FORMAT 1

TRIAL COURSE OR NEW COURSE PROPOSAL
(Attach copy of syllabus)

SUBMITTED BY:

Department	Music	College/School	CLA
Prepared by	William Post	Phone	X5827
Email Contact	wdpost@alaska.edu	Faculty Contact	William Post

1. ACTION DESIRED (CHECK ONE):   Trial Course [ ]   New Course [X]

2. COURSE IDENTIFICATION: Dept **MUS**   Course # **F476**   No. of Credits **3**

Justify upper/lower division status & number of credits:

MUS F476 is an advanced course of supervised scholarly activity: one contact hour per week equivalent to one credit; 6-12 hours per week of scholarly activity, equivalent to two credits. Course serves as the capstone course for the BA degree in Music. Course includes prerequisites of senior standing and permission of the instructor.

3. PROPOSED COURSE TITLE: **Senior Project**

4. To be CROSS LISTED? YES/NO   **NO**   If yes, Dept: Course #

NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED?* YES/NO   **NO**   If yes, Dept.   Course #

How will the two course levels differ from each other? How will each be taught at the appropriate level?:

* Use only one Format 1 form for the stacked course (not one for each level of the course!) and attach syllabi. Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi (undergraduate and graduate versions) will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online – see URL at top of this page.

6. FREQUENCY OF OFFERING: **As Demand Warrants**

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (Effective AY2015-16 if approved by 3/31/2015; otherwise AY2016-17)   **AY2015-16**

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, **any core course compressed to less than six weeks must be approved by the Core Review Committee.**

COURSE FORMAT: (check all that apply)	1	2	3	4	5	X 6 weeks to full semester

OTHER FORMAT (specify)	

Mode of delivery (specify lecture, field trips, labs	**Supervised scholarly activity**

9. CONTACT HOURS PER WEEK:

1 LECTURE hours/weeks		LAB hours /week		PRACTICUM hours /week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/ for more information on number of credits.

OTHER HOURS (specify type)

6-12 hours per week in scholarly activity outside of direct faculty contact
(Faculty Senate Curriculum Policies Appendix B: Credits for typical scholarly activities should be awarded at a rate of 2400-4800 minutes of work (3-6 hours/week for 14 weeks) per credit.)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:

FISH F487 W, O   Fisheries Management
    3 Credits   Offered Spring
    Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. *Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor.* Cross-listed with NRM F487. (3+0)

MUS F476 Senior Project
3 credits   As Demand Warrants

Preparation and presentation of a senior project based on a topic of the student's choosing in consultation with the instructor. Project may take the form of a research paper, original music composition, music performance as lecture-recital, or some combination of these as appropriate to the topic. Prerequisites: Senior standing and permission of the instructor. (1+0+2)

---

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities		S = Social Sciences	

Will this course be used to fulfill a requirement for the baccalaureate core? **If YES, attach form.**	YES:		NO:	X

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, **Format 6**		W = Writing Intensive, **Format 7**		X = Baccalaureate Core	

11.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES		NO	X	

12. COURSE REPEATABILITY:

Is this course repeatable for credit?	YES		NO	X

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).	

How many times may the course be repeated for credit?		TIMES
If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?		CREDITS
If the course can be repeated with <u>variable</u> credit, what is the maximum number of credit hours that may be earned for this course?		CREDITS

13. GRADING SYSTEM: Specify only one. Note: Changing the grading system for a course later on constitutes a Major Course Change – Format 2 form.

LETTER: **X**   PASS/FAIL: ☐

RESTRICTIONS ON ENROLLMENT (if any)

14.   PREREQUISITES   Senior standing and permission of the instructor

These will be *required* before the student is allowed to enroll in the course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES $0

Has a memo been submitted through your dean to the Provost for fee approval?
Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously?
Yes/No   **NO**

If yes, give semester, year, course #, etc.:

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

There are no impacts on budget, facilities/space, faculty. The course does not require classroom space. Faculty already in place to instruct this supervised scholarly activity.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No ☐   Yes **X**

10/7/2014 Karen Jensen

The Rasmuson Library has significant music resources in a variety of formats suitable for research and study in this course.

(see attached correspondence)

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

Department of Music: music faculty contacted by email, by faculty meeting and by a vote of full faculty approving the proposed course. The Bachelor of Arts degree program in Music is the only program affected by the proposed course.

21. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

Positive impacts include providing clear student outcomes and assessment tools for the Bachelor of Arts degree program in Music, as per the recommendation of the most recent BA Program Review. Students will also be able to more effectively utilize or synthesize their major and minor

areas of study, as the senior project offers opportunities for an interdisciplinary approach in research and study.

