

Graduate Student
Handbook

Marshall University
School of Music

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INTRODUCTION

Welcome to graduate study in music at Marshall University. The faculty and staff of the College of Arts and Media and the School of Music wish you success in your graduate program and are here to assist you in every possible way.

This handbook has been prepared to help orient you to graduate music programs and to inform you of the School of Music's policies and procedures. It is intended as a supplement to the policies and procedures of the Graduate College as published in the Graduate Catalog <http://www.marshall.edu/graduate/>.

Please read this handbook and the Graduate Catalogue carefully, since each will dictate policies and procedures essential to your success as a graduate student. Do not hesitate to ask questions. We are available to assist you at any time.

Music School:

Dr. Susan Tusing, Director
304.696.2710
tusings@marshall.edu

Dr. Stephen Lawson, Coordinator of Graduate Studies in Music
304.696.3198
lawson39@marshall.edu

Graduate College

Dr. David Pittenger, Dean
304.696.6606

MISSION STATEMENT

The mission of the School of Music is to prepare students for careers in performance, education, and other music-related fields who will make a positive impact on their artistic discipline and on schools and communities. Additionally, the School provides enriching experiences for those who continue their musical activities as an avocation; and cultivates within the region an increased awareness of the educational, cultural, and aesthetic aspects of music. In fulfilling its mission, the School is committed to the following goals:

- To provide a nurturing environment for musical, academic and personal growth.
- To educate students to think critically, work creatively, communicate effectively, and become technologically literate.
- To function as a visible, responsible and responsive student-centered School dedicated to academic and performance excellence.
- To maintain a faculty of musicians/teachers who, through dedication to excellence, sound pedagogy and effective communication skills, present models that inspire students to achieve their full potential.
- To meet educational, research, and service needs of the region through collaboration with academic and technical institutions, businesses, government agencies, and cultural organizations.
- To contribute to the cultural life of the University and community by providing concerts, recitals, festivals, joint musical ventures and other services.
- To provide leadership within the University and the region in all matters pertaining to music.

APPLICATION, AUDITION AND ADMISSION

All School of Music applicants must make separate application to the Marshall University Graduate College *and* the School of Music. The Graduate College application can be found at <http://www.marshall.edu/graduate/>. The School's application is located at <http://www.marshall.edu/music/apply>. All transcripts need to be sent to the Graduate College. Letters of recommendation are sent to the School of Music. In addition to the above applications, international students should contact the Center for International Programs at <http://www.marshall.edu/cip/> or 304.696.2379 for further application assistance.

ADMISSION REQUIREMENTS

Applicants need to follow the Marshall University Graduate College admissions process found at: <http://www.marshall.edu/graduate/admissionsrequirements.asp>

In addition, School of Music applicants must:

- Have a bachelor's degree from an accredited institution with a major in music or the equivalent.
- Submit an application to the School of Music.
http://www.marshall.edu/music/apply
- Have an undergraduate cumulative grade-point average of at least 2.75 on a 4.0 scale with no grade lower than a C in music courses.
- Submit a current resume and written summary of their education, experience, and career goals.
- Have an interview with the School Director, Graduate Coordinator, and other graduate faculty.
- Complete the following depending on desired emphasis:

Performance Emphasis: Applicants must perform a minimum of 20 minutes of solo repertoire equivalent to Senior-level literature. Please contact the applied instructor for specific repertoire.

Music Education Emphasis: Applicants should submit a statement of educational philosophy and career goals and at least one of the following:

- A portfolio containing lessons plans, assessments
- A video recording of teaching and/or conducting
- A writing sample consisting of a research or term paper of at least 10 pages

Music History Emphasis: A documents research paper on a historical topic of not less than 15 pages.

Composition Emphasis: A portfolio of scores and recordings of the student's compositions in a variety of media.

Jazz Emphasis:

Jazz Instrumentalists

- Scales: Major scales and their derivative modes, Whole tone scales, Diminished scales (half-whole and whole-half), Ascending melodic minor scales and their derivative modes
- Prepared Literature: Select one tune from each category play the melody (head) and improvise on the chord changes from memory.
 - Bebop Tunes: Confirmation, Donna Lee, Groovin' High, Half Nelson, Joy Spring, Stablemates
 - Standard Tunes: All The Things You Are, Alone Together, Have You Met Miss Jones?, On Green Dolphin Street, Stella By Starlight, There Will Never Be Another You, What Is This Thing Called Love

- Post-bop Tunes: Dolphin Dance, Giant Steps, Inner Urge, Moment's Notice, The Moontrane
- Sight Reading: Sight-read chord changes as well as typical jazz ensemble parts.

