

Cleveland State University

Graduate Music Handbook

Revised Spring 2014

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Chapter 1: Information about the Department of Music

Situated in the heart of one of the nation's most recognized and active cultural centers, Cleveland State University offers a vital graduate program in outstanding facilities. The Greater Cleveland Area is home to internationally recognized arts organizations such as The Cleveland Orchestra, the Cleveland Museum of Art, City Music, Apollo's Fire, and a host of institutions of higher education. Cleveland State University music students have many opportunities to observe and study with some of the finest performers in the world and to partake in the area's wide range of cultural experiences to enhance their development as musicians.

The Music Department at Cleveland State University supports a highly diversified program built on exceptional resources. Each of the regular faculty has made distinctive contributions to his or her field in music; in addition, a number of current or former members of The Cleveland Orchestra teach at Cleveland State University. The annual Thyagaraja (Aradhana) Festival at Cleveland State, the largest international festival of Indian music held outside of India, reflects one aspect of the multicultural diversity of the Music Department and the University.

The state-of-the-art Music and Communication Building houses two performance halls, three large rehearsal halls, two chamber music rehearsal rooms, and dozens of practice and specialized teaching spaces. The 37-rank Holtkamp organ (1995) in Waetjen Auditorium, while frequently integrated into choral concerts, serves both as a solo recital instrument and as featured soloist in special orchestral works. Four electronic music/computer laboratories form the nucleus for work in electronic composition. The music holdings in the University Library include several special collections of contemporary music as well as substantial resources for research.

The Graduate Program in Music at Cleveland State University is designed to provide solid musical training and to prepare students for careers in their area of specialization. In addition to entering doctoral programs at prestigious universities throughout the country, students from Cleveland State University have gone on to careers in composition, choral music, architecture and acoustics, musicology, performance, library science, and teaching. Many teach at the university level, in elementary and secondary schools, and in private studios. A number of students have won awards for international study and have received appointments overseas.

The music program at Cleveland State attracts international students as well as students from across the United States. For each of these students, Cleveland State University offers excellence in the resources of faculty, program and facilities.

Chapter 2: Information about the Graduate Music Program, Policies and Procedures

The graduate program in music is divided into three areas of concentration: Composition, Music Education, and Performance. "Cross disciplinary" programs are encouraged.

The Master of Music program consists of 30 credit hours minimum. Courses in music history, writing about music, pedagogy, and analysis make up a "core" group of courses which all graduate music degree seeking students must take. Beyond this, students specialize in one or more areas, each of which has its own requirements (16 to 20 credits). In addition to the core courses and required courses for the area of specialty, some areas require elective courses and a final project (e.g. thesis, recital, 6 credits) round out the degree. A diversity of courses and seminars thus offers the student opportunity for an advanced education in music meeting his or her particular interests and needs.

2.1 Admission to the Graduate College

United States citizens apply for admission to the Master's Degree program in Music through the College of Graduate Studies. A completed application form, two official transcripts from each college or university previously attended, and two letters of recommendation are required. Applications may be submitted on the CSU website at www.csuohio.edu/gradcollege/ by filling in the application form under Graduate Admission. International students should read those paragraphs in the University Graduate Bulletin or under the International heading on the CSU website for information about documents required for their admission. Under certain circumstances an applicant must also submit results of the Graduate Record Examination Part 1, Verbal. Please refer to the Admission Requirements in the Graduate Bulletin or on the website for specifics.

2.2 Entrance into the Graduate Music Program

Admission or transfer into the Music Department at the graduate level occurs after a conference with the head of the area in which the student expects to specialize. Contact the Kate Bill, Enrollment Administrator, at (216) 687-5039 or m.c.bill@csuohio.edu for an appointment.

The Music Department has different entry requirements for each major.

2.2.1 Performance

An audition is required prior to admission for all students intending to specialize in performance. In the audition, the student must demonstrate performance proficiency with some stylistic breadth. An audiotape, videotape or CD may be provided in lieu of an in-person audition, with prior approval of the Music Department.

2.2.2 Composition

Students intending to specialize in composition are required to submit a portfolio of representative works: a minimum of 2-3 scores with corresponding CD recording(s). The composition faculty will review the portfolio and make a recommendation on the basis of its merits and on the potential of the applicant to complete graduate work will review this portfolio.

2.2.3 Music Education

Students planning to specialize in music education need to provide:

1. Two letters of recommendation. At least one must be from supervisory personnel, such as building principal, supervisor of music, university supervisor or student teaching, or cooperating teacher, who can attest to the student's teaching ability.
2. One or more samples of formal writing on a topic of choice in music education. Submissions will be evaluated by the music education faculty on the strength of content and on the use of the English language and appropriate scholarly apparatus.
3. Applicants must also schedule an interview with Dr. Rita Klinger (r.klinger@csuohio.edu), Coordinator of Music Education.

Notification of acceptance into the graduate program comes from the Graduate College.

