

Graduate Handbook
for Students and Advisers
2008-2010



Department of Music
St. Cloud State University
St. Cloud, Minnesota
56301

Table of Contents

Introduction	1
Graduate Programs in Music	2
Graduate Assistantships	2
Other Financial Aid	2
Master of Music Programs	
A. Conducting (Band, Chorus or Orchestra)	3
B. Music Education	4
C. Piano Pedagogy	5
Master of Arts in Special Studies	6
Admission Requirements for All Masters Programs in Music	6
Audition Requirements for MA-Special Studies in Performance	6
Other Requirements for MA-Special Studies	7
Course Offerings	7
Program Approval	7
Transfer Credits	7
Workshop Credits	7
Exit Process for all Music Degree Programs	8
Guidelines for Creative Projects (<i>Plan A</i>)	9
Additional Guidelines for the Creative Project	11
Guidelines for Theses (<i>Plan A</i>)	12
Guidelines for Comprehensive Exams (<i>Plan B</i>)	13
Appendix	14

INTRODUCTION

Welcome to graduate studies in Music at St. Cloud State University. We think that you will find our courses stimulating, our faculty friendly and helpful and the association with other graduate students meaningful. We are here to serve you, and help you to undertake a course of study which will enable you to grow professionally.

This Graduate Handbook for Students and Advisers is a supplement to other materials at your disposal: the *Graduate Bulletin*, *A Manual for the Preparation of Field Studies* (now available through the SCSU Bookstore), *Theses*, *Creative Works or Starred Papers*, and the *Graduate Handbook*. This guide does not attempt to supplant these other sources, only to add to them.

In the Appendix, you will find sample forms of various kinds such as: the program approval form (**NOTE: to be filed by the time you have completed 12 credits**), the petition form, and various other forms. All of the forms are available from the Graduate Studies office or online, except for the Music Department Creative Project/Thesis Approval Form for written documents relating to either the Creative Project or Thesis.

We hope you will find your studies here meaningful and challenging, and relevant to your professional development. We are here to help you. Whenever you have questions concerning your graduate work or your professional career, please do not hesitate to contact me. I am currently the adviser for all graduate students during their first year of entry. When you switch to your program adviser, I am always available to answer questions or work on problems you may encounter here with your program. All of us involved with graduate teaching in the Music Department, including the Department Chair will do all we can to help you while pursuing your course of study here.

Stephen Fuller
Graduate Coordinator
e-mail: sfuller@stcloudstate.edu

GRADUATE PROGRAMS IN MUSIC

St. Cloud State University offers Master of Music programs in Conducting (Choral and Instrumental), Music Education and Piano Pedagogy. These programs prepare music educators and performers for the demands and expectations of the profession. In addition, students wishing to pursue a performance degree in voice or a specific instrument may choose to pursue the Master of Arts degree in Special Studies.

Graduate programs are individually designed and supervised by a faculty of outstanding performers and teachers. It is possible for a full-time student to complete the degree requirements in two years, including summers. Students may transfer in up to 10 credits of approved graduate courses and workshops from other graduate accredited institutions.

Course schedules are designed to accommodate the working professional. Courses are offered in late afternoons, evenings, and weekends during the academic year. Most piano pedagogy classes are offered during morning hours. Summer courses are offered in a variety of formats, usually in two or three week blocks.

GRADUATE ASSISTANTSHIPS

A limited number of Graduate Assistantships are available through the Music Department. Assistantships are awarded on a competitive basis and must be applied for each year the student is at SCSU. There are two categories of assistantships:

Full-time assistantships in which the student receives a stipend and free tuition up to 8 credits per semester. Full-time Graduate Assistants must work 20 hours per week in the department and take a minimum of 8 graduate course credits per semester.

Half-time assistantships in which the student receives a stipend and free tuition up to 8 credits per semester. Half-time Graduate Assistants must work 10 hours per week in the department and take a minimum of 6 graduate course credits per semester.

To be eligible for an Assistantship, a student must be fully admitted to the School of Graduate Studies and be registered in the School each term of the appointment. International students and out-of-state students are charged in-state tuition rates for over the 8 credits per semester while on an assistantship.

There are three types of Graduate Assistantships: program support assistantship, research assistantship and teaching assistant. For all three, students are under the general supervision of a professor and are not usually assigned the responsibility for an entire course, unless that student has served as an apprentice in the teaching area for at least one semester.

