

**ILLINOIS STATE UNIVERSITY
COLLEGE OF FINE ARTS
SCHOOL OF MUSIC**

GRADUATE STUDENT HANDBOOK

2017-2018

Master of Music in Performance

Master of Music in Collaborative Piano

Master of Music in Conducting

Master of Music in Music Therapy

Master of Music in Composition

Master of Music Education

The information provided in this handbook is subject to change without notice and does not constitute a contract between Illinois State University and a student or an applicant admission. The Graduate Catalog should be consulted for definitive information.

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Welcome to the Graduate Program in Music Illinois State University

Your decision to enter graduate study at Illinois State University is a wise one, and places you not only in the company of a committed, interesting, and talented group of student colleagues, but in the presence of one of the most outstanding faculty in the nation, both artistically and scholarly. This document is designed to inform you and remind you of important - often vital - steps of which you must continually be aware as you work your way through the graduate studies program.

The Graduate Catalog: The Catalog under which you enter the University is a very important resource to have. You should thoroughly acquaint yourself with many parts of it that are significant for your study here. These sections include information on The Graduate School, Financial Aid, Admission, Academic Policies and Procedures, and of course, all the pages concerning curricula in the School of Music. Intimate knowledge of this document will help you understand many things that are easier read than told. Copies of each year's Catalog are available online.

The Graduate Coordinator in the School of Music: Ultimately, this person is the most important to the completion of your degree program. It is this person who is in contact with and answerable to the Graduate School on all matters pertaining to your curricular and procedural progress through the degree program. The keeping of accurate records and the meeting of deadlines are of primary importance to your successful matriculation, and the Graduate Coordinator is the only person empowered by the School of Music to perform and/or assist you in those tasks. While your applied music professor, the conductor of your performance ensemble, and/or your direct academic supervisor are also as important to your work in the degree (and are often helpful in personal as well as academic ways), it is the Graduate Coordinator who is ultimately responsible for approving your progress and therefore your graduation. The Graduate Coordinator is Dr. Angelo L. Favis. To contact Dr. Favis, you can stop by his office in CE 230 or phone him at (309) 438-8960. You may also contact him through e-mail at musgrad@ilstu.edu.

The Degree Audit: The Degree Audit, or Plan of Study, is the map by which you and the Graduate Coordinator navigate through your degree program. It is one of the most important documents you will be required to complete as you near completion of your degree. Visit the School of Music website for plans of study for each music degree. (An interactive generic degree audit form and checklist can be found on pages 26-27.) Late in your third semester, you and the Graduate Coordinator must go over your Degree Audit before it is filed electronically with the Graduate School.

The **Exit Requirements:** In addition to the Graduate Comprehensive Examination (which is required for all Music graduate students), the Graduate Recital, Thesis, or Music Education Exit Project is the accepted exit requirement for your degree. The securing of the proper forms and the completion of the process of filing them with the Graduate Coordinator is ultimately your responsibility. Your applied music professor or direct academic advisor will assist you in completing this task. However, this is an additional reason for regular appointments with the Graduate Coordinator.

The **List of Important Dates and Deadlines** issued by the Graduate School each semester: In the semester of your intended graduation, there are several extremely important and/or required dates and deadlines of which you must be aware and which you must meet. The list is online [here](#). The meeting of these requirements is again primarily your responsibility. You will not wish to be prevented from graduating on schedule because of failure to fulfill such simple, mundane, but vital responsibilities.

While there are numerous other important procedures, requirements, and documents of advice and help available to you in the School of Music and in the University - such as the applied music professor's course outlines and expectations, the requirements for success in the computer literacy program, recital procedures in playing, singing and conducting, placement and job search information, etc. - the five areas described above must top the list. They are mostly your responsibility, although assistance is always available and will be gladly given when you seek that advice and assistance. We are confident that you will succeed in your study or we would not have accepted you and encouraged you to register at the University. If you carefully follow your program through these and other steps, your final success and graduation will be much more assured.

GOOD LUCK AND PLEASE KEEP IN CLOSE CONTACT.

Proposed Plan of Study Master of Music in Performance

The performance sequence provides advanced skills and experiences for students planning to enter the music field as professional performers. It also affords academic and performing skills necessary to continue to doctoral level study in performance, and provides opportunities for the development of pedagogical skills for training teachers in the field of applied music. A sample program is shown below:

Semester I

MUS 457	Music Research	3 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 330*	Pedagogy/Literature	<u>2 hrs.</u>
		9 hrs.

Semester II

MUS 452	Music Since 1950	3 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 496	Graduate Non-Degree Recital (Elective)	1 hr.
	Elective	<u>1 hr.</u>
		9 hrs.

Semester III

MUS 407	Analysis for Performers	3 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS	Electives	<u>2 hrs.</u>
		9 hrs.

Semester IV

MUS	Electives	4 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 496	Graduate Non-Degree Recital (Elective)	1 hr.
MUS 481-488	Performing Organization**	<u>1 hr.</u>
		9 hrs.

*Performance majors are required to take 2 hrs. of MUS 330 Pedagogy/Literature. Since these courses are not offered every semester, the student is advised to take these courses in the semester they are offered.

**Although only 2 semesters of Ensemble are required, Performance majors are encouraged to take additional hours of Ensemble and Chamber Music Ensemble. Graduate Assistants are required to enroll in a major ensemble each semester.

The graduate comprehensive exam is completed during the final semester.

Proposed Plan of Study

Master of Music in Piano Performance

The piano performance sequence provides advanced skills and experiences for students planning to enter the music field as professional performers. It also affords academic and performing skills necessary to continue to doctoral level study in performance, and provides opportunities for the development of pedagogical skills for training teachers in the field of applied music. A sample program is shown below:

Semester I

MUS 457	Music Research	3 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 330*	Pedagogy/Literature	<u>2 hrs.</u>
		9 hrs.

Semester II

MUS 452	Music Since 1950	3 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 496	Graduate Non-Degree Recital (Elective)	1 hr.
MUS	Elective	<u>1 hr.</u>
		9 hrs.

