WELCOME!
College of Music Graduate Students
INTRODUCTIONS

Who’s who in the Graduate Studies Office?

David Rayl – Associate Dean
Provides administrative oversight of Graduate Studies Office including policies, procedures, degree certifications, curriculum changes and addressing special circumstances

Susan Hoekstra - Graduate Advisor/Academic Specialist
Provides academic advising regarding coursework; Certifies degrees; CPT and OPT paperwork/procedures

Anne Simon - Graduate Secretary
Provides support for Graduate Studies Office; Sends out communications to students; Coordinates GA/TA contracts and UDF awards

musgrad@msu.edu
Others you may want to know

- Undergraduate issues
  Michael Kroth
- Scholarships
  Ben Ebener and Grimaldo Robles
- Career Planning/Running Start
  Christine Beamer
- Operations
  Chuck Roberts
HOW does the College of Music Graduate office contact you?

Your MSU email account
David Rayl

ASSOCIATE DEAN for Graduate Studies & Research

Professor of Music, Director of Choral Programs
Diversity and Inclusion | Listening and Support
Musician Wellness
NO PRIVATE LESSONS IN MUSIC BUILDINGS OR STUDIOS
Funding

- Travel Funding
- Research Enhancement
Coming soon...
Advising

You will have many “advisors” at MSU to help you succeed. They include your:

• Applied Instructor
• Guidance Committee (DMA)
• Professors
• Career Advisor
• Academic Advisor

*Degree requirements are the responsibility of the student. To learn about various options, you can visit:*
FIND IT HERE:

- MSU College of Music home page
- Current Students
- For Graduate Students
- Graduate Handbook
ADVISING
GRADUATE HANDBOOK
FORMS
RCR Requirements
INFO and DATES
Overrides
International Students - CPT

THE WEBSITE

COM Home Page | Quick Links | Current Students | For Graduate Students
MISC.

• Results of Theory Exam have been emailed to you Monday late afternoon. Advising will be available on Tuesday morning. First come, first served beginning at 8:00 a.m.

• GA meeting at 3:00 p.m.

• International Students: Please visit our website for information on CPT
LOOKING FOR THE MOST UPDATED FORMS?

Do NOT do a google search !!!

Go to: The MSU College of Music WEBSITE
Where can you find ALL kinds of information about being a Graduate Student in the College of Music?

THE WEBSITE
The Master’s Degree in Music Theory and Graduate Certificate in Music Theory

Michael Callahan
Chairperson, Music Theory Area
mrc@msu.edu
A degree or certificate in music theory is a good idea for you if...

- You have strong interests and skills in music theory
- You want to broaden your marketability
Who adds the theory degree?

- MM Theory + DMA flute
- MM Theory + DMA oboe
- MM Theory + DMA clarinet
- MM Theory + DMA saxophone
- MM Theory + DMA trumpet
- MM Theory + DMA trombone
- MM Theory + DMA tuba/euphonium
- MM Theory + DMA piano
- MM Theory + DMA violin
- MM Theory + DMA composition

- Theory Certificate + DMA flute
- MM Theory + MM clarinet
- MM Theory + MM piano
- MM Theory + MM harp
- MM Theory + MM composition
- MM Theory + MA musicology
Students who add the theory degree get jobs. Here are some recent ones.

**Tenure Track:**
- Oklahoma State University (Theory and Saxophone)
- Western Illinois University (Theory and Class Piano)
- Northern Illinois University (Theory and Composition)
- North Dakota State University (Theory and Clarinet)
- Truman State University (Theory and Composition)
- Hong Kong Baptist University (Theory and Piano)
- Marietta College (Coordinator of Music Theory)

**Full-Time Fixed-Term:**
- Bradley University (Theory and Composition)
- Michigan State University (Theory)

**Part-Time Fixed-Term:**
- Western Michigan University (Theory)
- Olivet College (Theory and Low Brass)
- University of Windsor (Theory and Low Brass)
- Alma College (Theory and Saxophone)
Some Details

