

University of Central Florida
Department of Music

MUS 4900—Music BA Capstone Project
Syllabus Fall 2020

Instructor: Dr. Eladio Scharrón, Capstone Coordinator
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Prerequisite

Enrolled in BA in Music and Department Consent. All required BA in Music coursework must be completed prior to or concurrent with enrollment in MUS 4900.

Course description

Self-designed culminating project in the BA in Music degree, completed under faculty supervision, that demonstrates the ability to think critically and work independently while applying knowledge and skills from music and other subjects.

Project Topics

The Capstone Project is intended to give the student considerable topic flexibility and serve as a synthesis of the student's course of study in the BA in Music. Examples of project topics include but are not limited to the following:

- A research paper (historical, theoretical, critical, etc.) of significant length and scope
- A performance of some musical work or body of works around a common theme, accompanied by either an oral or written presentation on the repertoire performed
- The creation of an original musical work or other artwork in which music is an integral part
- The creation of a music-related website
- A survey and data analysis concerned with some problem or issue related to music
- A portfolio (document or electronic) in which music is an integral part
- A scientific experiment based in music or a music-related topic
- An interdisciplinary project in which music is an integral part

Policies and Procedures

Before You Enroll for MUS 4900:

1. Meet with the Undergraduate Advisor at least six weeks before the beginning of the semester in which you plan to enroll for your Capstone Project to determine you have met prerequisites and to discuss your project topic.
2. Select a Capstone Project Committee Chair from the tenured/tenure-earning music faculty who is willing to assist you with your project. Consult with your committee chair on your topic and the additional committee members. The committee must have at least

two members in addition to your committee chair, at least one of whom must be a member of the music faculty.

3. Prepare a formal abstract/project proposal with timeline and preliminary bibliography for approval by your committee. Complete the MUS 4900 Capstone Project Approval Form, including obtaining the signatures of all committee members. Attach a copy of the abstract/project proposal, timeline, and preliminary bibliography.
4. Take your MUS 4900 Capstone Project Approval Form (with signatures) to the Undergraduate Coordinator and complete your enrollment in MUS 4900 before the end of Drop/Add in the semester you are enrolling.

After You Enroll in MUS 4900

5. If your project will involve a public performance or presentation contact Mr. Michael Wainstein to schedule a performance/presentation (the chair of the committee should coordinate this).
6. Consult with your committee and committee chair regularly or as instructed by your committee chair while preparing the project.
7. The final draft (or recital hearing) for your project must be delivered to your committee for review using the following order:

-**Final draft** to committee chair-advisor for review before sending to other committee members – **at least 21 days** before end of semester (the end of the semester for this matter is the last day of classes prior to the final exam period)-

-Project to all committee members for final review – **at least 14 days** before end of semester)-

-Report from Readers (accept/decline/require changes) – **at least 7 days** before end of semester –

-In the case of a Recital project, the Recital Hearing should take place two weeks before the projected Recital date (the Recital date needs to happen before the end of the semester, before the final exam period starts-

8. If your project involves a public performance, exhibition, or presentation, the event must be completed before the last class day of the semester. If the project does not involve a public event your committee must complete its review and submit its recommendation before the last class day of the semester. Your committee may require an oral defense of your project, which must be completed before the last class day of the semester.
9. After your project receives final approval from your committee, submit one copy of the final project with the form carrying the approval signatures to the Capstone Coordinator. The submission may be a document, DVD, CD, or portfolio as appropriate.

Grading/Evaluation

MUS 4900 is graded S/U, based upon the final product. The committee may make one of three recommendations regarding the project grade:

- “S” Final project acceptable as is or with minor editing/revisions
- “U” Final project not acceptable
- “I” Final project generally acceptable but significant editing or revisions requiring further committee review and approval by the committee chair is necessary. / The “I” can only be granted under exceptional circumstances and can only be approved by the majority of the committee members including the chair.

A majority of committee members and the committee chair must recommend an “S” for the project to be approved.

Academic Integrity

Plagiarism and Cheating of any kind will result at least in a grade of “U” for the entire course and may be subject to referral to the Office of Student Conduct for further action. See the UCF Golden Rule for further information. Be particularly diligent to cite all sources. Consult with your committee chair whenever you are not sure about citations.

Accommodations for the Differently-abled

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

REV August 2020

Additional Information due to Covid-19 Pandemic

Zoom Sessions

Because of the continued remote instruction requirement due to the COVID-19 pandemic, this course will use Zoom for some synchronous (“real time”) class meetings. Meeting dates and times will be scheduled through Webcourses@UCF and should appear on your calendar.

Class meetings might/will be recorded. Recordings will be available only to students registered for this class. This is intended to supplement the synchronous classroom experience and to accommodate those who cannot attend the scheduled class meeting. Students are expected to follow appropriate university policies and maintain the security of passwords used to access class meetings and recorded lectures.

Please take the time to familiarize yourself with Zoom by visiting the [UCF Zoom Guides](#)Links to an external site. [<https://cdl.ucf.edu/support/webcourses/zoom/>]. You may choose to use Zoom on your mobile device (phone or tablet).

Things to Know About Zoom:

- You must sign in to my Zoom session using your UCF NID and password.
- The Zoom sessions are recorded.
- Improper classroom behavior is not tolerated within Zoom sessions and may result in a referral to the Office of Student Conduct.
- You can contact Webcourses@UCF SupportLinks to an external site. [<https://cdl.ucf.edu/support/webcourses/>] if you have any technical issues accessing Zoom.

Required 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 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.