Introduction to Songwriting, Production, & Distribution

NNU Course Number MUSC1001
Offered through NNU Concurrent Credit Program

Faculty Coordinator:	Casey Christopher
Email:	crchristopher@nnu.edu
Office Phone:	208-467-8755
Cell Phone:	208-249-7027
Office:	Fine Arts Building, Room 205
Office Hours:	MWF 9:05-10:00am
Credit Hours:	1 credit
Class Dates:	TBD
Class Time:	Online
Location:	Online
Senior Developer:	Thomas Frazee / MEO

Course Description: A project-oriented curriculum and platform that teaches the student to create, produce, and share vocal and/or instrumental songs in a contemporary style. Emphasis is placed upon basic non-traditional music theory, craft, and standard practices that focus on the completion of a final project.

Offered: Online.

Prerequisites: Two years of a structured school music program or private music study.

Textbook/Resources/Materials:

Resources:

- Access to forums, knowledge bases, and FAQs specific to the MEO Launchpad platform online. Each student will be assigned at least one forum to moderate
- In addition to online music streaming capacities of Spotify, SoundCloud, Pandora, and YouTube (among others) LaunchPad will supply an account on its media optimized servers for students to collaborate on assignments with other LaunchPad enrolled students. Audio streaming, file sharing and screen sharing will be used several times during the course

Materials:

- Computer and / or mobile device* **(iOS or Android).
- Headphones/Earbuds (for public lab setting).
- Memory storage devices recommended.
- External audio interface (2 channel) is highly recommended.

*App based mobile device is required for MUSC 1001 with the selected free apps provided by MEOLaunchPad. Additional cloud-based backup accounts are highly recommended.

**Both MUSC1002 and MUSC1003 will use computer based DAW software exclusively.

Course Management Systems:

- The MEO (Music Education Online) mixed-media dashboard platform accessible at http://meo.rocks
- Computer-based browser or mobile Smart Player app*.
- Industry standard, media optimized LMS (Learning Management System) server.

  *Smart Player app is a free offering from MEOLearn.

Course Goals: This course is designed to…

1. … incite a CCP-enrolled student to explore non-traditional (contemporary) music creation as a passion and possible vocation.
2. … develop in the students a set of common practices used in the contemporary music idiom.
3. … train the students in the areas of introductory music creation (writing), production (technology), and sharing (viral distribution).
4. …bridge a student's skill set from general music and self-exploration to structured post-secondary certification or degree programs.
5. …start a student on the path of developing a professional portfolio.

Course Student Learning Outcomes: Upon successful completion of the course, students will be able to …

1. … show a strong understanding of current industry trends in song composition.
2. … demonstrate basic proficiency in crafting vocal (lyric) and instrumental (melody only) songs.
3. … demonstrate basic proficiency in the use of iOS, Android apps, and entry level DAW software for music creation.
4. …produce and share (using basic social media platforms) a final project as well as document real-time feedback for the purpose of market trends analysis and iterations.

NNU's CCP Learning Outcomes:

1. To assess a student's aptitude as a possible candidate for undergraduate music studies (Continuation).
2. To expose a student to an overview of music and practice in non-traditional music idioms (Trending).
3. To demonstrate the Create | Produce | Share process with a project (Portfolio).
4. To bridge from general music in public schools to a professional path (Fast Track).
5. Create a "craft-related set of tools" to realize maximum creativity (Skill Set).
6. Develop a strong foundation in recognition and use of multi-cultural / generational music styles through MEOLearn's community-inclusive components (Inclusive).

University Outcomes/Values/Core Themes:

1. Transformation—We believe education fosters transformation. NNU engages and affects all domains of life; intellectual, social, physical and spiritual. Engaging all of these aspects advance the transformation of the individual, the church and the world.*
2. Truth—We believe education pursues truth. NNU explores knowledge, the wonder of God's creative activity, the story of human civilization and the achievements in the arts, sciences and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ.*
3. Community—We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships, we express our love for God and others.*
4. Service—We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind.*

* This course intends to accomplish these University Outcomes/Values/Core Themes.

General Education Outcomes:

General Education outcomes do not apply to this course.

Student Expectations/Responsibilities:

- <u>Attendance</u> – This is an online course offering so attendance will be measured through logged-in hours as well as UIPC (aka "unique click throughs") to embedded resources.

- Class Preparation – MEO's Launchpad has no scheduled class structure. As a goal-oriented course of study, continued proof of practical application is built into the feedback loop.
- Class Participation – LaunchPad students are expected to post and respond to the forums that help to propagate the knowledge base and mimic the collaborative and interactive aspects of a classroom environment.
- Due Dates – All topics presented have virtual worksheets, quizzes and tests that are expected to be completed after each topic viewing. The course goal a song written, produced and shared using social media networking is to be submitted with analytics no later than 2 weeks from completion of course study.

Description of the Final Project:

MEOLaunchPad is a goal-oriented, project-based course. Goal orientation is a "disposition toward developing or demonstrating ability in achievement situations." The final project is the writing of a complete lyric-based or instrumental-based song using song form and techniques found in the non-traditional, contemporary music idiom. The final project will include, but will not be limited to, a >3 minute song. The student will also be required to show basic proficiency in the following areas as taught by LaunchPad

- Full use of basic song form.
- Melody, chord structure, lyrics (if applicable) and phrasing that proves the "form follows function" concept found in contemporary music.
- A basic production of the composition using the technology taught at this level. This should show loop or constructed rhythm section tracks, at least 2 live audio tracks (one instrument, one vocal if applicable) and a basic level mastering and file preparation for sharing.
- Preparation of the project for sharing which includes copyright registration.
- Sharing to several social media networking sites with feedback analytics documented.

Faculty Coordinator Expectations/Responsibilities:

- Coordination – Your instructor should consistently pursue and confirm a full understanding of concepts related to the creative process, use of technology and basic social media site usage in the minds of the students. Platform and curriculum support are also a part of the faculty coordinator responsibilities.
- Availability/Responsiveness – Your instructor should be generally available to meet face-to-face or respond to your email within 48 hours of your request. Chatroom moderating & forum moderating are included.

High School Coordinator Expectations/Responsibilities:

- Coordination – Concepts related to instrumental functions and orchestration often require explanation and demonstration. Your instructor should consistently pursue

and confirm a full understanding of these concepts in the minds of the students. Platform support, curriculum supervisor.
- Availability/Responsiveness – Your instructor should be generally available to meet face-to-face or respond to your email within 48 hours of your request. Chatroom moderating & forum moderating.
- Character – NNU guidelines….

Communication/Announcements:

In addition to chat and forum engagement, we will use the online tools at MEO.rocks to communicate regular updates about course content and performance information. Email is considered one of the official communication channels of the university, and should be checked frequently. If we have sent an email notification to you, we will presume that you have received notice. System emails will be monitored and daily notifications of component participation will be generated for both MEO administrators as well as your public school assigned faculty.

Policy for non-participation

All LaunchPad participants are required to fulfill a minimum amount of logged in hours per week and the completion ratio of "resources-to-hours-logged-in" will be the predominant benchmark for participation compliance.

Policy for Submitting Late Assignments or Resubmitting Assignments:

The completion of the final project (Create | Produce | Share) must be completed within 2 weeks of the end of the course semester. The final project cannot be submitted early as that would indicate a certain level of non-application of theory and practices inclusive of this course offering.

Assignments, Projects, Papers, Exams, and Assessments:

Frequent worksheets and quizzes will account for most of the weekly course study benchmarks. Your final project will demonstrate proficiency in all areas of MEOLaunchPad offerings. This is inclusive of online music sharing with analytics showing the feedback / learn / iteration loop. Frequent contribution to the LaunchPad forums (posting questions, posting replies and assigned moderating) will be an important part of your assessment. Additional expectations will be communicated clearly to the student.

Grading Scale:

The standard grading scale of 93-100% as A, 90-92% as A-, 88-89% as B+, 83-87% as B, etc., will be used as the basis for grading in this course.

The final project will account for about 60%. In-topic on-line quizzes and worksheets will count for 20% of the course's assessment value. Posting on the forums and time logged in to completion ratio will factor in at around 20%. There is no final exam.

