



Proposal Form For Addition And Revision Of Courses

1. **Proposing College / School:**
Department:

2. **Course Prefix and Number:** 3. **Effective Term:**

4. **Course Title:**
Abbreviated Title (30 characters or less):

5. **Requested Action:**

Renumber a Course ——— Current Course Number:

Add a Course ——— Proposed Course Number:

Revise a Course ——— Type of Revision:

6. **Course Credit:**

Contact/Group Hours	Scheduled Type (e.g.: Lab, Lecture, Practicum, Directed Study)	Weekly or Per Term?	Credit Hours	Anticipated Enrollment
3	Lecture	3	3	15
Total Credit Hours: <input type="text" value="3"/>				

Maximum Hours (Repeatability):

7. **Grading Type:** Regular (ABCD) Satisfactory/Unsatisfactory (S/U) Audit

8. **Prerequisites/Corequisites:**

Use "P:" to indicate a prerequisite, "C:" to indicate a corequisite, and "P/C:" to indicate a prerequisite with concurrency.

9. **Restrictions:** *List specific restriction in space above.* College Major Standing Degree

10. **Course Description:** *(20 Words or Less; exactly as it should appear in the Bulletin)*

11. **May Count Either:** or *(Indicate if this particular course cannot be counted for credit in addition to another)*

Program Type (e.g.: minor, major, etc.)	Program Title (e.g.: MS in Chemistry, Performance Option, Minor in Art)	Requirement or Elective? (required or optional?)
Major	M.Ed. in Music Education	Elective
Major	Ed. S and Ph.D in Music Education	Elective

12. **Affected Program(s):** *(Respond "N/A" if not included in any program; attach memorandum if more space is required)*

13. **Overlapping or Duplication of Other Units' Offerings:** Applicable Not Applicable

(If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)

14. Justification:

This course has been taught as a Special Topics course to serve the Music Education graduate program. Because it is taught as part of a regular course rotation, we need to assign it a regular course number.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources:

No additional resources are needed.

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes:

By the end of the semester, students will:

1. Demonstrate knowledge of multiple aspects of the Finale music notation program
2. Demonstrate ability to master basic input and editing functions of Finale
3. Demonstrate advanced notation techniques such as contemporary music notation, playback and midi functions, and score and part layout
4. Demonstrate knowledge of advanced playback issues and sampling
5. Demonstrate the ability to arrange/compose music for instrumental and/or vocal ensembles
6. Demonstrate the ability to properly prepare scores for publication
7. Complete a final project and oral presentation

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:

Texts or Major Resources:

- Music notation software: Finale 2012.
- Adobe acrobat reader
- High speed internet connection recommended
- Webcam/mic

Course Content and Schedule:

The supplemental lecture/demonstration component of the course is offered via archived video available from the Modules tab of Canvas, and viewable with Panopto. A high speed internet connection is recommended and webcam/microphone are needed for potential video posts and interaction.

Class topics will adhere to the following schedule:

- Week 1 – Score setup: setup wizard (templates, custom), the score manager, document/program options, basic palettes, toolbars
- Week 2 – Dynamic expression and articulations, score layout techniques
Assignment 1 due
- Week 3 – Note entry/basic tools/techniques: simple/speedy entry, hyperscribe, layers, context menus (2012), selection tool (copy filter from edit menu, also selecting regions from edit menu), adding/deleting measure stacks (also clearing measures)
Assignment 2 due
- Week 4 – Additional tools: key signature tool, time signature tool (basic only), clef tool, measure tool, tuplet tool, text tool
Assignment 3 due
- Week 5 – Additional tools continued: repeat tool, chord tool, ossia tool, lyric tool, percent tool
Assignment 4 due
- Week 6 – Score layout techniques: views - page, scroll, studio, zoom, page layout tool, staff tool: staff attributes notation style, names, headless notes, staff groups, staff styles and alternate notation (slash, repeat measures, etc.), fit measures, locking/unlocking systems
Assignment 5 due

- Week 7 - The instrument list, mixer, assigning sounds, patch changes, creating playable expressions, human playback
Assignment 6 due
- Week 8 – VST plugins overview and advanced midi setup
Assignment 7 due
- Week 9 – Using/mapping included sounds: Using the Softsynth, Tapspace, Row-Loff, and Garritan plugins
Assignment 8 due
- Week 10 – Using/mapping more realistic sounds: East/West sample libraries, Vienna Symphonic Sample libraries
Assignment 9 due
- Week 11 – Advanced playback issues: percussion sounds, layouts, and maps
Assignment 10 due
- Week 12 – Advanced playback issues: importing, manipulating, and exporting audio
Assignment 11 due
- Week 13 – Linked parts - creation, definitions, editing
Assignment 12 due
Final project due
- Week 14 – Final project presentations and critiques
- Week 15 – Final project presentations and critiques

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:

Assignments (12 x 50 pts. each): Assignments will consist of entry of music into Finale, using the techniques discussed in class.

Final project (250 pts.): The final project will be an entry project for a large ensemble of mixed instrumentation, must include formatted, print-ready parts and full playback functionality. The final project will take the place of the final exam for this course.

Class Presentation (150 pts.): The class presentation should be 30 minutes in length and should include PowerPoint slides and audio/video resources (with links if applicable). A study handout should be prepared and distributed to the class.

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale:

Grading system for final grade: The number of points achieved divided by number of points possible. The resulting percentage determines your final grade. A=100-90%, B=89-80%, C=79-70%, D=69-60%, F=59-0%

Assignments (12): 50 points each = 600 pts
 Final project : 250 points
 Class presentation 150 points
 Total: 1000 points possible

Class Policy Statements regarding grading:

All assignments must be turned in at the beginning of the class as assigned; after that time the assignment will be considered late. Late assignments will not receive full credit; 1 letter grade will be deducted from the assignment grade for each calendar day the assignment is late.

