

# **MASTERS HANDBOOK IN MUSIC EDUCATION**

## M.M. IN MUSIC EDUCATION

### Admission

#### Standards

To be admitted to the Master of Music degree program in Music Education on a regular status, an applicant must have a bachelor's degree in music education from an accredited educational institution or have completed the courses in music education that are required for the Bachelor of Music Education degree at Michigan State University or their equivalents.

#### Procedures

International students must also receive a score of 570 on the paper version of TOEFL or a score of 230 on the computer version.

#### Entrance Examinations

All incoming students must take the music theory placement examinations that are administered prior to each semester. The results of these examinations are used to place students in music theory courses that are appropriate to the student's level of achievement. Based on the results of these examinations, the student may be required to take one or two remedial courses in music theory, MUS 200 and 201, in addition to meeting the requirements for a masters degree. These courses do not count toward the degree. The test times and dates are announced by the Associate Dean for Graduate Studies, or the student can contact the Area Chair of Music Theory for test dates and times.

#### Teaching Assistantships and Fellowships

Occasionally master's students will receive a graduate assistantship position in music education. All music education graduate assistantships are 1/4 time, with an average workload of ten hours per week, averaging over the length of the appointment. The length of the appointment for Fall Semester is from August 16 to December 31. For Spring Semester, the appointment runs from January 1 through May 15th. Graduate assistants are typically appointed for a one-year period (Fall and Spring Semesters). Please see "Graduate Assistantships at Michigan State University" (<http://www.grad.msu.edu/all/gradasst.pdf>) for more information on University policies concerning assistantships. Graduate assistants who teach should also consult the MSU/GEU Contract (<http://grad.msu.edu/geu/agree.pdf>).

Graduate assistants must take at least six credits per semester in a master's program. The maximum course load without special approval for a 1/4 time assistant is twelve credits.

For master's degree students, if an assistant's studies and teaching are satisfactory, reappointment for a second year may be possible, but requirements for the degree should be completed by the end of the second year. Unsatisfactory

performance in course work or in performance of duties will result in termination of an assistantship.

A graduate assistant must

1. Maintain a cumulative GPA of at least 3.25,
2. Not accumulate deferred grades in more than 8 credits in courses, excepting those in MUS 899 Masters Thesis.

If at the end of a semester a graduate assistant fails to meet one or both of the requirements specified above, the graduate assistant shall receive a warning and be allowed to hold the assistantship for one additional semester. If at the end of the additional semester the graduate assistant has failed to meet the requirements specified above, the graduate assistantship will be withdrawn.

Each assistantship carries a nine-credit tuition waiver and a graduate assistant pays in-state tuition for credits beyond the first nine. A student employed as a graduate assistant in Fall semester may pay for credits at the in-state tuition rate during the previous Summer semester. A student employed as a graduate assistant in the Spring semester may pay for credits at the in-state tuition rate during the following Summer semester.

In addition to the tuition waiver, each student receives a stipend and health insurance (for student only). Graduate assistants may purchase health insurance for spouses and dependents by contacting the MSU Benefits Office. Also, matriculation fees are waived for graduate assistants.

Graduate assistants will be evaluated at the end of each term and their evaluations will be placed in their files.

Master's students are also eligible to be considered for fellowship support. The amount of these depends upon the merit of the student and the amount available during that academic year. To apply for a fellowship, students should write a letter of application and send it to the Chair of Music Education by no later than February 1.

### **Course of Study**

This program is available under both Plan A (with thesis) or Plan B (without thesis). A total of 30 credits is required for the degree under either plan. All credits for the degree must be in courses at the 400-level or above.