Since there are only a limited amount of assistantships within the Music Department, students admitted are eligible to apply for assistantships in other academic units. SCSU historically has been able to offer over 260 graduate assistantships annually.

Application for a Graduate Assistantship in Music should be sent to the Graduate Coordinator of the Music Department, not the Office of Graduate Studies. (All other application materials are sent to Graduate Studies).

OTHER FINANCIAL AID

A number of university scholarships, loans and grants are available through the Financial Aids Office. Students should check with Financial Aids to obtain more information.

For Piano Pedagogy and Piano Performance majors, graduate students are available for a **Ruth Gant**

Piano Scholarship. Students receiving this scholarship must take 6 credits per semester of study. The Ruth Gant Piano Scholarship is competitive and requires a playing audition, usually in the Spring. For more information, contact the Piano Division of the Music Department.

-2-

MASTER OF MUSIC PROGRAMS

A. CONDUCTING (Band, Choral, or Orchestral)

This degree program has the following goals:

1. Students will demonstrate advanced conducting techniques and physical gesture.
2. Students will demonstrate advanced knowledge of rehearsal techniques, including performance practice issues, interpretation and aural imaging of the score.
3. Students will demonstrate skills in how to prepare a musical score from their respective area (band, choral or orchestral) for rehearsal and performance.
4. Students will demonstrate extensive knowledge of significant historical and current trends in repertoire of their chosen area and creative programming concepts.
5. Students will use a broad variety of effective teaching/rehearsal strategies and appropriate materials.
6. Students will use appropriate sources, materials and research strategies to find answers to questions in teaching, learning, analysis and performance.
7. Students will demonstrate an extensive knowledge of theory and history in their musical performance and teaching/rehearsing.

CURRICULUM

I. Core (11 credits)

MUSM 504	Pedagogy of Music Theory	2
MUS 602	Introduction to Research in Music and Music Education	2
MUS 604	Analytical Techniques	2
MUS 611	Music History (2 sections of History as determined by the student's scores on the Placement Exam*)	
	[2 cr each]	4
MUS 696:	Masters Seminar	

1

II. Major (15 credits)

MUS 609	Score Preparation	2
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Either:

MUS 617	History of Wind Band Literature	3
MUS 618	History of Choral Literature	
MUS 619	History of Orchestra Literature	

Either:

MUS 620-621	Choral Conducting I/II	[2 cr each]	4
MUS 622/623	Instrumental Conducting I/II	[2 cr each]	

Either:

MUS 698	Creative Work	6
MUS 699	Thesis	

III. Other Music Studies (4 credits)

Either:

	4
Applied Lessons and/or Vocal Pedagogy (Choral)	
Applied Lessons and Music/MusEd Electives(Inst)	

IV. Other Studies (4 credits)

TOTAL:**34**

*Other sections of Music History (MUS 611) will count as electives, but not as part of the Core requirement in this program.

-3-

B. MUSIC EDUCATION

This degree program has the following goals:

1. Students will demonstrate the ability to develop music curriculum based upon knowledge of differing approaches to music education, differing styles of teaching and learning, and intellectual and musical development.
2. Students will demonstrate the ability to make choices in teaching that reflect a consistent philosophy of music education, and provide a valid rationale for those choices.
3. Students will demonstrate the ability to use a broad variety of teaching materials and strategies.
4. Students will demonstrate the usage of appropriate sources, materials and research strategies to find answers to questions in teaching, learning and performance.
5. Students will demonstrate the ability to approach musical performance and teaching from a perspective that includes theoretical, historical and psychological knowledge.

The MM –Music Education degree program culminates with a project in an area of special interest or with a comprehensive examination.

CURRICULUM**I. Core (11 credits)**

MUSM 504	Pedagogy of Music Theory	2	
MUS 602	Introduction to Research in Music and Music Education	2	
MUS 604	Analytical Techniques	2	
MUS 611	Music History (2 sections of History as determined by the student's scores on the Placement Exam*) [2 cr each]	4	
MUS 696:	Masters Seminar		1

II. Major (12 credits)

MUS 607	Psychology of Music	2	
MUS 608	Curriculum Development in Music Education	2	

Either:

MUS 605	Elementary Music Education	2	
MUS 606	Secondary Music Education		

Either:

Plan A	MUS 699 (Thesis)	[6]	6
Plan B	Comprehensive Written Examination	[0]	
	Music Electives	6	

III. Other Music Studies (4 credits)

	Applied Lessons	2	
	Music Electives	2	

IV. Other Studies (6 credits)

Electives (chosen with consent of adviser)

6

TOTAL:

33

*Other sections of Music History (MUS 611) will count as electives, but not as part of the Core requirement in this program.

