



ST. PATRICK'S SEMINARY & UNIVERSITY

MENLO PARK, CALIFORNIA
ESTABLISHED 1898

Catholic Institute of Sacred Music

SM-XXXX: Capstone Project

Summer 202X

Hours by arrangement

1 credit

Instructor: Dr. Jennifer Donelson-Nowicka
Contact: Jennifer.Donelson@stpsu.edu
Office Hours: By arrangement

I. Course Description:

Students will prepare a choir (4+ singers) and conduct that choir, also singing in it if desired or appropriate, in a series of three fully-sung Masses for various feast days (Sundays, solemnities, or feasts). Course participants will select all the music for the Masses, and each Mass must include all the Mass ordinary (in chant or polyphonic settings), proper chants in Latin or a vernacular adaption, two choral works, and hymnody as needed/desired for the pastoral context. Students will hire/recruit an organist as needed/appropriate to support the choral music through accompaniment, repertoire, and improvisations. In order to prepare a parish for such a series of Masses, students will prepare, advertise, and present a public lecture of at least 30 minutes in length, plus a period of questions and answers. Students are also required to typeset and print a beautiful worship aid, with necessary vernacular translations, for each of the Masses. Following the series of Masses, students will submit a 10-page paper describing the rationale for the repertoire chosen, the experience of choral preparation, and the reception of the lecture and Masses by the parish community. A video recording of each of the Masses and the public lecture must also be submitted. 1 credit. Pre-requisite: completion of at least 24 of 36 credits in the MSM program. Must be completed in one semester.

II. Learning Outcomes

By the end of this course, students will be able to:

1. Demonstrate applied mastery of the musical, organizational, and pastoral skills involved in serving as a parish music director;
2. Exercise good musical and pastoral judgment in applying the Church's teachings on sacred music in a parish setting;
3. Engage in catechesis and advocacy for sacred music.

III. Credit Hour Statement

St. Patrick's has adopted the Carnegie Unit as its definition of a credit hour. One credit hour entails one hour of classroom time and two hours of outside-of-class preparation (including reading, homework, examination study) per week over a 15-week semester. More information can be found in the Academic Catalog. If an instructor needs to miss a scheduled class day, the class will either have a guest lecturer or it will need to be made up later in the semester.

IV. Attendance

Academic success depends on regular class attendance and participation.

Punctual attendance at all Saint Patrick's Seminary classes is mandatory. All absences must be communicated by the student to the professor before the class session takes place. If a student is ill and cannot attend class or notify the instructor before the class session, the student must inform the instructor as soon as possible.

If a student misses 20% or more of the required class sessions, they will not be permitted to complete the course. Thus, students under these circumstances will receive a failing grade for the course. Exceptions to this policy due to very extraordinary circumstances must be submitted as a request in writing to the Program Director, Dr. Jennifer Donelson-Nowicka who will evaluate whether an accommodation is feasible or possible.

Instructors will not be expected to record classes to send archived versions to students who were absent, and students should not feel entitled to this courtesy.

Attendance via Zoom must be with a continuous video feed from the student, with the student present throughout the class period. Failure to turn on the video or absence from the camera will be counted as an absence.

V. Course Requirements and Assignments

A. (15%) Preparation and delivery of a public lecture

In order to prepare a parish for a series of sung Masses, students will prepare, advertise, and present a public lecture of at least 30 minutes in length, plus a period of questions and answers. This lecture will catechize parishioners on Church teaching about sacred music, the integration of Catholic spirituality and faith with sacred music, or prepare parishioners to actively participate in the sung Mass through understanding of the musical structure of the Mass and the music planned for the Mass. The lecture should be coordinated with the pastor and parish schedule, well-advertised, engaging, well-prepared, and pastoral in tone. A video recording of the lecture must be submitted the week following the lecture. Students will be graded on their preparation, execution, and content of their lecture.

B. (75%) Preparation and execution of 3 fully-sung Masses

Students will prepare a choir (4+ singers) and conduct that choir, also singing in it if desired or appropriate, in a series of three fully-sung Masses for various feast days (Sundays, solemnities, or feasts). Course participants will select all the music for the Masses, and each Mass must include all the Mass ordinary (in chant or polyphonic settings), proper chants in Latin or a vernacular adaption, two choral works, and hymnody as needed/desired for the pastoral context.