Jazz Drums

- Perform a prepared drumset piece: A big band chart, transcription or published solo. Play-along tracks are preferred.
- Perform a transcribed solo (transcribed by the student) of at least 16 measures. Choose a solo performed by a recognized jazz drumming master.
- Demonstration of time and soloing in the following styles:
 - Medium Swing
 - Shuffle (Swing)
 - Uptempo Swing
 - Samba
 - Bossa Nova
 - Rock
- Vibraphone
 - Perform 12 Major scales, two octaves, up and down.
 - Perform one blues in a key selected by the student. Play the melody and improvise at least one chorus. May use play-along recording. Suggested blues include C Jam Blues, Straight No Chaser, Now's the Time, Sonnymoon for Two, Billie's Bounce, etc.
- Snare Drum: One solo or etude from Delecluse or equivalent.

Applicants not meeting one or more these requirements may be admitted provisionally but will not be considered degree-seeking students until all requirements are satisfied. In certain instances after an evaluation of the undergraduate transcript, incoming graduate students will need to take remedial courses to meet academic requirements for specific emphases. These classes will be documented to the student at the time of acceptance into the School of Music.

PLACEMENT EXAMINATIONS

Students in all graduate music degree areas of emphasis must complete a placement examination in music theory and piano prior to the end of the first semester of study. Preparatory classes are available for students needing assistance in meeting graduate study proficiency requirements in these areas. Any hours attained in these classes (graduate class piano and graduate theory review) do not count toward degree completion. If MUS 540, Graduate Theory Review is required, this course must be successfully completed prior to enrolling in MUS 622 Styles and Analysis and MUS 640 Music Theory. All students must pass a piano proficiency exam prior to graduation.

GRADUATE ASSISTANTSHIPS

Full- and half-time graduate assistantships are available to qualified students. Most School of Music assistants are given teaching responsibilities in the school. Full-time assistants are assigned 20 hours of work per week; half-time assistants, 10 hours. Full-time assistants receive a stipend for the academic year, plus a half tuition waiver. Half-time assistants receive a stipend equivalent to half that of the full-time assistant and a half tuition waiver.

Assistantships are renewable. Ordinarily, they will only be given to a student for two academic years. All students interested in applying for a graduate assistantship (new or renewal) must complete the School of Music's Application for a Graduate Assistantship (found on the website or in the School of Music Office).

To be assured consideration by April 1, new students must fill out the graduate assistant application form, been accepted to the university and the School, and have a complete admissions file. Students requesting a second year need only to fill out the School's graduate assistant application form and submit it by April 1. Requests for any assistantships after this date will be considered only if any awards remain unassigned.

ASSIGNMENT TO AN ADVISOR

Upon acceptance to the graduate program in music, each student is assigned a faculty advisor whose duties are to provide academic, educational and professional guidance to the student.

PLAN OF STUDY

Each degree-seeking student at the master's level is required to develop a *Plan of Study* with his or her graduate advisor prior to registering for the 12th credit hour of graduate study. The Plan of Study must be approved and signed by one graduate faculty member, the Graduate Coordinator and the School Director. The Director will forward the completed plan to the Graduate Dean. Students who fail to do so will be barred from subsequent enrollment. The program outlined in the Plan of Study should be chosen on the basis of the student's interests and needs and should meet program requirements. Any unapproved deviations from the Plan of Study may result in delayed program completion and/or graduation. To amend the Plan of Study the student must consult with his or her academic advisor and complete a revised Plan of Study. When a student applies for graduation or for certification, there must be agreement between the Plan of Study and the record of courses taken by the student.

THESIS COMMITTEE

Students enrolled in thesis option degree programs should assemble the thesis committee no later than the third semester of study. The committee will consist of a chair whose area of expertise corresponds to the specialization area of the thesis, and at least two additional members of the full-time graduate music faculty.

COMPREHENSIVE EXAM (All degrees except Music History and Literature outlined under separate heading)

The graduate comprehensive examinations in music (written and oral) are required of all candidates for the Master of Arts in Music degrees. The examinations provide an opportunity for the student to demonstrate a thorough knowledge of music history and literature, music theory, and area pedagogy and literature.

