the assignment no later than 48 hours after the scheduled date or your return to campus, whichever is sooner. Make-up tests may be different from announced tests to ensure the integrity of the testing process.

---

**TESTING AND GRADING:** Your grade in this course will be determined by your performance in the following:

Assignment / Test	Weighting
Miscellaneous Assignments Attendance/Class Participation	30%
Program Annotations	10%
Book Review	10%
WWW/Wikipedia paper	10%
"State of Research" paper	20%
Annotated Bibliography	20%

**Failure to complete any significant individual course assignment(s) will be considered failure to complete the course and will result in a grade of "F" for the course, regardless of the grade(s) on any other assignments in the semester.**

The **miscellaneous assignments** will consist of various tasks (approximately 8-10 such assignments, roughly one per week through the middle of the semester) related to current class

discussions or minor research & writing tasks, *e.g.*, preparation of small reports, analyses, etc. Your ability and willingness to contribute to class discussions may also be noted here.

The **Program Annotations** will be a written assignment of medium length that introduces and describes 3-4 pieces of music for an audience of non-musicians. (Due date: late October/early November)

The **Book Review** will be a written evaluation of some monograph on a music topic written for an audience of music professionals. (Due date: week of Thanksgiving)

The "**WWW/Wikipedia Paper**" will be an extended research paper that discusses the value and use of various electronic resources available on the WWW. (Due Date: end of semester)

The "**State of Research**" Paper and the "**Annotated Bibliography**" will be the culmination of your work in this course. Briefly, you will assemble a list of resources on some topic in music, using any and all of the materials covered in the course, and comment briefly upon them in the list. You will also prepare a research paper of significant length that discusses these and other resources, and their significance and value to the topic. (Due dates: roughly one week before end of semester)

Complete instructions and exact deadlines for completing and submitting all major assignments (listed above) will be posted on the course web site. Instructions and deadlines for minor assignments will be issued via email at least one week in advance of their respective deadlines.

The following numeric equivalents apply to all grades (individual assignments & final course grade):

100.00 - 92.00	= A	Clearly Superior Work at the Graduate Level, Assignments meet all stated requirements,
91.99 - 90.00	= A-	Strong writing that contains either no or very few minor errors, Work submitted on or ahead of time.
89.99 - 88.00	= B+	Completely Satisfactory Work at the Graduate Level,
87.99 - 82.00	= B	Assignments meet most stated requirements, Writing that contains minor errors that do not impede understanding,
81.99 - 80.00	= B-	Work generally submitted on time.
79.99 - 78.00	= C+	Marginally Satisfactory Work at the Graduate Level,
77.99 - 72.00	= C	Assignments usually meet most stated requirements, Writing that contains errors that begin to impede understanding,
71.99 - 70.00	= C-	Work not always submitted on time.
69.99 - 68.00	= D+	Generally Unsatisfactory Work at the Graduate Level,
67.99 - 62.00	= D	Assignments do not meet many of the stated requirements, Writing that contains errors that significantly impede understanding,
61.99 - 60.00	= D-	Work rarely submitted on time.
59.99 - 0.00	= F	Unsatisfactory Work at the Graduate Level,

Assignments do not meet stated requirements, Writing with excessive errors, lacks organization and approaches incoherence, Work not submitted or frequently late.
---

**Questions about the grading or evaluation** of any test or other assignment must be raised at the time that item is returned to you. You may not argue for points based on your perception of the grading of a question vis-à-vis another student's work. Only obvious clerical errors on my part will be corrected.

**Special note # 1 on submitting papers and related items for grading:** All papers and other written assignments must be submitted for grading as "electronic documents," *i.e.*, as computer files in WORD or a compatible format (generally RTF). No "hard copies" will be accepted. You may submit your assignment either by sending me the item as an email attachment or by bringing your item to my office on a jump drive or other form of transportable storage device. Additionally, you are expected to keep multiple copies of your papers and projects on different jump drives (or other devices) so that you may recover lost work as quickly as possible. Anyone claiming "computer failure" as the reason for not being able to submit an assignment will be given no more than 24 hours to produce the most recently saved version of your work from a back-up drive. The inability to produce such an item when requested will result in a grade of "0" for that assignment.

**Special note # 2 on submitting papers and related items for grading:** All papers and other written assignments submitted for grading must be written in "Standard English," *i.e.*, following the generally accepted rules of formal English, meaning correct grammar, spelling, vocabulary, etc. Bibliographic citations must follow the *Chicago Manual of Style*. Failure to meet these standards will result in one warning (via comments in your submissions). Failure to correct specific problems in subsequent submissions may result in grade reductions above and beyond the announced rubrics for the assignment.