Once a musical plan is in place, students must approach a pastor and parish host and make sure the Mass fits on the parish schedule. Once scheduled, students will prepare advertisements for the Mass and hire/recruit singers. Students will also hire/recruit an organist as needed/appropriate to support the choral music through accompaniment, repertoire, and improvisations. Students are required to make appropriate arrangements for financial compensation of singers (and an organist), through agreement with the pastor/parish. Students are also required to typeset and print a beautiful worship aid for each of the Masses.

At the end of the semester, a video recording of each Mass, clearly showing the student conducting, must be submitted, along with an electronic copy of the program for the Mass.

Each Mass is worth 25% of the semester's grade. Students will be graded primarily on the quality of the musical preparation and execution of the Mass, the appropriateness of musical selections in the given liturgical and pastoral setting and with consideration to the musicians available to sing/play at the Mass, as well as the beauty of the worship aid.

C. (10%) 10-page paper

Following the series of Masses, students will submit a 10-page paper describing the rationale for the repertoire chosen, the experience of choral preparation, and the reception of the lecture and Masses by the parish community. Students will be graded on thoroughness of explanations for musical choices, thoughtful reflection on the reception of the Masses by the congregation, and overall grammar and structure.

VI. Grading Procedures

St. Patrick's Seminary & University uses the following grading scale:

A	100-93	B-	82-80	D+	69-67
A-	92-90	C+	79-77	D	66-63
B+	89-87	C	76-73	D-	62-60
B	86-83	C-	72-70	F	59 and below

The STPSU Writing Skills Rubric will be used when grading any formal written assignments. This Rubric may be found in Appendix III of the Academic Catalog.

In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, St. Patrick's Seminary & University provides services and accommodations to students who experience barriers in the educational setting due to learning, emotional, physical, mobility, visual or hearing disabilities. For more information please contact the Academic Dean.

VII. Required Texts/Magisterial Documents

Handouts will be given in class and on Populi.

VIII. Recommended Texts

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IX. Academic Integrity

1. Academic Honesty Policy: Each student in this course is expected to abide by St. Patrick's Seminary & University's Academic Honesty Policy: written work must be the student's own, and each student must take care to give full documentation for all material quoted or paraphrased from other sources, including the Internet. Consult the seminary's Style Guide for proper citation rules.
2. Plagiarism Policy: We define plagiarism as the use of another person's ideas or words without appropriately indicating them as such.
3. Consulting Policy: You are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. You can give "consulting" help to or receive "consulting" help from such students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an e-mail, an e-mail attachment file, a diskette, or a hard copy. Should copying occur, both the student who copied the work from another student and the student who gave material to be copied will both automatically receive a zero for the assignment. Penalty for violation of this policy can also be extended to include failure of the course and University disciplinary action. If you have a paper read and corrected by someone outside of class, you must use the St. Patrick editing form. Have the "editor" fill it out. You should turn in the original paper, the rewrite, and the form to the instructor. This is a safeguard for you, the student.

In preparation of singing and conducting assignments, students are encouraged to work together if they find it helpful to do so.

4. Examination Policy: During examinations, you must do your own work. Talking or discussion is not permitted during the examinations, nor may you compare papers, copy from others, or collaborate in any way. Any collaborative behavior during the examinations will result in failure of the exam and may lead to failure of the course and University disciplinary action.

X. Class Schedule

Course schedule is subject to change according to the discretion of the instructor.

Class Structure

Date	Assignment
Week 1	Meet online with instructor and classmates to develop scope and content of project (1 hour)
Week 2	Work on one's own
Week 3	Meet online with instructor and classmates to finalize scope and content of project, as well as prepare parish lecture (1 hour)
Week 4	Prepare lecture
Week 5	Deliver lecture in parish
Week 6	Public lecture video submission due
Weeks 6–15	Mass Preparation, 3 required Masses
Finals Week	10-page paper due, recordings of Masses and worship aids due

Capstone Rubric

Public Lecture

	3 Excellent	2 Good	1 Needs Work	0 Unacceptable
Preparation	Topics covered are well-considered for the community in which they are presented, research is thorough	Topics covered are well-considered but more research was needed to fully develop ideas in a compelling manner	Topics are mostly well-considered, more research needed to support discussion and presentation	Topics are ill-chosen and poorly researched
Advertising	A beautiful portfolio of items (poster, social media) effectively convinces people to come and be engaged in the presentation	Advertising portfolio is lacking good formatting or understanding of advertising venues, people don't feel compelled to come to the presentation	Advertising portfolio is ill-considered or has errors; it is ineffective in spreading the word	Advertising portfolio is unattractive and not given with sufficient advanced notice or reach to invite people to come
Delivery	Speaker is natural, relaxed, confident and compelling; handles questions with charity and generosity	Speaker seems a little nervous or less confident, does okay with questions	Speaker lacks confidence and/or preparation to convey ideas effectively; structure is scattered; questions are handled okay but not well	Speaker is scattered, ill-prepared, does not do well with questions