Tentative Course Schedule/Course Modules & Activities:

Week One:	**Unit 1A:** Song Form 1 in the Contemporary Music Idiom
Week Two:	**Unit 1B:** Continuation of Song Form 1
Week Three:	**Unit 2:** Melody I / Hook and Development
Week Four:	**Unit 3:** Harmony I / Common diatonic and diatonically related patterns
Week Five:	**Unit 4:** Lyrics I / Cadence, Phrasing, Rhyme Plate and Alliterations
Week Six:	**Component Exam**
Week Seven:	**Unit 5:** MIDI Basics
Week Eight:	**Unit 6:** Digital Audio Basics
Week Nine:	**Unit 7:** App and looped based songwriting tools (Free App and Freeware)
Week Eleven:	**Unit 8:** Social Media as a distribution platform
Week Twelve:	**Unit 9:** Copyright basics
Week Thirteen:	**Component Exam**
Week Fourteen-Sixteen	**Final Project**

Official University Syllabus Addendum is provided in its entirety here:

University Syllabus Addendum 12/14/2015 1 University Syllabus Addendum This document serves as an Addendum to each individual course syllabus of Northwest Nazarene University (NNU). This document contains important information regarding the University's academic policies and student services. If you have any questions about the contents of this addendum, please contact your professor. University Mission The mission of Northwest Nazarene University is the transformation of the whole person. Centered in Jesus Christ, the NNU education instills habits of heart, soul, mind and strength to enable each student to become God's creative and redemptive agent in the world. Northwest Nazarene University is a Christian university of the liberal arts, professional and graduate studies. The University is grounded in the Wesleyan-Holiness tradition and is an educational expression of the Northwest region of the Church of the Nazarene. Northwest Nazarene University is founded upon belief in a relationship with the One Triune God—Father, Son, and Holy Spirit. Therefore, we seek to build our lives and the practices of the University upon the Kingdom of God as revealed in Jesus. University Values Transformation – We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church and the world. Truth – We believe education pursues truth. NNU explores knowledge, the wonder of God's creative activity, the story of human civilization and the achievements in the arts, sciences and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ. Community – We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships we express our love for God and others. Service – We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind. Disabilities Statement Students who qualify for and desire accommodations in this course due to a disability, as defined by the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, must follow the NNU University Syllabus Addendum 12/14/2015 2 Disability Services Policies and Procedures as put forth by the office of Disability Services. Any student may review a copy of these policies and procedures at http://casa.nnu.edu/disability-services.Call 208- 467-8463 or email (disabilityservices(at)nnu.edu) for further information. Title IX Statement Northwest Nazarene University is committed to fostering a safe, productive learning environment. Any student witnessing or experiencing sexual discrimination, harassment, or assault on the NNU campus or by a member of the NNU community should contact Dr. Mollie Sweet, NNU's Title IX Coordinator. You may visit Dr. Sweet in her office in Helstrom, on the 2nd floor, #211; call her at 467-8421; or email her at title9(at)nnu.edu. If you make a report of this nature to a faculty member, she or he must notify our University's Title IX Coordinator about the basic facts of the incident. Academic Integrity Northwest Nazarene University seeks to establish academic integrity within the University community. Such integrity is fundamental to the principles of the Judeo-Christian tradition and is consistent with the nature and culture of Northwest Nazarene University. This serves to promote the desired values of truth, transformation, service and community by fostering a spirit of honest intellectual inquiry. The University has identified the following unacceptable practices, regardless of the environment in which they occur (face-to-face, online, or blended courses). These practices include but are not limited to: 1. Cheating in its various forms, whether copying another student's work, allowing one's own work to be copied, completing work, in whole or in part, for another student, using unauthorized aids on an assessment, having someone else take an examination for you (in class, take-home, or online), submitting as one's own another person's work, rescheduling an examination relying on a false excuse; 2. Plagiarizing, e.g., presenting as one's own the words or ideas of another person, including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on a similar order of sentences while altering a few words or word order; Use of pre-recorded royalty free loops, sound FX's and material contained in apps or software are not included in this clause. 3. Submitting the same work from a current or previous course or assignment without prior written approval from the current grading professor/s; 4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission; 5. Checking in to class for another student who is tardy or absent; 6. Fabricating data: This includes falsifying or manipulating data to achieve desired results, reporting results for experiments not done (dry labbing), or falsifying citations in research reports; 7. Denying other students access to academic information whether in the classroom, library (by hiding books, for example), or computer lab; 8. Destroying, altering, or tampering with another student's work to impede academic progress; 9. Stealing problem solutions from a professor or computer file; University Syllabus Addendum 12/14/2015 3 10. Falsely reporting completion of course requirements; 11. Altering, falsifying or misrepresenting an academic document; 12.

Communicating false information whether oral, written, electronic or nonverbal; 13. Forging signatures; and/or 14. Aiding others to violate any of the above practices. Students who either witness or have knowledge of violations are responsible for informing the instructor or appropriate university personnel. Any student who is identified to be in violation of the academic integrity policies outlined above during his/her college matriculation, is subject to the following discipline by the Vice President of Academic Affairs, in addition to the actions taken by the respective professor: 1. First reported violation--Professor's discretion (see below) 2. Second reported violation--Failure in the course (if the student has not already failed the course) 3. Third reported violation--Dismissal from the university Faculty members must notify the student of his/her violation of the academic integrity policy and give the student an opportunity to respond. Because violation of academic integrity cumulatively leads to dismissal, faculty members are required to report each case to the Dean and to the Academic Affairs Office. Copyright Statement Materials used in connection with this course may be subject to copyright protection under Title 17 of the United States Code. Under certain Fair Use circumstances specified by law, copies may be made for private study, scholarship, or research. Access and use of course materials is restricted to enrolled students. Electronic copies should not be shared with unauthorized users. If a user fails to comply with Fair Use restrictions, he/she may be liable for copyright infringement. Downloading Course Content Course materials may be saved or printed for use within a course. For use outside of the course in which the content is provided, permission must be obtained from the instructor. Intellectual Property NNU is constantly engaged in assessment to improve the programs we offer students. Any assignment submitted in this course may be used by the University for the purposes of assessment and/or accreditation. If you do not wish your assignments to be used in this way, you must make a written statement to that effect, sign and date the request, and submit it to your instructor. Academic Petition Policy A student who wishes to be granted an exception to a general academic policy may file a Special Academic Petition with the university Registrar. The Special Academic Petition is to be used for policies relative to (a) registration deadlines; (b) eligibility for upper-division credit; (c) academic load; (d) transfer credit; (e) university honors; (f) general education requirements; or (g) any other general academic policy. University Syllabus Addendum 12/14/2015 4 Action of the Registrar. The Registrar will either grant or deny the petition and will notify the student in writing no later than seven days after receiving the completed Special Academic Petition. If a student is dissatisfied with the action of the Registrar, the student may appeal the decision in accordance with the Academic Appeals Policy. The First Appeal to Department Chair or Program Director must be filed within twenty-one days of the action of the Registrar. Academic Appeals Policy* and Process Informal Appeal to Faculty Member. A student who believes that a faculty member has taken an adverse academic action against the student shall discuss the problem through an informal meeting with the appropriate member of the faculty. Such informal meeting need not be reduced to writing, and does not require a written decision from the faculty member. Any student who believes that the outcome of the informal meeting results in a decision of the faculty member which constitutes an adverse action may initiate a First Appeal by filing a timely notice of appeal with the faculty member's Department Chair or Program Director. Any failure by the student to bring such a first appeal within twenty-one days of the adverse action shall be deemed to be (a) a waiver by the student of any further appeal; and (b) a final action by the University. First Appeal: to Department Chair or Program Director. If a student is dissatisfied with the resolution determined by the faculty member under the Informal Appeal described above, the student may pursue a First Appeal, but only if the student files a Notice of Appeal with the Faculty Member's Department Chair or Program Director within twenty-one days of the adverse action. Any such first appeal shall be determined by the Department Chair or the Program Director. The Chair or Director shall provide the student notice of a hearing (if any) regarding such First Appeal, and shall issue a written decision regarding such First Appeal within seven days of the Chair's or Director's receipt of the Notice of Appeal or the hearing, whichever is later. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University. Second Appeal: to Academic Unit Dean. If a student is dissatisfied with the decision rendered by the Department Chair or Program Director of the department of the University within which the appeal is taken, the student may pursue a Second Appeal to the Academic Unit Dean, but only if the student files a Notice of Appeal with the Academic Unit Dean within seven days of entry of the written decision of the first appeal. Any such Second Appeal shall be determined by the Academic Unit Dean. The Academic Unit Dean shall provide the student notice of a hearing (if any) regarding such Second Appeal, and, if a hearing occurs, shall issue a written decision regarding such Second Appeal within seven days of such hearing. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University. Third and Final Appeal. If a student is dissatisfied with the decision rendered by the Unit Dean, the student may pursue a Third and Final Appeal, but only if the student files a Notice of Appeal with the Vice President for Academic Affairs within seven days of entry of the written decision of the Second Appeal. Within seven days of notice of the appeal the VPAA shall inform the Academic Unit Dean of the appeal. The Academic Unit Dean shall appoint an Academic Appeals Committee and

