METHODS OF RESEARCH AND BIBLIOGRAPHY

Dr. Jennifer Thomas
University of Florida
MUS 6716, section 7722
T-2-3 (8:30-10:25); R-2 (8:30-9:20)
MUB 142

Office: 306 MUB
Phone: 273-3178
e-mail: thomasjs@ufl.edu

Enrollment password: JThomas

COURSE OBJECTIVES

Students will gain knowledge and experience in

- defining areas of research
- conducting research using specialized music resources
- scholarly reading, writing, and editing
- practices of scholarly citation and bibliography creation
- critical thinking.

REQUIRED TEXTBOOKS are available at UF Bookstore and at websites listed below; you can also find both used and new copies online. Needed immediately. Bring to class the first day.


RECOMMENDED:


Quick citation guide: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html


ADDITIONAL MATERIALS may be placed on reserve in the music library.

OFFICE HOURS: As above or by appointment. Please see me after class, or contact me by email or telephone to schedule appointments outside regular office hours. I am interested in your success, and I enjoy getting to know you outside of class, so please stop by with questions, ideas, or just to get acquainted.

ASSIGNMENTS AND EVALUATION: Assignments are due at the beginning of class on the day they are due. Late assignments are not acceptable. You are responsible for maintaining your computer and printer and for scheduling your workload in order to meet assignment deadlines. Assignment sheets must be paper-clipped to the assignment. Assignments must fulfill the requirements of the assignment in order to be considered for a grade. Please read the assignment sheet thoroughly and follow all instructions. Papers must be submitted in hard copy and most will also be required as electronic files (Turnitin.com). Back up all work as well as keeping a hard copy. Retain graded assignments until the end of the term. See the schedule of topics, readings, and assignments for further information. See a complete listing of assignments and their point values on Course Schedule.

Distribution of value will be:

50% Homework, including class presentations and discussion
50% Final paper: application and culmination of learning throughout the course

Grading Scale: 94-100% = A; 91-93% = A-; 87-90% = B+ ; 84-86% = B ; 81-83% = B-; 77-80% = C+ ; 74-76% = C ; 71-73% = C- ; 67-70% = D+ ; 64-66% = D ; 61-63% = D- ; 60 and below = E.

TURNITIN.COM All students will be required to register at the turnitin.com website for this class and to submit some assignments online. Class ID: 6767768

Attendance: Attendance is required and essential for your success in the class. After three absences, excused or unexcused, you will lose five points per absence from your semester point total.
Significant assignment dates (subject to change):

Mid term, TBA
October 10: Polished final proposal and annotated bibliography due
November 7: Complete draft of final paper due
Nov. 26: Revised final papers due
Dec. 3: In-class presentations

Academic Honesty: No academic dishonesty will be tolerated. Plagiarism is presenting the work of another as your own. Cheating on exams and using someone else’s ideas in a written paper without providing proper recognition of the source (plagiarizing) are serious matters. As a result of completing the registration form at the University of Florida, every student has signed the following statement: “I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion for the University.” The instructor of this course fully endorses this statement and will not tolerate academic dishonesty. All violations of academic honesty will be referred to the Dean of Students Office for disciplinary action without exception. Strictly enforced!
http://www.dso.ufl.edu/judicial/procedures/studenthonorcode.php

Tips for Achieving Success:

• Attend every class with this question in mind: how can this information help me become a respected professional in my field? Apply what we are learning each week to your own interests and be open to exploring new interests. Regard the skills you will gain as empowering to you.
• Complete every assignment completely and on time. Learn from comments and corrections; employ this feedback in future assignments.
• Interact with your classmates; share ideas and questions with them. Become actively engaged in the process of performing research.

Classroom Policies: Class begins promptly; come every time on time, and stay the whole time. Pick up handouts and hand in any assignments before you take your seat. Be ready with necessary materials. Be respectful of your professor and classmates. Turn off cell phones. Please do not eat in class or engage in other distracting activities.

e-mail etiquette: Please make every effort to see me in person as listed above or to solve your problem using the information and resources at hand; look at the syllabus and assignment sheet first. Please do not email me for information that you can get from a classmate or figure out on your own, but feel free to email when you require my personal attention or need to make an appointment. Please use your ufl.edu account in all of your transactions for the class; please check your ufl.edu account at least once a day. I will often email you before or after class to follow up on something or to alert you to a change. I will attempt to answer your questions in a timely manner, but please do not expect an immediate reply. I may be occupied with other classes, away from my computer, or in need of time to find an answer to your question. I will make every attempt to answer your emails within 24 hours, M–F.

Students with disabilities are strongly encouraged to use the resources offered by the University of Florida Dean of Students Office to assist anyone who qualifies. To learn more, see http://www.dso.ufl.edu/drp/as.htm or visit the office: Disability Resources Program, P202 Peabody Hall, Email: accessuf@dso.ufl.edu; :352-392-1261, Fax:352-392-5566, TDD:352-392-3008

Students who need extra help with writing should make use of the campus writing center. Students who use the writing center must submit all drafts of the paper, including the suggestions and revisions from the center. Information about the center is available at http://www.at.ufl.edu/r&w/. If you are asked to use the writing center, you will be expected to do so and to submit all drafts of the paper.

UF Counseling Services

Resources are available on campus for students having personal problems that affect academic performance, or difficulty defining career and academic goals.
1 University Counseling Center, 301 Peabody Hall, 392-1575; personal and career counseling.
2 Student Mental Health, Student Health Care Center, 392-1171, personal counseling.
3 Center for Sexual Assault/Abuse Recovery Services, Student Health Care Center, 392-1161.
4 Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling.