

**UNIVERSITY OF CENTRAL FLORIDA**  
**Music Bibliography and Research**  
**MUH 6916 (Fall 2020)**

**Instructor: Scott Warfield**  
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**Section 001 (class # 80856), 3.0 credits**  
**Meets: Tue, 6:00 - 8:50 pm**  
**Location: Online / Video-streaming**

### **Course Summary: Policies and Procedures**

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

#### **Required Materials:**

- [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]
- [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]
- 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).
- A jump drive or other form of portable computer storage and backup for all papers (your own) and downloaded documents.
- [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.
- 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 DESCRIPTION AND 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 distant 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

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**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:

- **Announcements:** At the beginning of any virtual class meeting, I will normally make brief announcements and reminders of important information related to MUH 6916. Be prompt to the class meetings. Additionally, those announcements (and others) will be posted on the course web pages under "Announcements." You are responsible for all of this information, whether you are present or not at the virtual class meeting.
- **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 48 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 virtual class meetings (between 6:00 pm and 8:50 pm, Tue) will not be accepted or answered.
  - **Course Web Pages:** A set of web pages for this course has been established in the UCF "webcourses@UCF" system at: <https://webcourses.ucf.edu/>. All course information will be posted there, including copies of the syllabus, PowerPoint slide sets, instructions for major assignments, review materials and links to other useful information. When in doubt about any assignment, check the web pages before contacting me. I will inform you (via email) of any significant changes to these pages.
  - **Office Hours & Out of Class:** Due to COVID-19 there will be no face-to-face office hours. You may request a virtual meeting (via Zoom) at any mutually convenient time or simply initiate an email exchange with me about whatever you wish to discuss. Please remember that I will NOT be physically on campus during the Fall 2020 semester, so do NOT plan to stop by my office or to leave written messages in my UCF mail.
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**ATTENDANCE & PARTICIPATION:** Because of the extraordinary health crisis in 2020, this course has been transformed from a typical face-to-face meeting to an online course with virtual meetings. As such, there will be no formal record or grading of attendance. Nevertheless, you will be expected to maintain a regular work schedule for the course, including assigned readings and listenings, various graded assignments, and all written quizzes and tests. You are especially encouraged to attend all virtual class meetings (even though no attendance will be taken), which will be held on Tuesdays during the official class time (6:00 to 8:50 pm). Take note of all announcements of such meetings.

**NB.** Anyone unable to participate in an announced test or quiz, or otherwise unable to meet an announced deadline for any assignment may NOT request make-up tests or extra time to complete an assignment for any "ordinary" reason, *e.g.*, modest illness, car trouble, work-related issues, child-care or other family problems, court appearances, etc. In short, organize your personal life so that you devote proper time to your academic work. The only exceptions to this rule are:

- Participation in a UCF-sanctioned event,
- Personal observance of a recognized religious holiday,
- Extreme illness, serious accident, or other medical condition that requires hospitalization or treatment by a physician,
- Death in the immediate family within the past 5 days ("Immediate family" defined as grandparents, parents, siblings, and your own children, only).

In such cases, you must inform me as soon as you are aware of the problem (and in advance, if possible).

**Attendance Policy for Tests:** No unexcused absence from an **announced test or quiz** will ever be allowed. Failure to complete an announced test/quiz at the scheduled time will result in a grade of "0" (zero) for that test. Late starts 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.*, medical emergencies, funerals, etc.), 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 no later than 48 hours after the scheduled test or your return to campus. Make-up tests may be different from announced tests to ensure the integrity of the testing process.

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

<b>Assignment / Test</b>	<b>Weighting</b>
Miscellaneous Assignments / 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 assignments 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 and often exceed all stated requirements, Strong writing that contains very few (if any) minor errors, Work submitted on or ahead of time.
91.99 - 90.00	= A-	
89.99 - 88.00	= B+	Completely Satisfactory Work at the Graduate Level, Assignments generally meet all stated requirements, Writing that contains minor errors that do not impede understanding, Work usually submitted on time.
87.99 - 82.00	= B	
81.99 - 80.00	= B-	
79.99 - 78.00	= C+	Marginally Satisfactory Work at the Graduate Level, Assignments usually meet most stated requirements, Writing contains more obvious errors that begin to impede understanding, Work not always submitted on time.
77.99 - 72.00	= C	
71.99 - 70.00	= C-	

69.99 - 68.00	= D+	Generally Unsatisfactory Work at the Graduate Level, Assignments do not meet most stated requirements, Writing contains errors that significantly impede understanding, Work rarely submitted on time.
67.99 - 62.00	= D	
61.99 - 60.00	= D-	
59.99 - 0.00	= F	Unsatisfactory Work at the Graduate Level, Assignments do not meet stated requirements, Writing contains excessive errors, lacks organization and/or approaches incoherence, Work not submitted or frequently late.

**Questions about the grading or evaluation** of any 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 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 of the deadline when you will not meet that 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.

No materials created for any other course (including previous iteration of MUH 6916) (either at UCF or any other institution) may be submitted for credit. Students repeating this course are required to choose different topics for assignments submitted in previous attempts at the course.

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

The **Final Examination** period for MUH 6916 is scheduled for : **Tuesday, 8 December 2020, from 7:00 pm to 9:50 pm. NB.**, Final Exams will not be rescheduled to accommodate travel, jobs, personal preference, etc. All graded materials are due by the end of that period.

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**COURSE PROCEDURES AND YOUR RESPONSIBILITIES:** While this Fall 2020 iteration of MUH 6916 will be presented online, the materials are organized and will be covered in the same (roughly) order as in previous (face-to-face) iterations of the course in order to ensure that you receive the same experience as have previous students. This course will follow the textbook in roughly sequential order, with the materials organized by modules for each chapter (or group of chapters). You should read the assigned textbook pages, view and listen to the relevant anthology items before they are discussed in the virtual class meeting. Even if you do not understand some materials, you should attempt to complete the reading and listening before the scheduled class meeting so that you may ask relevant questions in class.

Virtual class meetings will be held via Zoom on Tuesdays (6:00 pm-8:50 pm), during which time we discuss readings and examine research resources. 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 virtual class, you should re-read the relevant passages in the textbook, examine new resources, and review your notes.

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)

**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 pages 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.

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**ACADEMIC INTEGRITY:** All graded work, *i.e.*, tests, quizzes, and papers, 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, unless told so. {Read test instructions carefully!} 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 <https://police.ucf.edu/emergencymanagement>.
- 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](#).

## Required UCF Statement Regarding COVID-19

**University-Wide Face Covering Policy for Common Spaces and Face-to-Face Classes:** To protect members of our community, everyone is required to wear a facial covering inside all common spaces including classrooms (<https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf>). Students who choose not to wear facial coverings will be asked to leave the classroom by the instructor. If they refuse to leave the classroom or put on a facial covering, they may be considered disruptive (please see the Golden Rule for student behavior expectations). Faculty have the right to cancel class if the safety and well-being of class members are in jeopardy. Students will be responsible for the material that would have been covered in class as provided by the instructor.

**Notifications in Case of Changes to Course Modality:** Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in [Webcourses@UCF](mailto:Webcourses@UCF) or Knights email about changes specific to this course.

**COVID-19 and Illness Notification:** Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place.

Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID, or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here: (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

**In Case of Faculty Illness:** If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

**Course Accessibility and Disability COVID-19 Supplemental Statement:** Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students with disabilities should speak with their instructor and should contact sas@ucf.edu to discuss specific accommodations for this or other courses.

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