appoint a chair. the Third and Final Appeal shall be determined by the Academic Appeals Committee. The chair of the Academic Appeals Committee shall provide the student notice of a hearing (if any) regarding such Third and Final Appeal, and the Academic Appeals Committee shall issue a written decision regarding such Third and Final Appeal within fifteen days of such hearing. Any decision by the Academic Appeals Committee shall constitute the final action of the University regarding the Academic Appeal. University Syllabus Addendum 12/14/2015 5 * The entire Academic Appeals Policy including definitions of terms is available in the Office of the Registrar. Student Access to Records Students have access to their biographical and academic records through a web based system. Northwest Nazarene University is in compliance with the Family Educational Rights and Privacy Act of 1974. Any student at Northwest Nazarene University may personally inspect, review, and have a copy made of any record kept on him or her. Where information regarding a student is commingled with that relating to other students, the student may have the information concerning only herself or himself transmitted orally. Anything in a student's record, which the student does not understand, will be explained. The records are reviewed and materials expunged periodically. In order to protect the right to privacy, the University will not make any personally identifiable records available without the student's written consent to anyone other than NNU officials with a legitimate educational interest, officials of other schools to which the student has applied, certain government officials, and or persons in connection with an application for financial aid. If a student concludes that his or her record contains inaccurate, misleading, or otherwise inappropriate data, the student may request an informal meeting with the appropriate administrator to see if, through discussion, a satisfactory agreement can be reached concerning correction, explanation, or deletion of material. If satisfactory agreement cannot be reached informally, the student may proceed with the University appeal process. The claim of incorrectness must be proved before any material will be removed. The result of the appeal process will be provided to the student in writing within a reasonable period of time and is final. Nature of Privacy in an Online Environment Any course at NNU may be delivered, in whole or in part, online. Despite any university's best attempts, it is important that students and faculty understand that any portion of a course delivered online does not occur in a completely closed environment. Absolute confidentiality cannot be guaranteed online, especially when the University's assessment processes require course review by responsible individuals at some point during a course or after its completion. The University's learning management system (LMS) is protected by passwords and other internal levels of security to prevent outside access to course materials. Other material may be provided by a faculty member online apart from the LMS. The University relies on everyone (e.g., instructors, students, staff, and technical support personnel) to avoid copying and/or sharing course materials with others and expects everyone having access to course materials to maintain a high level of integrity and restraint. The electronic nature of online delivery also provides a much more permanent record of the thoughts and ideas of all parties involved in a course, so students and faculty should be mindful of the assignments they submit and the posts they enter online. As a result of these and other factors, a possibility for misuse can never be completely avoided. Assessment is a multifaceted process requiring review components for every program, course, and instructor. As a result, the University must also assess whether objectives are being met for continuous improvement and accreditation requirements. Instructors, curriculum, course requirements, and student work need to be reviewed and assessed regularly. In order to provide for this level of ongoing assessment of our courses, responsible individuals need access to review course materials, instructor facilitation, and student submissions from time to time. University Syllabus Addendum 12/14/2015 6 The University is committed to protecting the integrity of the learning experience for everyone involved in our courses. Despite our best intentions, the nature of the online environment also requires the University to remind students and faculty that course materials should never be considered completely private.

Students with Disabilities

Students with disabilities who believe that they may need accommodations in this class must contact Barbara Howard, the Advisor to Students with Learning Disabilities, as soon as possible to ensure that such accommodations are implemented in a timely fashion. Her office is in the Academic Support Center, AD 6. Her telephone number is 467-8669.

Copyright Statement

Northwest Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Access and use of course materials is restricted to enrolled students for the duration of the course. Any use or distribution of those materials outside the class may violate the law. Final projects required of this course must be copywritten prior to posting on social media or other music sharing platforms

Downloading Course Content

Course materials, (lectures, PowerPoint presentations, etc.), may not be downloaded to your hard drive without the consent of the professor. Course materials are protected by the TEACH act copyright law.

Academic Integrity

Northwest Nazarene University seeks to establish academic integrity within the University community. Such integrity is fundamental to the principles of the Judeo-Christian tradition and is consistent with the nature and culture of Northwest Nazarene University.
This serves to promote the desired outcomes of Christ like Character and Academic Excellence by fostering a spirit of honest intellectual inquiry.

Unacceptable Practices

The University has identified as unacceptable practices including, but not limited to:
1. Cheating in its various forms, whether copying another students work, allowing one's own to be copied, using unauthorized aids on an examination, having someone else take an exam for you (in class or take-home), submitting as one's own another person's work, rescheduling an exam relying on a false excuse;
2. Plagiarizing, e.g. presenting as one's own the words or ideas of another person, including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on a similar order of sentences while altering a few words r word order; (Note: use of royalty free loops and / or software based patterns is not considered a plagiarized work);
3. Submitting the same work of more than one course or assignment without prior written approval from the professor;
4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission;
5. Signing a roll sheet for another student who is not in class;
6. Fabricating data: This includes falsifying or manipulating data to achieve desired results, reporting results for experiments not done (dry labbing), or falsifying citations in research reports;
7. Denying other students access to academic information whether in the classroom, library (by hiding books, for example), or computer lab;
8. Destroying, altering, or tampering with another students work to impede academic progress;
9. Stealing problem solutions from a professor or computer file;
10. Falsely reporting completion of reading assignments.

Reporting and Detection
Students who either witness or have knowledge of violations are responsible for informing the instructor or appropriate University personnel.

Northwest Nazarene University uses a plagiarism-detection software application to both deter this practice and to document it. TurnItIn screens assignments submitted electronically to find non-original material. The instructor may then use the TurnItIn report to ascertain whether students have plagiarized.

Disciplinary Action

At the instructors discretion, depending on the nature of the offense, the students grade or ability to earn credit for the course may be affected. All students who violate the principles of academic integrity will be reported to the appropriate academic school and the Vice President for Academic Affairs. Violations may also lead to further disciplinary action through the Academic School Dean in cooperation with the office of the Vice President for Academic Affairs. This report shall include a brief description of the offense. In serious cases, or cases that constitute repeat offenses, the student may be suspended or expelled.

Intermediate to Songwriting, Production, & Distribution

NNU Course Number MUSC1002
Offered through NNU Concurrent Credit Program

Faculty Coordinator: Casey Christopher
Email: crchristopher@nnu.edu
Office Phone: 208-467-8755
Cell Phone: 208-249-7027
Office: Fine Arts Building, Room 205
Office Hours: MWF 9:05-10:00am
Credit Hours: 2 credits
Class Dates: TBD
Class Time: Online
Location: Online

Senior Developer: Thomas Frazee / MEO

Course Description: As a continuation of MUSC1001, MUSC1002 maintains the project-oriented curriculum and platform that teaches the student to create, produce, and share vocal and/or instrumental songs in a contemporary style. Emphasis is placed on second-level non-traditional music theory (Form, Melody, Harmony and Lyrics) the craft, and practices that focus on the completion of a final project.

Offered: Online

Prerequisites: Two years of school music program or private music study PLUS completion of MUSC1001

Textbook/Resources/Materials:

Resources:

- Access to forums, knowledge bases, and FAQs specific to the MEO Launchpad platform online. MUSC1002 students will be assigned a forum topic to moderate

- Current online music oriented sites that help to promote and share original material will be important. Access to organizations like American Association of Songwriters, and NSAI (Nashville Songwriters Association International) among others, will expand the student's awareness of collaboration, add a deep pool of creative and skill set topics and start the networking process. Pitch sessions and

tip sheets will be introduced as a source of collaboration, industry level feedback and song marketing

Materials:
- Computer (Desktop or laptop, Mac or PC)
- Installed DAW software designed for songwriters (Studio 1, Mixcraft, Ableton Live, Hookpad, Finale Songwriter, Sibelius First)
- Headphones/Earbuds (for public lab setting) Small reference speakers are a recommended option
- A cloud based storage and file transfer account (GDrive, OneDrive, iCloud)

Course Management Systems:

- The MEO (Music Education Online) mixed-media dashboard platform accessible at http://meo.rocks
- Computer-based browser or mobile Smart Player app

Course Goals: This course is designed to…

1. … further a CCP-enrolled student's skill set to explore non-traditional (contemporary) music creation as a passion and possible vocation.
2. … continue to develop in the students a set of common practices used in the contemporary music idiom.
3. … advance the training of the students in the areas of "next level" music creation (writing), production (technology), and sharing (viral distribution) including basic marketing engines offered by Google (AdWords and YouTube) as well as Facebook developer apps.
4. …begin to build the students professional skill set from general music and self-exploration to structured post-secondary certification or degree programs.
5. …continue to add more repertoire to a student's professional portfolio.

Course Student Learning Outcomes: Upon successful completion of the course, students will have advanced their skill set to …

1. … show a strong understanding of current industry trends in song composition and styles.
2. … demonstrate intermediate proficiency in crafting complex vocal (lyric) and instrumental (melody only) songs.
3. … demonstrate intermediate proficiency in the use of iOS, Android apps, and entry level DAW software for music creation.
4. …use the basics of marketing and sharing programs and apps like Google AdWords, YouTube, Facebook and Twitter apps and Googles Double Click Ad Exchange

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NNU's CCP Learning Outcomes:

1. To further assess a student's aptitude as a possible candidate for undergraduate music studies (Continuation).
2. To continue to train a student focused on contemporary music and practice in non-traditional music idioms (Build Out).
3. To demonstrate the Create | Produce | Share process with a second project (Expand Portfolio).
4. To bridge from general music in public schools to a professional path OR advanced degree study placement (Fast Track).
5. Further expand a student's "craft-related set of tools" to realize maximum creative options (Creative Options).
6. Develop an advanced diverse foundation in recognition and use of multi-cultural / generational music styles through MEOLearn's community-inclusive components (Inclusive).

University Outcomes/Values/Core Themes:

1. Transformation—We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church and the world.*
2. Truth—We believe education pursues truth. NNU explores knowledge, the wonder of God's creative activity, the story of human civilization and the achievements in the arts, sciences and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ.*
3. Community—We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships, we express our love for God and others.*
4. Service—We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind.*

* This course intends to accomplish these University Outcomes/Values/Core Themes.