Semester III

MUS 407	Analysis for Performers	3 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 330*	Pedagogy/Literature	<u>2 hrs.</u>
		9 hrs.

Semester IV

MUS 322	Functional Keyboard Skills	
MUS	Electives	2 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 496	Graduate Non-Degree Recital (Elective)	1 hr.
MUS 481-488	Performing Organization**	<u>1 hr.</u>
		9 hrs.

*Piano Performance majors are required to take 2 hrs. of MUS 330A51 Piano Pedagogy and 2 hrs. of MUS 330A52 Piano Literature. Since these courses are not offered every semester, the student is advised to take these courses in the semester they are offered.

**Although only 2 semesters of Ensemble are required, Performance majors are encouraged to take additional hours of Ensemble and Chamber Music Ensemble. Graduate Assistants are required to enroll in a major ensemble each semester.

The graduate comprehensive exam is completed during the final semester.

Proposed Plan of Study

Master of Music in Voice Performance

The voice performance sequence provides advanced skills and experiences for students planning to enter the music field as professional performers. It also affords academic and performing skills necessary to continue to doctoral level study in performance, and provides opportunities for the development of pedagogical skills for training teachers in the field of applied music. A sample program is shown below:

Semester I

MUS 457	Music Research	3 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 330*	Pedagogy/Literature	<u>2 hrs.</u>
		9 hrs.

Semester II

MUS 452	Music Since 1950	3 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 481-488	Performing Organization **	1 hr.
MUS 496	Graduate Non-Degree Recital (Elective)	1 hr.
	Elective	<u>1 hr.</u>
		9 hrs.

Semester III

MUS 407	Analysis for Performers	3 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 481-488	Performing Organization **	1 hr.
MUS 426	Advanced Diction: Italian & German	<u>2 hrs.</u>
		9 hrs.

Semester IV

MUS 427	Advanced Diction: French	2 hrs.
MUS	Electives	2 hrs.
MUS 431-438	Applied Music	3 hrs.
MUS 496	Graduate Non-Degree Recital (Elective)	1 hr.
MUS 481-488	Performing Organization **	<u>1 hr.</u>
		9 hrs.

*Performance majors are required to take 2 hrs. of MUS 330 Pedagogy/Literature. Since these courses are not offered every semester, the student is advised to take these courses in the semester they are offered.

**Although only 2 semesters of Ensemble are required, Performance majors are encouraged to take additional hours of Ensemble and Chamber Music Ensemble. Graduate Assistants are required to enroll in a major ensemble each semester.

The graduate comprehensive exam is completed during the final semester.

Proposed Plan of Study

Master of Music in Collaborative Piano

The collaborative piano sequence focuses on accompanying and chamber music, collaborating with a wide range of instruments and voice, plus the opportunity to play in large ensembles and in operatic settings. This particular degree may lead to employment as an accompanist, chamber music player, or teacher of accompanying and/or chamber music. A sample program is shown below:

Semester I

MUS 457	Music Research	3 hrs.
MUS 440	Accompanying	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 322	Functional Keyboard Skills	<u>2 hrs.</u>
		9 hrs.

Semester II

MUS 452	Music Since 1950	3 hrs.
MUS 440	Accompanying	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 439.30	Chamber Music*	1 hr.
MUS	Elective	<u>1 hr.</u>
		9 hrs.

Semester III

MUS 407	Analysis for Performers	3 hrs.
MUS 440	Accompanying	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 439.30	Chamber Music*	1 hr.
MUS	Elective	<u>1 hr.</u>
		9 hrs.

Semester IV

MUS	Electives	4 hrs.
MUS 440	Accompanying	3 hrs.
MUS 496	Graduate Degree Recital	1 hr.
MUS 481-488	Performing Organization**	<u>1 hr.</u>
		9 hrs.

*Collaborative Piano majors are required to take two hours of MUS 439.30 Chamber Music.

**Although only 2 semesters of Ensemble are required, Graduate Assistants are required to enroll in a major ensemble each semester.

The graduate comprehensive exam is completed during the final semester.

Proposed Plan of Study Master of Music in Conducting

The conducting sequence provides advanced skills and experiences for students planning to enter the music field as professional performers. It also affords academic and performance and provides opportunities for the development of pedagogical skills for training teachers in the field of applied music. A sample program is shown below:

Semester I

MUS 457	Music Research	3 hrs.
MUS 430	Applied Conducting	3 hrs.
MUS 481-488	Performing Organization**	1 hr.
MUS 495*	Practicum in Conducting	<u>2 hrs.</u>
		9 hrs.

Semester II

MUS 452	Music Since 1950	3 hrs.
MUS 430	Applied Conducting	3 hrs.
MUS 481-488	Performing Organization **	1 hr.
MUS	Elective	<u>2 hrs.</u>
		9 hrs.

Semester III

MUS 407	Analysis for Performers	3 hrs.
MUS 430	Applied Conducting	3 hrs.
MUS 481-488	Performing Organization **	1 hr.
MUS	Electives	<u>2 hrs.</u>
		9 hrs.

Semester IV

MUS	Electives	4 hrs.
MUS 430	Applied Conducting	3 hrs.
MUS 496	Graduate Degree Recital	1 hr.
MUS 481-488	Performing Organization **	<u>1 hr.</u>
		9 hrs.

*MUS 495 Practicum in Conducting should be taken only with faculty approval.

**Although only 2 semesters of Ensemble are required, Graduate Assistants are required to enroll in a major ensemble each semester.

The graduate comprehensive exam is completed during the final semester.

Proposed Plan of Study Master of Music in Music Therapy

Music Therapy Courses 12 or 13 hours

MUS 442	Current Trends and Issues in Music Therapy	3 hrs.
MUS 443	Applying Counseling Approaches in Music Therapy	3 hrs.
MUS 444	Music Therapy Teaching, Administration, & Supervision	2 hrs.
MUS 498.10	Professional Practice: Music Therapy Supervision	1 hr.

MUS 498.12	Professional Practice: Music Therapy Clinical Project	3 hrs.
	OR	
MUS 499	Thesis	4 hrs.