-4-

C. PIANO PEDAGOGY

This degree has the following goals:

1. Students will demonstrate the ability to offer effective pedagogical guidance to private students studying advanced literature.
2. Students will demonstrate the ability to analyze the interpretive and technical demands of advanced compositions for piano.
3. Students will demonstrate the ability to perform selected works from the advanced piano repertoire with appropriate stylistic interpretation, technical control and musical understanding.
4. Students will demonstrate a knowledge of effective methods and materials for teaching class piano.
5. Students will demonstrate a comprehensive knowledge of keyboard literature (not including organ) from each of the musical style periods with regards to composers, historical settings, musical style and performance practices.
6. Students will demonstrate the ability to conduct research in piano pedagogy, performance and literature.
7. Students will demonstrate an understanding of the unique challenges of collaborative piano and the ability to perform in a collaborative setting.

Recital requirements

All candidates for the degree must present a public recital of chamber music. The repertoire will be chosen in consultation with the major adviser. Candidates may also elect to present a public recital of solo literature as part of the Creative Project or write a Masters Thesis.

CURRICULUM

I. Core (11 credits)

MUSM 504	Pedagogy of Music Theory	2
MUS 602	Introduction to Research in Music and Music Education	2
MUS 604	Analytical Techniques	2
MUS 611	Music History (2 sections of History as determined by the student's scores on the Placement Exam*)	
	[2 cr each]	4
MUS 696:	Masters Seminar	

1

II: Major (15 credits)

MUS 505	Keyboard Accompanying	1
MUS 536	Piano Literature	2
MUS 627	Practicum in Class Piano Teaching	1
MUS 628	Advanced Piano Pedagogy	2
MUS 652	Chamber Music Performance	1
MUS 680	Graduate Seminar: Research in Piano Pedagogy	2

Either:

MUS 698	Creative Work	6
MUS 699	Thesis	

III. Other Music Studies (6 credits)

MUS 607	Psychology of Music	2
MUS 632	Applied Piano	4
IV. Other Studies (2 credits)		
Electives (chosen with consent of adviser)		<u>2</u>
TOTAL:		34

*Other sections of Music History (MUS 611) will count as electives, but not as part of the Core requirement in this program

-5-

MASTER OF ARTS IN SPECIAL STUDIES

This is an inter-disciplinary degree which is administered by the Office of Graduate Studies. A student applying for this program must have a program approved by a three-member faculty committee representing the disciplines of study. For those students pursuing music as the major focus, usually this committee would consist of the student's music adviser plus the Graduate Coordinator. The Dean of Graduate Studies serves as an ex-officio member on this committee.

Students interested in the requirements and procedures for this program should refer to the section of the Graduate Bulletin entitled: "Special Studies Programs (MA or MS)". Music performance students must undergo an audition on a principal instrument for the applied music faculty before entry into this program.

MA-Special Studies students should determine a program of study at the beginning of graduate study at St Cloud State University. It is recommended that performance majors in this program take the core courses common to the Master of Music degree programs.

ADMISSION REQUIREMENTS FOR ALL MASTERS PROGRAMS IN MUSIC

Application for admission is made to the Office of Graduate Studies. Application materials include an official application form, three letters of recommendation, transcripts from undergraduate and graduate institutions, and scores from the Graduate Record Exam.

It is possible for a student to take up to six (6) graduate credits before formal acceptance into a particular program.

The following preliminary MM material is required by the Music Department prior to admission into a degree program:

Conducting students should submit a videotape of their conducting ability, or plan a live demonstration of conducting skills for the designated faculty adviser.

Music Education students must have a bachelor's degree in Music Education *or equivalent degree and experience*, and should submit a videotape of their teaching.

Piano Pedagogy students must prepare a piano audition for the piano faculty, which includes a twenty minute memorized performance and a technique exam. The performance should include music of varying styles and be at a level of difficulty equivalent to Bach preludes and fugues from the Well-Tempered Clavier, and Beethoven Sonata, Op. 31, No. 2. The technique exam will include major and minor arpeggios and scales (see piano faculty for specific tempos, etc).

In addition, all incoming music students must take the Music History Placement Exam prior to admittance into the program. This exam should be taken prior to the beginning of course work or during the first semester of course study.

