



## MUSC 4990 – Music Capstone Course Syllabus: Fall 2011 (CRN 87707)

### **Instructor of Record:**

Dr. Kurt-Alexander Zeller

Music Education Building 207

Telephone: 678.466.4759

Fax: 678.466.4769

E-mail: [KurtZeller@clayton.edu](mailto:KurtZeller@clayton.edu)

Web: <http://a-s.clayton.edu/vpa/faculty/Zeller.htm>

### **Office Hours:**

Mondays 11:00 a.m.-12 noon and 5:30-6:30 p.m.; Wednesdays 3:00-4:00 p.m.;

Thursdays 3:30-4:30 p.m.

Other times by advance appointment

### **Course Description:**

Offered each semester. Note: this is not a “course” as such, but a transcript marker indicating that a committee of faculty has approved the student’s Music Capstone requirement. Normally taken in the student’s last semester of study. Departmental approval required. Credit Hours: 0.

### **Content:**

Based upon the topic chosen (see Capstone Guidelines below).

### **Class Meetings:**

Meeting times and locations TBD by individual faculty member who is chair of the student’s Capstone committee

### **B.A. in Music Program Outcomes:**

1. The ability to hear, identify and work with the elements of music (melody, harmony, rhythm, form, texture and timbre) in sound and notation.
2. The ability to think, speak, and write clearly and effectively about music and other related fields that the student chooses to explore

**Course Learning Outcomes:**

1. The ability to synthesize material and experiences from the student's previous studies into a cohesive culminating project using research in a creative way.
2. The ability to write effectively about music or the experience of musicians.

**Major Student Activities:**

Independent study, research, experience, and writing guided by regular faculty consultation (see Capstone Guidelines below). All Capstone projects must include a significant written document among their results.

**Evaluation and grading:**

A Satisfactory/Unsatisfactory grade is awarded in this course. Students must meet all deadlines and the faculty committee must approve the completed project, including a final written document, in order for the student to receive a "satisfactory" grade.

**Course Policies:****General Policy**

Students must abide by policies in the [Clayton State University Student Handbook](#) and the [Basic Undergraduate Student Responsibilities](#).

**University Attendance Policy**

Students are expected to attend and participate in every class meeting.

**Course Attendance policy:**

This course is an individualized course with meetings set up on an as-needed basis between the student, faculty advisor, and the committee. Attendance at these meetings is expected in order for the student to be able to complete the assigned project on time.

**Withdrawal:**

7 October 2011 is the last day to withdraw from this course without academic penalty (accountability). Refer to the university catalogue for additional information.

**Missed Work**

The final project must be completed on time in order for the student to receive a "satisfactory" grade.

**Disruption of the Learning Environment**

Behavior which disrupts the teaching-learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at:

<http://a-s.clayton.edu/DisruptiveClassroomBehavior.htm>

**Academic Dishonesty Policy:** Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. Instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial Procedures are described at

<http://adminserves.clayton.edu/judicial/> .

Plagiarism on papers will not be tolerated. It is considered academic dishonesty. Plagiarism is using another's work as your own, intentionally or unintentionally. It occurs when you allow the reader to believe that another's work is yours. Among other possibilities, it happens when:

1. You quote verbatim from a source without footnoting or quoting,
2. You quote verbatim using a footnote but without quotes, or
3. You paraphrase another's work without a footnote.

**MID-TERM PROGRESS REPORT:** The midterm grade merely indicates that the student has met applicable deadlines by midterm (S) or has not done so (U). (The *course* grade depends upon the completion of *all* requirements to the satisfaction of the faculty committee.) Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, by mid-term, which occurs on Friday, 7 October 2011.

**COMPUTING REQUIREMENTS AND RESPONSIBILITIES:** Each student enrolled at Clayton State University is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Also, each student is responsible for monitoring the Clayton State issued email address on a regular basis for official communications from faculty and administrators. For further information on CSU's Official Notebook Computer Policy, please go to <http://itpchoice.clayton.edu/policy.htm>. Specific computer and email requirements for this course include: checking e-mail and word processing for any written documents.

### **Disabilities Services Statement**

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, 678-466-5445, [disabilityservices@mail.clayton.edu](mailto:disabilityservices@mail.clayton.edu).

## Papers:

See Capstone Guidelines below.

## Writing Assistance:

The Writers' Studio 224 is located in the A&S building, room 224. There you can talk with trained writing tutors about your writing projects. They are available to work with you at any stage of your paper, from generating ideas to organizing your paper to understanding how to format it correctly. The service is free; you may drop in and wait for a tutor or sign up for a regular appointment. But remember: you, not your tutor, are ultimately responsible for the quality and content of the papers you submit.

