

Minnesota State University, Mankato

Music Graduate Handbook

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Department of Music at 507-389-2118 (V), 800-627-3529 or 711 (MRS/TTY).

INTRODUCTION

Welcome to graduate music study at Minnesota State University, Mankato. This handbook is designed to tell you about the program, give you important information about procedures, and help you plan your course of study. Applications are being accepted in the following degree programs: Wind Band Conducting, Choral Conducting, and Performance. Currently, applications are not being accepted in Music Education.

Application Procedure for Students Seeking Graduate Degrees in Music

- **Complete the application to the College of Graduate Studies and Research**

Students begin the process of applying for acceptance to the Master of Music program by completing the application to the College of Graduate Studies and Research at Minnesota State University, Mankato. This form is available online at <http://www.grad.mnsu.edu/applying>. You can download the form or apply online. As part of the application you must supply two official transcripts of your undergraduate work.

- **Complete the Department of Music Graduate Student application**

The application is available at <http://www.mnsu.edu/music/academics/graduate.html>. Send the application and all required materials to Dr. David Dickau, Graduate Music Coordinator, Department of Music, Minnesota State University, Mankato, 202 Performing Arts Center, Mankato, MN 56001. Students seeking a degree in Wind Band Conducting should contact Dr. Roisum Foley at amy.roisum-foley@mnsu.edu. Students seeking a degree in Choral Conducting should contact Dr. Dickau at dickau@mnsu.edu.

- **Evaluation of Application**

Once all required application materials have been submitted to the College of Graduate Studies and Research and the Department of Music, they will be evaluated. If your application is still being considered, you will be contacted to schedule an audition and interview. A visit to campus is strongly recommended. If this is not possible, an alternative will be discussed. A faculty member from your performance area will inform you of the audition requirements.

- **Notification**

When you have completed the audition and interview, you will be notified by letter of your status regarding acceptance into the graduate music program.

Application Procedure for Non-degree Seeking Students in Music

Students wishing to take graduate coursework, but who do not wish to seek a graduate degree or enroll in a graduate certificate program, must complete an application as a non-degree seeking student prior to registration. No more than 12 graduate credits taken by a non-degree seeking student may be applied to a graduate degree program. International students should contact the College of Graduate Studies and Research to determine eligibility for this option.

Proficiency Examinations

All Master of Music students must take required music examinations prior to the first semester of study. These exams assess the student's preparedness for graduate study and assist the faculty in developing a course of study which best meets the needs of the student. The exams are outlined below.

Music Theory and History Examinations

Normally, the Music History and Theory examinations are given from 9:00 am. to noon on the Wednesday of the week prior to the beginning of the semester. The results of the exams are used to help plan the student's program and may affect which classes the student takes the first semester. If a student is found deficient in music history or music theory, they may be required to take remedial courses which will not count towards graduation.

Music Theory Exam/Aural Skills Assessment

The theory exam consists of a harmonic and formal analysis of a piece of music from the Romantic era. The aural skills assessment examines a student's competencies in sight singing, error detection, and rhythmic accuracy.

Music History Exam

The music history exam is an overview of the style periods from the Renaissance to the present day. The student will be asked to provide a summary of major composers and style characteristics of each of these eras.

Graduate Record Exam

The College of Graduate Studies and Research at Minnesota State University, Mankato does not require that graduate music students take the GRE test.

PLAN OF STUDY AND FORMING YOUR COMMITTEE

The Plan of Study is developed with the student's advisor who will also serve as chair of the student's committee. The student will need to contact two other faculty members to serve on their committee. These committee members, along with the advisor, will guide the student through the treatise or thesis process, evaluate the recital, participate in concluding exams, and make the decision regarding the awarding of the degree.

The Plan of Study consists of a list of proposed coursework and requires the signatures of each member of the student's committee as well as the Department of Music Graduate Coordinator. The Plan of Study must be submitted to the Department of Music Graduate Coordinator and to your advisor during the first month of the second semester of residency. This form is available on the College of Graduate Studies and Research website at <http://grad.mnsu.edu/forms/planofstudy.html>.

