New Course Request

Indiana University

South Bend Campus

Check Appropriate Boxes: Undergraduate credit ☒ Graduate credit ☐ Professional credit ☐

1. School/Division: Arts - Music

2. Academic Subject Code: Mus

3. Course Number: 421 (must be cleared with University Enrollment Services)

4. Instructor: 

5. Course Title: BA Senior Thesis

   Recommended Abbreviation (Optional) 

   (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Spring 2010

7. Credit Hours: Fixed at 2, or Variable from ________ to ________

8. Is this course to be graded S-F (only)? Yes ☑ No ☐

9. Is variable title approval being requested? Yes ☑ No ☐

10. Course description (not to exceed 50 words) for Bulletin publication: Seminar to demonstrate the student's proficiency in an area of music research agreed upon by the student and the instructor. During the lecture, topics on good practices in the music professions as well as discussions on how to prepare a good job interview will be presented. 

P. Consent of the Instructor.

11. Lecture Contact Hours: Fixed at 2.0, or Variable from ________ to ________

12. Non-Lecture Contact Hours: Fixed at 0, or Variable from ________ to ________

13. Estimated enrollment: 8, of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: 1/year

15. Justification for new course: Required for new BA in Music degree

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

David K. Lutz
Department Chairman/Division Director
Date 5/15/09

Approved by:

Maurice Lutz
Dean
Date 5/15/09

Dean of Graduate School (when required)

Chancellor/Vice-President

Date 

University Enrollment Services

Date 

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow;
Department/Division—Pink; University Enrollment Services Advance—White
SYLLABUS

Course Description

Seminar to demonstrate the student's proficiency in an area of music research agreed upon by the student and the instructor. Topics may come from any area of music studies or be combined with performance work, but the project must result in a 20-page research paper with supporting bibliography. During the lectures, topics on good practices in the music professions, as well as discussions on how to prepare a good job interview will be presented.

Course Objectives

The course is intended to guide students through the process of independent research and writing on a specialized topic. Students should demonstrate competence in:
1. Intermediate to advanced procedures of scholarly research and methodology.
2. Effective writing, including documentation, at the graduate/professional level.
3. The critical evaluation of scholarly work, including their own.
Students should leave the course able to design a research project, locate and evaluate relevant information, and to present their findings according to graduate/professional standards.
Format:
Group meetings, online discussions and individual consultations with the thesis supervisor.
Areas to Cover

Contents:
1. MLA style and research techniques
2. Development of a research paper
3. Good practices in the music professions
4. Writing a CV
5. Preparing for a job interview

Assignments and Requirements

Assignments and Grading

We will have group meetings, as well as individual meetings. It is your responsibility to schedule these individual meetings with the instructor. Keep a copy of each assignment for yourself and make an additional copy to submit for credit. The assignments listed below outline the process of your work. Follow MLA style.

Participation: 20%
All students are expected to participate in the scheduled class meetings and the online discussion. You should prepare for these meetings and discussions by working hard to follow the process outlined in the course schedule.

Assignment #1: Thesis topic and preliminary bibliography: 5%
Defines your general topic area and shows that you have located initial sources for research.
Topic: two or three sentences. Bibliography: at least five sources. This assignment will be submitted to the class discussion list. You are also expected to contribute to the online discussion by responding to at least one other person’s topic with a helpful question, comment or suggestion.

Assignment #2: Proposal for the paper: 5%
A two-page, detailed proposal of your topic and methodology with expanded bibliography. This assignment should be posted to the class discussion list. You should schedule a meeting to discuss this proposal after you have submitted it.

Assignment #3: Outline: 10%
A detailed outline of at least three levels (I.A.1, etc). This is a sketch of the paper itself, and is extremely important. It should begin with your working thesis statement. Identify anticipated arguments in your paper. How will you take your reader from thesis through argument to conclusion? This assignment should be attached to a new thread on the class discussion board. The file should be saved in rich text format (rtf). You should schedule a meeting to discuss this outline.

Assignment #4: First full version of paper: 15%
This should be a finished, complete version of approximately 20 pp. This assignment should be posted to the class discussion board. The file should be saved in rich text format (rtf). The idea is to submit your best work, and then to improve upon that with guidance. When this version has been posted, you should make an appointment to discuss it.

Assignment #5: Final (revised) version: 50%
While half of the grade depends on the final version, it represents everything that has come before. The rest of your grade will be determined by the written work you participate in our process. Regardless of the quality of the first version, you must go through the process of rewriting and improving. You will submit a hardcopy of this paper.