#### **Degree Requirements**

(Plan A and Plan B)

1. Complete all of the following courses in music education (12 credits):

Credits

MUS 860 Seminar in the History and Philosophy of Music Education.....	3
MUS 861 Seminar in the Psychology of Music Education.....	3
MUS 862 Seminar in Curriculum Development in Music.....	3
MUS 864 Research in Music Education and Music Therapy.....	3

2. Complete the following 10 credits:
  - a. 3 credits in graduate courses in musicology
  - b. 3 credits in graduate courses in music theory and composition. The student may take composition only after he or she has taken one music theory course.
  - c. 2 graduate credits in music performance or music conducting. A student who chooses to take only conducting to fulfill these credits must pass a performance proficiency test on an instrument or in voice. The test will be administered by one faculty member in music education of the student's choosing and one faculty member in either instrumental or vocal music performance. The performance faculty member will be invited by the music education faculty member.
3. Complete 4 additional graduate credits from within or outside of the School of Music.
4. Participate in music activities during two semesters or two summer sessions of enrollment in the program. The activities do not need to be taken for University credit. Performance activities other than performance in a School of Music band, jazz band, choir, or orchestra must be approved by the student's advisor.

#### **Additional Requirements for Plan A**

Complete 4 credits of MUS 899 Masters Thesis Research

#### **Additional Requirements for Plan B**

1. Complete 4 additional credits in graduate courses in music education.
2. Pass a written and oral comprehensive examination.

### **Thesis**

#### **Advisor and Committee**

Masters students should establish a guidance committee by the end of their first year of study, although part-time master's students may want to wait until they have completed more course work. This committee must consist of a primary advisor from within the music education faculty, a second music education faculty member, and one faculty member from outside of music education. The student is responsible for inviting faculty members to serve on his or her committee. This committee is responsible for administering the comprehensive examination for Plan B students and for guiding the masters thesis and conducting the final oral defense of the thesis for Plan A students.

#### **Proposal**

A student who is writing a thesis must write a proposal for that thesis. The proposal typically consists of the first three chapters of the thesis and should be written with the guidance of the research advisor. The proposal is vetted by the student's committee members at a proposal meeting, which is designed to give the student feedback about the design of the research project and the writing in the proposal. When the research advisor gives his or her approval, the student should

schedule the proposal meeting. Also, the student should distribute a copy of the proposal to each committee member at least one week prior to the meeting. The proposal must be approved before the student begins to collect data for his or her study.

### **Thesis Credit**

Students who choose the thesis degree track must take 4 credits of MUS 899 Masters Thesis prior to graduation. These credits should be taken when the student is in the thesis stage of the degree program and is actively engaged with their thesis advisor in writing the proposal or the thesis itself.

### **Oral Defense**

The oral defense of the thesis is held after the research project is completed and the thesis is written. The oral defense is approximately one hour in length and is administered by all committee members. During the oral defense, committee members ask the student questions regarding the thesis and provide feedback that could improve the quality of the thesis. Following the defense, committee members vote on whether to pass the thesis and oral defense. A majority of yes votes results in the student passing the defense. Following the oral defense, the student must revise the thesis under the guidance of his or her research advisor, incorporating suggestions of the committee members. When the thesis is revised, the advisor will sign the bookplate. The student must turn in to the Graduate School an electronic copy of the thesis on paper that is specified by the Graduate School. The student must also turn in an electronic copy of the thesis to the secretary to the Graduate Director in the College of Music. Also following the defense, the advisor should take the signed defense form to the Graduate Secretary. Students must be enrolled for at least one credit in the semester in which they defend their theses.

### **Comprehensive Examination**

Students must be enrolled for at least one credit when they take the comprehensive examinations. The comprehensive examination is administered by a three-faculty-member committee of the student's choice and includes both a written and an oral component. This comprehensive examination committee must consist of two faculty members from the Music Education Area and one faculty member outside of music education. The student chooses one of the music education committee members as chair.

The three-hour written examination must be administered by the chair of the committee at least two weeks prior to the administration of the oral defense of the written examination. The written examination consists of three questions. Each music education committee member has primary responsibility for developing a music education question in conjunction with the student. Also in conjunction with the student, the non-music-education committee member has primary responsibility for developing a questions in his or her area that relates to music

education. The entire content of the examination should be reviewed by the committee chair prior to the administration of the examination. The chair may contact committee members with any questions about the examination, but the committee member who writes a question has the final authority over the content of that question.

The oral defense of the written examination is administered by the student's entire committee. Committee members read the answers to the written examination prior to the oral defense. Each of the three questions from the written examination is discussed for approximately 20 minutes. During this time, the committee members have the opportunity to ask for clarification and elaboration of the student's written responses.

