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**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS**  
**MUSI 531/631 – Research Techniques and Bibliography of Music**  
**Fall 2020**

Instructor Office Email Office Hours	Adam Patrick Bell CHF 220 adam.bell@ucalgary.ca By appointment
Day(s),time(s) and location of Class	Tuesdays 9:00AM - 11:45AM (Synchronous sessions via Zoom). Please note that in an attempt to avoid “Zoom fatigue,” synchronous sessions will have planned periodic breaks.
Learning resources: required readings, textbooks and materials	There is no required text for this course. Required readings will be provided by the instructor.
Learning Technologies and Requirements	<p>There is a D2L site for this course which contains required readings and other relevant class resources and materials (see d2L.ucalgary.ca).</p> <p>In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:</p> <ul style="list-style-type: none"> <li>• A computer with a supported operating system, as well as the latest security, and malware updates;</li> <li>• A current and updated web browser;</li> <li>• Webcam (built-in or external);</li> <li>• Microphone and speaker (built-in or external) or headset with microphone;</li> <li>• Current antivirus and/or firewall software enabled;</li> <li>• Broadband internet connection.</li> </ul> <p>Most current laptops will have a built-in webcam, speaker and microphone.</p>
Prerequisites	MUSI 631: Notes: Required course for all MMus and MA students.
Course description	The purpose of this course is to introduce students to music scholarship and to provide an opportunity to further develop the research and bibliographic skills and techniques necessary to succeed at performing research. The course will focus on the collection, management, interpretation and communication of information concerning music. The course will be held in a seminar format, allowing participants the opportunity to discuss and critically assess problems and issues concerning music scholarship and research techniques.
Course learning outcomes	By the completion of this course, successful students will be able to: <ol style="list-style-type: none"> <li>1. create research questions related to their area of inquiry</li> <li>2. find information pertinent to their research and artistic activity;</li> <li>3. critically assess the value of this information;</li> <li>4. better communicate this information in language appropriate to academic institutions;</li> <li>5. Create and deliver a presentation, and facilitate related discussion</li> <li>6. formulate successful grant applications</li> </ol>
Course schedule	TBD

Assessment components	<p>Assignment 1: Literature Review. Students are required to prepare an annotated bibliography that will accompany an oral report related to their own area of research. This assignment will be done in two stages:</p> <p>1a: Annotated bibliography  Value: 30%  Due Date: TBD  Type: written text  Description: Prepare a representative and balanced list of at least 20 sources that provide information on the topic you have chosen. Each source must be accompanied by a short paragraph explaining its pertinence to your project. The list should be comprised of primarily scholarly sources, but there may be sources that fall outside of this categorization (e.g. articles from the popular press, films, and so on) that are critical to include; this should be discussed with the instructor. The purpose of a literature review is to situate your research within the existing body of work on your chosen topic. You cannot know what you are contributing to your field until you already know what has been contributed by others in the field. The bibliography must be structured according to rules set out by an appropriate style manual such as <i>The Chicago Manual of Style</i> (15th or later edition) or <i>APA</i>.</p> <p>1b: Presentation  Value: 20%  Due Date: final sessions in November and December (depending on the number of registered students)  Type: oral presentation  Description: Prepare (i) a script and (ii) presentation slides (PowerPoint, Google Slides, etc.) based on the findings from your literature review that (1) demonstrates your knowledge of the salient research that has been conducted on your topic, and (2) serves as a rationale as to why your research is a needed contribution to the field. The script and slides will serve as the basis for the student's oral presentation (15-20 minutes depending on the size of the class + 5 minutes for questions from peers).</p> <p>Assignment 2: Preparing grant applications  Value: 50% (for the written report only)  Due Date: TBD  Type: written report (accompanied by a short oral presentation)  Description: Building on the skills acquired with the bibliography assignment, students are required to prepare a grant application (either real or fictitious). This assignment will be presented in written form. The application should be based on the research/creative project that the student intends to pursue at the Master's or the PhD level. The written document will use the SSHRC application form as a template and will include the following: title, summary presentation of the research hypothesis/problematic or (in the case of composers and performers) creative objectives, theoretical criteria, methodology, time frame, expected results and bibliography.</p>
Assessment expectations	<p><u>Guidelines for Submitting Assignments</u>  Written assignments must be submitted via D2L</p> <p><u>Criteria That Must Be Met To Pass</u></p>