Master’s Degree in Music Theory

- 30–32 credits:
  - Pedagogy of Music Theory
  - Keyboard Skills
  - Counterpoint
  - Analysis courses
  - Research/Reading seminars
  - Teaching Experience
  - Capstone Essay
Some Details

Master’s Degree in Music Theory

- 30–32 credits:
  - Pedagogy of Music Theory
  - Keyboard Skills
  - Counterpoint
  - Analysis courses
  - Research/Reading seminars
  - Teaching Experience
  - Capstone Essay

Graduate Certificate in Music Theory

- 15 credits:
  - Pedagogy of Music Theory
  - Keyboard Skills or Counterpoint
  - Your choice of analysis and/or research courses
  - Capstone Essay
Interested? Here’s What To Do.

1. Take theory courses ASAP

2. Meet with me (and other theory faculty) ASAP

3. Prepare materials for the December 1st application deadline
Questions?

If you think of others, email me at any time:

mrc@msu.edu
HOW does the College of Music Graduate office contact you?

Your MSU email account
Music Library

Grace Haynes

Music Librarian
Welcome to MSU Libraries!
The Fine Arts Library is in the Main Library, 4W.
Fine Arts Hours
Mon-Thurs 8am-11pm
Fri 8am-6pm
Sat 10am-6pm
Sun 10am-11pm

Main Library Hours
Sun-Thurs Open 24 hrs
Fri Closes at 10pm
Sat Closes at 6pm
● Scores, music-related books, recordings, and DVDs.

● Online resources
  ○ Oxford Music Online
  ○ Berlin Philharmonic Digital Concert Hall
  ○ MetOpera
Interlibrary loan
If we don’t have something, you can borrow it from another institution.

Purchase requests
Let me know what you need!
More library spaces

- Digital Scholarship Lab
- Hollander Makecentral
- Patron Services
- Reference Desk
We hire students! [https://lib.msu.edu/employment/student/](https://lib.msu.edu/employment/student/)
Questions? haynesg3@msu.edu
Where can you find ALL kinds of information about being a Graduate Student in the College of Music?

THE WEBSITE
Sexual Harassment

Jayne Schuiteman

SENIOR INSTITUTIONAL EQUITY INVESTIGATOR – Sexual Harrassment
Relationship Violence and Sexual Misconduct (RVSM) Training

College of Music Graduate Student Orientation, 2018
Relationship Violence and Sexual Misconduct Policy (RVSM)

- The University prohibits gender discrimination in any of its programs or activities. Sexual harassment, including sexual assault, other kinds of sexual and relationship violence and stalking, is a form of sexual discrimination.
Definitions
Sexual Harassment

- Sexual Harassment is unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature.
Examples of Sexual Harassment

- Sexual advances or requests for sexual favors that are not agreeable to the recipient
- Unwelcome sexually explicit material
- Unwelcome and persistent sexually explicit statements, jokes or stories that are not related to employment duties or course content
- Repeatedly using sexually degrading words or sounds
- Unwanted and unnecessary touching or other physical contact
- Recurring comments or questions about an individual’s sexual prowess, sexual deficiencies or sexual behavior
Sexual Misconduct

- Sexual assault: Having or attempting to have sexual intercourse or sexual contact with another individual by force or threat of force; without consent; or where that person is incapacitated.
- Rape: sexual penetration, however slight, of another person without that person’s consent.
- Not all sexual assault is rape even though the terms might be used interchangeably by many.
Consent

- Consent means the voluntary, willful, and unambiguous agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given by someone who is:
  - Sleeping
  - Unconscious
  - Under duress, threat, deception, coercion, misuse of professional authority/status, or force.
Consent is not:

- Silence - if someone says nothing, they might be saying NO
- If someone is sleeping, unconscious, unaware or otherwise mentally or physically helpless because of drugs, alcohol or other reasons
- The absence of "no" or "stop"
- The absence of resistance
- Someone being coerced into having sex
- The existence of a prior or current relationship
- Previous sexual activity
Incapacitation

- Incapacitation is a state where an individual cannot make informed and rational decisions to consent to engage in sexual activity.