Music Courses 11 hours

MUS 452	Music Since 1950	3 hrs.
MUS 459	Application of Systematic Research Methods to Music	3 hrs.
MUS	Elective	3 hrs.
MUS 481-488	Performing Organizations *	2 hrs.

Electives 12 hours

Concentrations in specialized area such as: psychology, special education, gerontology, arts technology, or others designed by student with approval of music therapy faculty.

*Graduate Assistants are required to enroll in a major ensemble each semester.

The graduate comprehensive exam is completed during the final semester.

Proposed Plan of Study Master of Music in Composition

Semester I:

MUS 405	Composition	3 hrs.
MUS 481-488	Performing Organization	1 hr.
MUS 457	Music Research	3 hrs.
MUS 402	Current Analytical Techniques	<u>3 hrs.</u>
		10 hrs.

Semester II:

MUS 405	Composition	3 hrs.
MUS 481-488	Performing Organization	1 hr.
MUS 304	Orchestration	2 hrs.
MUS 354	Sequencing and Digital Audio	<u>3 hrs.</u>
		9 hrs.

Semester III:

MUS 405	Composition	3 hrs.
MUS Styles	Choice of 355, 356, 391, 391, 394, 395, 396, or 451	3 hrs.
MUS 387	Software Design in the Arts	<u>3 hrs.</u>
		9 hrs.

Semester IV:

MUS 499	Thesis	4 hrs.
MUS 303	Counterpoint	2 hrs.
MUS 452	Music Since 1950	<u>3 hrs.</u>
		9 hrs.

Although the degree only requires 34 hours, to qualify as a full-time student you must be enrolled in at least 9 credit hours per semester. Graduate assistants are required to enroll in a major ensemble each semester.

The graduate comprehensive exam is completed during the final semester.

Exit Requirements for the M.M. degree in Music Composition

Comprehensive Examination

All M.M. Composition students are required to take a comprehensive examination, which must be taken in the semester during which the student will graduate (see page 19 for details). Here are some sample questions you might find on the Comprehensive Exam:

- Orchestrate a given short piano piece or excerpt
- Compose a brief piece for chamber ensemble following specific guidelines, or setting a given text
- Write an essay summarizing the career of a certain composer, or style of music, or compositional technique

Thesis and Thesis Defense

Students in the M.M. Composition program are required to submit a thesis to complete their degree. This thesis shall consist of a substantial original composition. An abstract which describes the project, approximately 2-5 pages in length, shall accompany the thesis work. For information and general assistance, including forms, please visit the Graduate School website at <http://grad.illinoisstate.edu/academics/thesis-dissertation/>. Students are also required to defend their Thesis work during an oral examination. The Comprehensive Examination Committee may also serve as the student's Thesis Committee. The Graduate School deadline for the initial format check of the Thesis work is typically after completion of the Comprehensive Examination. Please check the list of important dates and deadlines of the Graduate School at <http://grad.illinoisstate.edu/academics/thesis-dissertation/>. In advance of this deadline, the Thesis Committee chair will schedule the oral defense (approximately one to two hours). During the defense, the student will be expected to present on his or her Thesis work and address any issues of concern. At the conclusion of the defense, the student will be asked to leave the room as the committee deliberates. If the defense is successful, the Committee will then sign the signature page of the Thesis document. In the event that the thesis defense is unsuccessful, the committee chair will contact the Composition coordinator, the Graduate Coordinator, and the Graduate School to advise them that the student has not passed the Thesis requirement.

Proposed Plan of Study for Resident, Full-time Graduate Students enrolled in Master of Music Education Degree Program

I. Project Degree (total 32 hours)

Semester I (fall)

MUS 470	Foundation of American Music Education	2 hours
MUS 481-488	Performing Organization	1 hour
	Electives (300- or 400-level)	<u>6 hours</u>
		9 hours

Semester II (spring)

MUS 459	Systematic Research	3 hours
MUS 471	Measuring and Evaluating Music Behavior	2 hours
MUS 481-488	Performing Organization	1 hour
	Electives (300- or 400-level)	<u>3 hours</u>
		9 hours

Semester III (fall)

MUS 473	Psychology of Music Learning	3 hours
	Electives	<u>3 hours</u>
		6 hours

Semester IV (spring)

MUS 472	Significant Developments in Music Education Curriculum	3 hours
MUS 452	Music Since 1950	3 hours
MUS 498.01	Professional Practicum Project	<u>2 hours</u>
		8 hours

II. Thesis Degree (total 34 hours)

Same outline as project degree but replaces Project with 4 hours of Thesis.

III. Non-Thesis Degree (total 34 hours)

Same outline as project degree but replaces Project with 4 hours of electives.

Graduate Assistants are required to enroll in a major ensemble each semester.

The graduate comprehensive exam is completed during the final semester.

Proposed Plan of Study for Part-Time/Summers Only Graduate Students enrolled in Master of Music Education Degree Program

The following proposed plan of study is recommended for students who are currently teaching. Course offerings are subject to enrollment and departmental funding.

I. Project Degree (total 32 hours)

Summer I

MUS 472	Significant Developments in Music Education Curriculum	3 hours
MUS 452	Music Since 1950	3 hours
	Electives	<u>2 hours</u>
		8 hours

Summer II

MUS 473	Psychology of Music Learning	3 hours
MUS 459	Systematic Research	3 hours
	Electives	<u>3 hours</u>
		9 hours

Summer III

MUS 471	Measuring and Evaluating Music Behavior	2 hours
	Electives	<u>6 hours</u>
		8 hours

Semester IV

MUS 498.01	Professional Practicum Project	2 hours
MUS 470	Foundation of American Music Education	2 hours
	Electives	<u>3 hours</u>
		7 hours

II. Thesis Degree (total 34 hours)

Same outline as project degree but replaces 2 hours of Project with 4 hours of Thesis.

III. Non-Thesis Degree (total 34 hours)

Same outline as project degree but replaces 2 hours of Project with 4 hours of electives.

The graduate comprehensive exam is completed during the final semester.

Exit Requirements for the MMed Degree

Comprehensive Examination

All MMed Students are required to take a comprehensive examination. This examination should be taken in the semester during which the student will graduate (please see page 19 for details).

