

Timeline/Process for Lecture-recital and Supporting Document for DMA Students

1-2 YEARS PRIOR TO THE DEFENSE

It is to your advantage (though certainly not required) to develop some general ideas about your lecture-recital/document topic early in your DMA studies. Prior to registering for your third semester of study you are required to schedule a meeting with your guidance committee to determine your specific curriculum (Guidance Committee Report).

<http://www.music.msu.edu/forStudents/documents/aaGCRinstr-manualpg13.pdf>

During that meeting it is helpful to discuss possible topics so that your required coursework can provide “support” for those topics. It is particularly helpful to have some ideas about possible topics prior to taking MUS 830, because you will actually research and write a proposal during this class.

The major professor, as chair of guidance committee, has primary responsibility to oversee work on the lecture-recitals and scholarly paper. History and theory representatives also play an active role in the development of the proposal and in shaping the focus and content of the lecture-recital. Overseeing the supporting scholarly paper is the responsibility of the major professor, who will determine its scope and content.

As you formulate a topic, you should discuss it with your major professor and with members of your guidance committee to garner their support and gain their insights AND to see if there are strenuous objections to it.

9-12 MONTHS PRIOR TO DEFENSE

Once the members of your guidance committee have agreed to the topic, you should commence work on the proposal itself. In consultation with your major professor, you should determine one person on your committee who will advise you in writing the proposal. This can be your major professor or the music history or music theory representative on your guidance committee. (This is not something the history or theory faculty are required to do automatically. You should consult with your major professor and then, if appropriate, speak to the history or theory faculty member in person, not via email.) It is also most appropriate to seek guidance from other committee members at this point, but you should avoid having multiple advisors, each of whom is looking at drafts of your proposal. A helpful guide to writing the proposal can be found at

http://www.music.msu.edu/forStudents/student_grad.php

It will likely be necessary for you to produce several (3-5) drafts of your proposal before it is ready to be sent to the full guidance committee. When you submit a draft of your proposal to your advisor, you should anticipate at least a two-week “turn-around time.” Particularly after the mid-point of spring semester, your advisor may inform you that it will take significantly longer to return the proposal. It is your responsibility to build this turn-around time into your timetable.

7-8 MONTHS PRIOR TO DEFENSE

Once your proposal advisor has determined that the proposal is ready to be sent to the committee, you should seek the “OK” of your major professor if s/he is not acting as the advisor. You should then email the final version of the proposal to all committee members and request their approval. This email should contain a brief reminder about when you hope to defend your lecture-recital and document. Copy this email to musgrad@msu.edu and ask each committee member to REPLY ALL and either approve the proposal as is or provide suggestions for improvement. You should also complete a paper copy of the Proposal Acceptance Form and turn it in to the Graduate Office, #207 MPB. (http://www.music.msu.edu/documents/aaBLANKProposalAcceptance_000.pdf)

You do NOT need to obtain signatures from the committee; their email approval is sufficient. Again, you should anticipate at least a two-week “turn-around time.” Remember that it is possible that one or more members of your committee will require you to make changes and this could add as much as a month, so be sure to build this into your timetable.

6-7 MONTHS PRIOR TO DEFENSE

The guidance committee must approve the proposal at least six months in advance of the defense, but you should seek to gain the approval of all committee members well in advance of that deadline.

Discuss with your advisor, how s/he would like to handle the various drafts of the document. Do they want to read each chapter as it is completed? Do they want to wait until the entire document is finished? Etc. You should anticipate at least a 2-3 week “turn-around time” with each submission, more if it is a particularly busy time of the year for your advisor. It is likely that your document will need to undergo several revisions before it is ready to be sent to the entire committee. Build each of these factors into your planning. It is generally not a good idea to share drafts of your document with committee members other than your advisor. This can sometimes lead to confusion.

1 MONTH PRIOR TO DEFENSE

Once your advisor has approved the final draft of your document, you should submit it to all guidance committee members. This must be done no later than one month prior to your defense.

At the same time, you should schedule a defense. (It might be a good idea to begin scheduling the defense IN ADVANCE of submitting your document to the committee, particularly if you are defending during the last part of spring semester.) This is your responsibility. Plan on 90 minutes for a lecture-recital/document defense. You should consider your own schedule and room availability in the College to determine a large number of potential times for your defense. Then send an email to the committee asking for their availability during those times. You must understand that faculty have complicated schedules and that successfully scheduling your defense may take a number of emails back and forth. Once all have agreed on a date and time, you should send a confirmation email to each committee member.

1 WEEK PRIOR TO DEFENSE

You should send each committee member an email reminder with date, time, and location of the defense. You might also send them a second reminder one or two days prior to the defense.

THE DEFENSE

The format of the defense begins with a presentation to the guidance committee of the lecture-recital itself. The student should communicate meaningfully about the music to the audience by both speaking and playing. The student may speak from an outline, note cards, or Powerpoint (strongly encouraged) but should not read the lecture. The musical performance need not be memorized. The lecture-recital should be approximately 60 minutes in length, more or less evenly divided between the lecture and the music. The musical performance may follow the lecture or may be interspersed throughout. The student must be prepared to perform all of the music, but may, at the discretion of the committee, be asked to perform only representative excerpts. Following the lecture-recital presentation the committee will likely have questions and suggestions both about the content and the presentation. They will likely also have comments and suggestions about the document. The student should be prepared to respond to questions in a coherent, thoughtful, and organized manner.

The student should bring a paper copy of the Record of Lecture-Recital Performance form (available at) to the defense. It is the responsibility of the chair of the guidance committee (the major professor) to return the signed form to the Graduate Office.

AFTER THE DEFENSE

If the lecture-recital is approved at the defense, the student may then proceed to the public performance of the lecture-recital. This may be done on or off campus; members of the guidance committee are not required to attend. As with other degree recitals, the front office will produce a program. The student is responsible for ensuring that an audio (or video) recording of the performance is made, either by MSU Recording Services or another provider. If a recording is not made by Recording Services, the student is responsible providing the Graduate Office with the recording. If the lecture-recital is not approved at the defense, the chair of the committee will instruct the student as to next steps.

At the defense, the committee will either approve the document as is, approve the document subject to changes to be made and approved by the advisor, or ask to see a revised copy of the document. Consult with your advisor after the defense as to the status of your document. Once the document has been approved by all committee members, you must turn in one **bound** copy of the final version to the College of Music Graduate Office. You do NOT turn in a copy to the Graduate School. As a courtesy, you should also turn in a copy to your advisor and any other committee member who requests a copy.

Chart for Timeline/Process of lecture-recital and document

Student: Print this page and use it to help prepare for your successful defense.

When	What	Notes
1-2 years before the defense	Develop ideas for a topic	1. 2. 3. 4.
9-12 months before the defense	Work on the proposal with advisor	1. Draft 1 submitted _____ 2. Draft 2 submitted _____ 3. Draft 3 submitted _____ 4. Draft 4 submitted _____
6-7 months before the defense	Send proposal to all committee members	Who on committee has approved: 1. (Chair) _____ 2. _____ 3. _____ 4. _____
	Work on document with advisor. Submit multiple drafts	
1 month before the defense	With approval of your advisor, submit final copy to your committee and schedule defense	TENTATIVE: Date: Time: Location:
1 week before the defense	Send reminder note to committee	Date e-mail reminder sent: _____
Defense		Date: Time: Location:
After the defense	Complete lecture-recital. Complete any changes in document required by your committee and submit a copy to Graduate Office.	Date of L-R: _____ Date of submission of document: _____