

MUS 7955 Preparation for Doctoral Project (Section: 24109)

-Fall 2024-

Class Meeting location, times, and sections: **TBD (MUB 301)**

Instructor

Dr. Shannon Lowe (she, her, hers)

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352.273.3185

Office: 301 MUB

Office Hours: As posted on door and canvas; also by appointment

Course Description

For individual capstone projects for Doctor of Musical Arts students who have not yet passed their comprehensive examination but wish to begin work on their project. The scope and focus of the project will be determined by the student in consultation with his/her supervisor and doctoral committee.

Course Objectives

By completing this course, students will have the following for their capstone project:

- Study approval from IRB
- Study's survey release
- Drafts of the following:
 - Project Timeline
 - Basic outline of the paper
 - Written introduction for the paper
 - Bibliography
- Research involving the project that has been collected and compiled

Required Texts, Materials, Resources, Equipment

None

Materials and Supply Fee

- MUS 7955 None

Components of Evaluation

- A working draft of the project's timeline that includes goals for Fall 2024 and completion of the project for Spring 2025 [Deadline to submit to canvas: Monday, September 2nd by 11:59pm to Canvas]
- IRB Study Process
 - *Survey Questions: Deadline to submit to canvas: Monday, September 12th by 11:59pm]*
 - *Submit study to IRB study no later than Monday, September 23rd*
 - *IRB Study Approval: No later than Monday, October 14th*
 - Survey announced and open as soon as IRB approved
- A first draft of the introduction and basic outline for the paper [Deadline to submit to canvas: Monday, October 14th by 11:59pm]
- A draft bibliography for the paper [Deadline to submit to canvas: Monday, October 28th by 11:59pm]

A **Satisfactory** will be awarded if the instructor feels the doctoral student has made progress on their capstone project by completing the above components.

An **Unsatisfactory** will be awarded if the instructor does not feel the doctoral student has made progress on the capstone project.

Course Policies

Attendance

Since this course is an individual project course, the student will meet with the instructor on an “as-needed” basis. The student must meet with the instructor several times, in-person, over the course of the semester to discuss progress in the course.

Communication

Students are strongly urged to confer with the instructor on their progress or any issues or questions. **Do not wait** until the end of the semester to consult the professor if you are encountering difficulties! To communicate with your instructor, use your UF email account, stop by during office hours, or set up an individual appointment. The instructor will utilize email as the main form of communication. **It is expected that students check their email multiple times a week** in order to not miss important announcements, postings, etc. Students are expected to respond to their instructor’s inquiries, either verbally or through email, in a timely manner. Any emails sent to the instructor from a non- UF account **will not** receive a response.

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conducthonor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Campus Resources

Health and Wellness

- *U Matter, We Care*: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center*: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department*: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

- *UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website.](#)

Academic Resources

- *E-learning technical support:* Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- *Career Connections Center:* Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- *Library Support:* Various ways to receive assistance with respect to using the libraries or finding resources.
- *Teaching Center:* Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.
- *Writing Studio:* 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- *Student Complaints On-Campus:* [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)
 - *On-Line Students Complaints:* [View the Distance Learning Student Complaint Process.](#)

HEALTH INFORMATION (RE: COVID-19)

In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- Visit coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.
- Visit <https://shcc.ufl.edu/services/covid19/> (UF Student Health Care Center) to find out about testing and other helpful covid-19 resources for students.
- During high transmission of COVID-19 in the UF community/Alachua County, it is recommended that you wear face coverings within buildings and on public transportation even if you are vaccinated.
- Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.

Agreement

By remaining in this class beyond the add/drop deadline, *you acknowledge and accept* the terms of this syllabus.

Course evaluation, components, and class policies are subject to change at the instructor's discretion. Students will be given due notice through email if any changes are made.