



## PAPER OUTLINE 2014

**Paper Code & Title:** PERF 133 *Small Ensemble 1*  
**Trimester:** FY                   **Year:** 2014  
**CRN:** 15620           **Campus:** NZSM - VUW Kelburn  
**Points:** 10  
**Prerequisites:** *Audition and Permission of Head of School*  
**Corequisites:** *None*  
**Restrictions:** *133.131, NZSM 121*

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**Important dates:** Trimester dates: 3 March–15 November 2014  
Teaching dates: 3 March–6 June 2014 (Trimester 1)  
14 July–17 October 2014 (Trimester 2)  
Mid-trimester breaks: 18 April–4 May 2014 (Trimester 1)  
25 August–7 September 2014 (Trimester 2)  
Mid-year break: 3–13 July 2014  
  
Study week: 20–24 October 2014  
Examination/Assessment Period: 24 October–15 November 2014  
(where applicable) *NB: For courses with exams, students must be available to attend the exam at any time during this period.*  
  
Withdrawal date: 14 March 2014  
*Refer to [www.victoria.ac.nz/students/study/withdrawals-refunds](http://www.victoria.ac.nz/students/study/withdrawals-refunds)  
If you cannot complete an assignment or sit a test or examination, refer to  
[www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)*

## NAMES AND CONTACT DETAILS

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**Course Coordinator:** Jian Liu  
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**Office located at:** Room 304b, Kelburn Campus  
**Office hours:** By appointment

**Other staff member(s):** Martin Riseley, Room 104, 90 Fairlie Terrace, Kelburn Campus  
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04 463 5850                   **Email:** [donald.maurice@nzsm.ac.nz](mailto:donald.maurice@nzsm.ac.nz)

New Zealand String Quartet, Room 212, Kelburn Campus  
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04 463 9488                      **Email:** [margaret.medlyn@nzsm.ac.nz](mailto:margaret.medlyn@nzsm.ac.nz)

**Programme Administrator:** Belinda Behle                      **Email:** [belinda.behle@nzsm.ac.nz](mailto:belinda.behle@nzsm.ac.nz)

**Tutors:** Details will be posted on Blackboard once groups are finalised.

**Rehearsal time/rooms:** Regular weekly rehearsals to be arranged by individual groups. Rooms to be booked by students as below.

**Coaching times/rooms:** To be arranged by individual groups in conjunction with staff. Rooms to be booked through the Kelburn office or on booking sheets.

## **COMMUNICATION OF ADDITIONAL INFORMATION**

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Official notices issued after the paper has commenced will be posted on the board outside the NZSM office on the Kelburn campus. Notices concerning a number of papers will also be posted on Blackboard. The Course Coordinator will specify if Blackboard will be used.

## **PRESCRIPTION**

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*An introduction to the preparation and presentation of music for small ensembles. Course coordinator: Jian Liu. Email: [jian.liu@nzsm.ac.nz](mailto:jian.liu@nzsm.ac.nz).*

## **PAPER LEARNING OBJECTIVES**

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Students who successfully complete this paper will be able to:

1. demonstrate collaborative techniques through the study, rehearsal and performance of chamber music
2. demonstrate professionalism in all aspects of preparation, rehearsal and performance including punctuality, reliability and personal presentation.

These learning objectives contribute to the NZSM Graduate Attributes. For a full list, please see [www.nzsm.ac.nz/study-here/graduate-attributes](http://www.nzsm.ac.nz/study-here/graduate-attributes)

## TEACHING FORMAT

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Please note the term 'Coaching' specified in the Mandatory Requirements includes both the group coachings, and the workshops/coachings held by the NZSQ as well as those held during the Performance Workshop times. Attendance at all these classes is mandatory.

Students wishing to propose pre-formed chamber groups must submit a Chamber Music Request Form, with details of all students and repertoire to Jian Liu by Monday 17 February for Trimester 1, and Monday 30 June for Trimester 2. Only fully formed group requests will be accepted, and all members have to agree to the arrangement for the entire trimester. It is also **NOT** a guarantee that you will be granted with the request, but it will be taken into consideration.