	<p>This seminar is a required course for graduate students, who must obtain a B- in order to pass.</p> <p><u>Expectations for Writing:</u> Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p> <p>All written and oral presentations will be evaluated in terms of content, form and language competency.</p> <p><u>Expectations for Attendance and Participation:</u> All students are expected to attend the seminar regularly and participate actively in discussions.</p> <p><u>Late Assignments</u> <b>Late assignments will be accepted up to 1 week late with a 25% penalty. Assignments more than a week late will not be accepted.</b></p>
Grading scale	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Grading System and Transcripts of the Calendar: <a href="https://www.ucalgary.ca/pubs/calendar/current/f-1.html">https://www.ucalgary.ca/pubs/calendar/current/f-1.html</a>.</p> <ul style="list-style-type: none"> <li>• A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.</li> <li>• The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.</li> </ul> <p>A+ = 100-98%; A = 97-94%; A- = 93-90%; B+ = 89-86%; B = 85-80%; B- = 79-76%; C+ = 75-70%; C = 69-66%; C- = 65-60; D+ = 59-56%; D = 55-51%; F = 50.99% or lower</p>
Guidelines for Zoom Sessions	<p>Zoom is a video conferencing program that will allow us to meet at specific times for a “live” video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.</p> <p>To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.</p> <p>The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the <a href="#">Code of Conduct</a>). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g <a href="#">Student Non-Academic Misconduct Policy</a>). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more</p>

	<p>information on how to get the most out of your zoom sessions visit:  <a href="https://elearn.ucalgary.ca/guidelines-for-zoom/">https://elearn.ucalgary.ca/guidelines-for-zoom/</a> .</p> <p>Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).</p> <p>Recording Zoom class sessions is at the discretion of the instructor; missing a Zoom class is equivalent to missing an in-person class. The instructor <i>may</i> record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session – but this is not a requirement. Should an instructor choose to record a class session, students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.</p>
Academic Accommodation	<p>It is the student’s responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at <a href="https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations">https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations</a>.</p> <p>Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (<a href="https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf">https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf</a> ). Students who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor.</p> <p>SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://www.ucalgary.ca/access/">www.ucalgary.ca/access/</a> .</p>
Academic integrity, plagiarism	<p>Academic Misconduct refers to student behavior which compromises proper assessment of a student’s academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor’s expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.</p> <p>For information on the Student Academic Misconduct Policy and Procedure please visit: <a href="https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf">https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf</a> and <a href="https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf">https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf</a>. Additional information is available on the Academic Integrity Website at <a href="https://ucalgary.ca/student-services/student-success/learning/academic-integrity">https://ucalgary.ca/student-services/student-success/learning/academic-integrity</a>.</p>
Internet and electronic communication device	<p>The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time. Students are responsible for being aware of the University’s Internet and email use policy, which can be found at <a href="https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf">https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf</a></p>
Intellectual Property	<p>Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.</p>

Copyright	All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright ( <a href="http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf">www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf</a> ) and requirements of the copyright act ( <a href="https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html">https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html</a> ) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy <a href="https://www.ucalgary.ca/pubs/calendar/current/k.html">https://www.ucalgary.ca/pubs/calendar/current/k.html</a> .
Freedom of Information and Protection of Privacy	Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.
Student Support	Please visit this link for important information on UCalgary's student wellness and safety resources: <a href="https://www.ucalgary.ca/registrar/registration/course-outlines">https://www.ucalgary.ca/registrar/registration/course-outlines</a>