Additional Exit Requirement

In addition to the comprehensive examination, all MMed Students must also satisfy one of the three exit requirements described below. Full-time students will choose which type of requirements they wish to satisfy during the second semester of study.

Non-thesis Degree

In the non-thesis requirement, the student must complete at least four (4) semester hours beyond the minimum hours for the degree program. These courses must be at the graduate level and selected with the approval of the graduate advisor.

Project Degree

In the project requirement, the student must take at least two (2) semester-hours of **498.01 Professional Practice in Music** (Music Education). The culminating effort of students who choose this route must be a creative, practical project that is directly applicable to Music Education (e.g. development of curricula, composition, arrangements, etc.). The project topic is determined by the student and must be approved by the MMed advisor and the project advisor. A committee of three should review the project: one music education faculty member, and two other faculty members, either in music education or outside of the area. (These do not necessarily need to be within the department; they could be from the other departments or other colleges.) The committee should be suggested by the student to the MMed advisor, who has final approval.

Thesis Degree

In the thesis requirement, the student must take at least four (4) semester hours of **MUS 499**. The thesis topic is determined by the student and must be approved by the thesis committee Chair. The thesis committee will consist of three-graduate faculty: one music education faculty member, and two other faculty members, either in music education or outside of the area. (These do not necessarily need to be within the department; they could be from other departments or other colleges.) The committee should be developed by the student and the MMed advisor. The thesis committee Chair will be responsible for aiding the student in format, content, and meeting Graduate School specifications and deadlines. Historical and philosophical research must be written to the specifications of *The Chicago Manual of Style*. Descriptive, qualitative, and experimental research must be written in American Psychological Association style.

Guidelines for the Planning and Performance of Graduate Recitals

Recital Requirements

The exit requirement for the M.M. in Performance, M.M. in Collaborative Piano, and M.M. in Conducting is *one graduate recital*. Further guidelines for recital structure and required repertory are available from the applied music faculty.

Non-Degree Recitals

Graduate students are encouraged to enroll in MUS 496 Graduate Recital for elective credit. Non-degree Recitals will be graded by the Supervising Applied Teacher and no Recital Committee is required. The grade is then submitted by the student's applied teacher to the Graduate Coordinator after the student's recital.

Graduate Performance Recitals

Policy

1. All jury hearings will be held during times at the end of each semester. Conducting and Composition majors do not perform recital hearings. Please refer to #6 below for Conducting recitals and page 15 for Composition recitals. Any other exceptions will require approval from the Director of the School of Music. The area may waive a jury hearing, but a recital packet is still required.
2. Required and Optional recitals, on- and off-campus, must be held during approved recital times and must not conflict with other School of Music events. Those that do not follow this policy and are scheduled outside the School of Music operating calendar will not be counted for recital credit or toward the performing student's degree. Any deviation from this policy requires the applied teacher's request to the Director of the School of Music.
3. The scheduling process prioritizes recitals as **"Required"** or **"Optional."** Those performing **required** recitals have the opportunity to schedule their recital first. After the **first two weeks** of the semester the scheduling process opens to **optional** recitals as well. **Note:** Any recitals longer than the time allotted for a **required** recital will be classified as **optional**.
4. After the following cut-off dates, recitals may not be scheduled.
Fall Semester: October 1
Spring Semester: March 1
5. Graduate students will be expected to form a separate review committee to attend and grade the recital, except for non-degree recitals. The committee will include the applied teacher; one faculty member from the student's applied area, one faculty member from another applied area, and one faculty member from an academic area. If approved and scheduled, students must form a Graduate Recital Committee (explained above), inform the committee of the recital date and ask them to attend. If a recital committee member cannot attend, he/she may listen to a recording of the recital. Once the graduate recital is given, you must have the committee sign and give a grade on the recital form. This form must be turned into the Graduate Coordinator
6. Conducting students must ask their supervising conducting teacher to allow them to conduct one or several works on a concert with the intent that the performances satisfy the graduate recital requirement and function as the student's conducting degree recital. If approved and scheduled, students must form a Graduate Recital Committee (explained above), inform the committee of the concert date and ask them to attend. If a recital committee cannot attend, he/she may view a video of the concert. Once the graduate recital is given, you must have the committee sign and give a grade on the recital form. This form must be turned into the Graduate Coordinator.

7. If a recital performance is deemed unacceptable by the Recital Committee, complete evaluation critiques must be submitted by each of the Recital Committee members and a grade of “F” will be assigned to the student for MUS 496 – Recital for the current semester. The student may appeal the failing grade to the Recital Committee through the applied instructor. Such appeal must also involve the Graduate Coordinator and the Director of the School of Music.

Student Recital Process

- Complete the recital hearing and obtain **Area Faculty signatures** on Page 3 of the Recital Packet to indicate approval of the recital.
- Prepare a **typed copy** of program. The program must be **signed by your Applied Teacher**. Indicate on program which **degree your recital is in fulfillment of**. Include **length of each piece, length of intermission and/or breaks, and total duration of recital** (see back of Recital Packet for correct program format).
- E-mail** the Recital Program to pldehav@ilstu.edu and mmhubba@ilstu.edu. This should be in the form of a **Microsoft Word attachment**. Indicate your full name and the word “Recital” in the subject line of the message. (WARNING: You must complete this step before scheduling can begin.)
- Present **completed Recital Packet** with signatures and signed Program to the Scheduling Secretary. Schedule a **tentative** recital date/time.
- Confirm** recital date/time or make any changes to date/time if necessary. Consider the availability of your accompanist as well as any guest performers or recital attendees.
 - At least 1 month prior to recital, pay program printing fee** online at the [SOM Online Store](#) and save receipt.
- Schedule any practice sessions in your performance space with Scheduling Secretary
- Approximately 1 week prior to recital, see Program Secretary to proofread program.**
- PERFORM YOUR RECITAL!!!**
- The student obtains signatures/grades on the Graduate Recital Grade Report Form from the committee immediately after the recital and submits the form to the Graduate Coordinator as soon as possible. The graduate recital report form must be filed with the Graduate Coordinator as soon as all recital panel signatures have been obtained following the performance of the Recital. It will be placed in the students file and will also be used by the Graduate Coordinator for posting the student’s grade for MUS 496 - Recital at the close of the semester.
- Obtain recording from Recital Engineer (see instructions in Recital Packet)