It is expected that all members of the group will be enrolled in either PERF 133/233/333/433: exceptions allowed only by permission of Course Coordinator.

Groups will be posted on Blackboard and relevant notice boards by the end of week 2 in Trimester 1 and end of week 1 in Trimester 2. Students are expected to meet and organise rehearsal time as soon as groups are posted, and to begin rehearsals in week 3 of Trimester 1, and week 2 of Trimester 2.

One member of each group will be nominated by the Course Coordinator to be the student contact person, with responsibility for making sure the scores are obtained, parts distributed, and for liaising with staff.

**IMPORTANT:** There are a total of five hours of coachings available per ensemble per trimester. **As stated in the Mandatory Requirements, all five must be scheduled, with at least 2 completed, by mid-trimester break. The group leader is responsible to email this information to the Course Coordinator by Thursday 17 April (Tri 1) and Friday 22 August (Tri 2).**

One main tutor will be assigned to each group, and will be the contact person for any issues that arise. Students should have all five coachings with the main tutor. In certain instances, students may have the option to have four coachings with the main tutor and one with an additional tutor. **If students wish to take up this option, the additional tutor must first be approved by the Course Coordinator. Students must not schedule any coachings with additional tutors without prior approval.** Coachings with the main tutor will be graded, but not with the additional tutor.

The Coaching Work Grade (20%) will be based on the following criteria after every coaching:

1. Preparedness – punctuality, knowledge of score and part
2. Responsiveness to feedback – during coaching, from one coaching to the next
3. Interaction with group – collaborative skills

The assigned main tutor must be contacted to devise a schedule for all coachings by week 3 of Trimester 1, and week 2 of Trimester 2. If there are difficulties contacting the tutor, the students must contact the Course Coordinator.

**IMPORTANT:** Any changes to tutors (i.e. asking tutors who are not assigned to your group for coaching) will need to be approved first by the Course Coordinator. A tutorial sheet must be signed by the tutor at each tutorial and handed in before the assessment.

Before tutorials commence, students are expected to have thoroughly learned their parts, and to have had at least two rehearsals.

This course also requires students to attend the four Chamber Music workshops scheduled as part of the Friday Performance Workshops, and a rehearsal technique workshop conducted by NZSQ each trimester. NZSQ will also present one open rehearsal and one masterclass per trimester. Students are encouraged to attend all of the workshops. If a student cannot attend the rehearsal technique workshop, it is possible to use one of the other two as a substitute, upon the approval of the Course Coordinator. The dates and times of all workshops will be announced soon on Blackboard.

Students are responsible for:

- Submitting any specific requests for groupings and repertoire by deadline
- Obtaining scores

- Setting up a regular weekly rehearsal time
- Booking rooms for rehearsals and coaching sessions
- Learning own parts thoroughly prior to rehearsals and tutorials
- Contributing to group rehearsals
- Attending set rehearsal times punctually
- Contacting the designated staff member or Course Coordinator if any problems arise
- Providing written programme notes for assessments at least one week prior to start of small ensemble assessment period (by May 19 and Sept. 26)

*See attached course syllabus for more information.*

## **MANDATORY PAPER REQUIREMENTS**

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In addition to achieving an overall pass mark of 50%, students must:

- a) complete and pass each assessment item, by the dates specified
- b) provide written programme notes for each assessment
- c) attend all scheduled coachings and hand in a completed coaching sheet at each coaching
- d) two of the five coachings for each trimester must be completed before the mid-trimester break.

If for health reasons you are unable to complete all the work required for assessment purposes for this paper by 15 November, you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

## **WORKLOAD**

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A 10-point full-year paper should require at least 100 hours work (including class time). This means that in term time, the midterm break and study week you should be prepared to spend on average 3 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

## ASSESSMENT

### Approved assessment regime

The following assessment regime for this paper has been approved by the NZSM Academic Committee:

*There are 4 items of assessment:*

- 1. Assessed performance 1 - approx 15 mins. Related to learning outcomes 1-2. (40%)*
- 2. Assessed performance 2 - approx 15 mins. Related to learning outcomes 1-2. (40%)*
- 3. Trimester One Coachings Work Grade – combined grade for the five Trimester One coaching sessions. Related to learning outcomes 1-2. (10%)*
- 4. Trimester Two Coachings Work Grade – combined grade for the five Trimester Two coaching sessions. Related to learning outcomes 1-2. (10%)*