General Education Outcomes:

General Education outcomes do not apply to this course.

Student Expectations/Responsibilities:

- Attendance – This is an online course offering so attendance will be measured through logged-in hours as well as UIPC (aka "unique click throughs") to embedded resources.
- Class Preparation – MEO's Launchpad has no scheduled class structure. As a goal-oriented course of study, continued proof of practical application is built into the feedback loop.
- Class Participation – LaunchPad students are expected to post and respond to the forums that help to propagate the knowledge base and mimic the collaborative and interactive aspects of a classroom environment.
- Due Dates – All topics presented have virtual worksheets, quizzes and tests that are expected to be completed after each topic viewing. The course goal a song written, produced and shared using social media networking is to be submitted with analytics no later than 2 weeks from completion of course study.

Description of the Final Project:

MEOLaunchPad is a goal-oriented, project-based course. Goal orientation is a "disposition toward developing or demonstrating ability in achievement situations." The final project is the writing of a complete lyric-based or instrumental-based song using song form and techniques found in the non-traditional, contemporary music idiom. The final project will include, but will not be limited to, a >3-minute song. The student will also be required to show strong proficiency in the following areas as taught by LaunchPad

- Full use of complex song form.
- Melody, chord structure, lyrics (if applicable) and phrasing that proves the "form follows function" concept found in contemporary music.
- A basic production of the composition using the technology taught at this level. This should show loop or constructed rhythm section tracks, at least 2 live audio tracks (one instrument, one vocal if applicable) programing of secondary VST instruments and a more advanced level of mastering and file preparation for sharing.
- Preparation of the project for sharing which includes copyright registration.
- Sharing to several social media networking sites with feedback analytics documented. Demonstration of using social media apps for promotion (Google AdWords and Facebook developer apps)
- A student in MUSC1002 is required to focus their final project to writing an opposite style that they submitted in MUSC1001. If you created a singer / songwriter song in MUSC1001, the final project requirement will be an instrumental. Any MUSC1002 student can submit an additional final project in any style as extra credit. You must complete the required project first.

Faculty Coordinator Expectations/Responsibilities:

- Coordination – Concepts related to instrumental functions and orchestration often require explanation and demonstration. Your instructor should consistently pursue and confirm a full understanding of these concepts in the minds of the students. Platform support, curriculum supervisor.
- Availability/Responsiveness – Your instructor should be generally available to meet face-to-face or respond to your email within 48 hours of your request. Chatroom moderating & forum moderating.
- Character – NNU guidelines....

High School Coordinator Expectations/Responsibilities:

- Coordination – Concepts related to instrumental functions and orchestration often require explanation and demonstration. Your instructor should consistently pursue and confirm a full understanding of these concepts in the minds of the students. Platform support, curriculum supervisor.
- Availability/Responsiveness – Your instructor should be generally available to meet face-to-face or respond to your email within 48 hours of your request. Chatroom moderating & forum moderating.
- Character – NNU guidelines....

Communication/Announcements:

In addition to in-class discussion, we will use the tools of Google Classroom to communicate regular updates about course content and performance information. Email is considered one of the official communication channels of the university, and should be checked frequently. If we have sent an email notification to you, we will presume that you have received notice. System emails...

Policy for non-participation

All LaunchPad participants are required to fulfill a minimum amount of logged in hours per week and the completion ratio of "resources-to-hours-logged-in" will be the predominant benchmark for participation compliance. A higher achievement-to-logged-in-hours will be expected with more use of the 2nd and 3rd level references and links in each topic. All activity is tracked by LaunchPad's dedicated LMS servers

Policy for Submitting Late Assignments or Resubmitting Assignments:

The completion of the final project (Create | Produce | Share) must be completed within 2 weeks of the end of the course semester. The final project cannot be submitted early as that would indicate a certain level of non-application of theory and practices inclusive of this course offering.

The final project must be the in the opposite style of your MUSC1001 project. If you created a vocal song in MUSC1001, then your required final project for MUSC1002 must be instrumental or vice-versa.

Assignments, Projects, Papers, Exams, and Assessments:

Frequent worksheets and quizzes will account for most of the weekly course study benchmarks. Your final project will demonstrate proficiency in all areas of MEOLaunchPad offerings at the level of competency of MUSC1002. This is inclusive of online music sharing with analytics showing the feedback / learn / iteration loop. Frequent contribution to the LaunchPad forums (posting questions, posting replies and assigned moderating) will be an important part of your assessment. Additional expectations will be communicated clearly to the student.

Forum moderation in MUSC1002 requires you to moderate a topic of your choice (must be qualified by a LaunchPad Administrator) MUSC1003 assigns you a general directory and expands the scope of your moderating. You will be required to interact with all posters as well as invite outside contributors that are professional writers / producers. Push marketing to non-LaunchPad users is also encouraged.

Grading Scale:

The standard grading scale of 93-100% as A, 90-92% as A-, 88-89% as B+, 83-87% as B, etc., will be used as the basis for grading in this course.

The final project will account for about 50%. In-topic on-line quizzes and worksheets will count for 20% of the course's assessment value. Posting on the forums and time logged in to completion ratio will factor in at around 30%. MUSC1002 puts an emphasis on the sharing of your own creative ideas via the forum. There is no final exam.

Tentative Course Schedule/Course Modules & Activities:

Week One:	**Unit 1:** Contemporary Song Form / Complex Structures
Week Three:	**Unit 2:** Melody II
Week Four:	**Unit 3:** Harmony II
Week Five:	**Unit 4:** Lyrics II
Week Six:	Component Exam
Week Seven:	**Unit 5:** MIDI with VST
Week Eight:	**Unit 6:** Intro to DAW
Week Nine:	**Unit 7:** Mixing – Component Exam
Week Eleven:	**Unit 8:** Social Media Promotional Apps
Week Twelve:	**Unit 9:** Copyright basics – Component Exam
Week Thirteen:	**Unit** 10:Online Project Collaborative Platforms
Week Thirteen-Sixteen	**Final Project**

Official University Syllabus Addendum is provided in its entirety here:

University Syllabus Addendum 12/14/2015 1 University Syllabus Addendum This document serves as an Addendum to each individual course syllabus of Northwest Nazarene University (NNU). This document contains important information regarding the University's academic policies and student services. If you have any questions about the contents of this addendum, please contact your professor. University Mission The mission of Northwest Nazarene University is the transformation of the whole person. Centered in Jesus Christ, the NNU education instills habits of heart, soul, mind and strength to enable each student to become God's creative and redemptive agent in the world. Northwest Nazarene University is a Christian university of the liberal arts, professional and graduate studies. The University is grounded in the Wesleyan-Holiness tradition and is an educational expression of the Northwest region of the Church of the Nazarene. Northwest Nazarene University is founded upon belief in a relationship with the One Triune God—Father, Son, and Holy Spirit. Therefore, we seek to build our lives and the practices of the University upon the Kingdom of God as revealed in Jesus. University Values Transformation – We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church and the world. Truth – We believe education pursues truth. NNU explores knowledge, the wonder of God's creative activity, the story of human civilization and the achievements in the arts, sciences and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ. Community – We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships we express our love for God and others. Service – We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind. Disabilities Statement Students who qualify for and desire accommodations in this course due to a disability, as defined by the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, must follow the NNU University Syllabus Addendum 12/14/2015 2 Disability Services Policies and Procedures as put forth by the office of Disability Services. Any student may review a copy of these policies and procedures at http://casa.nnu.edu/disability-services.Call 208- 467-8463 or email (disabilityservices(at)nnu.edu) for further information. Title IX Statement Northwest Nazarene University is committed to fostering a safe, productive learning environment. Any student witnessing or experiencing sexual discrimination, harassment, or assault on the NNU campus or by a member of the NNU community should contact Dr. Mollie Sweet, NNU's Title IX Coordinator. You may visit Dr. Sweet in her office in Helstrom, on the 2nd floor, #211; call her at 467-8421; or email her at title9(at)nnu.edu. If you make a report of this nature to a faculty member, she or he must notify our University's Title IX Coordinator about the basic facts of the incident. Academic Integrity Northwest Nazarene University seeks to establish academic integrity within the University community. Such integrity is fundamental to the principles of the Judeo-Christian tradition and is consistent with the nature and culture of Northwest Nazarene University. This serves to promote the desired values of truth, transformation, service and community by fostering a spirit of honest intellectual inquiry. The University has identified the following unacceptable practices, regardless of the environment in which they occur (face-to-face, online, or blended courses). These practices include but are not limited to: 1. Cheating in its various forms, whether copying another student's work, allowing one's own work to be copied, completing work, in whole or in part, for another student, using unauthorized aids on an assessment, having someone else take an examination for you (in class, take-home, or online), submitting as one's own another person's work, rescheduling an examination relying on a false excuse; 2. Plagiarizing, e.g., presenting as one's own the words or ideas of another person, including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on a similar order of sentences while altering a few words or word order; Use of pre-recorded royalty free loops, sound FX's and material contained in apps or software are not included in this clause. 3. Submitting the same work from a current or previous course or assignment without prior written approval from the current grading professor/s; 4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission; 5. Checking in to class for another student who is tardy or absent; 6. Fabricating data: This includes falsifying or manipulating data to achieve desired results, reporting results for experiments not done (dry labbing), or falsifying citations in research reports; 7. Denying other students access to academic information whether in the classroom, library (by hiding books, for example), or computer lab; 8. Destroying, altering, or tampering with another student's work to impede academic progress; 9. Stealing problem solutions from a professor or computer file; University Syllabus Addendum 12/14/2015 3 10. Falsely reporting completion of course requirements; 11. Altering, falsifying or misrepresenting an academic document; 12.