Participation:

- Your participation in class discussion is encouraged and welcomed. You may also communicate privately with me through Canvas messaging, and you may interact with others in the class via the Canvas discussions feature. Through this board, you can communicate with anyone else in the

class, ask questions, provide insight, or share experiences you've had on our topics of discussion. Be inquisitive, and be willing to discuss your ideas and views with the class. We can all learn a lot from one another. Although your participation in discussion will not be graded, students who are actively engaged in class discussion generally achieve better results on assignments and projects.

- I will usually be available on work days via email, or we can make an appointment meet in person or to create a conference through Canvas for remote office hours or if you need to share your screen.

Attendance/Absences:

- Attendance is mandatory and will be taken at the beginning of each class.
- Any student who joins the class more than five minutes late will be marked tardy. Three unexcused tardies will result in a final grade reduction of 1 letter.

- You are allowed 1 unexcused absence. Additional unexcused absences will result in a final grade reduction of 1 letter for each absence.

- Students are granted excused absences from class for the following reasons: documented illness of the student (via a medical excuse or note from a doctor) or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for University classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays.

- You have until 4:45 on Friday of the week following the unexcused absence to turn in written documentation of the absence. After Friday at 4:45, any absence for which an excuse has not been submitted will be unexcused. Excused absences are defined in the policy on class attendance found in University Policies.

- Students are responsible for all material covered in class for which they were absent.

Students may withdraw (although with a W on their transcript) until midsemester.

The final project will take the place of the final exam.

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit:

Prerequisite for the level of skills and expertise required in the course would be a professional baccalaureate degree in music as defined by the National Association of Schools of Music standards for graduate study. The course provides advanced study of the Finale notation program as related to the music education classroom. It builds on undergraduate knowledge of music notation, style, and formal analysis. Graduate students will incorporate advanced compositional techniques with their experience as classroom teachers in a project for large ensemble of mixed instrumentation. The project requires the synthesis of graduate level music theory and the knowledge gained from the various complex Finale notation topics throughout the course. The instructor holds graduate faculty status.

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Student Policy eHandbook, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please consult the [Student Policy eHandbook](#) for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g.:hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the [Student Policy eHandbook](#) will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

Approvals

 Department Chair / Head	2/4/15 Date
 College / School Curriculum Committee	2/17/15 Date
 College / School Dean	2/17/15 Date
_____ Dean of the Graduate School (for Graduate Courses)	_____ Date
_____ Assoc. Provost for Undergraduate Studies (for Undergraduate Courses)	_____ Date

Contact Person: Ann Knipschild

Telephone: 844-3185

E-Mail Address: knipsak@auburn.edu

Fax: 844-3188

Sara Lynn Baird

From: Nancy Barry
Sent: Monday, November 10, 2014 10:43 AM
To: Sara Lynn Baird; Kimberly Walls; Jane Kuehne
Subject: RE: new course numbers for graduate courses

Dr. Baird,

Yes – I support this change. It will be great to have the correct course title on student transcripts.

Which of these courses will the Music Dept. offer next Summer? We can start encouraging our advisees to plan to take those.

Thank you!
Nancy

Nancy H. Barry, PhD
Professor of Music Education
Department of Curriculum and Teaching
5040 Haley Center
Auburn University
Auburn, AL 36849-5212

From: Sara Lynn Baird
Sent: Monday, November 10, 2014 10:14 AM
To: Kimberly Walls; Nancy Barry; Jane Kuehne
Subject: new course numbers for graduate courses

Hi Kim, Jane, and Nancy,

We are submitting course forms to convert the Special Topics course numbers that we have used for summer graduate courses to regular course numbers. Students are limited to two special topics numbers and the special topics courses are varied credit hours which causes some registration problems. If you support this change, please reply to this email indicating the support of music education faculty for the following courses:

MUSI 7220	American Art Music
MUSI 7226	American Art Music (dist.)
MUSI 7320	African-American Choral Music
MUSI 7326	African-American Choral Music (dist)
MUSI 7360	Arranging in Finale
MUSI 7366	Arranging in Finale (dist.)
MUSI 7370	Finale Techniques for Music Educators
MUSI 7376	Finale Techniques for Music Educators (dist.)

We need to submit these courses before Dec. 1 in order to be able to use these new course numbers this summer.

Thanks,

Sara Lynn Baird

From: Jane Kuehne
Sent: Monday, November 10, 2014 1:57 PM
To: Sara Lynn Baird
Subject: Re: new course numbers for graduate courses

I support these changes.
Jane Kuehne

On Nov 10, 2014, at 10:13 AM, Sara Lynn Baird <slbaird@auburn.edu> wrote:

Hi Kim, Jane, and Nancy,

We are submitting course forms to convert the Special Topics course numbers that we have used for summer graduate courses to regular course numbers. Students are limited to two special topics numbers and the special topics courses are varied credit hours which causes some registration problems. If you support this change, please reply to this email indicating the support of music education faculty for the following courses:

MUSI 7220	American Art Music
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MUSI 7326	African-American Choral Music (dist)
MUSI 7360	Arranging in Finale
MUSI 7366	Arranging in Finale (dist.)
MUSI 7370	Finale Techniques for Music Educators
MUSI 7376	Finale Techniques for Music Educators (dist.)

We need to submit these courses before Dec. 1 in order to be able to use these new course numbers this summer.

Thanks,

SL

Dr. Sara Lynn Baird
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