AUDITION REQUIREMENTS FOR MA-SPECIAL STUDIES IN PERFORMANCE

Vocal: a minimum of four songs demonstrating a variety of musical styles and at least three different languages.

Instrumental: a recital, 30 minutes in length, consisting of at least three standard major works representing varying musical styles.

-6-

OTHER REQUIREMENTS FOR MA-SPECIAL STUDIES

Vocal: two years of piano study at the college level; minimum of one year of foreign language study; diction course(s) in at least two foreign languages.

Instrumental: candidates should contact the respective instrumental specialist of the SCSU graduate faculty for additional requirements specific to their instrument.

COURSE OFFERINGS

Music Department graduate courses are offered on a two-year cycle. Many summer courses are offered in intensive short-term blocks (two or three weeks).

St. Cloud State University has a **seven-year statute of limitation** on graduate course work. If the student is not finished with his/her degree in that amount of time, courses become invalid after seven years from the date taken. It is possible to revalidate courses older than seven years through a special process. Check with the Office of Graduate Studies concerning this process.

Workshops, courses no longer being offered at SCSU, or courses transferred into the program **are not eligible for revalidation**. For more information, students should consult the “Validation of courses” and “Workshop limitation” sections of the Graduate Bulletin.

PROGRAM APPROVAL

After being admitted to a Master of Music program but prior to the completion of 16 credits, the student consults with the Graduate Coordinator to develop a proposed program of course work. This Program Approval form [commonly called the “Blue Form”] (see appendix for sample) is submitted to the Graduate Office for approval.

On the “Blue Form”, the student specifies the electives planned as well as a timetable for required and elective courses. If circumstances require changes, this program can be amended at any time before completion of the degree,

TRANSFER CREDITS

Students may transfer in up to 10 graduate credits in their program. Courses taken elsewhere must be from graduate accredited institutions, and must be applicable to that institution’s own graduate degree program(s). It is possible to receive credit for an adviser-approved off-campus workshop or course through independent study from SCSU. Questions regarding such workshops or special courses should be directed to the student’s adviser or the Graduate Coordinator.

WORKSHOP CREDITS

One graduate credit of either the Schmitt Music New Music Materials Clinic (**MUSE 583**), a Minnesota Music Educators (MMEA) Mid-Winter Clinic (**MUSE 589**) or an American Choral Directors Association (ACDA) convention or Summer Dialogue (**transferred in**) is allowed for an SCSU graduate program in music.

A maximum of four (4) credits total of workshop courses may be applied to a Master of Music program.

-7-

EXIT PROCESS FOR ALL MUSIC DEGREE PROGRAMS

All students beginning Masters Degree programs from Summer 2004 on must complete the following exit process:

The Final Oral Examination shall include an evaluation of the degree candidate's

- Creative Project and Statement of Artistic Intent OR Master's Thesis
- Exit Documents

**For Music Education Plan B candidates, there will be a Final Comprehensive Exam consisting of a Written exam followed by an Oral exam based upon the exit documents and other topics as determined by the student's course of study.*

The Final Oral Committee for all students shall be made up of three graduate faculty, including the student's principle adviser. For Plan B candidates only, all three faculty members may be within the Music Department. Plan A students must include one faculty member from outside of the department. The student will prepare **Exit Documents** in a paper or electronic portfolio format, which may include video or audio materials.

To prepare **Exit Documents**, the student will take a one-credit course: **MUS 696: Masters Seminar**. This course should be taken during the student's last semester of study. The instructor of record for the course shall be either the Graduate Coordinator or the student's major adviser.

Exit Documents shall include the following:

1. a minimum of two course projects from the Core courses in the degree. One of those projects must be from a Music History course.

2. a minimum of two course projects from Major specific courses.

*Course projects submitted as part of the **Exit Documents** will demonstrate in-depth scholarship and evidence of continued learning, and should have been revised since their submission in coursework.*

3. a **Synthesis Paper** of 4-6 pages (typed and double-spaced) describing the application of all coursework taken to:

- current or anticipated teaching or performance setting
- Creative Project, Thesis or Comprehensive Exam
- your own personal goals which you had at the beginning of your Masters program
- future professional goals
- further research and/or continuing study interests

Four copies of the **Exit Documents** are to be provided to the Department. Three copies will go to the each faculty member of the student's three-member committee. One copy shall remain in the Music Department office as a matter of record. Students are encouraged to make an additional copy of the **Exit Documents** for their own use after they leave SCSU.