CAPSTONE PROJECT

Normally, students will follow the recital plan as their capstone experience. However, a student may request to pursue the thesis plan. The request to pursue either the recital plan or the thesis plan must be approved by the student's advisor and the graduate committee.

Recital Plan

A candidate with a major in performance or conducting must present a public recital and submit a scholarly paper (treatise) concerning the music performed. It is expected that each committee member will be present at the recital. The treatise must be submitted in time to be approved by your committee and then be bound by the College of Graduate Studies and Research. This date is published by the College of Graduate Studies and Research at the beginning of each term.

The student should work with her or his advisor to develop a plan for submitting chapters of the treatise to the committee members while in the process of completing the treatise. It is expected that these submissions will be complete and carefully edited. It is important that this is done in a timely fashion that allows the committee members to have an opportunity to provide feedback while the treatise is in process. This is usually an extended procedure that requires several revisions of each chapter before the final version is completed. The final version of the treatise should be delivered to each committee member at least two weeks before the oral examination. A signature page must be included in the treatise which is signed by each member of the committee.

Thesis Plan

All graduate students following a thesis plan must submit a thesis proposal which must be approved by the student's committee at least one month prior to the end of the semester prior to the semester of graduation. The thesis must be a qualitative or quantitative research study of a clearly defined topic. A qualitative study must conform to Turabian, *A Manual for Writers of Term Papers, Thesis and Dissertations*. A quantitative study must conform to the American Psychological Association guidelines. The completed thesis must be approved by the student's committee. A completed thesis is generally 50-75 pages in length.

See the preceding Recital Plan section for other procedures. All statements applying to the treatise are also applicable to the thesis. An abstract of the thesis must be included in each thesis. Guidelines for the abstract are available at the office of the College of Graduate studies and research.

Written and Oral Comprehensive Exams

All Master's Degree students will take a written comprehensive exam and an oral exam in the final semester of their residency. Successful completion of coursework does not guarantee the awarding of the degree. Each student must also pass the written and oral examinations. These exams must be scheduled at the beginning of the proposed semester of graduation in order to achieve the following:

- All recitals and other capstone projects must be completed prior to the oral examination. (Treatises and theses should be submitted to the committee members two weeks prior to the oral exam.)
- The written exam must be completed satisfactorily before proceeding to the oral exam.
- The written comprehensive must be taken one week prior to the oral exam. Each committee member must have a copy of the completed written exam one week prior to the oral exam. It is the responsibility of the advisor to disseminate copies of the completed written exam to the committee members.
- All committee members must be present at the oral exam. Schedule this exam well in advance to ensure all committee members are present.
- All exams must be successfully completed prior to the date for submitting the Recommendation for Awarding the Degree to the College of Graduate Studies and Research. This date is published at the beginning of each semester by the College of Graduate Studies and Research.

Written Comprehensive Exam

The written comprehensive exam consists of a compilation of questions submitted from professors whose classes the student has taken during the course of study. The advisor will compile the questions and administer the exam. This is generally a four-hour process. The student may access only those materials designated by the advisor. Access to the internet is prohibited during the exam. When the exam is concluded, a paper copy is submitted to the advisor. The advisor will then distribute the completed exam to the committee.

Oral Exam

The oral examination will include a defense of the treatise or thesis and address any deficiencies from the written examination.

Summary of Final Capstone and Examination Procedures

- Obtain the deadlines from the College of Graduate Studies and Research for publication and awarding of the degree.
- Schedule your written and oral exams with your advisor in order to meet the deadlines above.
- Schedule your recital with your advisor so that it is completed before your oral exam. This step is not necessary if you are using the thesis option.
- Work with your advisor and your committee to complete the chapters of your treatise or thesis in a timely manner which allows the full participation of each committee member. The completed thesis is due two weeks prior to the oral exam.
- Immediately following the oral exam, the committee makes its decision regarding the awarding of the degree. The student is notified and all applicable forms are signed and given to the student. The student then submits these forms to the office of the College of Graduate Studies and Research.

