CALENDAR – IMPORTANT DEADLINES

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 prior to your first semester of enrollment.

Contact your advisor prior to registration for each semester.

Complete an “Advisor Approved Program of Study” form, which is available on-line at the Graduate College web-site. This should be done prior to registering for your final 14 hours. Submit the form to the Director of Graduate Studies in Music.

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 Director of Graduate Studies in Music.

Submit a research proposal to the committee (thesis), get signatures, and create a timeline for research deadlines. (Submit proposal to paper advisor if you are writing a research paper).

Apply to take the Comprehensive Examination at the beginning of your final semester of course work. The application must be submitted to the Director of Graduate Studies in Music.

Apply for graduation at the beginning of the semester in which you plan to graduate. The Application must be submitted to the Graduate College.

Have your major advisor schedule a date for your Recital Hearing. Pass a Recital Hearing. All hearings must be completed by Wednesday of the 11th week of classes. The hearing must be passed three weeks before the anticipated performance date.

Submit draft copy of your research paper or thesis to the committee (thesis) for revisions at least three weeks prior to the published deadline for final submission of thesis (see Grad Catalog Calendar). Submit the approved seminar paper to Director for Graduate Studies in Music, or the approved thesis to the Graduate College. The deadline for the thesis is generally about ten days prior to the last day of classes in each semester.

Request that your advisor remove any Z (or I) grades related to your paper.

Take your Comprehensive Examinations. Generally the comprehensive examination is given the Saturday approximately 12 days prior to the last day of classes. Results of comprehensive examinations are due in Graduate College office one week prior to the last day of classes.

Purchase a cap, gown and hood prior to Commencement.
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Missouri State University Department of Music

The Department of Music is housed in three buildings on the Missouri State University campus. The Roy Ellis Hall of Fine Arts has been home to the main portion of the Music Department since 1959. Located in Ellis Hall are: 1) a 298-seat Recital Hall with a 40-rank Cassavant pipe organ, a Dowd double manual French harpsichord, and two concert Steinway pianos; 2) teaching studios and classrooms—including the Fite Family Computer Assisted Instruction Classroom; 3) rehearsal rooms and practice rooms; and 4) the Music Library and listening lab. The Wehr Band Hall, located at 625 S. Clay, is home to the band program at Missouri State University. This facility includes several rehearsal areas and a recording studio. The Juanita K. Hammons Hall for the Performing Arts, located on the northwest side of the campus, is home to our orchestral and choral programs. Hammons Hall houses performance and rehearsal spaces, an electronic music studio and additional library facilities.

The Department of Music offers a Master of Music in the areas of Performance, Conducting, Music Education, Theory, Composition, and Piano, or String Pedagogy. The music department is a fully accredited member of the National Association of Schools of Music.

Statement of Purpose
The purpose of the Department of Music at Missouri State University is to train students for careers in musical leadership with a strong emphasis in music education and to support the educational task of the University.

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. Because 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, these programs serve to attract teaching/performing students who desire an optimum preparation for their professions. 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.

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.

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

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

Music 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.

Music Theory
The music theory curriculum will train students who desire to teach in colleges and universities.

Graduate Music Faculty

Professor
Lisa Casey, Michael R. Casey, Peter F. Collins, Julia C. Combs, Randall Hamm, David R. Hays, Jill Heyboer, Cynthia Green Libby, Amy F. Muchnick, Michael A. Murray, Michael F. Murray, James Parsons, Grant S. Peters, Belva W. Prather, John S. Prescott, Robert C. Quebbeman, Allison M. Storochuk, Wei-Han Su

Associate Professor
James S. Cameron, Jeremy A. Chesman, Daniel Hellman, Paula Patterson, Richard Todd Payne, Chris Thompson

Assistant Professor
Carol Chapman, Ann Marie Wilcox-Daehn, Andrew Homburg, Hye-Jung Hong

Emeritus Professor:
Wynne Harrell, Mollie R. Molnar, Rose Mary Owens, Guy Webb

Advisor
Dr. Robert Quebbeman

Department Head
Dr. Julie Combs
Placement Examination

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

1. The Placement Exams in music history and music theory will be given three times per year and will occur before the beginning of each semester. Incoming Graduate students are required to take the Placement Exam before their first semester.

2. Students who have not completed the Placement Exams will 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 take the review course MUS 399 in the appropriate area(s). These courses are normally offered in the summer semester, and will not count toward graduate credit or the degree.

5. Students who pass the review courses(s) may still be advised to take graduate courses in the area of difficulty in order to improve their abilities.