Program Evaluation Form

In addition to the **Exit Documents** the student will be asked to complete a program evaluation form. The student should not sign this form as it is to remain anonymous. The evaluation form can be completed at the end of the Final Oral Exam.

-8-

GUIDELINES FOR CREATIVE PROJECTS (MUS 698)

Plan A -Conducting and Piano Pedagogy

MA Special Studies-Performance

1. Read carefully the section "Creative Works-Statement of Qualifications" and "Preliminary Conference" in the Graduate Bulletin.
2. Students should plan on one full year from the time of conception of the Creative Project to the culminating creative activity. A preliminary conference for music projects must be held no later than October 1 for Spring Semester projects and March 1 for Fall Semester projects (*Students cannot have a preliminary conference in the same semester that they complete a Creative Project*). At this time, committee members will meet with the student for consultation and approval of the proposed project.
3. Creative projects may consist of a) a full performance (*a full performance is defined as 45 minutes minimum of actual music*); b) a lecture-demonstration performance; c) a performance in conjunction with an original composition* or arrangement** by the student. Usually the project involves some form of program notes and research paper as required by the adviser.
(*Students must demonstrate proficiency as a composer and have supervised instruction with the composition faculty.)
(**Students wishing to do transcriptions or arrangements should take MUSM 502: Orchestration.)
4. Creative Project performances should not take place until a) all course work is completed, or b) the student is in the last semester of course work for the degree.
5. Prior to pursuing the Creative Project, the student should consult with the adviser as to the feasibility of the project. For choral students, a cassette tape recording reflecting the student's conducting ability and the level of the proposed performing group should be submitted to the adviser for review. This recording should contain at least three choral works performed within the past five years.
6. **SCHEDULING A PERFORMANCE:** A performance must be scheduled so that all three members of a student's committee can attend. If for some reason this is not possible, a videotape or CD must be available for the committee member absent to view. This should be the **exception**, not the **rule**.

Once the performance date is set, the Music Office should be notified, even if the program is to be held off campus. Programs can be printed by SCSU for a fee.

7. After the student and adviser agree upon the nature of the project, an **Outline of Proposed Creative Work** should be prepared by the student in consultation with the principle adviser. Upon approval, the adviser should submit the **Music Department Creative Project/Thesis Approval Form** to the Office of Graduate Studies. The student will then distribute copies of the proposal and set up a preliminary conference with the student's project committee. The committee consists of three faculty: the adviser, one other music faculty member and one faculty member from outside the department. The adviser will assist the student in the selection of this committee. The committee members must be approved by the Graduate Dean.
8. Prior to the submission of the **Outline**, the student should meet with the adviser and make sure the adviser approves of the content and format. The student will be required to do additional work relating to the Project, as designated by the adviser (e.g., program notes for the performance, a short research paper relating some of the music being performed, an annotated listing of repertoire, or an interview with one or more composer).

-9-

9. The format of the **Outline of Proposed Creative Work** is outlined in the following section "Additional Guidelines". The **Outline** should include a specific program of repertoire to be performed, and a schedule of rehearsals relating to the Creative Project. A designated rehearsal approximately half way through the schedule should be set aside for the adviser and other members of the committee (if they so desire) to attend. At this time, an evaluation shall be made as to whether the student may continue with the project.

10. At the preliminary conference, the student presents the proposed project to the committee. It is the committee's responsibility at that meeting to provide input to the student in pursuing the project so that it meets standards of quality, is worthwhile, and is achievable. Often this will require some changes in the proposed project. The student and adviser will collaborate to see that the changes are made.

11. The Creative Project coursework (MUS 698) may be spread over two or three semesters or may be taken in the final semester. The advantages of taking the course work over numerous semesters are: 1) cost (spreading the fees out) and 2) time for research and score preparation prior to the beginning of actual rehearsals.

12. Candidates must submit a high quality video or audio cassette tape, CD or DVD of the actual performance. The recording and three copies of the printed program must be submitted to the Office of Graduate Studies to have on file. The tape must be verified in writing by the adviser as being a true and accurate copy of the performance.

N.B.: The printed program must have the following statement on either the cover or title page : ***In partial fulfillment of the Master of Music degree in _____ at St Cloud State University.*** The Office of Graduate Studies will **NOT** accept any program without this statement, nor will it accept the recording without the adviser's verification.