**Special note # 3 on submitting papers and related items for grading:** All papers and other written assignments submitted for grading must be formatted correctly and efficiently *i.e.*, following the announced rules for margins, fonts, line-spacing, etc. Moreover, you are NOT to use "handformatting" (forced returns, unnecessary tabs, multiple empty spaces, etc.) to create a document's layout. Failure to follow this directive in any way will result in one warning (via comments in your submissions). Failure to correct specific problems in subsequent submissions may result in grade reductions above and beyond the announced rubrics for the assignment.

**Items turned in late** will be assessed a 10-point penalty for every 24 hours or fraction of a day that they are late. This penalty may be waived or lessened at my discretion, provided I am informed at least 24 hours in advance when you will not meet a deadline.

**Final course averages** are calculated to the nearest 1/100 of a point. In the case of a borderline final average, I reserve the right to award the next highest grade, based on class participation, preparation, attendance, and related factors.

**No extra credit** work or alternate assignments will be accepted in lieu of or in addition to the assignments and tests listed on this syllabus.

**Due dates for all tests and graded assignments** will be announced at least one week in advance.

The **Final Examination** period for MUH 6916 is scheduled for : **Tuesday, 10 December 2019, at 7:00 - 9:50 pm. All graded materials are due by the end of that period.**

---

**RESERVE MATERIALS:** As the semester progresses both optional and required supplementary items may be placed on reserve for reading or listening. You will be informed in class when such items go on reserve, and the course web page will include a list of all such items used in the term. Additionally, some assignments will require materials that are not on reserve. Students are advised to remember that other members of the class may need access to them, and to act accordingly.

**CLASS PROCEDURES AND YOUR RESPONSIBILITIES:** You will be given a variety of readings and other assignments on a weekly based (always posted on the course web site). It is your obligation to complete those tasks to the best of your ability on the announced schedule so that you may participate in class discussions and ask relevant questions.

You are strongly encouraged to bring your laptop, tablet or other portable devices to class for both note-taking and active work during class time. To ensure full use of your computer or other devices while on campus, go to: <https://library.ucf.edu/services/computers-technology/wireless-networking/> for instructions on how to register your personal computer or other devices so that it has full access to the UCF wireless resources (including the UCF Library).

You should carry your textbook and notebook to all class meetings. You should take notes about any information presented in class, and you should feel free to ask questions at any time if something is not clear to you.

Following the class, you should re-read the relevant passages in the textbook and study any new materials presented in class.

As a matter of respect to others in the classroom, you are not to engage in conversations unrelated to the current activities of this course, use cell phones or other electronic devices (turn off such items before entering my classroom), or work on anything unrelated to MUH 6916 (assignments for other courses, newspapers, puzzles, etc.) during class time. Individuals

engaged in such activities will be asked once to cease. The second time they will be told to leave the classroom, and they will be marked absent for that day.

This course is labor intensive, and it will require that you come to campus on many occasions beyond your class meeting day to use the library. In preparing for each class meeting you should allot a minimum of 3 hours for every hour of a class meeting, which means at least 9 hours of outside preparation and other work per week. You may find it useful to form study groups so that you may help one another in your preparations for class and for tests. **You are not, however, allowed to collaborate on any graded assignments in this class unless you are specifically directed so.** (see "Academic Integrity" below)

---

**ACADEMIC INTEGRITY:** All graded work, *i.e.*, tests, in this class must be your work alone. You are never to collaborate with anyone on tests in this class, and you are not allowed to use your text, notes, or other aides of any kind when you are testing. Violators will be referred to the appropriate UCF authorities for prosecution (see the latest edition of [\*The Golden Rule\*](#) for more details).

**ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS:** The University of Central Florida is committed to providing reasonable accommodations for all persons with special needs. This syllabus is available in alternate formats upon request. Students who need accommodations for their academic work must be registered with Student Accessibility Services, Ferrell Commons Room 185, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor (me).

**STUDENTS ON ACTIVE-DUTY MILITARY SERVICE:** Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

**CAMPUS SAFETY STATEMENT(S):** Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide's physical location and review the online version at [http://emergency.ucf.edu/emergency\\_guide.html](http://emergency.ucf.edu/emergency_guide.html).
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see <http://www.ehs.ucf.edu/AEDlocations-UCF>.

- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <https://my.ucf.edu/> and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
  - Students with special needs related to emergency situations should speak with their instructors outside of class.
  - To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing [this video](#).
- 

**NB.** This syllabus may be revised, if circumstances warrant. You will be notified formally if any changes are made.