

UNIVERSITY OF TEXAS AT TYLER
School of Performing Arts

course syllabus for

MUAP 4101
Analytical/Research Project
Spring 2015

By appointment, scheduled during Week 1 – FAC 2020

Professor: Dr. Kyle Gullings

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Office Phone: (903) 566-7478

Office Hours: (tentative)

Mondays 10:00-11:00 a.m.

Tuesdays 1:00-2:00 p.m.

Fridays 10:00-11:00 a.m.

(or by appointment)

Course Description: Directed studies in music history or music theory leading to a formal paper. Required of Bachelor of Arts in Music degrees.

Course Learning Objectives: Upon successful completion of this course, students will be able to:

- Present a final formal paper of original scholarship in music history or theory
- Demonstrate the basic knowledge and skills of research, including conducting a literature review, gathering data or other information, drafting, revising, citing, and the crafting of a formal paper

Required Materials: No textbook is required.

Assessment:

Grade Weighting	Weekly Meeting Progress	30%
	Final Paper	70%

Grading Scale	90-100%	A
	80-100%	B
	70-100%	C
	60-100%	D
	Below 60%	F

Methods for Assessing Outcomes: The final grade will reflect the degree of significant progress made by the student each week, as well as the scope and quality of the final paper.

Methods of Instruction: Enrolled students will meet weekly with the instructor to receive guidance in the development of their final paper, discuss progress and techniques, assess and develop researcher-specific proficiencies, and set specific goals and directions for the following week. Outside scholarly reading may also be assigned to serve as models.

**** Attendance Policy:** Weekly attendance is essential and expected. Make-up meetings may not be rescheduled for unexcused absences or due to lack of preparation or progress. Weekly grades are given for each meeting, and absences without advance notice will result in a grade of 0% for that week's meeting. Three (3) "no-show" meetings within a semester will result in an automatic semester grade of "F", and no further meetings will be scheduled for the remainder of the semester.

At the instructor's discretion, absences may be considered excused only for legitimate, documented reasons (serious illness, family emergency, etc.). In cases of excused absences, the weekly meeting grade will not be impacted, and all attempts will be made to make up the missed meeting. In all cases, students who must miss

a meeting should inform the instructor, with as much advance notice as possible.

**** Format/Expectations:** In the first few weeks of the semester, the instructor and the student will jointly create a contract outlining the topic to be approached and relevant outside scholarship to read during the semester. Student progress and grading will be evaluated based on fulfillment of this contract.

Academic Integrity: Academic dishonesty will not be tolerated (cheating, copying homework, plagiarism, etc.).

Email: Students are expected to maintain, and regularly check, an e-mail account.

Students Rights and Responsibilities: To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
<http://www2.uttyler.edu/wellness/rightsresponsibilities.php>

Grade Replacement/Forgiveness and Census Date Policies: Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy: Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an

appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu.

Student Absence due to Religious Observance: Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities: If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement: It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation: Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

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Course Calendar

Date(s)	Event
1/12	Classes Begin
1/19	- <i>NO CLASSES</i> : MLK Jr. Day
1/26	- <i>Census Date</i> (Last day to withdraw from course without penalty)
3/9-3/13	- <i>NO CLASSES</i> : Spring Break
3/23	- <i>Withdrawal Deadline</i>
4/27	- <i>NO CLASSES</i> : Study Day
4/27-5/1	Finals Week / Juries (Date/Time/Location TBD)