Preparation and execution of 3 fully-sung Masses

Mass 1

	3 Excellent	2 Good	1 Needs Work	0 Unacceptable
Music choices	Music is well-chosen – applying the Church's principles of sacred music within the concrete pastoral context; music is capable of being sung and played with beauty; the	Music is well-chosen – applying the Church's principles of sacred music within the concrete pastoral context, but at times lacks the capacity for beautiful	Music displays a few instances of not being well-chosen with regard to the liturgical use, ability of the singers/players to present it beautifully, or in a way that is	Music displays major instances of not being well-chosen with regard to the liturgical use, ability of the singers/players to present it beautifully, or in a way that is

	music appropriately develops the music program, musicians, and well-formed goals within the parish's music program; music includes all required elements as stipulated in the assignment	execution (too hard) or seems pastorally or liturgically inappropriate in some minor respects; the music mostly appropriately develops the music program, musicians, and well-formed goals within the parish's music program; music includes nearly all required elements as stipulated in the assignment	pastorally inappropriate; music lacks some required elements as stipulated in the assignment	pastorally inappropriate; ; music lacks many required elements as stipulated in the assignment
Musical preparation	The director has brought together musicians who can perform the music beautifully and reverently, they are well-rehearsed, well-conducted, and the liturgy is well-supported with instruments when appropriate	The director has brought together musicians who can perform the music beautifully and reverently, but some minor elements are lacking in preparation, conducting, or instrumental support for the liturgy	The director is lacking some significant musical resources to perform the music beautifully and reverently, and there are some apparent lacunae in preparation, conducting, sense of liturgical timing, or instrumental use within the liturgy	The director is lacking musical resources to perform the music beautifully and reverently through inadequate consideration of the concrete circumstances and repertoire choices, and there are some apparent lacunae in preparation, conducting, sense of liturgical timing, or instrumental use within the liturgy
Liturgical aid	Aid is beautifully produced, easy to follow, and free of errors	Aid is beautifully produced, easy to follow, but has a few significant errors	Aid is not well-produced or is not easy to follow, and includes significant errors	Aid is messy, inartful, and contains errors
Musical Execution	The music is sung and played beautifully and reverently, the director shows excellent musical	The music is sung and played beautifully and reverently, the director shows good musical and	The music is sung and played mostly beautifully and reverently, the director shows lacunae in musical	The music is not sung and played beautifully and reverently in significant sections, the

	and spiritual leadership	spiritual leadership	and/or spiritual leadership	director shows significant lacunae in musical and spiritual leadership
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Mass 2

	3 Excellent	2 Good	1 Needs Work	0 Unacceptable
Music choices	Music is well-chosen – applying the Church’s principles of sacred music within the concrete pastoral context; music is capable of being sung and played with beauty; the music appropriately develops the music program, musicians, and well-formed goals within the parish’s music program; music includes all required elements as stipulated in the assignment	Music is well-chosen – applying the Church’s principles of sacred music within the concrete pastoral context, but at times lacks the capacity for beautiful execution (too hard) or seems pastorally or liturgically inappropriate in some minor respects; the music mostly appropriately develops the music program, musicians, and well-formed goals within the parish’s music program; music includes nearly all required elements as stipulated in the assignment	Music displays a few instances of not being well-chosen with regard to the liturgical use, ability of the singers/players to present it beautifully, or in a way that is pastorally inappropriate; music lacks some required elements as stipulated in the assignment	Music displays major instances of not being well-chosen with regard to the liturgical use, ability of the singers/players to present it beautifully, or in a way that is pastorally inappropriate; ; music lacks many required elements as stipulated in the assignment
Musical preparation	The director has brought together musicians who can perform the music beautifully and reverently, they are well-rehearsed, well-conducted, and the liturgy is well-supported with	The director has brought together musicians who can perform the music beautifully and reverently, but some minor elements are lacking in preparation, conducting, or	The director is lacking some significant musical resources to perform the music beautifully and reverently, and there are some apparent lacunae in preparation,	The director is lacking musical resources to perform the music beautifully and reverently through inadequate consideration of the concrete circumstances and repertoire choices,