- Signs of incapacitation may include:
  - Slurred speech
  - Bloodshot eyes or the inability to focus the eyes
  - Stumbling or falling down
  - Vomiting
  - Unconsciousness
  - Poor judgement
  - Outrageous or unusual behavior
Relationship Violence

- An act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- This can include situations such as one-night stands, hook-ups, brief dating relationships, etc.
Stalking

- Engaging in a course of conduct that is directed at a specific person that would cause a reasonable person to feel fear for herself or himself or for the safety of others, or to suffer substantial emotional distress.

- No romantic or intimate relationship is required.
You are taking private lessons with your major professor and the professor is renowned in your field. In fact, you came to MSU because of that professor’s reputation and feel honored to work with the individual. While in the studio one afternoon, the professor remarked that your breathing and posture were not sufficient to maintain the correct tone in your voice/instrument. The professor told you that he/she wanted to move behind you and place his/her hands on your abdomen so you could feel where the breath should originate from. The professor asked you if it was okay to place his/her hands on your abdomen. While touching your abdomen for the correct breathing and posture, the professor’s hands moved down your body towards your hips. You immediately felt uncomfortable but said nothing. The touching ended at that point. You no longer wanted to be alone with the professor and were not sure you could continue your studies with the individual. However, you were also two years into your program here at MSU and you felt you had few options.
Case Study

- What might you do in this situation?

- Some options:
  - Do nothing – what might be the consequences of inaction?
  - Tell someone in authority over the professor – what might be the consequences of reporting the behavior to the Dean?
  - Report to OIE – what might be the consequences of making a formal report outside the College of Music?
  - Tell a trusted friend – How would telling such a person provide support?
  - Seek out confidential resources in order to consider further action that might be taken
Disclosures – what do you do?

- **DO:**
  - Recognize
  - Respond
  - Refer
  - Report

- If YOU are the victim/survivor, consider reporting the incident to OIE and/or campus confidential resources.
Disclosures – what do you do?

If someone discloses to you:

Support them and tell them, “I believe you, it is not your fault.”

- However, don’t be a counselor
- Don’t decide if someone is really a victim/survivor or perpetrator
- Provide the victim/survivor with resources and support
- If you are a mandatory reporter – contact OIE and MSUPD

- If YOU are the victim/survivor:
  - Do not blame yourself for what occurred
How to be Supportive

- The most supportive thing you can say to someone who experiencing sexual or relationship violence is “I believe you. I support you. It’s not your fault”

- Often survivors are convinced (by the abuser or by others) that they are at fault. Supporting someone who is being abused can be the first step they need to leave the relationship or get help.

- Also know when a victim of abuse ends the relationship they are at highest risk of harm. It is important to increase support and safety to them at this critical time. MSU Safe Place SPECIALIZES in safety planning to keep victims as safe as possible.
Barriers to Reporting

- Afraid or threatened
- Might just want to forget it happened
- Don’t want to be perceived as a victim
- Scared to get into trouble
- Can’t remember the assault
- Power dynamics that may impact your life
- Because they were assaulted by a friend or loved one
Interim and Protective Measures

- Can be put in place to keep impacted parties safe
- MSU also offers reasonably available interim measures to parties accused of policy violation
- These measures can be implemented before the case is concluded
- Interim measures can be accessed without OIE involvement. SAP or MSU Safe Place have staff in place to facilitate this
If someone makes a complaint of sexual misconduct or relationship violence, MSU protects them from retaliation. This includes witnesses.

This applies to BOTH the Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy.
Mandatory Reporting

- All University employees with the exception of confidential resources and medical professionals providing patient care are mandatory reporters.
Case Study

- Chris came into ensemble noticeably upset. Chris was usually easy going and you immediately knew something was wrong. You asked Chris to stay briefly after ensemble and Chris disclosed to you that at a party last weekend, something happened that was sexual in nature between Chris and another student. Chris wasn’t certain exactly how to define what happened but said to you that something about it felt “really wrong.”

