



**MISSOURI STATE UNIVERSITY**  
**Graduate Music Major Handbook**  
**2022-2023**

# Table of Contents

CALENDAR – Important “To Do” List.....	4
ABOUT .....	5
<b>Missouri State University Department of Music</b> .....	5
<b>Statement of Philosophy and Objectives</b> .....	5
<b>Mission Statement</b> .....	5
GRADUATE DEGREE PROGRAMS .....	6
<b>Master of Music</b> .....	6
<i>Composition</i> .....	6
<i>Conducting</i> .....	6
<i>Music Education</i> .....	6
<i>Pedagogy</i> .....	6
<i>Performance</i> .....	6
GRADUATE CERTIFICATE PROGRAMS .....	6
<b>Graduate Certificate in Choral Studies</b> .....	6
<b>Graduate Certificate in Music Education</b> .....	6
<b>Graduate Certificate in Music Performance</b> .....	6
GRADUATE MUSIC FACULTY .....	7
<b>Advisor</b> .....	7
<b>Department Head</b> .....	7
PLACEMENT EXAMINATIONS .....	7
TRANSFER CREDITS .....	7
SECOND MASTER’S DEGREE .....	8
REGISTRATION INFORMATION .....	8
GENERAL REQUIREMENTS .....	8
<b>Applied Music Study</b> .....	8
<b>Comprehensive Examinations (Master of Music only)</b> .....	8
<b>Final Projects</b> .....	9
<i>Conducting</i> .....	9
<i>Music Education</i> .....	9
<i>Performance</i> .....	9

<i>Composition</i> .....	9
<i>Pedagogy</i> .....	9
<b>Research Project (MUS 790)</b> .....	9
<b>Form of the Research Project</b> .....	10
<b>Thesis (MUS 799)</b> .....	10
<b>Research Involving Humans or Animals</b> .....	11
<b>Style Manuals</b> .....	11
<b>Grading of Research</b> .....	11
<b>Enrolling for Only Research</b> .....	12
<b>Recitals</b> .....	12
<i>Optional Recitals</i> .....	12
<b><i>Room Schedule, Recital Program Printing and Recording Request Forms</i></b> .....	12
<b>GRADUATE ASSISTANTSHIPS</b> .....	12
<b>TIME LIMITATION FOR THE DEGREE</b> .....	13
<b>POLICIES AND PROCEDURES</b> .....	13
<b>Practice Room Policies</b> .....	13
<b>Music Lockers</b> .....	13

## CALENDAR – Important “To Do” List

*Note: The Music Department will conform to the dates published on the Graduate College calendar.*

- The Placement Examinations in Music History and Music Theory must be taken during the first week of classes in your first semester of enrollment. These are done through the University Testing Center.
- Contact your advisor prior to registration for each semester.
- For those completing a thesis, select a final project committee in consultation with your major advisor at the beginning of, or prior to, the semester you begin your project. Obtain the needed signatures and return the form to the Graduate Music Coordinator. Submit a research proposal to the committee (thesis), get signatures, and create a timeline for research deadlines.
- For MUS 790 Research Papers, submit proposal to paper advisor.
- Apply to take the Comprehensive Examination at the beginning of your final semester of course work by contacting the Graduate Music Coordinator.
- Apply for graduation at the beginning of the semester in which you plan to graduate. The application must be submitted online to the Graduate College. You can still graduate if you don't do this at the beginning of the semester, but your name might not be in the printed commencement program.
- Performance and Pedagogy majors, have your applied teacher schedule a date for your Recital Hearing. Pass a Recital Hearing. All hearings must be completed by Wednesday of the 11<sup>th</sup> week of classes. The hearing must be passed three weeks before the anticipated performance date.
- For those writing a thesis, be aware of the submission deadline established by the Graduate College.
- Request that your advisor remove any Z (or I) grades.
- Take your Comprehensive Examinations. Generally, the comprehensive examination is given the Saturday approximately 12 days prior to the last day of classes from 9:00 a.m. to 1:00 p.m. in the University Testing Center in the basement of Meyer Library. Results of comprehensive examinations are due in the Graduate College office one week prior to the last day of classes.
- Purchase a cap, gown and hood prior to Commencement.