6. Students who fail one or more of the review classes will be advised to enroll in undergraduate theory or history courses until minimum standards are attained. These courses will not count toward graduate credit or the degree.

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 students 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 advisor and decide on appropriate courses. You may then enter the web registration system at http://www.missouristate.edu/registrar/registration.htm

2. Before you enter the web registration system, here are some steps you need to take:
   
   - Review the registration instructions, paying special attention to the registration sequence, advisor release requirements, and clearance of encumbrances.
   - 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 into 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:


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

**Ensemble Participation**

Many graduate music students must participate in a major ensemble for a minimum of two semesters to satisfy the requirements of their concentration. The ensemble must be in the area of the applied major. Specifically:

- Voice majors must be in a vocal ensemble (MUS 689, 762, 765, or 768).

- String majors must be in MUS 776 (University Symphony).

- Wind, brass and percussion majors must enroll in either MUS 775 (University Band) or MUS 676 (University Symphony).

- Keyboard majors can meet the requirement through enrollment in MUS 692 (Accompanying), MUS 682 (Piano Ensemble), or a major choral or instrumental ensemble.

- Composition and Theory majors do not have an ensemble requirement.

**Advisor Approved Program of Study**

A student may submit an Advisor Approved Program of Study at any time after having been admitted to graduate study on a degree-seeking basis; however, fourteen semester hours of course work must be completed after the student’s program has been approved. Each student must consult with the Graduate Director in planning a program of study. The Program of Study should be filed soon after admission to avoid problems with late filing, so it is best for the student to meet with the Graduate Director during the first two semesters. The Program of Study form is available through the Graduate College web-site, but it must be submitted to the Director of Graduate Studies in Music in hard-copy format. The Director will review the form for accuracy and submit it to the Graduate College. Please see the Graduate Catalog for specific information regarding this process.
Comprehensive Examination

Comprehensive examinations are administered three times each year, near the completion of the Fall, Spring, and Summer 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. An application for the exam must be submitted to the Director of Graduate Studies in Music within two weeks of the beginning of the semester in which the exams are to be taken.

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 in the Music Department. 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 and a research document (MUS 790, 798).

Music Education

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

Music 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.

Music Theory or Composition

The final project for the music theory or composition program will consist of a research document and thesis (MUS 790, 799). The final project for the composition track may include a public performance of an original composition (MUS 798) but is not required.

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 PAPERS**

While a major purpose of the comprehensive exams is to evaluate the student’s broad understanding of the field of study, the principal purpose of the research component is to demonstrate the student’s capacity for focused analysis. A distinguishing mark of the post-undergraduate scholar is his/her ability to conduct well-disciplined and conceptually solid research. Depending on the area of concentration, each graduate student will be required to produce a research paper or thesis prior to completing his/her degree program. Although all students should adhere to the basic series of steps listed below when working on their research project, there are some differences of procedure between the thesis and the research paper. If you are writing a thesis, be sure to read all of these instructions and the additional section of detailed instructions listed below.

**RESEARCH PAPER (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 Paper**

The research paper which is presented as part of the Final Project should contain the following components and should be in the following form:

Title Page (sample in appendix)

Acceptance Page (sample in appendix)

Table of Contents

List of Tables (if any)

List of Figures, Plates, or Illustrations (if any)

Body of Thesis

Bibliography, References, Literature Cited

Appendix (if any) and Index (if any)
THESIS (MUS 799)

Read and follow the guidelines published by the Graduate College, entitled the “Masters and Doctoral Thesis Guide” found here: http://graduate.missouristate.edu/currentstudents/ThesisResources.htm

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.

THESIS (MUS 799) - additional requirements

Students should follow all the general guidelines listed above, but must also adhere to the instructions published by the Graduate College concerning the proper methods for writing and submitting a thesis. Pick up a Thesis Guide from the Graduate College, or go to the website: http://graduate.missouristate.edu/currentstudents/ThesisResources.htm

It will include a check-off sheet and final formatting review. The Thesis Guide prescribes certain requirements for formatting of pages, margins, headings, paper and other items. Please observe these and take note of the most common mistakes, which are page numbers, margins, text and reference list inconsistencies and signatures.

Once the thesis is completed, it is signed by all members of the committee, and a copy is submitted to the Graduate College for review and approval. This copy should have been prepared to meet all guidelines. Upon approval by the Graduate College, three copies are made, which are held by the library and department. You may also submit additional copies.
Research Involving Humans or Animals

Missouri State University requires, “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, Chicago, and Turabian styles. The form 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 parking pass, and access to computer services, including email. The grade for this course is a “P” or “N.”