Scheduling Secretary: CE 225, Phone: 438-3839

Program Secretary: CE 225, Phone: 438-7633

Recording Engineer: CE 23, Phone: 438-7949

Student Accounts: Corner of Dry Grove and Kingsley Streets in Normal; Phone: 438-564

Composition Recitals for Graduate Students

1. A **recital** of your music (typically 30-40 minutes of music, not counting intermissions etc.) is encouraged but not required. If you schedule a recital, you must get firm commitments from all of your players and/or conductors well ahead of time. NOTE: It's best to schedule your recital at a time when musicians will not be too busy; early in the semester is best.
2. **Programs** for the recital are due at the Music Office two weeks before the recital date. You must have your supervising teacher proofread your program before you hand it in.
3. **Program notes** are required. Your supervising teacher must proof your program notes at least one week before the recital. (You don't have to give the program notes to the Music Office by the 2-week deadline if you are prepared to copy them yourself.)
4. **Recital Hearing:** Performance students must play a portion of their program for a committee before they give the entire recital. Since it is more complicated to arrange a recital hearing for composers, we have waived this requirement. Instead, you will give your supervising professor a schedule of rehearsals well in advance, so at least one faculty member can attend some rehearsals. The Theory/Composition faculty reserve the right to cancel any piece that, in their opinion, is not ready for performance.
5. **Shared Recitals:** You may choose to share a recital with another composer. All the above guidelines will apply to each of the composers separately.
6. **Recital Course:** If you take the recital for a grade you must assemble a recital committee of three faculty members (at least one of whom is not on the Theory/Composition faculty). Your recital committee will attend your recital (if possible; if not, they will listen to a recording) and give it a grade. You can pick up the recital packet in the Music Office. Only what is performed at the recital will be graded. If you (or the faculty) cancel an entire recital, this may or may not affect your grade, depending on the circumstances.

Other Pertinent Information

Time slots for performances are subject to those reserved for student recitals and dependent upon previous scheduling of other students on a first-come, first-serve basis and on recital employee schedules.

Rehearsals in the Hall - After the semester midpoint, no more than two (2) one-hour rehearsals in the facility can be scheduled. If a harpsichord will be used, permission (and information on handling) must be obtained from the Piano Area Coordinator. At least 2 weeks lead time prior to rehearsals and performances are needed to make arrangements for tuning.

INFORMATION for WRITERS of MASTER'S THESES

For information and thesis guidance, please consult the Thesis Assistance [webpage](#) of the Graduate School.

Deadline 1: At the beginning of your thesis research, complete and submit the [Proposal form](#). The deadline on the chart is the *latest* date at which a student may begin research for completion in that semester; if you will be beginning your research earlier than your last semester do not wait until the last semester to submit the form. Your proposal must be approved in the Graduate School before you formally embark on thesis research. You will need to include protocol numbers as required by Research Ethics & Compliance for research involving human subjects, animals or biohazards.

Deadline 2: As early as possible in the semester you plan to complete your degree, all required items for the Right to Defend must arrive at the Graduate School Office at least 10 working days before your planned defense, and at the latest by the Right to Defend (formerly called Format Check) deadline. Materials due at this deadline include:

1. Completed [Right to Defend](#)
2. Complete draft of your thesis (must include all pages, from annotation through chapters and appendices, but exact formatting is not required for the Right to Defend) *With the exception of the Thesis Approved page, there is no mandatory format check for the Right to Defend. The Graduate School now offers by reservation an optional format review.*
3. Thesis Approved page must be formatted exactly according to the sample page in the [thesis template file](#) (format on that page needs to be perfect because you will print it on final copy paper for your committee to sign after the defense—incorrect format could require collecting signatures twice)
4. Completed and signed [Copyright Authority Checklist](#) along with any necessary letters (read that checklist and begin the process at least 4 weeks in advance, since consultation, signature of copyright officer and letters may be required)
5. Copy of your approved thesis proposal form that you received from the Graduate School (if you have misplaced it, contact the thesis assistant at least a week in advance to request a copy) if all members of the committee are the same as on your originally approved proposal, write across the top of the copy “No changes to committee”; *if any members have changed since the proposal, write “Committee has changed”*
6. If any members of the committee have been changed since the proposal, you must also submit a [Committee Change form](#), completed and signed.
7. Materials must be approved by the Graduate School before you defend. If they are in order you will receive a Right to Defend approval message to your university email account (you may schedule a tentative defense date without the message, but you must have the message in hand in order to defend.)

Deadline 3: As early as possible in the semester you plan to complete your degree -- at the latest by the Final Deposit deadline indicated on the chart, all required items for final deposit must

arrive at the Graduate School Office. Copies that are missing any signatures will not be accepted for deposit. In the event that one or more committee members is not available to sign in person they may authorize another faculty or staff member to sign their name before the deadline by sending an email message from their university account to the signing faculty or staff member with a copy to the thesis examiner. Required materials must be approved by the Graduate School before your degree can be finalized and recorded. Copies submitted for this deadline must be formatted exactly according to the instructions or they will not be accepted for completion. Materials due at this deadline include:

1. Completed [Final Deposit Checklist](#)
2. Two final cotton copies of the thesis, unbound, formatted, printed and signed to meet department/school style manual and university-wide requirements as described in the *Guide for Writers of Theses* and printed on 25% rag or cotton, 20 lb weight white paper (*confirm those exact color, cotton or rag content, and weight phrases on the paper package*) that meets all requirements. In case of conflict between department styles manual and university-wide requirements, follow university-wide requirements. These two cotton copies will be sent by the Graduate School to Milner Library after approval.
3. 8 blank pages of the same paper to be used at Milner Library for binding
4. Copy of the Right to Defend message you received via email, signed by your thesis director to signify successful completion of the defense
5. *Only if you added any material after the Right to Defend submission that resulted in a new yes answer on the [Copyright Checklist](#)* a new signed copy of that checklist along with any additional required letters
6. *Only if yours is a dual-approval program*, a signed [department/school format approval form](#)
7. Completed, signed [Outcome of Defense](#) form