- How should you respond to Chris?
- Who should you inform?
What Happens after a Mandatory Report is Made?

- OIE and MSUPD will send an email to the impacted person asking if they would be willing to meet with an investigator and/or a police detective.
- They may decide whether or not to meet with an OIE investigator or a police detective – a meeting is NOT mandatory.
- The impacted person can take an advocate or support person with them for all meetings.
- They may change their minds at any time.
What Happens After a Mandatory Report is Made?

- If the impacted person meets with OIE or the police and/or the police and an investigation is started, then they will ask to meet with the accused person.
- The accused person can also bring an advocate or support person to all meetings.
Contact Information for Resources and Reporting

- Office of Institutional Equity: 353-3922 (reporting and NOT confidential)
- MSU Police: 353-2221 or 911 for emergencies (reporting and NOT confidential)
- Title IX Prevention, Outreach and Education Office: 355-3865 (Confidential)
- MSU Sexual Assault Program: 355-3551 or 24-Hour Crisis Line: 372-6666 (Confidential)
- MSU Safe Place: 355-1100 (Confidential)
- University Ombudsperson: 353-8830 (Confidential)
Questions?

- Please use the link below to Evaluate this program

- [http://sarv.msu.edu/trainings/](http://sarv.msu.edu/trainings/)
FIND IT HERE:

- MSU College of Music home page
- Current Students
- For Graduate Students
- Graduate Handbook
HOW does the College of Music Graduate office contact you?

Your MSU email account
RUNNING START
your career starts here

Christine Beamer
Director of Career Services and Music Entrepreneurship
MPB202
ENTREPRENEURIAL MINDSET

FUTURE PROFESSIONAL LIFE

PASSIONS + SKILLS NEEDS + OPPORTUNITIES

Where am I going?

What skills/experiences do I need?

How do I get there?
Will you have:
- A website, bio, resume, CV, press kit, social media?
- An action plan with measurable goals for your grad degree?
- A strong network of professionals across the country in your field?
- Work experience in your field? (college level teaching, professional performing, internships with arts organizations)
- Artistic experience running an ensemble, creating a project, planning a concert, outreach initiative?

Will you know:
- Where, when, and how to find current job opportunities in your field?
- How to start an LLC or nonprofit, write a contract, pay taxes as a sole proprietor, save for retirement?
- How to write a grant, license music, stage a concert, run an tour?
- What unique skills you bring to your field?
- What the next step could look like for you?

how ready will you be?
RUNNING START
your career starts here

music.msu.edu/runningstart

@MSURunningStart
MPB 202 | Christine Beamer, Director | beamerch@msu.edu
Upcoming Events

College of Music Job Fair
Tuesday, 8/28
3:30 PM | Cook Recital Hall

RealLife Series:
Taxes can be Fun
Thursday, 9/20

Arts in Motion: Beyond Campus
Wednesday, 9/12
5 PM | MB 241

On the road: Michigan Opera Theater
Friday, 9/21
8:00 AM | Leave for Detroit
Building Connections and Community Starts Now!

(no really, grab your stuff, and follow us across the courtyard in Music Practice Building Rm. 103)
Where can you find ALL kinds of information about being a Graduate Student in the College of Music?

THE WEBSITE
BREAK
Musicology Overview/RCR Training

Ken Prouty
Chair of Musicology
Musicology Overview

Coursework

• Doctoral students generally complete two 800-900 level musicology seminars
• Masters students generally complete two musicology courses at 400 level or above

MUS 830 Waivers

• Handled on a case-by-case basis
• Course must be roughly equivalent, generally at least 2 graduate credits
• A grade equivalent to a 3.0 is required (no exceptions!)
  • This is generally a B, NOT a B-
• You must submit (electronic copies are fine)
  • A syllabus form the course
  • A copy of your transcript
  • You may be asked to provide other materials if deemed necessary
• Send materials to me at proutyk@msu.edu
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THE WEBSITE
GOOD LUCK!
College of Music Graduate Students