	instruments when appropriate	instrumental support for the liturgy	conducting, sense of liturgical timing, or instrumental use within the liturgy	and there are some apparent lacunae in preparation, conducting, sense of liturgical timing, or instrumental use within the liturgy
Liturgical aid	Aid is beautifully produced, easy to follow, and free of errors	Aid is beautifully produced, easy to follow, but has a few significant errors	Aid is not well-produced or is not easy to follow, and includes significant errors	Aid is messy, inartful, and contains errors
Musical Execution	The music is sung and played beautifully and reverently, the director shows excellent musical and spiritual leadership	The music is sung and played beautifully and reverently, the director shows good musical and spiritual leadership	The music is sung and played mostly beautifully and reverently, the director shows lacunae in musical and/or spiritual leadership	The music is not sung and played beautifully and reverently in significant sections, the director shows significant lacunae in musical and spiritual leadership

Mass 3

	3 Excellent	2 Good	1 Needs Work	0 Unacceptable
Music choices	Music is well-chosen – applying the Church’s principles of sacred music within the concrete pastoral context; music is capable of being sung and played with beauty; the music appropriately develops the music program, musicians, and well-formed goals within the parish’s music program; music includes all required elements	Music is well-chosen – applying the Church’s principles of sacred music within the concrete pastoral context, but at times lacks the capacity for beautiful execution (too hard) or seems pastorally or liturgically inappropriate in some minor respects; the music mostly appropriately develops the	Music displays a few instances of not being well-chosen with regard to the liturgical use, ability of the singers/players to present it beautifully, or in a way that is pastorally inappropriate; music lacks some required elements as stipulated in the assignment	Music displays major instances of not being well-chosen with regard to the liturgical use, ability of the singers/players to present it beautifully, or in a way that is pastorally inappropriate; ; music lacks many required elements as stipulated in the assignment

	as stipulated in the assignment	music program, musicians, and well-formed goals within the parish's music program; music includes nearly all required elements as stipulated in the assignment		
Musical preparation	The director has brought together musicians who can perform the music beautifully and reverently, they are well-rehearsed, well-conducted, and the liturgy is well-supported with instruments when appropriate	The director has brought together musicians who can perform the music beautifully and reverently, but some minor elements are lacking in preparation, conducting, or instrumental support for the liturgy	The director is lacking some significant musical resources to perform the music beautifully and reverently, and there are some apparent lacunae in preparation, conducting, sense of liturgical timing, or instrumental use within the liturgy	The director is lacking musical resources to perform the music beautifully and reverently through inadequate consideration of the concrete circumstances and repertoire choices, and there are some apparent lacunae in preparation, conducting, sense of liturgical timing, or instrumental use within the liturgy
Liturgical aid	Aid is beautifully produced, easy to follow, and free of errors	Aid is beautifully produced, easy to follow, but has a few significant errors	Aid is not well-produced or is not easy to follow, and includes significant errors	Aid is messy, inartful, and contains errors
Musical Execution	The music is sung and played beautifully and reverently, the director shows excellent musical and spiritual leadership	The music is sung and played beautifully and reverently, the director shows good musical and spiritual leadership	The music is sung and played mostly beautifully and reverently, the director shows lacunae in musical and/or spiritual leadership	The music is not sung and played beautifully and reverently in significant sections, the director shows significant lacunae in musical and spiritual leadership

10-page paper

	3 Excellent	2 Good	1 Needs Work	0 Unacceptable
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Content	Writing displays a thoughtful consideration of the processes involved and decisions made, with special consideration of both short term and long-term spiritual, musical, program, and pastoral goals	Writing displays a mostly thoughtful consideration of the processes involved and decisions made, with special consideration of both short term and long-term spiritual, musical, program, and pastoral goals, but is perhaps short-sighted in some aspects	Writing displays a lack of thoughtful consideration in some of the processes involved and decisions made, with special consideration of both short term and long-term spiritual, musical, program, and pastoral goals	Writing displays a lack of thoughtful consideration of the processes involved and decisions made, with special consideration of both short term and long-term spiritual, musical, program, and pastoral goals
Writing style/Structure	Well-structured, persuasive style, good grammar	Lacking in some minor aspects of structure, style or grammar	Lacking in some significant aspects of structure, style or grammar	Lacking in many major aspects of structure, style or grammar
Submission	All materials are submitted in a timely fashion	Something is missing in the materials and the professor needs to request a complete submission	Something is missing in the materials and the professor needs to request a complete submission; not submitted in a timely fashion	Final submission lacks materials and timeliness