## **ABOUT**

### **Missouri State University Department of Music**

The Department of Music is housed in three buildings on the Missouri State University campus: Ellis Hall (ELLS), Wehr Band Hall (WEHR), and Juanita K. Hammons Hall of the Performing Arts (HHPA). The Roy Ellis Hall of Fine Arts has been home to the main portion of the Music Department since 1959 and was recently renovated in 2017. This facility includes several classrooms, practice rooms, and two recital halls. HHPA is located on the northwest side of the campus and is home to our orchestral and choral programs. HHPA houses performance and rehearsal spaces, and an electronic music studio. Wehr Band Hall is located on the northwest side of the campus and is home to the Pride Marching Band. It houses several large ensemble rehearsal spaces and practice rooms.

The Department of Music offers a Master of Music in the areas of Composition, Conducting, Music Education, Pedagogy, and Performance. There is also an 18-hour Graduate Certificate in Performance, Music Education, and Choral Studies.

The music department is a fully accredited member of the National Association of Schools of Music.

### **Statement of Philosophy and Objectives**

The Department of Music at Missouri State University serves as an agent of the University for the stimulation and motivation of creative and professional work in music. One of the department's responsibilities is to assist each student in discovering and developing his or her fullest potential.

Students are provided with many opportunities to develop artistic talents for cultural or professional reasons through music classes, private instruction, and participation in group and solo performances. These programs serve to attract teaching and performing students who desire an optimum preparation for their professions, as students can best demonstrate or teach music at any grade level or school, or in a private situation, when well-grounded in musicianship and performance practice. In addition to courses for majors and minors, the Department of Music serves the University through the offering of supporting courses in music to students in other programs.

### **Mission Statement**

The Missouri State University Department of Music stimulates creative and professional activity in music, upholding the highest standards in scholarship, teaching, live performance, media interaction, and educational outreach. Through public performance and original creativity and research, the Music Department possesses the unique ability to foster the University's commitment to public affairs through ethical leadership, cultural competence, and community engagement.

## **GRADUATE DEGREE PROGRAMS**

### **Master of Music**

The Master of Music degree is designed to develop professional competence in the evaluation and dissemination of knowledge. Concentrated study is offered in the areas of conducting, music education, music performance, music theory, composition, and pedagogy.

### ***Composition***

The composition program is intended to train students to compose in various styles including art music and commercial music for motion pictures, television, commercials and advertising.

### ***Conducting***

The conducting concentration is intended to assist directors of instrumental (band, orchestra) and choral organizations to refine conducting, rehearsing and score preparation skills.

### ***Music Education***

The music education concentration is intended to allow certified music educators to broaden their training in the field of music education.

### ***Pedagogy***

The pedagogy concentration is intended to assist music instructors of private students to refine their teaching skills.

### ***Performance***

The music performance concentration is intended to train students who desire to perform professionally or teach applied areas in colleges and universities.

## **GRADUATE CERTIFICATE PROGRAMS**

### **Graduate Certificate in Choral Studies**

A non-degree-granting certificate designed for students aspiring toward a professional career in choral music. Possible aspects of this career could include choral conducting, choral arranging and editing, ensemble singing, professional choir management, performance travel, and music publishing.

### **Graduate Certificate in Music Education**

This is a non-degree-granting certificate that is designed for practicing K-12 music teachers. The certificate can be completed through online courses, on-campus courses or a combination of the two.

### **Graduate Certificate in Music Performance**

A non-degree-granting certificate designed to provide students aspiring toward a professional music performing career opportunities to study and perform solo, chamber and large-ensemble literature without some of the academic course requirements of a master's degree.

## GRADUATE MUSIC FACULTY

Lisa Casey, Scott Cameron, Carol Chapman, Jeremy Chesman, Julia C. Combs, Randall Hamm, David Hays, Jason Hausback, Daniel Hellman, Jill Heyboer, Andrew Homburg, Hye-Jung Hong, Amy Muchnick, Michael Murray, Samuel Oram, James Parsons, Richard Todd Payne, Paula Patterson, Grant Peters, John Prescott, Brad Snow, Grace St. Pierre, Allison Storochuk, Wei-Han Su, Ann Marie Wilcox-Daehn, Chris Thompson

### Advisor

Dr. John Prescott

### Department Head

Dr. John Prescott, Interim

## PLACEMENT EXAMINATIONS

All entering Master of Music students are required to take placement exams in music history and music theory. Students with deficiencies may be advised to take appropriate courses.