The examinations are based primarily, but not exclusively, on the content of the student's graduate course of study. The student is encouraged to contact the members of his/her graduate committee to discuss specific content and format of the examinations.

The examinations must be taken during the semester of anticipated graduation. The exam is in two parts: written and oral. For the written portion, students will receive questions from their committee members and have one calendar week to complete the exam. At the end of the week, students should submit their answers to their committee chair, who will distribute them to rest of the committee.

Following the successful completion of the written examinations the student and the committee chair will schedule an oral examination at least two weeks prior to the deadline for graduation set by the Graduate College. There must be at least one week between the completion of the written exam and the oral exam.

The oral examination can be further discussion or clarification of the written questions or contain new material.

To pass both portions of the exams, students must demonstrate (1) depth of knowledge and understanding consistent with the highest standards of graduate study in music or music education; (2) the ability to write clearly and convincingly; (3) the ability to synthesize materials into a coherent discussion.

COMPREHENSIVE EXAM GRADING

A student's performance on the comprehensive assessment is reported to the Office of the Graduate Dean or school dean as follows:

E: Pass with distinction, indicating superior performance.

P: Pass, indicating satisfactory performance.

PC: Pass with contingency, which may mean additional requirements for the student as determined by the faculty.

U: Unsatisfactory, indicating that performance has not met the minimum standards of the School of Music or the Graduate College.

Students will get two attempts to pass the comprehensive examination. Failure to do so will result in termination from the degree program.

COMPREHENSIVE EXAM COMMITTEE

The Comprehensive Exam Committee should be chosen ideally at the end of the semester prior to intended graduation, but no later than the second week of the semester in which the student intends to graduate. The committee should consist of the student's primary professor and two other graduate music faculty members. The primary professor will ordinarily serve as the chair of the Comprehensive Exam Committee. The School Chair must approve all exceptions.

It is the responsibility of the student's comprehensive exam chair to collect questions from other committee members, give them to the student, send them to other committee members when returned by the student, and to schedule the written and oral examinations.

COMPREHENSIVE EXAMS FOR THE MASTER OF ARTS IN MUSIC HISTORY AND LITERATURE

The comprehensive exam in Music History & Literature has been designed so that a student can demonstrate musicological methodology as well as topical and canonic knowledge from his or her course of study.

The exam consists of 6 components in three parts:

In Class Written Components (2 hours to complete): 1) write an essay (topic chosen from several given based upon music history courses the student has taken); and 2) Analyze a short unknown work for style (three scores given, period/style based upon music history courses the student has taken).

Out of Class Written Components (48 hours to complete): 1) compile 3 annotated bibliographies (choose from 5 topics); 2) Review an article (given) from a journal such as JAMS or the Journal of the Royal Musicological Association; and 3) Write an essay (supported with sources) on a topic (chosen from several). Oral: defense of the above.

Students are encouraged to show a broad base of content knowledge, so if, for example, they choose the

19th century topic for the in class essay, they should avoid that period in the bibliographies and out of class essay. A student's failure to show a broad base of content knowledge will be taken into consideration during grading.

Grading: Two graduate music faculty members chosen by the student from the list given in addition to the graduate music history faculty will grade the exams. Students failing three or more of the written components of the exam must repeat the entire exam. Students passing four or more components will repeat the component(s) failed. Four of the five written segments must be passed before the orals may take place. All six components of the exam must be passed for the student to graduate. Students may make only two attempts at the exam. Students who fail the exam twice will be subject to dismissal from the program.

MASTER OF ARTS GRADUATE RECITAL

Candidates for the Master of Arts with an Emphasis in Performance or Composition are required to present a 60-minute recital or an approved equivalent for which three semester credit hours (MUS 681 Thesis) are earned. Students must successfully pass a Recital Hearing as detailed below. Graduate recitals may be scheduled at any time, but usually occur near the end of the student's applied study program. In some cases, subject to the approval of the faculty, performance majors with a particular interest in music history, conducting, theory, or literature may present a lecture recital in lieu of the standard performance recital.