Guidelines for the Written Comprehensive Exam

All Music students are required to take a Written Comprehensive Exam. This exam must be taken in the semester during which the student will graduate or during the student's last semester on campus if participating in an off-campus professional practice experience in the semester of graduation. *Part-time students may request permission to take the exam at the time other than their final semester.* **Students who intend to graduate must notify their Supervising Teacher/Applied Teacher of the intent to take the Comprehensive Exam. This notification must occur no later than the end of the first week of classes during the semester that the student intends to graduate.**

Committee

Three School of Music faculty members will comprise the Comprehensive Exam Committee. *Music students with cognate fields or concentrations in non-music areas may request permission for non-music faculty to serve on the Comprehensive Exam Committee.* The committee will be selected by the student and must be approved by the student's Supervising Teacher and by the Graduate Coordinator. The Chair of the committee will be the student's Supervising Teacher/Applied Teacher. At least one committee member must be from an area other than the student's area of emphasis. Committee members will indicate their agreement to serve on the exam committee by signing a Comprehensive Exam Committee form. The student will submit signed copies of the Comprehensive Exam Committee Form to the Supervising Teacher and the Graduate Coordinator.

Questions

The Chair will ask each committee member to develop one question that is pertinent to the student and his/her area of study. The question is to be Comprehensive in nature. All three questions will then be submitted to the committee chair that will distribute the questions to the committee and the student. The student will take one week to research and write on the topics. The paper must be referenced and written in a manner appropriate to professional standards. After one week, the student will submit copies of answers, to all questions, to the committee chair, which will distribute the appropriate answers to the committee members. The committee has one week to read all answers and inform the Committee Chair, the Graduate Coordinator, the Graduate School and the student of the outcome of the exam. *The committee's one-week time allotment for grading the exam may be extended for exams taken during summers or semester breaks.*

Scheduling

The exam must be completed and graded and the outcome notification must be sent no later than three weeks before the end of classes.

Failure/Additional Oral Exam

If it is the feeling of the majority of the committee that the student has failed to adequately answer the questions, the chair will schedule an oral examination for the student with all committee members present. The purpose of the additional Oral Exam is to give the student the opportunity to speak to any issues of concern involving the Written Exam questions. *No new topics or questions.*

The committee will then decide if the student has once again failed to answer the Written Exam questions adequately. If failure of the additional Oral Exam should occur, the student will not be allowed to retake the Written Comprehensive Examination until the following semester. The committee membership may remain the same, but is not required to remain the same. New Written Exam questions will be submitted for the retake of the Written Comprehensive Exam. In accordance with the Graduate School By-laws, Regulations and Procedures, students who have failed the exam twice are not to repeat the exam unless they have completed further study as prescribed by the Director of the School of Music. Comprehensive Exams may not be administered more than three times to any student.

Notification of the Outcome

Upon completion of the Written Comprehensive Exam or additional Oral Exam, the committee chair will notify the Graduate Coordinator, the Graduate School, and the student of the outcome indicating pass or failure. The Exam must be completed and graded and the Outcome Notification must be sent *no later than three weeks before the end of classes*. **This notification will be in writing and on School of Music letterhead. The original notification letter should be addressed to the student with photocopies sent to Chris Bray, Campus Box 4040, Graduate School, and to Dr. Angelo L. Favis, Graduate Coordinator.**

Grants, Scholarships, and Tuition Waivers

Grants and scholarships are available on a limited basis through federal, state, institutional, and private sources for graduate students. Federal gift aid programs include veterans' benefits, fellowships, and assistantships. State scholarships include Special Education Scholarships, Illinois Military Scholarships, General Assembly Scholarships, and National Guard/Naval militia Scholarships. Illinois State grants and scholarships include tuition waiver fellowships, which are awarded to students who, although not selected for other fellowships, show promise for success. The academic departments and the International Studies Office make these awards. The Director of the Graduate School awards a limited number of tuition waiver fellowships to minority students who show promise for success and who are particularly deserving of assistance in meeting their educational objectives. Tuition waiver fellowships are also awarded as part of a graduate assistantship contract. Private agencies including clubs, foundations, organizations, corporations, and churches may also offer limited assistance to graduate students. Visit the website at <http://grad.illinoisstate.edu/funding/> for more information.

Research and Professional Development Program Small grants for graduate students' research and travel to present the results of research are available through the Graduate School. Contact the Graduate School Office for further information, 309-438-2587 or keshenne@ilstu.edu.

The Ada Belle Clark Welsh Scholarship The Ada Belle Clark Welsh Scholarship Fund provides a one-time award of approximately \$2500 to women with undergraduate degrees who show promise and are deserving of a graduate educational opportunity in the field of liberal arts and humanities, including study for teacher preparation or improvement. Specific criteria shall include, in order of importance: a record of academic excellence, evidence of career orientation, and need. Application forms may be obtained from the Graduate School Office in 310 Hovey. Applications must be received in the Graduate School by March 15. Contact the Graduate School Office for further information, 309-438-2583 or jlkeena@ilstu.edu.

Ora Bretall Scholarship Ora Bretall Scholarships will be awarded on a one-time basis to persons enrolled in graduate programs at Illinois State University whose proposals for master's thesis or doctoral dissertation deal significantly with issues in educational theory or philosophy of religion, and who give promise of continued contribution to the development of educational theory and practice. Educational theory refers to study in pedagogy, educational foundations, curriculum and educational administration. Eligible students from all colleges in the University may compete for an Ora Bretall Scholarship.

As a general guideline, an award of \$1,000 for master's thesis and \$2,000 for doctoral dissertation will be made, although variation to this standard may be made by the Scholarship Committee in relation to special aspects of the proposed thesis/dissertation project and funds available from the endowment.

The criteria for evaluation will emphasize demonstrated scholarship and potential as demonstrated by (a) the applicant's academic record, (b) the proposed thesis/dissertation project, and (c) letters of recommendation. Application forms may be obtained from the Graduate School Office. Awards will be made twice a year. Applications must be received in the Graduate School by September 15 and March 15. Contact the Graduate School Office (Hovey 310) for further information, 309-438-2583 or jlkeena@ilstu.edu.

