

# Seminar in Music Research

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MUS 7140  
F 8:30–10:30  
1451G VOX  
Fall 2021

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## Course Description

This course will cover essential skills related to the culmination of a DMA student's coursework at UI and preparation for success, post-graduation. It builds on the skills learned in Introduction to Graduate Studies, exploring research methodologies necessary to initiate the selection of a thesis research topic and the preparation of a proposal for the DMA Thesis: Written and Recording Options. Additionally, class time will be devoted to preparation for the profession, including applying and interviewing for college teaching positions and careers outside academia, developing a research plan, and other professional development related to careers both inside and outside academia.

## Course Objectives

This course is not intended to replace the advisor/student relationship, but rather to enhance it. It will provide a jumpstart to discovering appropriate thesis/recording topics and the generation of a proposal that is appropriately rigorous for the field. Students will also gain fluency in the professional development options of today's music profession

## Course Requirements

The requirements for this seminar involve writing assignments, oral presentations, constructive critiques of peers' work and active class discussion. The quality of work expected in this seminar should reflect not only that of a doctoral candidate, but also a consummate professional in the music world.

All work must be submitted on time in order to receive full credit. Assignments turned in late will receive a lowered grade.

## Attendance Policy

Because active participation is a key component of this course, consistent attendance is required. Each student is allotted two unexcused absences, which can be used for any reason. The final course grade will be lowered by one letter for each unexcused absence greater than two. Examples of an excused absence include but are not necessarily limited to: chronic illness, family emergency, SOM-approved travel, religious obligations, and job interviews. Acute illness such as a cold is not considered excused; we advise holding onto your allowed unexcused absences for when they are really needed. Presentations missed due to unexcused absences cannot be made up.

Further information regarding attendance policies is available on the [CLAS Attendance and Absences](#) webpage.

### **Drop-in Hours**

Students are invited to drop by our offices during the hours posted at the top of this syllabus to discuss questions about the course material, research projects, or concerns with the course. We are also available by appointment if you are unable to attend the posted drop-in hours

### **Grading**

- Participation — 15%
- Topic Proposal and Presentation — 10%
- CV — 10%
- Job Post and Cover Letter — 10%
- Mock Interview — 5%
- Final Proposal Draft — 40%
- Proposal Defense — 10%

### **Grading Scale**

100-93% = A	86-83% = B	76-73% = C	66-63% = D
92-90% = A-	82-80% = B-	72-70% = C-	62-60% = D-
89-87% = B+	79-77% = C+	69-67% = D+	Below 60% = F

While UI allows for the designation of an A+ grade, the College and the Educational Policy Committee strongly discourages instructors from assigning the A+ grade. Therefore, an A+ may only be awarded for truly extraordinary work.

### **Grade Disputes**

Grade disputes for any assignment or exam must be brought to my attention in writing no later than one week after the assignment/exam has been returned. Grades will not be altered at the end of the semester in any way. Please write a brief explanation of the problem and staple it to the assignment and deliver to the course TA.

### **Resources**

The following books are excellent resources for research, writing, and formatting documents. Some are available as an ebook via UI Libraries and many are on permanent reserve at the Rita Benton Music Library.

Bellman, Jonathan. *A Short Guide to Writing About Music*. New York: Pearson Longman, 2007.  
(RBML Reserve ML3797.B39 2007)

Booth, Wayne C. et al. *The Craft of Research*. Chicago: University of Chicago Press, 2016.

University of Chicago Press. *Chicago Manual of Style*. 17th ed. Chicago: University of Chicago Press, 2017.

Holoman, D. Kern. *Writing about Music: A Style Sheet*. 3rd ed. Berkeley: University of California Press, 2014.

Mann, Thomas. *The Oxford Guide to Library Research*. New York: Oxford University Press, 2015.

Strunk, William & E.B. White. *The Elements of Style*. New York: Penguin Press, 2005.  
(RBML Reserve PE1408 .S772 2005)

Wingell, Richard J. *Writing About Music: An Introductory Guide*. Upper Saddle River, N.J.: Prentiss Hall, 2009. (RBML Reserve ML3797.B39 2007)

## **Additional CLAS Policies and Procedures**

### **Attendance and Classroom Expectations**

Students are responsible for attending class and for knowing an instructor's attendance policies, which vary by course and content area. All students are expected to attend class and to contribute to its learning environment in part by complying with University policies and directives regarding appropriate classroom behavior or other matters.

### **Absences**

Students are responsible for communicating with instructors as soon they know that an absence might occur or as soon as possible in the case of an illness. Delays in communication could result in a forfeit of what otherwise might be an excused absence.

