

# SYLLABUS: Bibliography and Research

MUSL 5371 - University of Texas at El Paso  
Fall 2019

Instructor: Dr. Lindsey Macchiarella  
lmacchiarella@utep.edu

Office Hours - in M234  
 ○ M,W 11:30-12:30 pm  
 ○ Or by appointment

## Course Objectives:

At the end of the semester, student should be:

1. Familiar with music research databases
2. Adept at finding, obtaining, and organizing academic sources
3. Practiced at Chicago style citation
4. Able to skim and evaluate sources
5. Capable of developing an original thesis statement
6. Capable of designing appropriate methodology to support a thesis
7. Developed in terms of professional skills, including, but not limited to: able to cope with conflicts between personal, work, and school life, capable of planning a week's schedule in advance, able to communicate clearly via email, and consistently submitting work on time.

## Required Text:

Sampsel, Laurie J. *Music Research: A Handbook*. New York: Oxford University Press, 2019.

In a time crunch, or on a budget? You might consider renting an e-book version:  
<https://redshelf.com/book/1061521/music-research-1061521-9780190644529-laurie-j-sampsel>

## Time Requirement

This is a 3-credit course. In an in-person class, that would usually mean 3 hours of class time per week + 1-3 hours of homework. Since this is fully online, the assignments in this class will take the place of the usual face-to-face time, as well as the usual homework time. This course requires 4-6 hours per week of work. If you do not have 4-6 hours a week to dedicate to this course, you do not have enough time to take the class.

## Assignments

NOTE: All assignments are due before 11 pm

- Reading Quizzes
  - Usually based on the Sampsel text
- Exercises and Assignments

- In the form of quizzes, but without a timer, or short assignments, where more appropriate to the topic
- Designed to guide students through a resource or database, or to help the practice a method of research, such as finding sources, skimming, or evaluating them
- Outlines
  - An organized, hierarchical summary of a book chapter or article
- Review Tests
  - Short-answer-style tests that require the student summarize the function and use of various research resources
- Prospectus
  - An assignment that requires the student to organize research and develop a strategy for undertaking undertake a major research project with an original thesis

## Your Grade:

Reading Quizzes and Outlines: 25%  
 Exercises and Minor Assignments: 25%  
 Major Assignments (Weeks 10-13): 25%  
 Prospectus: 25%

100-90% = A  
 80-89% = B  
 70-79% = C  
 60-69% = D  
 Below 60% = F

## Concerning Communication

You are expected to check your UTEP email at least once a day. Since this class takes place entirely online, it is vital that you read all course-related emails carefully. Most course-related emails are archived under the “announcements” tab on Blackboard. Please check the announcements, syllabus, and course calendar before contacting your instructor with questions!

## A Word on Computer Literacy

This course takes place entirely online. This means that in order to take this course, you must have:

- Constant access to a working computer and internet throughout the semester.
- Your computer must have internet access and Microsoft Word.

You must be capable of accomplishing the following tasks on a computer:

- Accessing the course website.
- Accessing the library website and databases.
- Creating a word document.
- Uploading a document to a blackboard.

If you are unable to complete any of these tasks, contact the technology center in the library for assistance *during the first week of classes.* [www.helpdesk.utep.edu](http://www.helpdesk.utep.edu)

#### Save your work!:

- Do not upload the only copy of your assignment to blackboard. You are responsible for saving a copy of every assignment you write to your computer.

#### **In the Event of Computer Problems . . .**

Technology problems are not a valid excuse for late assignments. Do not leave work until the last minute. You must allow yourself time (at least 2 hours) to adjust for emergencies - e.g. internet goes down, computer breaks, etc.

You should usually contact the Blackboard technical support for technical issues. Assess the situation and decide whether your issue is one for the instructor, or for the UTEP help desk. [Helpdesk.utep.edu](http://Helpdesk.utep.edu)

#### **Regarding Deadlines**

- Late work is not accepted in almost every circumstance. If you believe you have an extraordinarily good reason to submit late work, by all means, contact the instructor to discuss it. Otherwise, assume the work will not be graded if submitted late.
- Unless you have a legitimate emergency and inform your instructor either immediately before, or after an assignment is due, all deadlines are final.

#### **Academic Honor Policy**

The state of Texas has particularly harsh punishments for Academic Honor transgressions, so think very carefully before breaking any of the rules listed here. Plagiarism is not tolerated in the course. Suspected cases of plagiarism will be immediately submitted for disciplinary action. Refer to the Student Conduct Guide for further information <http://sa.utep.edu/osccr/academic-integrity/>

#### To Summarize:

- All information not completely original to your own experience must be cited correctly.
  - For example, even if you (think you) know Beethoven died in Austria in

1827, but you were not there to watch it happen (!) you should cite someone who was, or someone with compelling evidence of it. Peer-reviewed academic sources are a safe choice.

- Do not copy other people's work unless it is required as part of a group project assignment.
  - Two people cannot turn in the same screenshot or image for an assignment.
- You cannot invent historical facts, but you can have opinions.
- **You must put information you've researched into your own words. It cannot be exactly copied from your sources, even if it is cited.** Only short quotes, in quotation marks, correctly cited, are acceptable.
- All work for this course must be original to this course. You cannot turn in assignments you've written for another class.

### **Americans with Disabilities Act**

Any reasonable accommodations for students with limitations due to disabilities will be made. If you have a documented disability and require specific accommodations, you will need to contact the Center for Accommodations and Support services Office. CASS can be reached in the following ways: <http://sa.utep.edu/cass/> 915-747-5148, or via email, [cass@utep.edu](mailto:cass@utep.edu).