Communicating false information whether oral, written, electronic or nonverbal; 13. Forging signatures; and/or 14. Aiding others to violate any of the above practices. Students who either witness or have knowledge of violations are responsible for informing the instructor or appropriate university personnel. Any student who is identified to be in violation of the academic integrity policies outlined above during his/her college matriculation, is subject to the following discipline by the Vice President of Academic Affairs, in addition to the actions taken by the respective professor: 1. First reported violation--Professor's discretion (see below) 2. Second reported violation--Failure in the course (if the student has not already failed the course) 3. Third reported violation--Dismissal from the university Faculty members must notify the student of his/her violation of the academic integrity policy and give the student an opportunity to respond. Because violation of academic integrity cumulatively leads to dismissal, faculty members are required to report each case to the Dean and to the Academic Affairs Office. Copyright Statement Materials used in connection with this course may be subject to copyright protection under Title 17 of the United States Code. Under certain Fair Use circumstances specified by law, copies may be made for private study, scholarship, or research. Access and use of course materials is restricted to enrolled students. Electronic copies should not be shared with unauthorized users. If a user fails to comply with Fair Use restrictions, he/she may be liable for copyright infringement. Downloading Course Content Course materials may be saved or printed for use within a course. For use outside of the course in which the content is provided, permission must be obtained from the instructor. Intellectual Property NNU is constantly engaged in assessment to improve the programs we offer students. Any assignment submitted in this course may be used by the University for the purposes of assessment and/or accreditation. If you do not wish your assignments to be used in this way, you must make a written statement to that effect, sign and date the request, and submit it to your instructor. Academic Petition Policy A student who wishes to be granted an exception to a general academic policy may file a Special Academic Petition with the university Registrar. The Special Academic Petition is to be used for policies relative to (a) registration deadlines; (b) eligibility for upper-division credit; (c) academic load; (d) transfer credit; (e) university honors; (f) general education requirements; or (g) any other general academic policy. University Syllabus Addendum 12/14/2015 4 Action of the Registrar. The Registrar will either grant or deny the petition and will notify the student in writing no later than seven days after receiving the completed Special Academic Petition. If a student is dissatisfied with the action of the Registrar, the student may appeal the decision in accordance with the Academic Appeals Policy. The First Appeal to Department Chair or Program Director must be filed within twenty-one days of the action of the Registrar. Academic Appeals Policy* and Process Informal Appeal to Faculty Member. A student who believes that a faculty member has taken an adverse academic action against the student shall discuss the problem through an informal meeting with the appropriate member of the faculty. Such informal meeting need not be reduced to writing, and does not require a written decision from the faculty member. Any student who believes that the outcome of the informal meeting results in a decision of the faculty member which constitutes an adverse action may initiate a First Appeal by filing a timely notice of appeal with the faculty member's Department Chair or Program Director. Any failure by the student to bring such a first appeal within twenty-one days of the adverse action shall be deemed to be (a) a waiver by the student of any further appeal; and (b) a final action by the University. First Appeal: to Department Chair or Program Director. If a student is dissatisfied with the resolution determined by the faculty member under the Informal Appeal described above, the student may pursue a First Appeal, but only if the student files a Notice of Appeal with the Faculty Member's Department Chair or Program Director within twenty-one days of the adverse action. Any such first appeal shall be determined by the Department Chair or the Program Director. The Chair or Director shall provide the student notice of a hearing (if any) regarding such First Appeal, and shall issue a written decision regarding such First Appeal within seven days of the Chair's or Director's receipt of the Notice of Appeal or the hearing, whichever is later. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University. Second Appeal: to Academic Unit Dean. If a student is dissatisfied with the decision rendered by the Department Chair or Program Director of the department of the University within which the appeal is taken, the student may pursue a Second Appeal to the Academic Unit Dean, but only if the student files a Notice of Appeal with the Academic Unit Dean within seven days of entry of the written decision of the first appeal. Any such Second Appeal shall be determined by the Academic Unit Dean. The Academic Unit Dean shall provide the student notice of a hearing (if any) regarding such Second Appeal, and, if a hearing occurs, shall issue a written decision regarding such Second Appeal within seven days of such hearing. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University. Third and Final Appeal. If a student is dissatisfied with the decision rendered by the Unit Dean, the student may pursue a Third and Final Appeal, but only if the student files a Notice of Appeal with the Vice President for Academic Affairs within seven days of entry of the written decision of the Second Appeal. Within seven days of notice of the appeal the VPAA shall inform the Academic Unit Dean of the appeal. The Academic Unit Dean shall appoint an Academic Appeals Committee and

appoint a chair. the Third and Final Appeal shall be determined by the Academic Appeals Committee. The chair of the Academic Appeals Committee shall provide the student notice of a hearing (if any) regarding such Third and Final Appeal, and the Academic Appeals Committee shall issue a written decision regarding such Third and Final Appeal within fifteen days of such hearing. Any decision by the Academic Appeals Committee shall constitute the final action of the University regarding the Academic Appeal. University Syllabus Addendum 12/14/2015 5 * The entire Academic Appeals Policy including definitions of terms is available in the Office of the Registrar. Student Access to Records Students have access to their biographical and academic records through a web based system. Northwest Nazarene University is in compliance with the Family Educational Rights and Privacy Act of 1974. Any student at Northwest Nazarene University may personally inspect, review, and have a copy made of any record kept on him or her. Where information regarding a student is commingled with that relating to other students, the student may have the information concerning only herself or himself transmitted orally. Anything in a student's record, which the student does not understand, will be explained. The records are reviewed and materials expunged periodically. In order to protect the right to privacy, the University will not make any personally identifiable records available without the student's written consent to anyone other than NNU officials with a legitimate educational interest, officials of other schools to which the student has applied, certain government officials, and or persons in connection with an application for financial aid. If a student concludes that his or her record contains inaccurate, misleading, or otherwise inappropriate data, the student may request an informal meeting with the appropriate administrator to see if, through discussion, a satisfactory agreement can be reached concerning correction, explanation, or deletion of material. If satisfactory agreement cannot be reached informally, the student may proceed with the University appeal process. The claim of incorrectness must be proved before any material will be removed. The result of the appeal process will be provided to the student in writing within a reasonable period of time and is final. Nature of Privacy in an Online Environment Any course at NNU may be delivered, in whole or in part, online. Despite any university's best attempts, it is important that students and faculty understand that any portion of a course delivered online does not occur in a completely closed environment. Absolute confidentiality cannot be guaranteed online, especially when the University's assessment processes require course review by responsible individuals at some point during a course or after its completion. The University's learning management system (LMS) is protected by passwords and other internal levels of security to prevent outside access to course materials. Other material may be provided by a faculty member online apart from the LMS. The University relies on everyone (e.g., instructors, students, staff, and technical support personnel) to avoid copying and/or sharing course materials with others and expects everyone having access to course materials to maintain a high level of integrity and restraint. The electronic nature of online delivery also provides a much more permanent record of the thoughts and ideas of all parties involved in a course, so students and faculty should be mindful of the assignments they submit and the posts they enter online. As a result of these and other factors, a possibility for misuse can never be completely avoided. Assessment is a multifaceted process requiring review components for every program, course, and instructor. As a result, the University must also assess whether objectives are being met for continuous improvement and accreditation requirements. Instructors, curriculum, course requirements, and student work need to be reviewed and assessed regularly. In order to provide for this level of ongoing assessment of our courses, responsible individuals need access to review course materials, instructor facilitation, and student submissions from time to time. University Syllabus Addendum 12/14/2015 6 The University is committed to protecting the integrity of the learning experience for everyone involved in our courses. Despite our best intentions, the nature of the online environment also requires the University to remind students and faculty that course materials should never be considered completely private.

Students with Disabilities

Students with disabilities who believe that they may need accommodations in this class must contact Barbara Howard, the Advisor to Students with Learning Disabilities, as soon as possible to ensure that such accommodations are implemented in a timely fashion. Her office is in the Academic Support Center, AD 6. Her telephone number is 467-8669.

Copyright Statement

Northwest Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Access and use of course materials is restricted to enrolled students for the duration of the course. Any use or distribution of those materials outside the class may violate the law. Final projects required of this course must be copywritten prior to posting on social media or other music sharing platforms

Downloading Course Content

Course materials, (lectures, PowerPoint presentations, etc.), may not be downloaded to your hard drive without the consent of the professor. Course materials are protected by the TEACH act copyright law.