The Department does not anticipate any negative impacts on existing programs or courses, but rather views the strengthening and diversification of the BA degree program as a positive recruitment tool that will generate more interest in UAF Music programs and attract new students into the Department.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

This course is part of a major program change to the Bachelor of Arts in Music degree program (Format 5- Major Program Change has been submitted along with this New Course proposal).

The addition of MUS F476 Senior project to the BA degree is, in part, a response to the Department's recent BA Program Review, which noted the absence of clear student learning outcomes and assessments within the BA.
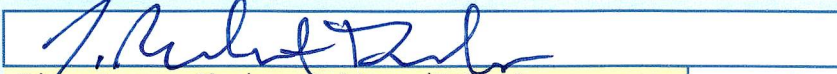
Furthermore, the addition of a senior project provides greater diversity and flexibility within the BA degree, as students will have the opportunity to develop their own unique project in areas of research, composition, performance, and possibly interdisciplinary study.
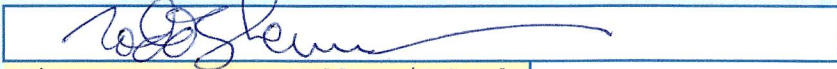
Finally, students will have prepared a substantive project that may be presented through a variety of forums such as URSA Research Showcase, lecture-recital, concert event, undergraduate journals, conferences or other publications.

The quality of UAF education will only be enhanced by the expanded opportunities available to music students through a senior project to the BA program.

APPROVALS: *Add additional signature lines as needed.*

Signature, Chair, Program/Department of:	Date	10/7/14
[signature] Music		

Signature, Chair, College/School Curriculum Council for:	Date	10/23/14
[signature] CLA		

Signature, Dean, College/School of:	Date	10/31/14
[signature] CLA		

Offerings above the level of approved programs must be approved in advance by the Provost.

	Date	
Signature of Provost (if above level of approved programs)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair Faculty Senate Review Committee: ___Curriculum Review ___GAAC ___Core Review ___SADAC		

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

UNIVERSITY
of ALASKA

New music course contact

2 messages

William Post <wdpost@alaska.edu>   Tue, Oct 7, 2014 at 4:29 PM
To: kljensen@alaska.edu

Karen,

We are proposing a new music course, MUS F476 Senior Project, which will serve as the capstone course for our BA Music program. As part of the proposal, we are encouraged to contact the library collection development officer regarding anticipated needs and available resources.

The course requires preparation and presentation of a senior project, which may include original written research, original music composition, lecture/recital performance, or some combination of presentations appropriate to the topic. I am aware that we have significant resources for original research and other scholarly activities in music, and, given the broad scope of topics that students may explore in their projects, I'm sure that these resources will be utilized more regularly. If you have any considerations or recommendations that might benefit our new proposed course, please let me know.

Thanks,

Bill Post

--
Dr. William D. Post
Associate Professor of Music
Music Theory and Analysis
University of Alaska Fairbanks
P.O. Box 755660
Fairbanks, AK 99775-5660
(907) 474-5827

Karen Jensen <kljensen@alaska.edu>   Wed, Oct 8, 2014 at 9:03 AM
To: William Post <wdpost@alaska.edu>

Hi Bill
Thanks for sharing this information. One thing I would like for your faculty to consider with this course, is whether or not you will ask students to deposit a copy of their final project in UA ScholarWorks. This is our institutional repository, into which all graduate theses are now deposited, as well as most departmental publications, all university publications, and some faculty are also putting copies of published research papers (if they have retained their copyright to do so). Obviously at this time there is no university requirement for undergraduate students to deposit anything, and if the department chooses this as a requirement for their own students, they need to get the students' permission to share the work publicly (FERPA). Ideally, it will be a comprehensive online library for any significant work done at UA.

As far as library resources go with regard to the capstone, please just keep telling all your students to make requests for new materials; these requests help tremendously in ensuring a high quality collection. We no longer have the budget to buy lots of materials "just in case" as we used to do, so it's an item-by-item selection process. We need as much input from departments as possible in order to ensure strong research collections. Here is a link to our resource recommendation form, for any format of material:

http://library.uaf.edu/recommend-resource

I'd also like to remind faculty to use our instruction program as needed; we can work with a small group of grad

students who may be unfamiliar with using library resources, instruct a lower division class on the basics (if they haven't already taken LS101), or gear a session toward whatever need you have for your students. Here is the form for requesting classroom instruction:

http://library.uaf.edu/course-related-instruction-request-form

Thanks, and best of luck with your capstone course.

Karen Jensen
Collection Development
Rasmuson Library
University of Alaska Fairbanks
907-474-6695
kljensen@alaska.edu

[Quoted text hidden]

ATTACH COMPLETE SYLLABUS (as part of this application). This list is online at:
http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/
The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be <u>denied</u>.