1. The Placement Exams in music history and music theory will be given twice a year and will occur before the beginning of the Fall and Spring semesters. Incoming Graduate students are required to take the Placement Exam at the beginning of their first semester.
2. Students who have not completed the Placement Exams may not be allowed to register for a second semester of classes.
3. The Music Theory portion of the exam covers material normally taught in the first two years of undergraduate music theory. The Music History portion tests a student's knowledge of composers, terms and forms from the Medieval Period through the present day.
4. Students who score below the required minimums in either or both portions of the exam must retake one or both at a later offering.

## TRANSFER CREDITS

On a case-by-case basis, Missouri State University may accept graduate credit earned at other regionally accredited institutions. Transfer courses may count for up to 30% of the total Program of Study. All courses *must* be considered to be **graduate level** courses. Transfer credits must have been earned within the eight-year time limit. No course with a grade below "C" will be applied toward a graduate degree. Students in the performance concentration should be prepared to take at least a portion of their hours in applied study and in ensemble on campus at Missouri State University. Applied hours may be accepted as transfer credits but **may or may not be applicable** toward the degree, especially in the case of students pursuing the performance concentration. A determination will be made on an individual basis.

## SECOND MASTER'S DEGREE

A student who has been awarded a master's degree at Missouri State University or at another accredited institution may apply 9 hours of graduate credit earned on the first degree toward meeting the requirements of a second degree.

## REGISTRATION INFORMATION

Each semester, you have the opportunity to register for the next semester. It is suggested that you initiate action for registration several days before you are scheduled to register. This will allow ample time to see your advisor, ensemble directors, and applied music instructors without undue frustration. Some courses require permission to enroll. Prior to pre-registration at the Registration Center, the student should complete the following steps:

1. Make an appointment with the Graduate Music Coordinator.
2. Before you register, here are some steps you need to take:
  - a. Review the registration instructions, paying special attention to the registration sequence, advisor release requirements, and clearance of encumbrances.
  - b. Use the class schedule/trial schedule tool to create a trial schedule, checking for course availability, time conflicts, permission requirements, and other factors. Record the course and section numbers from your trial schedule to enter this system or open the class schedule/trial schedule tool in a separate window.

## GENERAL REQUIREMENTS

### Applied Music Study

Many students enrolled as a degree candidate in the Master of Music program must study in an applied area. Individual instruction is available in:

Flute, Oboe, Clarinet, Bassoon, Saxophone, Horn, Trumpet, Trombone, \*Tuba, \*Euphonium, Violin, Viola, Violoncello, \*String Bass, Piano, \*Harp, Organ, Carillon, Percussion, Voice

*\*A performance degree may not be granted on these instruments.*

### Comprehensive Examinations (Master of Music only)

Comprehensive examinations are administered twice each year, near the completion of the Fall and Spring semesters. Specific dates are set to correspond with those listed on the Graduate College calendar. Students wishing to schedule their Comprehensive exams should consult with the Graduate Advisor early in the applicable semester.

A written comprehensive examination must be passed by the candidate before a degree will be granted. The Director for Graduate Studies in Music will solicit questions from the professors of courses the student has completed and will compile a representative examination for the student.

Four hours will be set aside for the test which is taken on a computer in the University Testing Center in Meyer Library. Written exam responses will be independently evaluated by the professors who submitted the corresponding questions. The evaluating professors will assign either a Pass or a Not Pass to the



responses submitted. Successful completion of the comprehensive exam requires a unanimous Pass decision from all evaluating professors. Should any candidate receive less than a unanimous pass, he or she may be permitted to re-take the comprehensive exam in the following semester, although a different set of questions will be used. **Failure to attend** the session for which a student has applied will result in failure of that exam, unless the Graduate Director is notified by the student at least one week in advance.

The Evaluation Report is due in the Graduate Office within five days of the exam. That office sends written notice of the evaluation decision. Hence, candidates generally learn of their exam decisions within a week to 10 days.

## **Final Projects**

A final project will be required of each graduate degree candidate. Each candidate will work with an advisor to determine the precise scope of the project.

### ***Conducting***

The final project for the conducting program will consist of a public conducting performance (MUS 798) and a research document (MUS 790).

### ***Music Education***

The final project for the music education program will normally be a thesis (MUS 799).

### ***Performance***

The final project for the music performance program will include a public performance (MUS 798) and a research paper (MUS 790). The research topic for this concentration will generally be based upon the historical, theoretical and performance practices of the repertoire selected for the public recital.

### ***Composition***

The final project for the composition program will consist of a thesis (MUS 799).