Academic Integrity

Northwest Nazarene University seeks to establish academic integrity within the University community. Such integrity is fundamental to the principles of the Judeo-Christian tradition and is consistent with the nature and culture of Northwest Nazarene University.
This serves to promote the desired outcomes of Christ like Character and Academic Excellence by fostering a spirit of honest intellectual inquiry.

Unacceptable Practices

The University has identified as unacceptable practices including, but not limited to:
1. Cheating in its various forms, whether copying another students work, allowing one's own to be copied, using unauthorized aids on an examination, having someone else take an exam for you (in class or take-home), submitting as one's own another person's work, rescheduling an exam relying on a false excuse;
2. Plagiarizing, e.g. presenting as one's own the words or ideas of another person, including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on a similar order of sentences while altering a few words r word order; (Note: use of royalty free loops and / or software based patterns is not considered a plagiarized work);
3. Submitting the same work of more than one course or assignment without prior written approval from the professor;
4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission;
5. Signing a roll sheet for another student who is not in class;
6. Fabricating data: This includes falsifying or manipulating data to achieve desired results, reporting results for experiments not done (dry labbing), or falsifying citations in research reports;
7. Denying other students access to academic information whether in the classroom, library (by hiding books, for example), or computer lab;
8. Destroying, altering, or tampering with another students work to impede academic progress;
9. Stealing problem solutions from a professor or computer file;
10. Falsely reporting completion of reading assignments.

Reporting and Detection
Students who either witness or have knowledge of violations are responsible for informing the instructor or appropriate University personnel.

Northwest Nazarene University uses a plagiarism-detection software application to both deter this practice and to document it. TurnItIn screens assignments submitted electronically to find non-original material. The instructor may then use the TurnItIn report to ascertain whether students have plagiarized.

Disciplinary Action

At the instructors discretion, depending on the nature of the offense, the students grade or ability to earn credit for the course may be affected. All students who violate the principles of academic integrity will be reported to the appropriate academic school and the Vice President for Academic Affairs. Violations may also lead to further disciplinary action through the Academic School Dean in cooperation with the office of the Vice President for Academic Affairs. This report shall include a brief description of the offense. In serious cases, or cases that constitute repeat offenses, the student may be suspended or expelled.

Advanced Songwriting, Production, & Distribution

NNU Course Number MUSC1003

Offered through NNU Concurrent Credit Program

Faculty Coordinator:	Casey Christopher
Email:	crchristopher@nnu.edu
Office Phone:	208-467-8755
Cell Phone:	208-249-7027
Office:	Fine Arts Building, Room 205
Office Hours:	MWF 9:05-10:00am
Credit Hours:	3 credits
Class Dates:	TBD
Class Time:	Online
Location:	Online
Senior Developer:	Thomas Frazee / MEO

Course Description: As the final course in the MEO LaunchPad, MUSC1003 is still a project-oriented curriculum and platform that teaches the student the required skill set to create, produce, and share vocal and/or instrumental songs in a contemporary style. Emphasis is placed upon advanced non-traditional music theory, craft, and practices that focus on the completion of a final project. Emphasis will be on creating a real-world environment that a professional songwriter would be expected to work in.

Entry level video production in support of song distribution will be included

Offered: Online

Prerequisites: Two years of school music program or private music study, completion of MUSC 1002 Intermediate Songwriting, Production, & Distribution with a 80%+ grade or coordinator's permission.

Textbook/Resources/Materials:

Resources:

- Access to forums, knowledge bases, and FAQs specific to the MEO Launchpad platform online. MUSC1003 students will be assigned a forum category to moderate

- Current online music oriented sites that help to promote and share original material will be important. Access to organizations like American Association of Songwriters, and NSAI (Nashville Songwriters Association International) among others, will expand the student's awareness of collaboration, add a deep pool of creative and skill set topics and start the networking process. Pitch sessions and tip sheets will be introduced as a source of collaboration, industry level feedback and song marketing.

- ASCAP, BMI and SESAC educational forums and podcasts

- Attendance to regional industry conferences or podcast series

Materials:
- Computer (Desktop or laptop, Mac or PC)
- Installed DAW and notation software designed for advanced songwriters (Finale, Sibelius, Logic Pro, Sonar Platinum, Ableton Live, Cubase)
- Installed video editor typical of iMovie (MAC) or Movie Maker (PC)
- Headphones/Earbuds (for public lab setting) Small reference speakers are a recommended option
- A shared cloud based storage and file transfer account (GDrive, OneDrive, iCloud)
- Use of specific file transfer protocols like Dropbox, WeTransfer
- Smartphone or Handycam video cameras for basic video capture

Course Management Systems:

- The MEO (Music Education Online) mixed-media dashboard platform accessible at http://meo.rocks
- Computer-based browser or mobile Smart Player app

Course Goals: This course is designed to…

1. … finalize a CCP-enrolled student's skill set to perform on demand in the professional industry environment.
2. … continue to develop in the students a set of common practices used in the contemporary music idiom.
3. … advance the training of the students in the areas of "next level" music creation (writing), production (technology), and sharing (viral distribution) including basic marketing engines offered by Google (AdWords and YouTube) as well as Facebook developer apps.
4. …begin to build the students professional skill set from general music and self-exploration to structured post-secondary certification or degree programs.
5. …continue to add more repertoire to a student's professional portfolio.

6. …define a student's creative style to prepare them to continue their art and craft in the real-world and seek out their own mentoring and opportunities (self-study and growth)
7. …acquire a specific skill set using video as a marketing and audience engagement tool

Course Student Learning Outcomes: Upon successful completion of the course, students will have advanced their skill set to …

1. … show a strong understanding of current industry trends in song composition and styles.
2. … demonstrate advanced proficiency in crafting complex vocal (lyric) and instrumental (melody only) songs.
3. … demonstrate professional level proficiency in the use of iOS, Android apps, and industry standard DAW and notation software for music creation.
4. …use the basics of marketing and sharing programs and apps like Google AdWords, YouTube, Facebook and Twitter apps and Googles Double Click Ad Exchange
5. …execute the creation, production and sharing of basic level videos to use as a marketing and promotional device

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NNU's CCP Learning Outcomes:

1. To further assess a student's aptitude as a possible candidate for undergraduate music studies OR "direct to career" vocational paths. (Continuation).
2. To continue to train a student focused on different styles of contemporary music and practice in non-traditional music idioms (Build Out).
3. To demonstrate the Create | Produce | Share process with a third project which includes video support (Finalize Portfolio).
4. To expand traditional music students (degree programs) with a concurrent study system focused on non-traditional music trends and practices. (In Conjunction With).
5. Further expand a student's "professional level craft-related set of tools" to realize maximum creative options (Creative Options).
6. Develop an advanced diverse foundation in recognition and use of multi-cultural / generational music styles through MEOLearn's community-inclusive components (Inclusive).

University Outcomes/Values/Core Themes:

1. Transformation—We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church and the world.*

2. Truth—We believe education pursues truth. NNU explores knowledge, the wonder of God's creative activity, the story of human civilization and the achievements in the arts, sciences and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ.*

3. Community—We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships, we express our love for God and others.*

4. Service—We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind.*

* This course intends to accomplish these University Outcomes/Values/Core Themes.

General Education Outcomes:

General Education outcomes do not apply to this course.

Student Expectations/Responsibilities:

- <u>Attendance</u> – This is an online course offering so attendance will be measured through logged-in hours as well as UIPC (aka "unique click throughs") to embedded resources.
- <u>Class Preparation</u> – MEO's Launchpad has no scheduled class structure. As a goal-oriented course of study, continued proof of practical application is built into the feedback loop.
- <u>Class Participation</u> – LaunchPad students are expected to post and respond to the forums that help to propagate the knowledge base and mimic the collaborative and interactive aspects of a classroom environment.
- <u>Due Dates</u> – All topics presented have virtual worksheets, quizzes and tests that are expected to be completed after each topic viewing. The course goal a song written, produced and shared using social media networking is to be submitted with analytics no later than 2 weeks from completion of course study.

Description of the Final Project:

MEOLaunchPad is a goal-oriented, project-based course. Goal orientation is a "disposition toward developing or demonstrating ability in achievement situations." The final project is the writing of a complete lyric-based or instrumental-based song using song form and techniques found in the non-traditional, contemporary music idiom. The final project will include, but will not be limited to, a >3-minute song in video form. The student will also be required to show strong proficiency in the following areas as taught by LaunchPad

- Full use of complex song form.
- Melody, chord structure, lyrics (if applicable) and phrasing that proves the "form follows function" concept found in contemporary music.
- A basic production of the composition using the technology taught at this level. This should show loop or constructed rhythm section tracks, at least multiple live audio tracks (one instrument, one vocal along with group background vocals if applicable) programing of secondary VST instruments and a more advanced level of mastering and file preparation for sharing.
- Preparation of the project for sharing which includes copyright registration.
- Sharing to several social media networking sites with feedback analytics documented. Demonstration of using social media apps for promotion (Google AdWords and Facebook developer apps)
- A student in MUSC1003 is required to focus their final project to writing a song in any style and instrumentation and sync it with a basic video production.

