SYLLABUS: Graduate Music Bibliography and Research
MUSL 5371 - University of Texas at El Paso
Fall 2024

Instructor: Dr. Lindsey Macchiarella
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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

Some Important Course Policies in a Nutshell:

(Explained in greater detail throughout the syllabus)

- Late work is not accepted
- Due dates are on the Course Calendar
- Check your email daily
- Computer and constant internet throughout the semester
- This class takes 3-6 hours per week
- Contact the Help Desk if you have problems with BlackBoard: 915-747-4357

Required Course Co-Requisite

A basic music-historical factual understanding is required for graduate-level research. Either passing the graduate music history entrance exam, or completing the graduate music history remediation course is required to complete MUSL 5371.

Required Texts:

NONE! 😊

Recommended Texts:

Laurie J. Sampsel. *Music Research: A Handbook.* Latest Edition.
Jonathan D. Bellman. *A Short Guide to Writing about Music.* Any Edition.

Concerning Communication

You are expected to check your UTEP email at least once a day. Please check your email, the announcements tab, syllabus, and course calendar before contacting your instructor with questions!

A Word on Computer Literacy

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

- Constant access to a working computer 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

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.

File Types:

- Acceptable:
    - .doc
    - .docx
    - .pdf
    - .jpeg
    - .png
- Not Acceptable:
    - .pages (It is particularly common for people to try to submit this one! Mac users: I cannot read these files)
    - .heic

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

Class Requirements

Workload will vary, but you should plan on spending roughly 3-6 hours per week on assignments. **If you do not have 3-6 hours per week to dedicate to this class, you should not be in it.**

Assignment and Topic Flexibility

This course offers you the option to research topics that interest you and relate to your final project on assignments throughout the semester. Consider completing an assignment thoroughly your primary goal, however, so prioritize selecting sources that work best for an assignment even if they don't directly relate to your chosen area of research.

Physical vs. Electronic Resources

This course can be completed successfully without ever setting foot in a real library because of the abundance of electronic resources we have available to us. However, I still encourage you to use physical books to deepen your research. If you're in El Paso – go to the university library! If you're not in El Paso, you should still be able to check out books and use InterLibrary Loan at local community colleges or universities (ILL even works at some local public libraries). Definitely let the librarians there know you are a UTEP student.

Regarding Deadlines

In this course, you are expected to develop professional skills, including, but not limited to: coping with conflicts between your personal, work, and school life, planning your week's schedule in advance, practicing clear email communication, and submitting work on time. Familiarize yourself with due dates for major projects and quizzes at the beginning of the semester. Let the instructor know in the first week of the semester if you foresee any legitimate conflicts with these dates. Unless you have a legitimate emergency and inform your instructor either immediately before, or after an assignment is due, all deadlines are final.

Personal scheduling conflicts, including work schedules, do not qualify for assignment extensions. If you have a busy and unpredictable personal schedule, you need to complete work in advance to avoid missed deadlines.

A Finite Number of Emergencies

Extensions may be granted in extreme emergency situations. No student will be granted more than 3 emergency extensions in a semester. Emergency extensions will not be granted covering more than 3 weeks. Students with problems that extend beyond these conditions should contact the registrar for an emergency medical withdrawal from the semester: https://www.utep.edu/student-affairs/registrar/

Your Grade

Quizzes: 10%
Reviews: 10%
Assignments: 60%
Final Paper: 20%

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

Knowing Your Grade: I find the blackboard grading program overly complex and inconsistent, so I will not calculate grades on that website. You will see grades for individual assignments under the "my grades," but your current and final grade are calculated on my computer, not on blackboard. You will receive regular, automatically generated grade updates to your UTEP email.

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**:**

- **You must put information you've researched into your own words. It cannot be exactly copied from your sources unless it is properly cited and clearly in quotes.**
  - o This includes outline assignments. When outlining an article, you need to concisely summarize it. You cannot copy exactly what is written anywhere and put it into an outline without quotes.
- All information not completely original to your own experience must be cited correctly.
- Do not copy other people's work.
- You cannot invent historical facts, but you can have opinions.
- 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.