RECITAL HEARING

Hearings for graduate recitals must occur not less than two weeks or more than four weeks before the scheduled recital date. Ordinarily, the hearing and subsequent public recital must be completed in the same semester. Exceptions must be made with the approval of the student's applied instructor. A panel of three music faculty will grade the hearing. This panel must include the student's applied instructor. Other panel members should first be chosen from full-time faculty in the student's area(s) of study (brass, keyboard, percussion, strings, voice or woodwinds) and secondly from other full-time music faculty. If a hearing panel cannot be formed from full-time faculty, part-time faculty may be included with permission of the School Chair. Faculty on hearing panels need to be notified at least two weeks prior to the hearing. All compositions to be programmed on the recital must be performed at the hearing with accompaniment, all other performers and memorization as required. No more than two attempts to pass the recital hearing are permitted. Only a portion of the program may be required for the second attempt.

MASTER OF ARTS IN MUSIC HISTORY AND LITERATURE (THESIS OPTION) – PUBLIC PRESENTATION

Candidates for the Master of Arts with an emphasis in Music History and Literature are required to give a 30-minute presentation of their thesis, scheduled after the thesis has been given to the thesis advisor.

APPLICATION FOR GRADUATION

Applications for Graduation must be filed in the Office of the Graduate Dean (113 Old Main) no later than the date established by the university in the final term or semester in which the degree requirements will be completed. Forms for applying for graduation may be obtained from the above office. Please consult the Graduate Catalog for specific information concerning deadlines and fees.

LEVELS SYSTEM

To maintain consistency throughout the applied music program, the School of Music adheres to a system of levels that describe the relative performing abilities across the various curricula and according to the number of years of study. Most graduate students begin study at a level 8 (on a ten point scale), and move to a 9 after one semester of study. By the completion of the graduate recital, the student must reach level 10. Students should refer to the syllabi of studio teachers to determine the specific studies and repertoire required at each level.

DEGREE PROGRAM REQUIREMENTS

Master of Arts with Emphasis in Music Education – Thesis Option (32 credits)

Required Courses: (18 credits)

MUS 622, Styles and Analysis (3)
MUS 610, History and Philosophy of Music Education (3)
MUS 611, Music Psychology and Learning Theory (3)
MUS 616, Curriculum and Administration (3)
MUS 621, Music Research Methods (3)
MUS 681, Thesis (3)

Specialization (8 credits, chosen from the following courses)

MUS 615, Advanced Marching Band Techniques (3)
MUS 620A, Instrumental Techniques and Materials (3)
MUS 630, Instrumental Conducting (3)
MUS 604D, Choral Literature (2)
MUS 619A, Vocal Pedagogy (2)
MUS 620B, Choral Techniques and Materials (3)
MUS 629, Choral Conducting (3)
MUS 511, Introduction to Orff (3)
MUS 670, Advanced Materials and Methods (3)
MUS 675, Creative Activity for Children (3)

Electives (2-6 credits) to be selected from Graduate Music Courses

1-4 credits in Applied Music
1-2 credits in ensembles
Graduate COEHS courses

Master of Arts with Emphasis in Music Education – Non-Thesis Option (36 credits)

Required Courses: (15 credits)

MUS 622, Styles and Analysis (3)
MUS 610, History and Philosophy of Music Education (3)
MUS 611, Music Psychology and Learning Theory (3)

MUS 616, Curriculum and Administration (3)
MUS 621, Music Research Methods (3)

Specialization (12-20 credits)

MUS 511, Introduction to Orff (3)
MUS 615, Advanced Marching Band Techniques (3)
MUS 620A, Instrumental Techniques and Materials (3)
MUS 630, Instrumental Conducting (3)

MUS 604D, Choral Literature (2)
MUS 619A, Vocal Pedagogy (2)
MUS 620B, Choral Techniques and Materials (3)
MUS 629, Choral Conducting (3)
MUS 670, Advanced Materials and Methods (3)
MUS 675, Creative Activity for Children (3)

Electives (1-9 credits)

Graduate Music Courses 1-4 credits in Applied Music
1-2 credits in ensembles
Graduate COEHS courses

Master of Arts with Emphasis in Music History/Literature – Thesis Option (32 credits)

Required Courses (26 credits)

MUS 622, Styles and Analysis (3)
MUS 612, Projects and Problems in Music (2)
MUS 621, Music Research Methods (3)
MUS 640A, Music Theory (3)
4 Music History period courses (12) to be selected from: MUS 510, MUS 526, MUS 650, MUS 651,
MUS 652, MUS 653, MUS 654, MUS 655
MUS 681, Thesis (3)

Electives (6 credits) to be selected from Graduate Music Courses

1-4 credits in Applied Music
1-2 credits in ensembles

* Students without reading knowledge in German are encouraged to complete appropriate undergraduate courses.