Donald F. McHenry Fellowship Donald F. McHenry Fellowship is a one-time award of \$6,000 to minority graduate students. A tuition waiver for the academic year will also be provided. Applicants must be U.S. citizens of African, Asian, Hispanic or Native American ethnicity, admitted to an Illinois State graduate program, and attend on a full time basis. Scholarship, financial need, evidence of leadership, and career

goals will all be considered. Applications are available in the Graduate School Office (Hovey 310) and must be received by April 1. Contact the Graduate School Office (Hovey 310) for further information, 309-438-2583 or jlkeena@ilstu.edu.

Lela Winegarner Scholarship for International Students Lela Winegarner Scholarships are awarded to promising international students who are pursuing careers of service to their country. The selection committee evaluates applicants' demonstrated scholarship and potential for using their education in a service capacity in their native country. All international students admitted to an Illinois State University Graduate School program whose career objectives meet the above criteria are eligible. The amount of the awards will vary in accordance with available funds. Applications are available in the Graduate School Office (Hovey 310) and must be submitted by September 15. Contact the Graduate School Office (Hovey 310) for further information, 309-438-2583 or jlkeena@ilstu.edu.

Illinois State University Foundation Fellowship The Foundation Fellowship for Graduate Students is an award of \$3,000 to prospective students who have demonstrated a potential for academic excellence. Applicants must have attained a cumulative grade point average of 3.5 on a 4.0 scale on previous undergraduate and graduate course work. Applications will be accepted from those applying for, or already admitted to, a degree program. However, at the time of the award, successful applicants must be admitted to, but not have begun work on a degree program.

Applicants for degree programs interested in a Foundation Fellowship should obtain an application form from the Graduate School Office, 310 Hovey Hall, and return the completed form with the required supportive materials to the same office. Applications must be received by March 15. Contact the Graduate School Office (Hovey 310) for further information, 309-438-2583 or jlkeena@ilstu.edu.

Fulbright Scholarships The Fulbright is designed to give graduating seniors, graduate students, and developing professionals and artists opportunities for personal enrichment and international experience. These student grants (covering up to one year) are awarded through a merit-based competition to men and women who create a plan to conduct career-launching study and research abroad.

Diversifying Higher Education Faculty in Illinois

- **ADMISSION.** Applicants must be admitted to a Master's or Doctoral program at the time of application; and, if awarded, enroll as a full-time student as defined by the institution. Application deadline is February 15th for the following academic year, although individual institutions may set an internal deadline prior to that date for processing purposes. **Please check with the Graduate School at 309-438-2587 to determine the actual application deadline.**
- **ILLINOIS RESIDENCY.** To be classified as an Illinois resident, an applicant must have received a high school diploma or post-secondary degree from an educational institution in Illinois or have lived in Illinois for the past three years.
- **UNDERREPRESENTED GROUPS.** African American, Hispanic American, Native American or Asian American. "Traditionally underrepresented minority group" means any of the minority groups designated in the Act which are represented in Illinois post-baccalaureate enrollment at a percentage rate less than the percentage of the minority group's representation in the total Illinois population. The Illinois Board of Higher Education shall determine annually which groups are underrepresented based upon census data and annual graduate enrollment reports from Illinois institutions of higher education.
- **ACADEMIC ABILITY.** Applicants must possess above average academic ability as evidenced by:
 1. An earned baccalaureate degree from an accredited institution of higher learning;
 2. A minimum grade point average of 2.75 (scale 4.0 = A) in the last sixty hours of undergraduate work or over a 3.2 (scale 4.0 = A) in at least 9 hours of graduate study;

3. Unconditional admission to a post-baccalaureate degree program.
- **ACADEMIC PURSUIT.** Applicants in all academic disciplines are eligible. Applicants must be pursuing a doctorate or master's degree. Applicants must plan on pursuing a career in teaching or administration at an Illinois post-secondary institution or Illinois higher education governing board.
 - **FINANCIAL NEED** Applicants must demonstrate financial need. A [FAFSA](#) must be filed each year to maintain eligibility.

Graduate Tuition Waivers These waivers are awarded on a competitive basis by departments/schools offering graduate programs to incoming students who show promise for success and who have not received an assistantship, fellowship or other award funding tuition costs. These waivers may also be awarded to current students who show or continue to show growth and promise for success and have made positive contributions to the School. These tuition waivers are awarded upon recommendation of the faculty and approval by the School of Music Graduate Advisory Committee, and are contingent upon funding from the University. Please contact Dr. Favis for more information.

International Graduate Tuition Waivers For international students who are in good academic standing, who are active in campus activities, and who have completed one full academic year in their current level of study. The preferred application deadline is August 1.

Diversity Tuition Waivers Diversity Tuition Waivers are awarded on a case-by-case basis to U.S. citizens from traditionally underrepresented groups. Such groups may be based on but are not limited to race, ethnicity, religion, national origin, age, disability, sexual orientation, gender identity and expression, military experience, low socioeconomic status, experience as a first generation college student, and/or limited English proficiency. Awards are not based solely on membership in one or more traditionally underrepresented groups, but rather on a holistic evaluation that includes students' articulation of how their experience and perspective as a member of an underrepresented group has resulted in and/or is expected to result in unique contributions to their respective graduate program, academic discipline, and overall campus community. Waivers are awarded subject to available funds and may be received in addition to most other types of financial assistance. Please note, however, that those who receive a graduate assistantship will forfeit the award of the Diversity waiver as graduate assistantships include a tuition waiver.

Please visit the website at <http://grad.illinoisstate.edu/funding/> for more information (including eligibility and deadlines) about these awards.

TO AVOID ERRORS

USE SELF-CHECK LIST PRIOR TO SUBMISSION TO GRADUATE SCHOOL

After admittance to a degree program, each student should consult with their adviser to develop a Plan of Study. A copy of the plan is kept in the student's department/school. The student has the responsibility of meeting with their adviser on an on-going basis to keep the Plan of Study updated as needed. All requirements on the Plan of Study must comply with degree and graduation requirements established by the Graduate School and department/school.