Faculty Coordinator Expectations/Responsibilities:

- <u>Coordination</u> – Concepts related to instrumental functions and orchestration often require explanation and demonstration. Your instructor should consistently pursue and confirm a full understanding of these concepts in the minds of the students. Platform support, curriculum supervisor.
- <u>Availability/Responsiveness</u> – Your instructor should be generally available to meet face-to-face or respond to your email within 48 hours of your request. Chatroom moderating & forum moderating.
- <u>Character</u> – NNU guidelines....

High School Coordinator Expectations/Responsibilities:

- <u>Coordination</u> – Concepts related to instrumental functions and orchestration often require explanation and demonstration. Your instructor should consistently pursue and confirm a full understanding of these concepts in the minds of the students. Platform support, curriculum supervisor.
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- <u>Character</u> – NNU guidelines....

Communication/Announcements:

In addition to in-class discussion, we will use the tools of Google Classroom to communicate regular updates about course content and performance information. Email is considered one of the official communication channels of the university, and should be checked frequently. If we have sent an email notification to you, we will presume that you have received notice. System emails...

Policy for non-participation

All LaunchPad participants are required to fulfill a minimum amount of logged in hours per week and the completion ratio of "resources-to-hours-logged-in" will be the predominant benchmark for participation compliance. A higher achievement-to-logged-in-hours will be expected with more use of the 2nd and 3rd level references and links in each topic. All activity is tracked by LaunchPad's dedicated LMS servers

Policy for Submitting Late Assignments or Resubmitting Assignments:

The completion of the final project (Create | Produce | Share) must be completed within 2 weeks of the end of the course semester. The final project cannot be submitted early as that would indicate a certain level of non-application of theory and practices inclusive of this course offering.

Policy for Submitting Late Assignments or Resubmitting Assignments:

Late assignments will be received in this course for reduced credit. Assignments may be resubmitted for the benefit of the instructor's feedback, but will not affect the assignment grade unless the specific assignment instructions suggest otherwise.

Assignments, Projects, Papers, Exams, and Assessments:

Frequent worksheets and quizzes will account for most of the weekly course study benchmarks. Your final project will demonstrate proficiency in all areas of MEOLaunchPad offerings at the level of competency of MUSC1003. This is inclusive of online music sharing with analytics showing the feedback / learn / iteration loop. Frequent contribution to the LaunchPad forums (posting questions, posting replies and assigned moderating) will be an important part of your assessment. Additional expectations will be communicated clearly to the student.

Forum moderation in MUSC1003 requires you to moderate a general directory assigned to by a qualified by a LaunchPad Administrator. MUSC1003 assigns you a general directory and expands the scope of your moderating. You will be required to interact with all posters as well as invite outside contributors that are professional writers / producers. Push marketing to non-LaunchPad users is also encouraged.

Grading Scale:

The standard grading scale of 93-100% as A, 90-92% as A-, 88-89% as B+, 83-87% as B, etc., will be used as the basis for grading in this course.

The final project will account for about 50%. In-topic on-line quizzes and worksheets will count for 20% of the course's assessment value. Posting on the forums and time logged in to completion ratio will factor in at around 30%. MUSC1003 puts an emphasis on the sharing of your own creative ideas via the forum, as well as increased sharing and participation of other posters. There is no final exam.

Tentative Course Schedule/Course Modules & Activities:

Week One: **Unit 1:** Listening Analysis & Alternative Song-forms
Week Two: **Unit 2:** Melody III
Week Three: **Unit 3:** Harmony III / The Money Chords
Week Four: **Unit 4:** Lyrics III
Week Five: **Unit 5:** Transcription II
Week Six: Component Exam
Week Seven: **Unit 6:** DAW & Cloud Computing

Week Eight: **Unit 7:** MIDI with VST II
Week Nine: **Unit 8:** Mixing III
Week Ten: **Unit 9:** Mastering II
Week Eleven: **Unit 10:** Introduction to Music Video Production
Week Twelve: Continuation of Unit 10
Week Thirteen: **Unit 11:** Networking II & Video Streaming
Week Fourteen:Component Exam
Week Fourteen-Sixteen - **Final Project III**

Official University Syllabus Addendum is provided in its entirety here:

University Syllabus Addendum 12/14/2015 1 University Syllabus Addendum This document serves as an Addendum to each individual course syllabus of Northwest Nazarene University (NNU). This document contains important information regarding the University's academic policies and student services. If you have any questions about the contents of this addendum, please contact your professor. University Mission The mission of Northwest Nazarene University is the transformation of the whole person. Centered in Jesus Christ, the NNU education instills habits of heart, soul, mind and strength to enable each student to become God's creative and redemptive agent in the world. Northwest Nazarene University is a Christian university of the liberal arts, professional and graduate studies. The University is grounded in the Wesleyan-Holiness tradition and is an educational expression of the Northwest region of the Church of the Nazarene. Northwest Nazarene University is founded upon belief in a relationship with the One Triune God—Father, Son, and Holy Spirit. Therefore, we seek to build our lives and the practices of the University upon the Kingdom of God as revealed in Jesus. University Values Transformation – We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church and the world. Truth – We believe education pursues truth. NNU explores knowledge, the wonder of God's creative activity, the story of human civilization and the achievements in the arts, sciences and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ. Community – We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships we express our love for God and others. Service – We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind. Disabilities Statement Students who qualify for and desire accommodations in this course due to a disability, as defined by the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, must follow the NNU University Syllabus Addendum 12/14/2015 2 Disability Services Policies and Procedures as put forth by the office of Disability Services. Any student may review a copy of these policies and procedures at http://casa.nnu.edu/disability-services.Call 208- 467-8463 or email (disabilityservices(at)nnu.edu) for further information. Title IX Statement Northwest Nazarene University is committed to fostering a safe, productive learning environment. Any student witnessing or experiencing sexual discrimination, harassment, or assault on the NNU campus or by a member of the NNU community should contact Dr. Mollie Sweet, NNU's Title IX Coordinator. You may visit Dr. Sweet in her office in Helstrom, on the 2nd floor, #211; call her at 467-8421; or email her at title9(at)nnu.edu. If you make a report of this nature to a faculty member, she or he must notify our University's Title IX Coordinator about the basic facts of the incident. Academic Integrity Northwest Nazarene University seeks to establish academic integrity within the University community. Such integrity is fundamental to the principles of the Judeo-Christian tradition and is consistent with the nature and culture of Northwest Nazarene University. This serves to promote the desired values of truth, transformation, service and community by fostering a spirit of honest intellectual inquiry. The University has identified the following unacceptable practices, regardless of the environment in which they occur (face-to-face, online, or blended courses). These practices include but are not limited to: 1. Cheating in its various forms, whether copying another student's work, allowing one's own work to be copied, completing work, in whole or in part, for another student, using unauthorized aids on an assessment, having someone else take an examination for you (in class, take-home, or online), submitting as one's own another person's work, rescheduling an examination relying on a false excuse; 2. Plagiarizing, e.g., presenting as one's own the words or ideas of another person, including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on a similar order of sentences while altering a few words or word order; Use of pre-recorded royalty free loops, sound FX's and material contained in apps or software are not included in this clause. 3. Submitting the same work from a current or previous course or assignment without prior written approval from the current grading professor/s; 4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission; 5. Checking in to class for another student who is tardy or absent; 6. Fabricating data: This includes falsifying or manipulating data to achieve desired results, reporting results for experiments not done (dry labbing), or falsifying citations in research reports; 7. Denying other students access to academic information whether in the classroom, library (by hiding books, for example), or computer lab; 8. Destroying, altering, or tampering with another student's work to impede academic progress; 9. Stealing problem solutions from a professor or computer file; University Syllabus Addendum 12/14/2015 3 10. Falsely reporting completion of course requirements; 11. Altering, falsifying or misrepresenting an academic document; 12.