GRADUATE COURSES

Each student is to follow the specific program of study for the Master of Music degree listed on the following pages of this handbook. All students are required to work with their advisor in choosing their courses each semester. After the first semester, these choices should follow the student's plan of study. The courses are described in the back of this handbook and the Graduate Bulletin. Each semester the Registrar's Office posts a

list of the courses to be given the following semester. The summer school schedule is usually posted during the winter.

Any substitutions or changes in the student's program must be approved by the graduate coordinator and their advisor. Students must fill out a Change of Program form. Course credit by examination is available, but is limited to a total of nine credits. It is the student's responsibility to contact their advisor prior to registration each term in order to make sure proper courses are being taken and paper work is correct so that problems will not develop later in the graduate program. Do not assume that courses taken at other institutions will transfer to your program. Check with the graduate coordinator and your advisor prior to taking courses away from Minnesota State University, Mankato.

A maximum of six non-Minnesota State University, Mankato course credits are allowed for the Master of Music degree. At least 50% of all class work must be done at the 600 level.

Be sure to check the current Graduate Bulletin from the College of Graduate Studies and Research for university policies and standards.

MASTER OF MUSIC DEGREE PROGRAMS

Music graduate studies at Minnesota State University lead to the Master of Music degree. The Master of Music degree is a professional degree, most appropriate for students who desire to increase their knowledge as public school teachers, to teach at the college level, or to work toward their doctorate. It is also a degree useful for those who perform professionally, compose, or conduct.

Master of Music

The Master of Music is offered in three areas of concentration: Performance (instrumental, piano, organ, or voice), Conducting (Choral or Wind Band) and Music Education. A student may pursue a secondary emphasis in any of the areas above or in music history/theory.

MUSIC MM

Choose one of the following Options:

Piano or Organ Performance (30 credits)

MUS 600 Introduction to Graduate Music Study (3)
MUS 601 Ensemble Practicum (2)
MUS 661 Private Piano (12) or MUS 665 Private Organ (12)
MUS 676 Applied Music Literature (3)
MUS 677 Applied Music Pedagogy (2)
MUS 696 Recital (2)
MUS Music History (3)
MUS Music Theory (3)

Vocal Performance (31 credits)

MUS 555 Diction for Singers (2)
MUS 600 Introduction to Graduate Music Study (3)
MUS 601 Ensemble Practicum (2)
MUS 651 Private Voice (12)
MUS 676 Applied Music Literature (2)
MSU 677 Applied Music Pedagogy (2)
MUS 696 Recital (2)
MUS Music History (3)
MUS Music Theory (3)

Brass, Percussion, String, or Woodwind Performance (30 credits)

MUS 600 Introduction to Graduate Music (3)
MUS 601 Ensemble Practicum (2)
MUS 672 Private Instrument (Major Instrument) (12)
MUS 676 Applied Music Literature (3)
MUS 677 Applied Music Pedagogy (2)
MUS 696 Recital (2)
MUS Music History (3)
MUS Music Theory (3)

Choral Conducting (30 credits)

MUS 5xx Music History (3)
MUS 5xx Music Theory (3)
MUS 509 Advanced Choral Conducting (3)
MUS 600 Introduction to Graduate Music Study (3)
MUS 601 Ensemble Practicum (4)
MUS 607 Seminar in Choral Conducting (3)
MUS 608 Choral Literature (3)
MUS 609 Private Choral Conducting (3)
MUS 696 Recital (2)
Music electives (3)

Wind Band Conducting (30 credits)

MUS 5xx Music History (3)
MUS 534 Form and Analysis (3)
MUS 600 Introduction to Graduate Music Study (3)
MUS 601 Ensemble Practicum (4)
MUS 617 Seminar in Wind Band Conducting (4)
MUS 618 Wind Band Literature (2)
MUS 619 Private Instruction in Conducting (4)
MUS 696 Recital (2)
MUS Music electives (5)

Music Education MM (34 credits)

(Choral or Instrumental)

Teaching licensure is a prerequisite to pursuing this degree which is for teachers interested in enrichment in a teaching area. This degree does not lead to initial teaching licensure. Students who desire initial licensure should consult the Master of Arts in Teaching (MAT) program. An emphasis in Music is available. Please see the section concerning the MAT program that is listed in this bulletin.