SELF-CHECK LIST---AVOID COMMON ERRORS

- Degree status (cannot be Provisional or below 3.0 cum. GPA)
- Catalog year - may be either the catalog year you entered program or the year you graduate.
- Any deficiency courses are noted in the deficiency area.
- Only graduate level courses with a grade of A, B, or C, may be used on a plan of study.
- A maximum of twelve (12) hours of Student-at-Large course work may be used.
- 400-level course requirement: at least 15 hrs. for 32 hr. option or 18 hrs. for 39 hr. option. Some departments require more.
- All 300 level courses were taken for graduate credit.
- The following courses cannot be used on the plan: 398s, 429s, 489.50 and 489.51.
- General Courses: Maximum of nine hours total, of any combination 393, 397, 400 max of 6, 493, 498 max of 6 for 32 hr. program and 8 for 39 hr. program.
- Contact your adviser for information on courses offered under the same number but with different content (e.g. Workshops,
- Topic courses, Seminars, Studies). Show course title as well as course number on Plan and attach Syllabi for each.
- Substitutions for required courses can only be made with the approval of your department/school coordinator.
- Substitution(s), with coordinator rationale must be noted on plan of study.
- Time Limit: 6 years to complete degree
- Transfer courses: Limit 9 hours. Include in transfer area on Plan of Study. A Request for Transfer of Credit form and transcript
- Verifying course work has previously been submitted to the Graduate School or is attached.
- If the Master of Arts degree is an option in your program, you must attach a transcript showing a minimum of 4 semesters of one foreign language at the university level (equivalent to ISU's FOR 116) OR a satisfactory score on a University administered language examination (available in German, French, or Spanish). See graduate catalog for guidelines.
- Simultaneous master's degrees - see Graduate Catalog for guidelines.
- If choosing thesis option, thesis hours (499.00) must be minimum of 4, maximum of 6.

WHEN TO SUBMIT YOUR MASTER'S DEGREE AUDIT TO GRADUATE SCHOOL:

Students hold final responsibility for knowing and completing all requirements for the degree and ensuring that the Degree Audit is filed with the Graduate School **early in the semester of anticipated graduation** and by the date established by the Graduate School.

Graduate Recital Report Form

Illinois State University

School of Music

2015-2016

Student's Name (Please print legibly)

Applied Instructor's Name

Date and Year of Recital Hearing

Date and Year of Recital Performance

Will the Recital Performance clear an *Incomplete* in MUS 496? _____

Recital Committee Members

Acceptable

Not Acceptable

Grade

Chair/Applied Instructor

Instructions to the Student

This form must be:

1. In the possession of the performer at the recital.
2. Graded and signed by Recital Committee members immediately after the recital.
3. Submitted to the Graduate Coordinator's Faculty mailbox once all signatures have been received. Place this form in the mailbox which is beside the Graduate Coordinator's name in CE 225.
4. If a committee member is to evaluate the recital by recording, the recording must be delivered to the committee member as soon as possible after the recital. It is the student's responsibility to make committee members aware of the deadline for grading and submitting the Graduate Recital Report form.
5. All Forms must be submitted no later than the first day of finals week.

Failure to comply could jeopardize your graduation.

Master of Music Education Project Degree Approval Form

The student listed below has chosen a final project as the culmination effort in the Master of Music Education degree at Illinois State University. This student should register for 498.01 Professional Practice in Music (Music Education) for 2 credit hours in the semester this project is to be completed.

The graduate student should meet with the MMed Advisor for suggestions on the topic and committee members before submitting the proposal. The project should be reviewed by a committee of three, one of whom should be on the music education faculty. Fill out the information below and have each committee member sign your proposal as approved. At the completion of the project, you should have the committee members sign the bottom of the document and return the document to your MM Ed Advisor.

Name _____

Address _____

Phone Number _____

MM Ed Advisor _____

Briefly describe your project in the space below emphasizing the relationship between the project and your concentration hours. Please attach the formal proposal when submitting this for approval.

Project advisor _____

Project committee members _____

Project completed and passed on (date) _____

The grade assigned is _____

Project advisor _____

Project committee members _____

Graduate Comprehensive Exam Committee Form

School of Music

Signatures

Faculty signatures on this form represent an agreement by the faculty member to serve on the student's Graduate Comprehensive Exam Committee.

Committee

Three School of Music faculty members will comprise the Comprehensive Exam Committee. *Music students with cognate fields or concentrations in non-music areas may request permission for non-music faculty to serve on the Comprehensive Exam Committee.* The committee will be selected by the student and must be approved by the student's Supervising/Applied Teacher and by the Graduate Coordinator. The Chair of the committee will be the student's Supervising/Applied Teacher. At least one committee member must be from an area other than the student's emphasis. Committee members will indicate their agreement to serve on the exam committee by signing this Comprehensive Exam Committee Form. The student will submit copies of the Comprehensive Exam Committee Form to the Supervising/Applied Teacher and the Graduate Coordinator.

Scheduling/Outcome

Students who intend to graduate must notify their Supervising/Applied Teacher of their intent to take the Comprehensive Exam. This notification must occur by the end of the first week of classes during the semester that they intend to graduate. *Part-time students may request permission to take the exam at a time other than their final semester.* Upon completion of the Written Comprehensive Exam, the committee chair will notify the Graduate Coordinator, the Graduate School, and the student of the outcome indicating pass or failure. The Exam must be completed and graded and the Outcome Notification must be sent no later than three weeks before the end of classes. **The notification will be in writing and on School of Music letterhead. The original notification letter should be addressed to the student with photocopies sent to the Graduate School, Campus Box 4040, and to Dr. Angelo L. Favis, Graduate Coordinator.** *The committee's one-week time allotment for grading the exam may be extended for exams taken during the summers or semester breaks.*

Student's Printed Name & Signature

Date

Comprehensive Exam Committee Signatures

Chair (Supervising/Applied Teacher)

Date

Faculty Signature

Date

Faculty Signature

Date