[http://a-s.clayton.edu/english/Writers%27\\_Studio/default.html](http://a-s.clayton.edu/english/Writers%27_Studio/default.html)

## From [Music Student Handbook](#): *Music Capstone (B.A. in Music)*

Students in the Bachelor of Arts in Music degree program should enroll in MUSC 4990 (Music Capstone) during the semester in which they intend to graduate. However, they must expect to begin work on their Capstone project no later than the semester preceding their enrollment in MUSC 4990.

In their Capstone project, students are expected to address the interdisciplinary synthesis of different fields of music (e.g., history, theory, and performance practice) and possibly other academic disciplines (e.g., literature, literary criticism, history, sociology, business, and sciences). Multiple drafts and readings of the capstone document are expected. Students should pick up the "Capstone Package" from the VPA Office at the beginning of the semester prior to the one in which they plan to enroll in MUSC 4990.

## Pre-Approval Guidelines

Students must demonstrate appropriate aptitude for their proposed project before committee members will approve the project. "Appropriate aptitude" should take into account the student's musical skills and writing ability, as demonstrated by applied music juries and their record of appropriate course work to adequately support the idea of the project. Students requesting to write a research paper should have taken at least one upper-level writing-focused course (not necessarily within the Music major). Students creating a poster presentation are advised to consult <http://www.ncsu.edu/project/posters/>. Dates for recitals and all other forms of public presentations must be pre-approved by the applied instructor and all committee members. *All performances for Music Capstone projects will be given in Music 157.* (Bachelor of Music degree recitals will be performed in Spivey Hall.)

## Project examples

The following are but a few examples of possible Capstone projects. All written material must include the phrase "in partial fulfillment of the requirements for the B.A. in Music degree."

- Lecture/Recital—20 to 25 minutes each of lecture and performance, with the entire presentation not exceeding 60 minutes, to be presented in Music 157. The lecture script is required as documentation.

- Recital and Paper—Recital of 20-25 minutes and paper or poster. The paper must be at least 5 pages, double spaced. Students electing this option must be continuously enrolled in the applied music area and the major appropriate ensemble.
- Lecture and Paper—Paper or poster and presentation of 45 to 60 minutes length in the Music 157. Minimum paper length is 10 pages (double spaced).
- Research Paper—Requires pre-requisite of writing-focused course (see above). Paper length is a minimum of 15 pages (double spaced).
- Internship—Minimum of 60 hours per semester internship plus journal of activities to be submitted weekly, as well as a summary reflection (3-5 pages, double spaced) at the end of the semester. A brief written performance review of the student's activities by the internship host must be submitted as documentation in the 15<sup>th</sup> week of the semester. Students are responsible for obtaining their own internship placements. An internship is an especially serious, work-intensive Capstone option; students considering an internship should familiarize themselves with the information about [internships on the Career Services website](#). Students may not pursue an internship with a host who is a family member or who is a current or former employer of the student.

It is expected that the estimates of paper length above primarily concern length of student prose and analysis. Extensive use of musical examples, photographs, poetic excerpts, etc. will, of course, extend the page totals.

A hearing will be required for any public performance component given as part of a Capstone project. Students must satisfactorily pass the hearing at least two weeks before the public presentation of a Capstone. Any program notes for a Capstone project must be approved by the faculty committee before they can be printed.

## Committee

A three-member faculty committee should be formed the semester before a student enrolls in MUSC 4990. The academic advisor typically will act as the chair of the committee. The student will request committee members after consultation with the academic advisor. The advisor of an instrumental student could designate the applied adjunct instructor as chair, if the adjunct instructor agrees.

The faculty committee will serve as resources for the project and will offer advice and feedback on the student's work. The committee also evaluates the completed product and determines whether the project aims have been met satisfactorily so that the student may receive a passing grade in MUSC 4990. The committee members are not to be seen as editors of the student's writing. Papers with substandard grammar, spelling, or syntax will not be accepted and the student will be referred to the CSU Writing Center for assistance. All Capstone projects involve a significant writing component; graduation may be delayed for students who do not produce writing that meets established academic standards on the timeline outlined below.

## Timeline

1. Advisors must submit the name(s) of any student(s) scheduled to take Capstone to the Department Head during the semester prior to the one in which students will enroll in Capstone. The Department Head will distribute the "Request for Capstone Committee Assignment" form to these students. By 1 October in Fall Semesters and 1 February in

Spring Semesters, students must submit this completed form to the Department Head. Students must secure all needed signatures before turning in the form to the Department Head. The Department Head will document receipt of the "Request for Capstone Committee Assignment Form" on the "Capstone Check Off Sheet" form. The "Request for Capstone Committee Assignment Form" and the "Capstone Check Off Sheet" form will be housed in the permanent file of the student.