RECITALS

1. The graduate level recital must be a full-length recital.
2. All students planning a solo recital must pass a recital hearing (jury) two weeks prior to the program being scheduled. All hearings must be completed by Wednesday of the 12th week of classes.
3. 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.
4. 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.
5. 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. The following forms are obtained from the Music Office at the time the recital is scheduled. This program must be signed by the applied instructor. 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.

RECITAL SCHEDULING PROCEDURE

Missouri State University Department of Music Facilities Scheduling Policy

Beginning:
April 1 Large Ensemble directors may schedule performances for next academic year (all choirs, bands, orchestras, opera workshop, jazz bands and percussion ensembles).
Students schedule spring recitals same as fall semester starting in January

April 15 Preparatory program may schedule events for the next academic year.
Other groups (non-departmental and student) may schedule for Spring.

May 1 Faculty may schedule recitals, studio classes, guest artists, etc. for next academic year.

June 1 Other departmental organizations may schedule events for Fall, excluding the month of November. (Example: Fraternities, Sororities, and Student Organizations within the Music Dept.)

September 1 Students may schedule Fall recitals/rehearsals (maximum 4 hours total). Students will schedule in this order: Graduate recitals, Senior recitals, Junior recitals, non-degree recitals via email through the music office.

September 15 Other groups (non-departmental and student) may schedule for Fall.

October 1 Other departmental entities organizations may schedule events for Spring, excluding the month of April. (Example: Fraternities, Sororities, and Student Organizations within the Music Dept.)

Notes:
1. Other than recitals and associated rehearsal, students may reserve facilities for a maximum of 2 hours no more than seven days in advance.
2. Special events (regional workshops, competitions, etc.) may be scheduled at the department head’s discretion.

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 US Armed Forces).
As with credits applied toward a degree, transfer credits must have been earned within the eight 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
The Roy Ellis Hall of Fine Arts has 19 practice rooms available for student use. In addition, practice time for the applied organ area is assigned in the organ practice room and in the Recital Hall. Food and beverages are not permitted in the practice area or rooms. Ellis Hall is a nonsmoking building. Practice rooms are not to be used for storage of instruments, books, or other personal possessions. Windows are not to be blocked. Practice privileges in Ellis Hall will be revoked for the balance of the semester for any student violating these rules. Persons wishing to practice any time outside regular building hours or during holidays must present a note to the music office from the applied instructors approving such 48 hours prior to holiday, etc. A student will be given a building permit in the Music Office.

Music Lockers
Students should purchase a locker deposit voucher at the Bursar’s Office and submit the voucher receipt to the band office for a band instrument locker, the orchestra office for string instrument locker, or the Music Office for a locker in Ellis Hall. Music lockers may be checked-out for security purposes for school-owned instruments. The deposit is required for receipt of the key. Upon cleaning out the locker, locking it, and presenting the key to the appropriate office, students will receive a voucher to be taken to the Bursar’s Office for a full refund on the deposit.

Rental of College-Owned Instruments
Selected college-owned instruments are available on loan to students enrolled in applied lessons, ensembles, group classes, or music lab classes. The rental fee is to cover normal maintenance of instruments. In addition, the students will be responsible for any extraordinary repairs to the instruments. The procedure follows:
1. Buy a voucher at the Bursar’s Office in the amount necessary to rent the instrument.
2. Take the voucher, locker rental receipt, and authorization card to the instrument office or the orchestra office.
3. Sign a checkout and responsibility slip upon receiving an instrument.
4. Return all instruments and accessories by the last day of the semester before finals.
5. Instruments retained in the spring and/or summer require additional rental fees paid at the beginning of each semester.
FRATERNAL ORGANIZATIONS
The following organizations are represented in the Music Department:
• American Choral Directors Association (Student Chapter)
• Kappa Kappa Psi
• Mu Phi Epsilon, Professional Music Fraternity
• Music Educators National Conference (Student Chapter)
• Phi Mu Alpha Sinfonia, Professional Music Fraternity
• Pi Kappa Lambda, Honorary Music Fraternity
• Sigma Alpha Iota, Professional Music Fraternity

FORMS

TITLE PAGE SAMPLE
(Insert Title of Project/Paper in all capitals, bolded, double-spaced)

A Paper Presented to
the Graduate Faculty of
the Music Department of
Missouri State University
In Partial Fulfillment
of the Requirements for the Degree
Master of Music

by

(Insert Name)

(Insert Date)
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