### **Absences: Illness, Unavoidable Circumstances, and University Sponsored Activities**

Students who are ill, in an unavoidable circumstance affecting academic work, or who miss class because of a University sponsored activity are allowed by UI policy to make up a missed exam. Documentation is required by the instructor except in the case of a brief illness. Students are responsible for communicating with instructors as soon as the absence is known (<https://opsmanual.uiowa.edu/students/absences-class#8.1>).

### **Absences: Holy Days**

Reasonable accommodations are allowed for students whose religious holy days coincide with their classroom assignments, tests, and attendance if the student notifies the instructor in writing of any such religious Holy Day conflicts within the first days of the semester and no later than the third week. (See the University Operations Manual: <https://opsmanual.uiowa.edu/students/absences-class#8.2>).

### **Absences: Military Service Obligations**

Students absent from class due to U.S. veteran or U.S. military service obligations (including military service-related medical appointments, military orders, and National Guard Service obligations) must be excused without penalty. Instructors must make reasonable accommodations to allow students to make-up exams or other work. Students must communicate with their instructors about the expected possibility of missing class as soon as possible. (For more information, see <https://opsmanual.uiowa.edu/iv-8-absences-class%C2%A0-0>).

### **Academic Misconduct**

Plagiarism and the process for addressing academic misconduct of graduate students are defined in Section IV, Article F "Plagiarism by Graduate Students" of the UI Graduate College Manual of Rules and Regulations. Please contact the CLAS Associate Dean for Graduate Education for any necessary assistance in navigating the process mandated by the Graduate College.

### **Academic Accommodations**

UI is committed to providing an educational experience that is accessible to all students. A student may request academic accommodations for a disability (such as a mental health, attention, learning, vision, and a physical or health-related condition) through the Student Disability Services (SDS) office. The student is responsible for discussing specific accommodations with the instructor. Note that accommodations are not granted retroactively but from the time of the student's request to the instructor onward; additionally, accommodations must be requested at least two weeks in advance of the related assignment or exam (<https://>

[/sds.studentlife.uiowa.edu/](https://sds.studentlife.uiowa.edu/)). Graduate students serving as Teaching Assistants, Research Assistants, or Fellows must contact Faculty and Staff Disability Services (<https://hr.uiowa.edu/support/faculty-and-staff-disability-services>) for assistance with accommodations.

### **Class Recordings: Privacy and Sharing**

Course lectures and discussions are sometimes recorded or live-streamed. These are only available to students registered for the course and the intellectual property of the faculty member. These materials may not be shared or reproduced without the explicit written consent of the instructors. Students may not share these recordings with those who are not enrolled in the course; likewise, students may not upload recordings to any other online environment. Doing so is a breach of the Code of Student Conduct and could be a violation of the Federal Education Rights and Privacy Act (FERPA); also see <https://dos.uiowa.edu/policies/code-of-student-life/>.

### **Communication: UI Email**

Students are responsible for all official correspondences sent to their UI email address (uiowa.edu) and must use this address for any communication with instructors or staff in the UI community (Operations Manual, III.15.2). Emails should be respectful and brief, with complex matters addressed during the instructor's drop-in hours, for example. Faculty are not expected to answer email after business hours or during the weekends.

### **Free Speech and Expression**

The University of Iowa supports and upholds the First Amendment protection of freedom of speech and the principles of academic and artistic freedom. We are committed to open inquiry, vigorous debate, and creative expression inside and outside of the classroom. Visit Free Speech at Iowa for more information on the university's policies on free speech and academic freedom: <https://freespeech.uiowa.edu/>.

### **Complaints About Academic Matters**

Students with a complaint about a grade or a related academic matter should first visit with the instructor and then with the course supervisor (if applicable), and finally with the Director of the school, department, or program offering the course. If a graduate student has not been able to resolve the issue through the Director of the school, department, or program, they should contact the associate dean for graduate education in the college of liberal arts and sciences.

### **Final Examination Policies**

The final exam schedule is published during the fifth week of the fall and spring semesters or on the first day of summer classes; students are responsible for knowing the date, time, and place of their final exams. Students should not make travel plans until knowing this information. A student with exams scheduled on the same day and time or who have more than two final exams on the same day should visit this page for how to resolve these problems by the given deadline (<https://registrar.uiowa.edu/makeup-final-examination-policies>). No exams are allowed the week before finals, but with some exceptions made for labs, language courses, and off-cycle courses (<https://registrar.uiowa.edu/final-examination-scheduling-policies>).

### **Home of the Course**

The College of Liberal Arts and Sciences (CLAS) is the home of this course, and CLAS governs the policies and procedures for its courses. Graduate students, however, must adhere to the academic deadlines set by the Graduate College. See <https://grad.uiowa.edu/academics/deadlines>.