2. By 15 November or 15 April in the semester *prior* to the student's enrollment in MUSC 4990 (Music Capstone), the student must submit to the Department Head the completed "Capstone Proposal" form with a formal proposal of the project in the form of an abstract. The abstract must be approved by all committee members. Students must secure all needed signatures before turning in the form to the Department Head. The Department Head will document receipt of the "Capstone Proposal" form on the "Capstone Check Off Sheet" form. Failure to submit the "Capstone Proposal" form on time will result in the student being dropped from MUSC 4990. All full-time music faculty will review and discuss all submitted "Capstone Proposal" forms following the due date. All full-time music faculty must approve the proposed topics and formats of all Music Capstone projects.
3. After the proposals are approved, during the semester of enrollment in MUSC 4990 students are expected to be working regularly and systematically on their projects from the first day of the semester on. They should meet with their advisor and members of their committee at regular intervals. If the project includes a written document (such as a paper, lecture script, poster, program notes, etc.):
  - a. a first draft of the entire document (not a partial document) must be turned in to the committee chair no later than 3:00 p.m. on Midterm Day (7 October 2011).
  - b. The completed paper must be turned in to the committee chair no later than 3:00 p.m. on 1 November (Fall 2011) or 1 April (Spring 2011).
  - c. The final version, incorporating all revisions required by the committee chair, must be turned in to all three members of the committee no later than 3:00 p.m. on the final day of class meetings for the semester.
4. Committee members will document the receipt of papers or other written elements according to the schedule above on the "Capstone Check Off Sheet" form. The Departmental Administrative Assistant will lend the form to the student temporarily for this purpose. The form must be returned immediately to the Administrative Assistant after the committee member signs it.
5. **Projects that involve any public performance component must follow the *Student Recitals* and *Junior/Senior Recital Guidelines* procedures found in the *Student Handbook*.** The pre-recital hearing time and place will be determined by the Department Head.

**Failure to comply with *any* of the timeline and requirements above will result in an immediate Unsatisfactory grade for MUSC 4990 for that semester and will delay the student's graduation.** A student may apply for an extension by presenting documentation of extenuating circumstances to the committee chair, who will then consult with the Department Head before determining if an extension is warranted.

**Division of Music**

**Request for Capstone Committee Assignment**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tentative Topic

\_\_\_\_\_  
Project Type

\_\_\_\_\_  
Advisor Name (printed)

\_\_\_\_\_  
Advisor Signature and Date

Attach a brief project description to this form.

Committee Members Agreeing to Serve:

\_\_\_\_\_  
Chair Name (printed)

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Member Name (printed)

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Member Name (printed)

\_\_\_\_\_  
Signature and Date

**Music Area**  
**Capstone Proposal**

\_\_\_\_\_  
Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Project Type

\_\_\_\_\_  
Research Methods

Abstract Attached:

Yes

Committee Members Approval:

\_\_\_\_\_  
Chair Name (printed) \_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Member Name (printed) \_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Member Name (printed) \_\_\_\_\_  
Signature and Date

---

(Do not write below this line)

Additional Full-Time Music Faculty Approval

\_\_\_\_\_  
Additional Full-Time Faculty Name \_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Additional Full-Time Faculty Name \_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Additional Full-Time Faculty Name \_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Additional Full-Time Faculty Name \_\_\_\_\_  
Signature and Date

# CAPSTONE CHECK OFF SHEET (Music)

(for Department use)

\_\_\_\_\_  
Student Name

## Semester Prior To Capstone Enrollment

*Request for Capstone Committee Assignment Form* submitted

\_\_\_\_\_  
Department Chair (printed)

\_\_\_\_\_  
Chair Signature and Date

*Capstone Proposal Form* submitted

\_\_\_\_\_  
Chair Initials and Date

## Semester Of Capstone Enrollment

First Draft to Committee Chair

\_\_\_\_\_  
Committee Chair Initials and Date

Final paper to Committee Chair

\_\_\_\_\_  
Committee Chair Initials and Date

Final paper to all members

\_\_\_\_\_  
Committee Chair Initials and Date

\_\_\_\_\_  
Committee Member Initials and Date

\_\_\_\_\_  
Committee Member Initials and Date

**Music Area**  
**Capstone Approval**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Capstone Grade (S/U)

Committee Members:

\_\_\_\_\_  
Chair Name (printed)

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Member Name (printed)

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Member Name (printed)

\_\_\_\_\_  
Signature and Date

The committee's decision has been received and the grade has been submitted.

\_\_\_\_\_  
Department Head Name (printed)

\_\_\_\_\_  
Department Head Signature and Date