Master of Arts with Emphasis in Music History/Literature – Non-Thesis Option (36 credits)

Required Courses (23 credits)

MUS 622, Styles and Analysis (3)
MUS 612, Projects and Problems in Music (2)
MUS 621, Music Research Methods (3)
MUS 640A, Music Theory (3)
4 Music History period courses (12) to be selected from: MUS 510, MUS 526, MUS 650, MUS 651,
MUS 652, MUS 653, MUS 654, MUS 655

Music Electives (7 credits)

Graduate Music Courses
1-4 credits in Applied Music
1-2 credits in ensembles

Non-Music Electives (6 credits)

May be chosen in consultation with advisor from the following areas: Art, Classics, English, Humanities, Languages, Philosophy, Religious Studies, Sociology, Theater

* Students without reading knowledge in German are encouraged to complete appropriate undergraduate courses.

Master of Arts with Emphasis in Music Performance (32 credits)

Required Courses (25 credits)

MUS 622, Styles and Analysis (3)
MUS 621, Music Research Methods (3)
MUS 640A, Music Theory (3)
Applied Music (8)
MUS 604, Literature Courses in Principal Applied Area (2)
Graduate History Course (3)
*MUS 681, Thesis–Recital (3)

* Students must follow School policies in preparing and presenting the graduate performance recital.

Instrumental Track Electives (7 credits)

Graduate Music Courses
1-2 Graduate Ensemble Courses

Vocal Track Electives (7 credits)

MUS 619A, Vocal Pedagogy (2)
2 Graduate Ensemble Credits
Graduate Music Courses

(Voice performance majors with fewer than 2 semesters study of French, German, or Italian must complete 2 semesters of undergraduate study in one of those languages.)

Master of Arts with an Emphasis in Music Composition (32 credits)

Required Courses (28 credits)

MUS 532, Electronic Music (2)
MUS 622, Styles and Analysis (3)
MUS 621, Music Research Methods (3)
MUS 640A, Music Theory (3)
MUS 641, Counterpoint (3)
MUS 655, Music Since 1900 (3)
MUS 645, Composition (8)
*MUS 681, Thesis–Recital (3)

* Students must follow School policies in preparing and presenting the graduate performance recital.

Electives (4 credits)

MUS 640B, Music Theory (3)
MUS 646, Choral Arranging (2)
MUS 647, Instrumental Arranging (2)
MUS 648, Orchestration (2)
MUS 649, Advanced Jazz Arranging (2)
Additional courses from applied, history, theory, technology
1-4 credits in Applied Music
1-2 credits in ensembles

Master of Arts with an Emphasis in Jazz Studies (32 Credits)

Required Courses (27 credits)

- MUS 512 Advanced Jazz Pedagogy and Conducting (3)
- MUS 513 Advanced Jazz Styles and Analysis (2)
- MUS 559 Jazz Ensemble (4)
- MUS 560 Jazz Improv Ensemble (4)
- MUS 6XX Applied Music (8)
- MUS 621 Music Research Methods (3)
- MUS 681 Recital (3)

Electives (5 Credits)

- MUS 631 Advanced Jazz Improvisation (2)
- MUS 649 Advanced Jazz Arranging (3)
- MUS 657 Jazz History (3)
- Other Graduate Music Courses

WRITING ASSIGNMENTS POLICY

Formatting and Style Manuals: Please consult your instructor and/or advisor concerning the style and format of your written assignments, thesis, and written comprehensive examinations. Generally, written work in the fields of Music History, Performance, and Music Theory follow Kate L. Turabian's Manual for Writers of Research Papers, Theses, and Dissertations, while Music Education uses the Publication Manual of the American Psychological Association (APA).

The ability to express oneself clearly and accurately in writing is required in graduate study. Correct mechanics of the written presentation provide plausibility and credibility to a thesis or argument. The content of written assignments should be organized, thorough, accurate and documented. Grammatical errors such as misspelled words, incorrect punctuation, disagreement of tense, number or gender, use of ambiguous or incoherent phrases or sentences, incomplete sentences, failure to conform to a style guide and similar mistakes will result in a substantially lower grade. Evidence of plagiarism, whether by direct quotation or paraphrase, will result in a failing grade for the paper in which it occurs. Subsequent instances of plagiarism will result in course failure and/or dismissal from the program.