Required Core (15 credits)

MUS 600 Introduction to Graduate Music (3)

MUS 604 Survey of Music Research (3)

MUS 642 Topics in Music Education (3)

MUS 699 Thesis (3)

EDFN (Course in College of Education) (3)

*Related Courses (9 credits)

(must include at least one course in theory and one in history)

General Courses (6 credits)

These may be in related fields in any college of university and must be approved by the graduate coordinator.

Alternate Plan

The alternate plan requires 34 credits of coursework. The thesis is replaced with two starred papers (see the graduate music coordinator for explanation), each of which is based on further research in courses taken. The following credits are required:

Required Core: (34 credits)

MUS 600, 604, 642 (no thesis) (9)

at least one course in Education (3)

Related Music Courses (16)

Electives (6)

Graduate Music Course Descriptions

<http://www.mnsu.edu/supersite/academics/bulletins/graduate/2009-2011/programs.pdf#page=77>

CHECKLIST FOR MASTER OF MUSIC STUDENTS

This checklist is designed to help the student determine if he or she has met the requirements for receiving the degree. Items are listed in approximate order. Students should consult the advisor, the Graduate Bulletin, and the Graduate Policy Handbook if questions arise.

PRIOR TO CLASSES

COMPLETED
DATE

1. Apply to the College of Graduate Studies and Research for admission to the Master of Music degree program. _____
2. Download the Department of Music Application for graduate study. Complete the form and send to the music department along with the required materials. _____
3. Send two official copies of the undergraduate transcript to Graduate Office. (Graduates of Minnesota State University, Mankato do not have to do this). _____
4. Transfer your graduate work from other institutions to Minnesota State University, Mankato for evaluation. No more than 10 credits will be allowed. _____
5. Schedule your audition/interview after your application has been approved. _____
6. Take the proficiency exams in theory and history prior to the beginning of your first semester. _____

FIRST SEMESTER

- 7. In consultation with your advisor, determine a specific program and plan your course of study. _____

SECOND SEMESTER

- 8. Request faculty members to be on your committee. _____
- 9. Turn in your Plan of Study to the Department of Music Graduate Coordinator. Also give a copy to your advisor and keep one for yourself. _____

NEXT TO LAST SEMESTER

- 10. If writing a thesis, secure approval of your thesis proposal. If performing a recital, schedule the recital date with your advisor and your committee. _____

FINAL SEMESTER

- 11. Get the dates for all deadlines from the office of the College of Graduate Studies and Research. _____
- 12. Complete and return the application for graduation to the office of the College of Graduate Studies and Research by the middle of the semester of graduation. (If graduation is planned for summer, file this by the end of the first week of the summer session). Be sure to ask for all necessary forms for completion of your degree as these sometimes change. The student is responsible for acquiring and processing all necessary forms as well as meeting all deadlines. _____
- 13. Complete all course work listed in the Plan of Study (or as amended on the Change of Program form). _____
- 14. Plan your recital with your advisor. _____
- 15. File the Application for Written Comprehensive Examinations with the office at least two weeks before the date established by your advisory committee. _____
- 16. Complete the Written Comprehensive Examination. _____

17. At least two weeks before the Oral Examination, deliver four copies of the completed thesis to the advisory committee. _____
18. Recital plan candidates present a public recital. _____
19. Turn in four copies of the approved thesis or alternate paper (s) to the office College of Graduate Studies and Research in accordance with their time deadline. _____
20. Get a Recommendation for Awarding of the Degree Form and give it to your advisor. This will be completed at the oral examination and returned to you. Turn in the form to the office of the College of Graduate Studies and Research in accordance with their time deadline _____