SYLLABUS CHECKLIST FOR ALL UAF COURSES
During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:
✠Title, ✠ number, ✠credits, ✠prerequisites, ✠ location, ✠ meeting time
(make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:
✠ Name, ✠ office location, ✠ office hours, ✠ telephone, ✠ email address.

3. Course readings/materials:
   N/A   Course textbook title, author, edition/publisher.
   N/A   Supplementary readings (indicate whether ❑ required or ❑ recommended) and
   N/A   any supplies required.

4. Course description:
✠ Content of the course and how it fits into the broader curriculum;
✠ Expected proficiencies required to undertake the course, if applicable.
✠ Inclusion of catalog description is *strongly* recommended, and
✠ Description in syllabus must be consistent with catalog course description.

5.X Course Goals (general), and (see #6)

6.X Student Learning Outcomes (more specific)

7. Instructional methods:
 X Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:
   N/A A schedule of class topics and assignments must be included. <u>Be specific</u> so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:
 X Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:
✠ Specify how students will be evaluated, ✠what factors will be included, ✠ their relative value, and ✠ how they will be tabulated into grades (on a curve, absolute scores, etc.) ✠ Publicize UAF regulations with regard to the grades of "C" and below <u>as applicable</u> to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":
http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf

11. Support Services:
✠ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been **updated.**
http://www.uaf.edu/disability/   The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.
        ✠ State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655)to provide reasonable accommodation to students with disabilities.

MUS F476 Senior Project
3 credits

Spring 2016

Instructor: TBA   Office Phone: TBA
Office: TBA   E-Mail: TBA
Office Hours: TBA

Course Materials and Resources:

There are no required texts or materials for this course. The UAF Rasmuson Library contains a large number of resources, databases and media for research and scholarship in music. The University Research and Scholarship Activity organization (URSA) offers a variety of courses, funding sources, events and other types of research support. www.uaf.edu/ursa/

Course Description:

MUS F476 Senior Project
3 credits   As Demand Warrants

Preparation and presentation of a senior project based on a topic of the student's choosing in consultation with the instructor. Project may take the form of a research paper, original music composition, music performance as lecture-recital, or some combination of these as appropriate to the topic. Prerequisites: Senior standing and permission of the instructor. (1+0+2)

Course Goals and Learning Outcomes:

At the successful completion of this course, you will be able to:

-focus and develop the topic, scope and content of a large-scale project involving written and oral presentation

-conduct productive research and work independently in scholarly and creative activities

-utilize advanced skills and knowledge attained in theoretical, historical and applied music studies as appropriate to the project topic and presentation

-present the completed project in a public or scholastic venue through written and/or performance media, as appropriate to the topic

Instructional Methods:

MUS F476 is a course of supervised scholarly activity. Your instructor will meet with you one hour weekly to advise you on your project topic, research and creative activities.

Course Policies:

You are expected to abide by the schedule of weekly meetings arranged with the instructor. If you cannot attend a scheduled meeting, you should contact the instructor prior to the meeting time to make other arrangements. You are expected to work independently between six and twelve hours per week throughout the semester toward completion of your senior project and presentation.

You are expected to adhere to the University's policy on plagiarism as published in the Student Code of Conduct. If you are found to have violated this policy, you will fail this course and possibly be subject to disciplinary actions or sanctions by the University. For additional information and details about the Student Code of Conduct, contact the Dean of Students or access information at www.alaska.edu/bor/.

Grading Scale and Assessment:

Your grade for this course will be determined satisfactory completion of the following:

15%   Weekly meetings (14+)
        -meet regularly and productively with your instructor as scheduled

10%   Project Overview
        - complete and submit a document that identifies your project topic and outlines its scope, purpose, methods and sources by specified due date

20%   Project Drafts (2+)
        - complete and submit at least two drafts of work in progress, as applicable to your particular project topic and methods by specified due dates

25%   Final Project
        -submit to date the final project in its completed form by specified due

30%   Final Project Presentation
        - present the completed project in a public or scholastic venue through written and/or performance media, as appropriate to the topic and as agreed upon with your instructor

_____
100%

Grading Scale:
A+= 100-98% A= 97-94% A-= 93-90% B+= 89-88% B= 87-84% B-= 83-80% C+= 79-78%
C= 77-74% C-= 73-70% D+= 69-68% D= 67-64% D-= 63-60% F= below 60%

As per Department policy: A minimum grade of C (74%) is required to pass this major course

Support Services:

The Writing Center is a student-staffed, student-oriented service of the English Department. Tutors can assist you in all phases of the writing process. Additional research and writing assistance can be found at www.uaf.edu/english/writing-center/

The Office of Disabilities Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. Your instructor will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to students with disabilities.