### ***Pedagogy***

The final project for the pedagogy program will include a public performance (MUS 798) and a research paper (MUS 790). The recital may be a solo recital or a lecture recital. The research topic for this concentration will generally be based upon but not limited to the historical, theoretical and/or performance practices of the repertoire selected for the public recital.

## **Research Project (MUS 790)**

Work with the major advisor in your area to determine the scope of the project and to write the project. There is no committee required. A copy of the completed research paper must be submitted to the Director for Graduate Studies in Music, but is not turned in to the Graduate College. The student will work with the major advisor in his/her concentration (or the applied instructor in the case of performance) to determine the topic and scope of the project. The student will develop a written proposal for approval before proceeding to write the paper. The proposal should contain a Statement of Purpose, the Design of the Project, and anticipated Literature/Bibliography.

1. Compose a thesis statement/research question, or short description of the project.

2. Submit a written project proposal to your advisor.
3. Establish a work calendar, which stipulates specific deadlines for each portion of the paper.

A complete draft of the paper must be ready well in advance of the final deadline as stipulated by the advisor. The advisor must have time to make comments and require changes before the final project is completed and accepted.

\*\*Read below the statement concerning human subjects – particularly if you plan to utilize a survey or to interview students or other people.

## **Form of the Research Project**

Documents resulting from MUS 790 should follow these guidelines:

1. They should be academically rigorous, adhering to the principles and skills acquired by the student in MUS 700. This includes the use of style guidelines (APA, MLA, or Chicago), proper citation, and correct grammar and syntax.
2. The length and scope of the document, determined by the student and the supervising professor, should be appropriate to the subject matter. In cases where there is another component to the project, such as a lecture-recital, the document should not be as lengthy as it would be if it were the sole result.
3. An electronic copy of the final document should be sent to the Graduate Music Coordinator for archival purposes.
4. Students who wish to have their work included in the Online Archive must grant written permission.
5. The following components must be included in all papers: Title Page, Table of Contents, Body of the Document, Bibliography or Works-Cited.

Projects resulting from MUS 790 can take other forms rather than exclusively a document. Possibilities include a lecture-recital, the development of an associated web page, a transcription, or other related activities.

## **Thesis (MUS 799)**

Register for the Thesis Blackboard site and complete all of the requirements there.

1. Compose a thesis statement/research question, or short description of your project.
2. Select a committee.

The committee should consist of no fewer than three members of the Graduate Music Faculty, with the student's major advisor as chairman. The committee will read and may help guide the student in completing the research project. Each faculty member should be consulted and sign the Committee/Proposal Form (available in the office of the Director of Graduate Studies in Music) signifying definite inclusion on the committee.

3. Submit a written project proposal.

The student will work with the major advisor in his/her concentration (or the applied instructor in the case of performance) to determine the topic and scope of the project. The student will develop a written proposal to submit to the committee for approval before proceeding. The proposal should contain a Statement of Purpose, the Design of the Project, and anticipated Literature/Bibliography. All members of the committee should sign the Committee/Proposal Form before the student may proceed further.

4. Complete the project as approved.
5. Establish a work calendar which stipulates specific deadlines for each portion of the paper.

A complete draft of the paper must be ready well in advance of the final deadline as stipulated by the Graduate College. Work directly with your advisor and feel free to consult other committee members as well.

6. Secure approval for the completed project.

Final approval generally takes a significant time period after the draft copy has been submitted. You must allow enough time for committee members to read and comment on the paper, generally at least 3 weeks before the final submission deadline. After revisions have been made, the committee must be allowed time to see the paper for final approval. The completed project must be approved by all members of the committee. The completed project and signed approval form should be turned in to the Director for Graduate Studies in Music.

## **Research Involving Humans or Animals**

Missouri State University requires that “All research involving human subjects in any way, regardless of the source of support funds, must be reviewed by the Protection of Human Subjects Institutional Review Board (IRB) before it is undertaken.” This is to protect you, the participants, and the university. You must complete on-line training before starting any research project involving human participants, even if it is just a survey!

The Privacy Rule of the Human Insurance Portability and Accountability Act (HIPAA) took effect on April 14, 2003, and it contains additional requirements for anyone conducting human participant research that involves protected health information (PHI).

## **Style Manuals**

No single style manual provides answers to all questions relating to the preparation of a scholarly paper in music. The Music Department currently accepts APA, MLA and Chicago styles. The style used will be agreed upon with the paper advisor.

## **Grading of Research**

Research grades are not assigned until the final product is complete. Since the enrollment often is over several semesters, a “Z” grade is assigned after a semester in which the document is still not completed.