### **Mental Health**

Students are encouraged to seek help as a preventive measure or if feeling stressed or overwhelmed. Students should talk to their instructors for guidance with specific class-related concerns and are encouraged to contact University Counseling Service (UCS) at 319-335-7294 during regular business hours to schedule an appointment. USC offers group and individual therapy as well as counseling for couples about relationships while making referrals to other resources (<https://counseling.uiowa.edu/>). Student Health can also address related concerns (<https://studenthealth.uiowa.edu/>). These visits are free to students. After hours,

students are encouraged to call the Johnson County Community Crisis Line at (319) 351-0140 or dial 911 in an emergency.

### **Nondiscrimination in the Classroom**

The University of Iowa is committed to making the classroom a respectful and inclusive space for people of all gender, sexual, racial, religious, and other identities. Toward this goal, students are invited in MyUI to optionally share the names and pronouns they would like their instructors and advisors to use to address them. The University of Iowa prohibits discrimination and harassment against individuals based on race, class, gender, sexual orientation, national origin, and other identity categories indicated by the University's Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity at <https://diversity.uiowa.edu/division/office-equal-opportunity-and-diversity-eod>.

### **Sexual Harassment**

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff; all members of the UI community are expected to conduct themselves in a manner that maintains an environment free from sexual harassment and sexual misconduct. Those experiencing incidents of sexual harassment are strongly encouraged to report incidents and to seek help (<https://osmrc.uiowa.edu/>).

## **Additional University Resources**

### **Writing Center**

110 English-Philosophy Building, 335-0188, [www.uiowa.edu/~writingc](http://www.uiowa.edu/~writingc)

### **Speaking Center**

12 English-Philosophy Building, 335-0205, [clas.uiowa.edu/rhetoric/speaking-center](http://clas.uiowa.edu/rhetoric/speaking-center)

### **Tutor Referral Service**

Campus Information Center, Iowa Memorial Union, 335-3055, [imu.uiowa.edu/tutor-referral-service](http://imu.uiowa.edu/tutor-referral-service)

### **Musician's Health and Safety**

For information about how to protect your hearing, neuro-musculoskeletal and vocal health, please visit the "Resources" page of the School of Music website, found here: <http://music.uiowa.edu/resources-students-faculty>.

## **Syllabus Change Policy**

This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester and may depend, in part, on the progress, needs, and experiences of the students. Changes to the syllabus will be made with advance notice.

## Course Overview

- Week 1:** 8:30 Course Introduction  
 Aug 27 8:45 Thesis Topics and Ingredients of a Successful Proposal (Alan Huckleberry & Trevor Harvey)
- Week 2:** 8:30 Refining Topic and Workshopping Thesis  
 Sep 3 **Topic Proposal**
- Week 3:** 8:30 Library Resources for the Thesis Writer (Katie Buehner)  
 Sep 10 9:00 Proposal Introduction & Working with Secondary Sources (Trevor Harvey)
- Week 4:** 8:30 Survey of Literature and Recordings (Alan Huckleberry & Trevor Harvey)  
 Sep 17 9:30 Methodology/Process (Alan Huckleberry & Trevor Harvey)
- Week 5:** 8:30 Topic Presentations  
 Sep 24 **Topic Presentations**
- Week 6:** 8:30 Importance of the Institutional Review Board (IRB Education and Outreach)  
 Oct 1 8:30 Working with Copyright (Katie Buehner)
- Week 7:** 8:30 Working with the Recording Studio (James Edel)  
 9:00 Recording Process (Alan Huckleberry)  
 Oct 8 **Draft of Proposal**
- Week 8:** 8:30 Fine Tuning Proposals (Final Issues)  
 Oct 15
- Week 9:** 8:30 Proposal Defenses  
 Oct 22 **Revised Draft of Proposal (due Oct 21)**
- Week 10:** 8:30 Proposal Defenses  
 Oct 29 **Revised Draft of Proposal (due Oct 28)**
- Week 11:** 8:30 Building and Organizing the CV and Cover Letter (Alan Huckleberry)  
 Nov 5 9:30 Creating a Teaching & Diversity Statement (Graduate College)
- Week 12:** 8:30 Demystifying the Job Advertisement (Tammie Walker)  
 Nov 12 9:30 Job Interview Tips for an Academic Position (Katie Ambrose)  
**CV Due**
- Week 13:** 8:30 Entrepreneurship & Professional Networking for an Academic Position (Courtney Miller)  
 Nov 19 9:30 Exploration of Non-academic Careers (Grad Success Center)
- Week 14:** 8:30 Mock Job Interviews  
 Dec 3 **Job Post, Cover Letter, & Revised CV (due Dec 2)**
- Week 15:** 8:30 Mock Job Interviews  
 Dec 10 **Job Post, Cover Letter, & Revised CV (due Dec 9)**  
**Final Proposal (due Dec 15)**