Communicating false information whether oral, written, electronic or nonverbal; 13. Forging signatures; and/or 14. Aiding others to violate any of the above practices. Students who either witness or have knowledge of violations are responsible for informing the instructor or appropriate university personnel. Any student who is identified to be in violation of the academic integrity policies outlined above during his/her college matriculation, is subject to the following discipline by the Vice President of Academic Affairs, in addition to the actions taken by the respective professor: 1. First reported violation--Professor's discretion (see below) 2. Second reported violation--Failure in the course (if the student has not already failed the course) 3. Third reported violation--Dismissal from the university Faculty members must notify the student of his/her violation of the academic integrity policy and give the student an opportunity to respond. Because violation of academic integrity cumulatively leads to dismissal, faculty members are required to report each case to the Dean and to the Academic Affairs Office. Copyright Statement Materials used in connection with this course may be subject to copyright protection under Title 17 of the United States Code. Under certain Fair Use circumstances specified by law, copies may be made for private study, scholarship, or research. Access and use of course materials is restricted to enrolled students. Electronic copies should not be shared with unauthorized users. If a user fails to comply with Fair Use restrictions, he/she may be liable for copyright infringement. Downloading Course Content Course materials may be saved or printed for use within a course. For use outside of the course in which the content is provided, permission must be obtained from the instructor. Intellectual Property NNU is constantly engaged in assessment to improve the programs we offer students. Any assignment submitted in this course may be used by the University for the purposes of assessment and/or accreditation. If you do not wish your assignments to be used in this way, you must make a written statement to that effect, sign and date the request, and submit it to your instructor. Academic Petition Policy A student who wishes to be granted an exception to a general academic policy may file a Special Academic Petition with the university Registrar. The Special Academic Petition is to be used for policies relative to (a) registration deadlines; (b) eligibility for upper-division credit; (c) academic load; (d) transfer credit; (e) university honors; (f) general education requirements; or (g) any other general academic policy. University Syllabus Addendum 12/14/2015 4 Action of the Registrar. The Registrar will either grant or deny the petition and will notify the student in writing no later than seven days after receiving the completed Special Academic Petition. If a student is dissatisfied with the action of the Registrar, the student may appeal the decision in accordance with the Academic Appeals Policy. The First Appeal to Department Chair or Program Director must be filed within twenty-one days of the action of the Registrar. Academic Appeals Policy* and Process Informal Appeal to Faculty Member. A student who believes that a faculty member has taken an adverse academic action against the student shall discuss the problem through an informal meeting with the appropriate member of the faculty. Such informal meeting need not be reduced to writing, and does not require a written decision from the faculty member. Any student who believes that the outcome of the informal meeting results in a decision of the faculty member which constitutes an adverse action may initiate a First Appeal by filing a timely notice of appeal with the faculty member's Department Chair or Program Director. Any failure by the student to bring such a first appeal within twenty-one days of the adverse action shall be deemed to be (a) a waiver by the student of any further appeal; and (b) a final action by the University. First Appeal: to Department Chair or Program Director. If a student is dissatisfied with the resolution determined by the faculty member under the Informal Appeal described above, the student may pursue a First Appeal, but only if the student files a Notice of Appeal with the Faculty Member's Department Chair or Program Director within twenty-one days of the adverse action. Any such first appeal shall be determined by the Department Chair or the Program Director. The Chair or Director shall provide the student notice of a hearing (if any) regarding such First Appeal, and shall issue a written decision regarding such First Appeal within seven days of the Chair's or Director's receipt of the Notice of Appeal or the hearing, whichever is later. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University. Second Appeal: to Academic Unit Dean. If a student is dissatisfied with the decision rendered by the Department Chair or Program Director of the department of the University within which the appeal is taken, the student may pursue a Second Appeal to the Academic Unit Dean, but only if the student files a Notice of Appeal with the Academic Unit Dean within seven days of entry of the written decision of the first appeal. Any such Second Appeal shall be determined by the Academic Unit Dean. The Academic Unit Dean shall provide the student notice of a hearing (if any) regarding such Second Appeal, and, if a hearing occurs, shall issue a written decision regarding such Second Appeal within seven days of such hearing. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University. Third and Final Appeal. If a student is dissatisfied with the decision rendered by the Unit Dean, the student may pursue a Third and Final Appeal, but only if the student files a Notice of Appeal with the Vice President for Academic Affairs within seven days of entry of the written decision of the Second Appeal. Within seven days of notice of the appeal the VPAA shall inform the Academic Unit Dean of the appeal. The Academic Unit Dean shall appoint an Academic Appeals Committee and

appoint a chair. the Third and Final Appeal shall be determined by the Academic Appeals Committee. The chair of the Academic Appeals Committee shall provide the student notice of a hearing (if any) regarding such Third and Final Appeal, and the Academic Appeals Committee shall issue a written decision regarding such Third and Final Appeal within fifteen days of such hearing. Any decision by the Academic Appeals Committee shall constitute the final action of the University regarding the Academic Appeal. University Syllabus Addendum 12/14/2015 5 * The entire Academic Appeals Policy including definitions of terms is available in the Office of the Registrar. Student Access to Records Students have access to their biographical and academic records through a web based system. Northwest Nazarene University is in compliance with the Family Educational Rights and Privacy Act of 1974. Any student at Northwest Nazarene University may personally inspect, review, and have a copy made of any record kept on him or her. Where information regarding a student is commingled with that relating to other students, the student may have the information concerning only herself or himself transmitted orally. Anything in a student's record, which the student does not understand, will be explained. The records are reviewed and materials expunged periodically. In order to protect the right to privacy, the University will not make any personally identifiable records available without the student's written consent to anyone other than NNU officials with a legitimate educational interest, officials of other schools to which the student has applied, certain government officials, and or persons in connection with an application for financial aid. If a student concludes that his or her record contains inaccurate, misleading, or otherwise inappropriate data, the student may request an informal meeting with the appropriate administrator to see if, through discussion, a satisfactory agreement can be reached concerning correction, explanation, or deletion of material. If satisfactory agreement cannot be reached informally, the student may proceed with the University appeal process. The claim of incorrectness must be proved before any material will be removed. The result of the appeal process will be provided to the student in writing within a reasonable period of time and is final. Nature of Privacy in an Online Environment Any course at NNU may be delivered, in whole or in part, online. Despite any university's best attempts, it is important that students and faculty understand that any portion of a course delivered online does not occur in a completely closed environment. Absolute confidentiality cannot be guaranteed online, especially when the University's assessment processes require course review by responsible individuals at some point during a course or after its completion. The University's learning management system (LMS) is protected by passwords and other internal levels of security to prevent outside access to course materials. Other material may be provided by a faculty member online apart from the LMS. The University relies on everyone (e.g., instructors, students, staff, and technical support personnel) to avoid copying and/or sharing course materials with others and expects everyone having access to course materials to maintain a high level of integrity and restraint. The electronic nature of online delivery also provides a much more permanent record of the thoughts and ideas of all parties involved in a course, so students and faculty should be mindful of the assignments they submit and the posts they enter online. As a result of these and other factors, a possibility for misuse can never be completely avoided. Assessment is a multifaceted process requiring review components for every program, course, and instructor. As a result, the University must also assess whether objectives are being met for continuous improvement and accreditation requirements. Instructors, curriculum, course requirements, and student work need to be reviewed and assessed regularly. In order to provide for this level of ongoing assessment of our courses, responsible individuals need access to review course materials, instructor facilitation, and student submissions from time to time. University Syllabus Addendum 12/14/2015 6 The University is committed to protecting the integrity of the learning experience for everyone involved in our courses. Despite our best intentions, the nature of the online environment also requires the University to remind students and faculty that course materials should never be considered completely private.**

Students with Disabilities

Students with disabilities who believe that they may need accommodations in this class must contact Barbara Howard, the Advisor to Students with Learning Disabilities, as soon as possible to ensure that such accommodations are implemented in a timely fashion. Her office is in the Academic Support Center, AD 6. Her telephone number is 467-8669.

Copyright Statement

Northwest Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Access and use of course materials is restricted to enrolled students for the duration of the course. Any use or distribution of those materials outside the class may violate the law. Final projects required of this course must be copywritten prior to posting on social media or other music sharing platforms

Downloading Course Content

Course materials, (lectures, PowerPoint presentations, etc.), may not be downloaded to your hard drive without the consent of the professor. Course materials are protected by the TEACH act copyright law.

Academic Integrity

Northwest Nazarene University seeks to establish academic integrity within the University community. Such integrity is fundamental to the principles of the Judeo-Christian tradition and is consistent with the nature and culture of Northwest Nazarene University.
This serves to promote the desired outcomes of Christ like Character and Academic Excellence by fostering a spirit of honest intellectual inquiry.

Unacceptable Practices

The University has identified as unacceptable practices including, but not limited to:
1. Cheating in its various forms, whether copying another students work, allowing one's own to be copied, using unauthorized aids on an examination, having someone else take an exam for you (in class or take-home), submitting as one's own another person's work, rescheduling an exam relying on a false excuse;
2. Plagiarizing, e.g. presenting as one's own the words or ideas of another person, including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on a similar order of sentences while altering a few words r word order; (Note: use of royalty free loops and / or software based patterns is not considered a plagiarized work);
3. Submitting the same work of more than one course or assignment without prior written approval from the professor;
4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission;
5. Signing a roll sheet for another student who is not in class;
6. Fabricating data: This includes falsifying or manipulating data to achieve desired results, reporting results for experiments not done (dry labbing), or falsifying citations in research reports;
7. Denying other students access to academic information whether in the classroom, library (by hiding books, for example), or computer lab;
8. Destroying, altering, or tampering with another students work to impede academic progress;
9. Stealing problem solutions from a professor or computer file;
10. Falsely reporting completion of reading assignments.

Reporting and Detection
Students who either witness or have knowledge of violations are responsible for informing the instructor or appropriate University personnel.

Northwest Nazarene University uses a plagiarism-detection software application to both deter this practice and to document it. TurnItIn screens assignments submitted electronically to find non-original material. The instructor may then use the TurnItIn report to ascertain whether students have plagiarized.

Disciplinary Action

At the instructors discretion, depending on the nature of the offense, the students grade or ability to earn credit for the course may be affected. All students who violate the principles of academic integrity will be reported to the appropriate academic school and the Vice President for Academic Affairs. Violations may also lead to further disciplinary action through the Academic School Dean in cooperation with the office of the Vice President for Academic Affairs. This report shall include a brief description of the offense. In serious cases, or cases that constitute repeat offenses, the student may be suspended or expelled.