



UNIVERSITY OF  
CENTRAL FLORIDA

## **MUS 6975L Graduate Project**

*Department of Music, College of Arts and Humanities*  
2 credit hours

### **Course Syllabus**

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Instructor:	Dr. Keith Koons	Term:	Fall 2019
Office Location:	M122	Class Meeting Days:	TBA
Office Hours:	TBA	Class Meeting Time:	TBA
Phone:	407-823-5116	Class Location:	TBA
Email:	keith.koons@ucf.edu	Course Modality:	As arranged

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#### ***Course Description***

Planning, researching, and creating a written document in a non-performance area in music, designed to serve as a cumulative synthesis of learning. The document may be combined with verbal presentation, audio/visual presentation or musical performance, as appropriate to the topic. Graded S/U.

#### ***Student Learning Outcomes***

By the end of the semester, the student is expected to:

1. Study the chosen topic in appropriate depth.
2. Use appropriate research tools to locate information.
3. Process the information and synthesize into a cohesive document.
4. Use appropriate techniques to credit the sources of information.
5. Consult regularly with primary advisor.
6. Present the completed document (along with additional verbal, audio/visual or performance aspects) in a defense meeting with the primary advisor and faculty committee.
7. Edit and complete the final document to the satisfaction of the advisor and faculty committee.

#### ***Enrollment Requirements***

This course is normally taken during the last semester of study towards the Master of Arts in Music degree.

### **Course Activities**

1. The Graduate Project serves as a final cumulative activity at the end of study for the Master of Arts in Music. Normally, it is expected that students choosing the Graduate Project will have a topic from the areas of music education, music theory, and music history.
2. In choosing the Graduate Project, students should consult with their advisor (the department's Graduate Coordinator) well in advance of the final semester.
3. Students should consult with a professor in the area of interest, and get that individual's permission to go forward with a general topic. The faculty member will serve as the primary advisor for the Project, and will chair the Faculty Committee. Registration details will be handled through the Graduate Coordinator.
4. A final, specific topic must be agreed in in writing upon between the advisor and student by the end of the first week of the semester. Particular attention should be given to the scope of the topic.
5. The Faculty Committee will have at least three members: the advisor, and two additional faculty members (normally including the Graduate Coordinator). The student is responsible for contacting prospective Committee members. Committee members should be in place by the end of the first week of the semester. A tentative title for the project and the committee signatures will be entered on the MUS 6975L Project Approval Form by the end of the first week of the semester.
6. The student will meet with the advisor as necessary during the semester, with any intermediate goals or guidelines to be set by the advisor.
7. The final draft of the project will be due three weeks before the end of the semester. The project will then be read and reviewed by the Committee members.
8. The student and the Committee will meet during the last week of the semester and jointly review the project. The student will respond to questions, suggestions, and corrections. The Committee members will enter grades on the MUS 6975L Project Approval Form.
9. If any additional revisions are required by the committee, these shall be made by the end of the exam period. If the committee approves the completed project and revisions, then the grade will be Satisfactory (S). If the committee does not approve the completed project and revisions, then the grade will be Unsatisfactory (U).
10. A copy of the Project will remain on file in the department.

**Commented [EM1]:** Suggestion: "... a topic that draws on one or more of the following areas: music education, music theory, and music history." Question: could a project involve composition? If so, this should be included.

**Commented [KK2]:** presumably a project involving doing composition (a performance) would be manifested as a Graduate Recital; a project studying composition(s) would come under the banner of music history or theory

**Commented [EM3]:** I think this needs to be a bit more specific, in that some formal documentation needs to be involved. We don't need to have a formal proposal, perhaps, but could say that the topic needs to be agreed in writing – an email would be sufficient, if that's OK with the faculty advisor.

### ***Make-up Assignments***

If the above deadline is affected by serious illness, death in the immediate family, military obligations, severe weather conditions, religious holidays, or excused university absence, the student must contact the Faculty Committee as soon as possible. Documentation must be provided. If the delay is more than one week, then the primary advisor and Faculty Committee may consider the possibility of an Incomplete grade for the course.

### ***Attendance/Participation***

There is no required class attendance for this course. The student is expected to consult regularly with the primary advisor, at least once every two weeks.

### ***Academic Integrity***

The Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

<http://www.academicintegrity.org/icai/assets/FVProject.pdf>

*UCF Creed:* Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

1. Integrity: I will practice and defend academic and personal honesty.
2. Scholarship: I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.
3. Community: I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.
4. Creativity: I will use my talents to enrich the human experience.
5. Excellence: I will strive toward the highest standards of performance in any endeavor I undertake.

The following definitions of plagiarism and misuse of sources comes from the Council of Writing Program Administrators <<http://wpacouncil.org/node/9>> and has been adopted by UCF's Department of Writing & Rhetoric.

### ***Plagiarism***

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers.

### ***Misuse of Sources***

A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

### ***Responses to Academic Dishonesty, Plagiarism, or Cheating***

UCF faculty members have a responsibility for your education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to infringements of academic integrity. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see

<http://goldenrule.sdes.ucf.edu/zgrade>.

For more information about UCF's Rules of Conduct, see <http://www.osc.sdes.ucf.edu/>.

### ***Course Accessibility Statement***

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need specific access in this course, such as accommodations, should contact the professor as soon as possible to discuss various access options. Students should also connect with [Student Accessibility Services](#) (Ferrell Commons, 7F, Room 185, [sas@ucf.edu](mailto:sas@ucf.edu), phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable.

### ***Campus Safety Statement***

Emergencies on campus are rare, but if one should arise in our class, we will all need to work together. Everyone should be aware of the 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. Please make a note of the guide's physical location and consider reviewing the online version at [http://emergency.ucf.edu/emergency\\_guide.html](http://emergency.ucf.edu/emergency_guide.html).
- Familiarize yourself with evacuation routes from each of your classrooms and have a plan for finding safety in case of an emergency. (Insert class-specific details if appropriate)
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see <http://www.ehs.ucf.edu/AEDlocations-UCF> (click on link from menu on left). (insert class specific information if appropriate)
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to [my.ucf.edu](http://my.ucf.edu) and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert", fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- If you have a special need related to emergency situations, please speak with me during office hours.
- Consider viewing this video (<https://youtu.be/NIKYajEx4pk>) about how to manage an active shooter situation on campus or elsewhere.

***Deployed Active Duty Military Students***

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

***Subject to Change***

This syllabus is subject to change by the instructor. Notification of any changes will be provided to all students.