13. The three-member committee shall inform the student within one week of the Creative Project performance as to whether the student has passed or not.

14. A final summary document called **Statement of Artistic Intent** is prepared outlining the purposes,

steps taken, and analysis of the project itself. This document must include a copy of the performance program and any accompanying material such as the original composition or arrangement and/or the required research paper.

Drafts of the document should be submitted to the adviser for corrections and approval. When the adviser is satisfied with the document, the adviser will submit the approval form to the Office of Graduate Studies. (See Appendix for a copy of the Approval Form). At this point the student may schedule the Final Oral Exam. The **Statement of Artistic Intent** will be bound and printed. A copy of the paper will be placed in the SCSU library. The final document must meet all printing standards required by the Office of Graduate Studies. For preparation of the summary paper according to official university format, consult the **Manual for Preparation of Field Studies, Theses, Creative Works, and Starred Papers**.

15 The **Final Oral Examination** should be scheduled as soon as possible after the **Statement of Artistic Intent** is completed and approved. Along with the **Statement of Artistic Intent**, the committee will also evaluate the **Exit Documents** the student has prepared. For further information, see the section "Final Oral Examination" in the Graduate Bulletin.

16. All final work, including the **Statement of Artistic Intent**, three program copies, certified recording, committee approval of the Final Oral Exam must be completed and submitted prior to the granting of the degree. For graduation deadlines, contact the Office of Graduate Studies.

-10-

ADDITIONAL GUIDELINES FOR THE CREATIVE PROJECT

These additional guidelines are intended to assist graduate students and their advisers in developing their Creative Projects, especially in preparing the initial proposal to submit to their respective committees for approval and consultation.

1. Students should be aware that the Creative Project is to be a supervised project by the adviser and other members of the committee (if they elect to do so), requiring six credits of course work.

2. The course work (MUS 698) may be spread over 2 semesters (3 credits each) or three semesters, or taken in one semester.

3. ***N.B.: As stated in the Graduate catalogue, the preliminary conference and the final oral exam cannot happen in the same semester.***

4. Preliminary proposals should give a clear picture of the nature of the project to the committee members, enabling them to better evaluate the project and to give the student direction in pursuing the project. Proposals should contain the following:

A. Rationale

1. In general, what is the project?

2. Why is the student undertaking this project?

3. How will the project benefit the student's musical growth and development?

4. How does this project enhance the knowledge and skills gained from coursework taken in the degree program?

B. Background of Research

1. What research project will be undertaken to accompany this project?

2. Who will evaluate the research?

3. What have others done or discovered in the specific area of the project's focus? (e.g.,

How have choral Requiems changed in the last forty years? How does this Sonata for Band show the composer's distinctive style? What characteristics have been recognized as pedagogically important in music written for junior high orchestra? What techniques have proved most beneficial in working with

choral diction? How have other band directors achieved fine intonation?)

4. How will this particular project contribute to that area of knowledge?

C. Purpose

1. What is the specific purpose of this project? (A clear and concise statement of the purpose in one sentence or two).

2. How will the project benefit the student in terms of musical growth and development?

3. If a performance, the proposal should contain a brief description of the works to be performed, and the challenges each work presents to the student.

D. Method

1. How will the project be implemented?

2. What are the details of the project?

3. Who are the participants?

4. What is the schedule/timeline? (If a performance, include dates and places of rehearsals, dress rehearsal and final performance).

5. How will the project be evaluated?

5. The Graduate Office will **not** allow either the **Preliminary Conference** or the **Final Oral Exam** to be scheduled until after the adviser has approved each document related to these conferences.

-11-

GUIDELINES FOR THESES (MUS 699)

Plan A -All Music Degree Programs

1. Read carefully the sections related to theses under “Field Studies, Theses, Creative Works, Starred Papers, and Portfolios” and the section “Preliminary Conferences” in the Graduate Bulletin. Procure a copy of the **Manual for Preparation of Field Studies, Theses, Creative Works, and Starred Papers** from the Graduate Office. This manual will be especially useful in the final stages of work.

2. The Masters thesis is the report of an extensive project in an area of special interest to the student. Some students enter the program with a general idea of the area in which they want to work or even the question they wish to investigate. Others find that their question develops through interaction with faculty or other students through their coursework. Ideas of the project can be discussed at any time with the adviser, but should be developed at least one year before the student plans to complete the degree.

