



## Proposal Form For Addition And Revision Of Courses

**1. Proposing College / School:** College of Liberal Arts  
*Department:* Music

**2. Course Prefix and Number:** MUSI 7376      **3. Effective Term:** Fall 2015

**4. Course Title:** Finale Techniques for Music Educators  
*Abbreviated Title (30 characters or less):* Finale Tech for Mus Ed

**5. Requested Action:**

Renumber a Course      Current Course Number:   
 Add a Course      Proposed Course Number: MUSI 7376  
 Revise a Course      Type of Revision:

**6. Course Credit:**

	Contact/Group Hours	Scheduled Type <small>(e.g.: Lab, Lecture, Practicum, Directed Study)</small>	Weekly or Per Term?	Credit Hours	Anticipated Enrollment
Maximum Hours (Repeatability): <span style="border: 1px solid black; padding: 2px; margin-left: 5px;">3</span>	3	Distance Learning	3	3	15
Total Credit Hours: <span style="border: 1px solid black; padding: 2px; margin-left: 5px;">3</span>					

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

**8. Prerequisites/Corequisites:** P: Admission to Graduate School; music or music education major  
*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:** Advanced study of the techniques of the Finale music notation program, specifically relating to use in music classrooms.  
*(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 <small>(e.g.: minor, major, etc.)</small>	Program Title <small>(e.g.: MS in Chemistry, Performance Option, Minor in Art)</small>	Requirement or Elective? <small>(required or optional?)</small>
<b>12. Affected Program(s):</b> <i>(Respond "N/A" if not included in any program; attach memorandum if more space is required)</i>	Major	M.Ed. in Music Education	Elective
	Major	Ed. S and Ph.D in Music Education	Elective

**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. We are requesting a distance course to satisfy the curricular needs of music education students who enroll in the distance Master of Music Education program.

*(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 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

<p>mesasures, etc.), fit measures, locking/unlocking systems</p> <p>Assignment 5 due</p> <ul style="list-style-type: none"> <li>• Week 7 - The instrument list, mixer, assigning sounds, patch changes, creating playable expressions, human playback</li> </ul> <p>Assignment 6 due</p> <ul style="list-style-type: none"> <li>• Week 8 – VST plugins overview and advanced midi setup</li> </ul> <p>Assignment 7 due</p> <ul style="list-style-type: none"> <li>• Week 9 – Using/mapping included sounds: Using the Softsynth, Tapspace, Row-Loff, and Garritan plugins</li> </ul> <p>Assignment 8 due</p> <ul style="list-style-type: none"> <li>• Week 10 – Using/mapping more realistic sounds: East/West sample libraries, Vienna Symphonic Sample libraries</li> </ul> <p>Assignment 9 due</p> <ul style="list-style-type: none"> <li>• Week 11 – Advanced playback issues: percussion sounds, layouts, and maps</li> </ul> <p>Assignment 10 due</p> <ul style="list-style-type: none"> <li>• Week 12 – Advanced playback issues: importing, manipulating, and exporting audio</li> </ul> <p>Assignment 11 due</p> <ul style="list-style-type: none"> <li>• Week 13 – Linked parts - creation, definitions, editing</li> </ul> <p>Assignment 12 due</p> <p>Final project due</p> <ul style="list-style-type: none"> <li>• Week 14 – Final project presentations and critiques</li> <li>• Week 15 – Final project presentations and critiques</li> </ul> <p>Course Content Delivery:</p> <p>Students are expected to watch the lecture videos posted on canvas as they are posted. Other support material provided on Canvas for each module includes videos available via YouTube links and links to the Finale user manual and knowledge base. Information for the module will be posted prior to the weekly schedule so that students may work ahead of due dates.</p> <p>Course Interaction</p> <p>Interaction between students and the instructor is effected through instructions on Canvas, assignments, the discussion board, and the Canvas messaging feature. Finale assignments will be submitted to the instructor via Dropbox.</p> <p>The discussion board will be the students' main method of interaction. Running threads for the course will include technical issues and lecture comments/discussion. At least one assignment will include a discussion component: students will upload that assignment to Canvas and each member of the class will provide a brief critique. Comments should be between 100 and 200 words. Guidelines for discussion etiquette will be posted and enforced.</p> <p>All graded assignments will include a written critique from the instructor.</p>
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*(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. Assignments must be submitted to the instructor via Dropbox by 12:00 noon CST on the due date, 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.

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. It should be submitted to the instructor via Dropbox.

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. Presentation materials should be submitted to the instructor and classmates via Dropbox and the discussion board.

*(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 points

Final project : 250 points

Class presentation 150 points

Total: 1000 points possible

### Participation:

Your participation in daily discussion is encouraged and welcomed. You may 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 to create a conference through Canvas for remote office hours or if you need to share your screen.

### Attendance/Absences:

There is no standard attendance policy for the course, but students are expected to log in frequently and keep up with the class schedule.

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

Date

2/4/15

College / School Curriculum Committee

Date

2/17/15

College / School Dean

Date

2/17/15

Dean of the Graduate School (for Graduate Courses)

Date

Assoc. Provost for Undergraduate Studies (for Undergraduate Courses)

Date

Martina,  
Please attach  
signature page to end of  
the 8 revised ones  
pretends you sent me  
2/12. 7366 did not  
have signature page, but  
I'll call saying we in original.

Contact Person:

Ann Knipschild

Telephone:

844-3185

E-Mail Address:

knipsak@auburn.edu

Fax:

844-3168

## Sara Lynn Baird

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**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

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**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](mailto: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
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,

SL

Dr. Sara Lynn Baird  
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