Guidelines for Thesis Proposal
The proposal will be a two-page explanation of your thesis topic, its significance, your proposed methodology, and your anticipated findings PLUS a working bibliography. The proposal should include the following:
1. A working title.
2. A working thesis statement or a concise explanation of the questions you intend to address.
3. An explanation of the significance of your topic. This should show that you have some general knowledge of the field and should explain why you think your topic is important within the field.
4. An explanation of your proposed methodology. What approach will you take to your research? How will you attempt to answer the questions you have posed for yourself? Will you read plays, letters, analyze social conditions, conduct interviews, etc? Your methods should correspond to the information you want to discover.
5. Anticipated findings: what do you expect to demonstrate, what are your anticipated conclusions, or at least what questions do you hope to resolve?
6. Bibliography: follow MLA style. It should show that you are familiar with the most current and important works in the field and have located a variety of materials (books, articles, Internet resources) specific to your thesis. There is no minimum number of sources; it will be judged on its appropriateness to the topic.

Grading
All of your writing will be evaluated according to these criteria:

1. **Content**: clear articulation of a thesis that is pursued throughout the paper; use of appropriate methodology for the thesis; identification of specific arguments used to prove or explore your thesis; appropriate application of specific evidence to support your arguments AND your personal commitment to your own ideas.
2. **Writing**: organization, clarity, correctness of grammar and mechanics, effective style.
3. **Research and bibliography**: appropriateness and completeness of sources: correctness and consistency of form.

Participation Notes
1. Discussions for this course will occur in class as well as online.
2. When presenting on your work, it is important that you make sure that you provide your colleagues with copies of your work in a timely manner and that the work be as clear, concise, and well-written as possible.
3. In all discussions we must respect other participants’ ideas. When ideas are presented in class make sure that you offer constructive criticism. Print out a hard copy of your colleague’s work and make detailed notes in the margins as you read it. Be prepared to give thoughtful critiques.
4. Don’t only concentrate on the problems in the work; we all can learn as much (if not more) from hearing about what works in a piece of writing as we can from hearing about the deficiencies.
5. Don’t forget the bibliographies. Take a look at your colleagues’ book lists; you may think of relevant texts that they may not have consulted.
6. Remember to critique the material that has actually been presented, not what you wish had been presented.
7. DEADLINES MATTER! We cannot participate in fruitful discussions if you do not meet deadlines. Late work will result in a zero grade on the assignment.
8. Attendance is critical to the success of this course. More than two absences will result in failing the participation portion of the course (which takes 20% off of your final grade).
9. In addition to the preparation of the BA thesis, there will also be discussion in class of good practices in the music professions, discussion on writing an effective curriculum vitae and preparing for a job interview

Oncourse

I will be using Oncourse CL. A copy of this syllabus is posted on Oncourse. I will also be using Oncourse email to contact you, so you may want to set Oncourse mail to notify your preferred email account. Check course announcements regularly (and especially before coming to class).

Absences

3 absences would result in a lowering of the grade for the course by 2 grade steps (e.g. B+ to B-)
4 absences would result in a lowering of the grade for the course by a full grade (e.g. B to C)
5 absences would result in a lowering of the grade for the course by 2 full grades (e.g. B to D)
6 or more unexcused absences would result in Failure (a grade of F for the semester)

If a student is over ten minutes late to class without excuse for more than three times, any further unexcused lateness will be counted as an absence on each occasion of lateness from that point forward (even though the student remains in class after arriving late).

Accommodations For Religious Observances Statement

If any student will require academic accommodations for a religious observance, please provide me with a written request to consider a reasonable modification for that observance by the end of the second week of the course. Contact me after class, during my office hours, or by individual appointment to discuss the issue. If after discussion we reach no consensus, either party or both should seek the advice of the Department Chair or the Dean, and if no consensus is reached, then the advice of the Vice Chancellor of Academic Affairs (“VCAA”). Either the instructor or the student may appeal the VCAA’s decision to the Office of Affirmative Action within ten business days of the determination.
Disabilities Statement

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Disabled Student Services (Administration Building, room 113, telephone number 520-4832), as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for Office of Disabled Student Services www.iusb.edu/~sbdss/services.shtml

Academic Honesty Statement

It is the responsibility of the student to know of the prohibited actions such as cheating, fabrication, plagiarism, academic, and personal misconduct, and thus, to avoid them. All students are held to the standards outlined in the code. Please reference the entire code for a complete listing (www.dsa.indiana.edu/Code/). Any violation may result in serious academic penalty, ranging from receiving a warning, to failing the assignment, to failing the course, to expulsion from the University.
All students have an obligation to behave honorably and to respect the highest ethical standards in carrying out their academic assignments. Academic dishonesty is defined to include any form of cheating and/or plagiarism. Assignments must be done individually.

IMPORTANT NOTE

Once you have read this syllabus and its course policies, you must send an email to jormuniz@iusb.edu, with the subject “MUS-I421”, stating the following:

“I acknowledge that I have read the course syllabus for MUS-I4211 and I agree with its course policies.”
Include your name at the end of the email.