Immediately following the oral portion of the examination, the student's committee evaluates the examination as a whole. They vote on whether the student has passed the examination. There are three possible outcomes. If a student receives two votes to pass, he or she passes. Sometimes students are asked to re-write part of the examination or to remediate for a weakness in the examination by writing a paper. If a student receives two votes to fail, that student fails the examination. The student is notified verbally of the examination results immediately following the oral examination, and, if the student passes, the committee chair completes the masters orals examination form and brings it to the Associate Dean of Graduate Studies of the College of Music. If a student fails the comprehensive examination, that student must wait until the next semester before taking the examination again, which will require that the student enroll for a credit in the semester of retaking the examination. If a student fails the examination on the second attempt, that student will not be allowed to complete the masters degree program.

## **Academic Standards**

### **Time Limit**

Students have 5 years to complete their degree starting from the date of that they begin the first class that will be counted toward master's degree requirements.

### **Transfer Credits**

Transfer credits must have been completed within the time limit for the degree. As many as 9 semester credits of graduate work may be transferred in to a 30-credit master's degree program from another accredited institution. The Chair of Music Education and the Associate Dean of Graduate Studies must grant approval of the transfer credit. Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer.

**Lifelong Education Credits**

Up to 9 credits may be transferred from MSU's Lifelong Education program into a master's degree program. These must be included in the 9 transfer credits that are allowed from another accredited institution.

**Grades**

Students must maintain a cumulative GPA of at least 3.0 and not accumulate more than 8 credits of DF grades (excluding credits in MUS 899). If at the end of a semester a student fails to meet one or both of these requirements, the student shall receive a deficiency warning. If the deficiency is not removed within one academic year, the graduate student will not be allowed to continue in the program.

A student may not accumulate more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree. Any grade lower than 2.0 can not be counted toward the degree.

**Degree Completion:**

The student must take the following steps in order to graduate:

1. Complete degree requirements
2. Apply to graduate within the first two weeks in the semester of graduation. This form can be completed in the Office of the Registrar or on line on the Registrar's site.
3. Obtain a thesis/dissertation submission packet of form from the Graduate School website.
4. Schedule and pass oral defense of thesis or comprehensive examinations.
5. Submit an electronic copy of your thesis to the Graduate School. Check their requirements for formatting (Plan A only)
6. Submit an electronic copy of your thesis to the College of Music Graduate Office (Plan A only)

## Checklist of Requirements

**Music Education Core:**

MUS 860 Seminar in the Philosophy of Music Education	_____
MUS 861 Seminar in the Psychology of Music Education	_____
MUS 862 Seminar in Curriculum Development in Music	_____
MUS 864 Research in Music Education and Music Therapy	_____

**Music Core: (Courses must be at the 400-level or above)**

	Course	Semester	Credits
Musicology (3 credits)	_____	_____	_____
	_____	_____	_____
Music Theory and Comp. * (3 credits)	_____	_____	_____
	_____	_____	_____
Performance or Conducting** (2 credits)	_____	_____	_____
	_____	_____	_____
2 credits of electives in Musicology, Music Theory, Composition, performance, or conducting.	_____	_____	_____

\*Students must take a music theory course at the 400-level or above before they can enroll in composition to fulfill this requirement.

\*\*If a student chooses to study only conducting rather than applied music, he or she must pass a performance proficiency on his or her primary performance medium.

**Ensemble Participation:**

Students must participate in ensembles, but they need not be for credit. If a student participates in an ensemble that is not one of the MSU bands, jazz bands, choirs, or orchestras, this must be approved by the student's advisor.

Ensemble	Semester
_____	_____
_____	_____

**Thesis Option:**

	Course	Semester	Credits
Electives (4 credits)	_____	_____	_____
	_____	_____	_____
MUS 899 Thesis (4 credits)		_____	_____
		_____	_____

**Non-thesis Option:\*\*\***

	Course	Semester	Credits
Music Ed. Electives (4 credits)	_____	_____	_____
	_____	_____	_____
Electives (4 credits)	_____	_____	_____
(400-level or above)	_____	_____	_____

\*\*\*If a student chooses this option, he or she must take a 3-hour written comprehensive examination and an oral Final Certifying Examination.