3. The course MUS 602: “Introduction to Research in Music and Music Education” provides models for the initial **Thesis Proposal**. This proposal is written by the student in consultation with the adviser. It contains a detailed description of the project, the specific research question of the thesis, and a justification of the project in light of related scholarship and identified need.

4. When the adviser is satisfied with the **Thesis Proposal**, the adviser submits the **Music Department Creative Project/Thesis Approval Form** to the Office of Graduate Studies. The student may then schedule a preliminary conference with the student’s three member faculty committee which consists of the adviser, another music faculty member, and one member from another department. It is selected by the student in consultation with the adviser, and must be approved by the Graduate Dean.

5. Prior to the **Preliminary Conference**, the student distributes a copy of the **Thesis Proposal** to each

committee member. At that conference the committee provides input to the student to assure that the project meets standards of quality, is worthwhile, and is achievable. Often this will require some changes in the proposed project. The student and adviser will collaborate to see that the changes are made. A finalized copy of the **Thesis Proposal** should be submitted to the Office of Graduate Studies.

6. Students who are doing a project in which children or adults participate must also submit the proposed project and an approval form to the SCSU Institutional Review Board. This faculty committee oversees research by SCSU faculty and students to ensure that people involved in the study have their rights adequately protected. More information about the criteria can be found at www.stcloudstate.edu/osp/irb/studentresearch.asp

7. The thesis coursework (MUS 699) may be spread over two or three semesters or may be taken during the final semester. It is recommended that the course work be taken over the two semesters for two reasons: 1) cost (spreading the fees out) and 2) time for adequate research, writing and editing the thesis and for committee feedback.

8. The time necessary to complete the thesis depends on the project itself. Often, studies have a built-in time frame for gathering information. Parts of the writing process may be done concurrently, although most can only be done after the data has been analyzed. The student should submit drafts of the sections of the thesis to the adviser as they are completed.

9. When the student and adviser agree that the final draft is finished, the adviser submits the **Music Department Creative Project/Thesis Approval Form** to the Office of Graduate Studies. The student

-12-

may then schedule the **Final Oral Examination** conference. The student should provide a copy of the thesis to each committee member well in advance of this conference. See the section “Final Oral Examination” in the Graduate Bulletin.

10. The **Final Oral Examination** is focused on the Masters thesis as well as the Exit Documents. The student may be asked to defend or clarify sections of the thesis at that time. Some changes to the document usually result. Depending upon the committee, the corrected thesis might need full committee approval or might be approved by the adviser.

11. The final approved thesis, including any changes required by the examining committee, must be submitted to the Office of Graduate Studies for approval of formatting. The final copies are printed and bound. One copy is placed in the library. Contact the Office of Graduate Studies for deadline details.

12. The Office of Graduate Studies will **not** allow either the **Preliminary Conference** or the **Final Oral Examination** to take place until the adviser has given approval. Approval is given by turning in the **Music Department Creative Project/Thesis Approval Form** by the adviser to the Graduate Office.

13. *As stated in the Graduate Catalogue, the **Preliminary Conference** and the **Final Oral Examination** may **not** be held in the same semester.*

GUIDELINES FOR COMPREHENSIVE EXAMINATIONS *Plan B - Music Education only*

Read the section “Final Written Comprehensive Examination” in the Graduate Bulletin.

The Comprehensive Examination is individually tailored to the student. Its intent is to help the student pull together the work done throughout the process of studying for the degree. It is developed by a three-member faculty committee made up of the student's adviser, another music education faculty member and a third faculty member from the music department or other related area. Before the exam can be scheduled, all course work must be completed or the student must be in the final semester of coursework.

Accompanying coursework (up to 6 credits) should be taken prior to the Comprehensive Exam, and should be decided upon by the student in consultation with the major adviser.

The **Final Oral Examination** is focused upon the Comprehensive Examination as well as the Exit Documents. The student may be asked to clarify certain answers given on the Comprehensive Exam.

-13-

APPENDIX

The following are forms for reference only. Official forms can be obtained from the Office of Graduate Studies, **except for no. 3** which is available from your adviser or the Graduate Coordinator.

1. **Proposed Semester Program of Graduate Study**
2. **Application for Semester Program Approval form**
3. **Music Department Creative Project/Thesis Approval Form**
4. **Request for Change of Adviser form**
5. **Petition form**
6. **Checklist for all Graduate Students...countdown to graduation!**
(**Application for Graduation** form is available on-line)