### Assessment details for this offering

<i>Assessment items and workload per item</i>	<i>Word length / duration</i>	<i>Learning objective(s)</i>	<i>Due date</i>	<i>%</i>
Assessed Performance 1	Approx. 15 min.	1&2	May 26 – June 6*	40%
Assessed Performance 2	Approx. 15 min.	1&2	Oct.3 – Oct. 15*	40%
Trimester One Coachings Work Grade		1&2	Prior to scheduled assessed performance 1	10%
Trimester Two Coachings Work Grade		1&2	Prior to scheduled assessed performance 2	10%

\*Some assessments may take place outside this period, subject to Course Coordinator approval.

**IMPORTANT:** There will be four chamber music concerts toward the end of each trimester, and your group will be assigned to perform at one of the concerts each trimester. Those will be your assessed performances. **It is your responsibility to keep those dates and times free.** The dates are the following:

Trimester one:

- Monday 26 May: 7:30 – 9:30pm
- Wednesday 28 May: 7:30 – 9:30pm
- Friday 30 May: 7:30pm – 9:30pm
- Friday 6 June: 7:30pm – 9:30pm

Trimester two:

- Friday 3 October: 7:30pm – 9:30pm
- Wednesday 8 October: 7:30pm – 9:30pm
- Monday 13 October: 7:30pm – 9:30pm
- Wednesday 15 October: 7:30pm – 9:30pm

For performance papers assessed by recitals, an aegrotat cannot apply. Instead, the student (with the written approval of the teacher) must apply to the Director NZSM to have his/her assessment delayed. Any such delayed assessment must be completed prior to the start of the following trimester.

## SUBMISSION AND RETURN OF WORK

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*Assignments should be deposited in*

- Programme notes should be turned in to the Programme Administrator a week prior to start of small ensemble assessment period (by May 19 and Sept. 26)
- Tutorial sheets must be signed by the tutor at each coaching session, and completed sheets turned in to the Programme Administrator before assessments.

*Marked assignments will be returned to the Programme Administrator at the office.*

## EXTENSIONS AND PENALTIES

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Assignments must be submitted by the due dates. In fairness to other students, unless a medical certificate is produced, assessment submitted after 5pm on the due date will be subject to a 5% demerit on your grade, increasing by 5% each further working day it is overdue.

Students, who for exceptional reasons can justify an extension for an item of assessment, must apply to the Course Coordinator *before* the due date. Please note that no extensions can be granted for tutorial assignments.

## ASSIGNMENT PRESENTATION

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**Written work** should be presented according to the **NZSM Guidelines for Academic Work**, which can be downloaded from [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides). Five percent (5%) will be deducted for written work that does not conform to these standards.

## SCALING OF GRADES

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To obtain a fair distribution of marks relative to assignment difficulty, scaling may be employed on some or all assessment items in accordance with guidelines set out in the VUW Assessment Handbook 2014: [www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf](http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf)

## CLASS REPRESENTATIVE

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Class representatives for the NZSM are elected in the first week of the trimester, and their names and contact details will be available to VUWSA and/or MaWSA, the Course Coordinator and to each class. You can find out more information on Class Representatives on the VUWSA website ([www.vuwsa.org.nz](http://www.vuwsa.org.nz)) or MaWSA website ([www.mawsa.org.nz](http://www.mawsa.org.nz))

Students may like to write the Class Rep's name and details in this box:

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## STUDENT FEEDBACK

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*Enhancements made to this course, based on the feedback of previous students, will be covered during the course.*

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php)

## HUMAN ETHICS GUIDELINES

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Any student assessment or project at any level that involves human subjects (including the documenting, interviewing and recording of information from people) must follow ethics guidelines. For courses in Music Therapy, students must follow Massey University Ethics guidelines. For all other courses, students must follow VUW Ethics Guidelines. For information and assistance as it relates to your course, consult first with your Course Coordinator. Guidelines are given at:

- [www.victoria.ac.nz/documents/policy/research-policy/human-ethics-policy.pdf](http://www.victoria.ac.nz/documents/policy/research-policy/human-ethics-policy.pdf)
- [www.massey.ac.nz/massey/research/research-ethics/human-ethics](http://www.massey.ac.nz/massey/research/research-ethics/human-ethics)

## OTHER IMPORTANT INFORMATION

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The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- **Academic Integrity and Plagiarism:** [www.victoria.ac.nz/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism). Find out more about plagiarism, how to avoid it and penalties on the NZSM website: [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides)
- **Aegrotats:** [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)
- **Academic Progress** (including restrictions and non-engagement): [www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress)
- **Dates and deadlines:** [www.victoria.ac.nz/home/study/dates](http://www.victoria.ac.nz/home/study/dates)
- **FHSS Student and Academic Services Office:** [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- **Grades:** [www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)
- **Resolving academic issues:** [www.victoria.ac.nz/about/governance/dvc-academic/documents/grievances.pdf](http://www.victoria.ac.nz/about/governance/dvc-academic/documents/grievances.pdf)
- **Special passes:** [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- **Statutes and policies including the Student Conduct Statute:** [www.victoria.ac.nz/about/governance/strategy/academic-policies](http://www.victoria.ac.nz/about/governance/strategy/academic-policies)
- **Student support:** [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- **Students with disabilities:** [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability) OR [www.massey.ac.nz/massey/student-life/services-and-resources/disability-services/disability-services\\_home.cfm](http://www.massey.ac.nz/massey/student-life/services-and-resources/disability-services/disability-services_home.cfm)
- **Student Charter:** [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-charter](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-charter)
- **Student Contract:** [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- **Subject Librarians:** [library.victoria.ac.nz/library/resources/subjectcontacts.html](http://library.victoria.ac.nz/library/resources/subjectcontacts.html) AND [www.massey.ac.nz/massey/research/library/about-us/addresses-and-staff/sections/information-research-services.cfm](http://www.massey.ac.nz/massey/research/library/about-us/addresses-and-staff/sections/information-research-services.cfm)
- **Turnitin:** [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- **University structure:** [www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure) OR [www.massey.ac.nz/massey/home.cfm](http://www.massey.ac.nz/massey/home.cfm)
- **NZSM Student Handbook:** [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides)
- **Scholarships and prizes relevant to NZSM students:** [www.nzsm.ac.nz/student-zone/scholarships-and-prizes](http://www.nzsm.ac.nz/student-zone/scholarships-and-prizes)
- **Your grades, academic profile, timetable, etc.:** [my.vuw.ac.nz](http://my.vuw.ac.nz)

## GENERAL NZSM POLICIES AND STATUTES

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Students should familiarise themselves with the NZSM's policies and statutes, especially those regarding Personal Courses of Study, Academic Grievances, Staff and Student Conduct. Please see [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides)

For any statutes relating to the particular qualifications being studied, see either the Massey University Calendar or the Victoria University of Wellington Calendar.

Information about Student Services, including Academic Mentoring for Māori and Pasifika Students, and support for Students with Disabilities, is to be found in the NZSM Student Handbook (available at [www.nzsm.ac.nz/student-zone/student-guides](http://www.nzsm.ac.nz/student-zone/student-guides) or in hard copy from the NZSM offices on each campus).

## EVENTS

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Regular events are held during trimesters 1 & 2 at all NZSM campuses. These events are for the benefit of all students, and include performances, masterclasses, special lectures and workshops given by staff, students and visiting artists. All students are expected to keep time free to attend the weekly lunchtime concert on Friday at 12.10pm, along with other events as required.

Students should sign up to the **Dawn Chorus**, the NZSM's events e-newsletter, by emailing [events@nzsm.ac.nz](mailto:events@nzsm.ac.nz) with 'subscribe dawn chorus' in the subject line.

**Events & Marketing Coordinator:** Stephen Gibbs  
**Phone:** (04) 463 4766 **Email:** [stephen.gibbs@nzsm.ac.nz](mailto:stephen.gibbs@nzsm.ac.nz)  
**Website:** [www.nzsm.ac.nz/events](http://www.nzsm.ac.nz/events)