## **Enrolling for Only Research**

If you have completed your course work and are only working on a thesis, which means you continue to need library and parking privileges, you must enroll for GEN 698. It is a zero credit course which gives you access to the library, opportunity to purchase a parking pass, and access to computer services, including email. The grade for this course is a “P” or “N.”

## **Recitals**

- The graduate level recital must be a full-length recital (typically 1 hour).
- All students planning a solo recital must pass a **recital hearing** (jury) at least two weeks prior to the program being scheduled. All hearings must be completed by Wednesday of the 12<sup>th</sup> week of classes.
- The recital hearing shall consist of an abbreviated, yet representative performance of all selections to be presented on the proposed program. The hearing (jury) shall be approximately fifteen (15) minutes in length.
- The recital hearing **committee** (jury) shall consist of three (3) graduate music faculty members appointed by the department head. The committee will approve or disapprove the performance as suitable for scheduling (this is to be accomplished using a form provided by the Music Office). Two affirmative votes are required.
- Program printing information and publicity information must be submitted to the Music Office immediately upon scheduling a performance time. The program must be initialed by the applied music instructor.

## ***Optional Recitals***

Recitals not listed as a degree requirement must receive approval from a jury of three faculty members and the department head.

## ***Room Schedule, Recital Program Printing and Recording Request Forms***

All graduate recitals are to have printed programs. Program and publicity information are submitted at the same time and must be accurate, typed, or clearly written if not typed. The applied music instructor must proof and initial the program as correct before it is turned in for recital scheduling and program typing. The recording request form is available in the Music Office and can be submitted at the time program information is submitted.

## **GRADUATE ASSISTANTSHIPS**

Graduate Assistantships are available to assist students with expenses while studying for advanced degrees. To be eligible for a graduate assistantship in the music department, a student must be admitted to a master’s degree program at Missouri State University. Preference will be given to students admitted to either the Master of Music degree program or the Master of Science in Education program with an emphasis in music. The student must have a minimum GPA of 3.0 on the last 60 hours of undergraduate course work, or a minimum GPA of 3.0 on 9 or more hours of graduate course work.

The graduate assistantship provides a stipend for the academic year (nine months) and a tuition scholarship for up to 12 hours of course work for each of the fall and spring semesters. A graduate assistant is required to complete a minimum of 6 hours of graduate course work (500-700 level) during each semester of appointment (3 hours in the summer). Additional information on requirements is available in the Graduate Catalog.

To apply for a graduate assistantship, one must submit an application and three letters of recommendation directly to the department in which an assistantship is sought. Applications are available online at the Graduate College website or in Carrington Hall, Room 306, 836-5335.

## **TIME LIMITATION FOR THE DEGREE**

Students must complete all requirements for the Master of Music degree within an **8-year period** (excluding time spent in the U.S. Armed Forces). As with credits applied toward a degree, transfer credits must have been earned within the 8-year time limit for a degree program. A student may appeal to the Dean of the Graduate College to accept credit hours that were completed prior to the 8-year limit.

## **POLICIES AND PROCEDURES**

### **Practice Room Policies**

Ellis Hall has 12 Instrumental/Vocal practice rooms, 5 piano major practice rooms, and 1 organ practice room available for Music student use. Ellis Hall practice rooms are accessed by a Bearpass card reader. Music major students are added at the beginning of each semester; if your Bearpass card does not work, inform the Music Office. Practice time for the piano major rooms and practice organ are scheduled thru the Music Office. There are also 8 additional open practice rooms in Wehr Band Hall.

Food and beverages are not permitted in the practice rooms or the Recital Halls. Practice rooms are not to be used for storage of instruments, books, or other personal possessions. If items are left unattended in practice rooms for more than 10 minutes, they may be moved or turned into the Music Office by a student needing to use the room. Windows are not to be blocked or covered with paper or personal items. Follow all posted guidelines for the proper use and care of pianos. Practice privileges in Ellis Hall will be revoked for the remainder of the semester for any student found violating these rules.

### **Music Lockers**

Students needing to rent a locker will need to visit either the Music Office (Ellis Hall lockers), Band Office (Wehr lockers), or the Orchestra area (HHPA lockers). If a student has a school-owned instrument, a locker is required for security purposes. The locker rental fee is \$20 per semester. This will be charged to your student account after requesting a locker. All lockers will need to be cleaned out at the end of each semester unless you have paid for two semesters.