2.2.4 Entrance Examination

In addition to the procedures for acceptance into the program, the Music Department requires all entering graduate students to demonstrate competency in music history, as determined through a diagnostic advisory examination, administered in the week before the beginning of classes (fall and spring semester). The examination must be taken prior to the student's first registration as a Regular Graduate student. Those not passing the examination will be required to take MUS 511 and/or MUS 512. Credit for these courses will count toward the total credits for the degree, but the courses will not satisfy any core or track requirement.

2.3 Financial Assistance

Graduate Assistantships and Tuition Grants are available to students holding Regular Graduate status who have earned a minimum of 3.0 for the undergraduate degree (or 3.0 for 12 graduate credits). Students seeking either Graduate Assistantship or Tuition Grant must submit a properly completed application form, available from the Music Department, to the Director of the Graduate Program in Music. Applicants should specify their particular areas of expertise and those in which they might like to become active as a graduate assistant; they are urged to include a short resume. An interview and/or audition may be requested. Applications for earliest consideration for either category must be received by March 1 for the following academic year.

Graduate Assistantships pay tuition plus a significant stipend each semester. Assistantships in the department allow the graduate student an extraordinary range of

opportunities to develop professional skills in a variety of administrative and research areas. Graduate Assistants must carry a minimum of nine graduate credits of coursework (500 or 600 level courses) during each semester while holding the assistantship and maintain a 3.0 grade average; ten hours per week of service in the Music Department are required of each Graduate Assistant each semester. Graduate Assistantships may be renewed a second year; the student must reapply for the assistantship each year.

The Music Department's policy is that Graduate Assistantships normally be limited to four semesters (two academic years).

Tuition Grant recipients may carry from one to eight graduate credits per semester and must maintain a 3.0 grade average; each Tuition Grant recipient is required to provide service in the Music Department on an hour equivalency, set by the university, related to the number of credits for which the student is being supported with the grant. Tuition Grants are renewable; the student must reapply each year.

2.4 Advising

Advisors for the specific degree tracks are listed below. Advising is important to assure smooth progress throughout the degree program. If an advisor is unavailable, or a student has not clarified a degree major, or has questions about the program in general, please contact the Director of the Graduate Program in Music.

Advisors for Graduate Students:

- Director of the Graduate Program in Music: Dr. Victor Liva, MU 429, (216) 687-6931; victor.liva@gmail.com
- Composition: Dr. Andrew Rindfleisch, MU 343, (216) 687-2029; a.rindfleisch@csuohio.edu.
- Music Education: Dr. Heather Russel , MU 349, (216) 687-5099; h.a.russel@csuohio.edu
- Winds and Percussion: Prof. Howard Meeker, MU 335, (216) 687-3667; h.meeker@csuohio.edu.
- Piano: Dr. Angelin Chang, MU 420, (216) 687-2036; a.chang75@csuohio.edu.
- Vocal/Choral: Dr. Brian Bailey, MU 314, (216) 687-2039; b.k.bailey@csuohio.edu

2.5 Comprehensive Examination

Before graduation all master's degree students must pass a comprehensive exam. Each major track in the Master of Music program requires its own specific format for the comprehensive examination; refer to the track descriptions in Chapter **Error! Reference source not found.** cha:Degree-Tracks.

2.6 Degree Completion

Two semesters before the student expects to complete the degree, he/she must file an Application for Graduation form and take it to the Graduation office, submit it and pay the

graduation fee. THE DEGREE CANNOT BE CONFERRED IF THIS APPLICATION HAS NOT BEEN SUBMITTED. During the student's presumed final semester, he/she should review his/her record with the principal advisor, confirming that all obligations for the degree will have been met by the end of the term. Completion of the culminating master's project (thesis, recital, etc.) occurs when the faculty committee has signed the appropriate forms for the project and submitted the grade for the project. Confirm with your committee that both procedures have occurred. The student must be registered for at least one graduate credit in the term in which he/she actually completes the degree, that is, the term in which all necessary faculty signatures have been provided and grades submitted for ALL requirements. (Completing with an incomplete grade is NOT considered as being registered; the student needs to enroll in a current course for that semester.) The university will confer the Master of Music degree after the student submits a NOTICE OF COMPLETION form to the Graduate Program Director. Please confirm with your advisor that this form has been prepared and submitted after all work is completed.

Chapter 3: Degree Tracks

3.1 Master of Music in Composition

Core Requirements: 10 credits

MUS 595 Music History Seminar 3 cr

MUS 602 Analytical Techniques 3 cr

MUS 540 Performance and Pedagogy 2 cr

MUS 601 Approaches to Research in Music 2 cr

Track Requirements: 20 credits

MUS 521 Composition Forum (two semesters)* 2 cr

MUS 527 Computer Music and MIDI I 3 cr

MUS 528 Computer Music and MIDI II 3 cr

MUS 620 Composition (two semesters) 6 cr

MUS 635 Composition Recital 2 cr

MUS 689 Composition Thesis 4 cr

* Composition students must attend the composition forum every semester of residency.

3.1.1 Composition Thesis and Composition Recital Guidelines

The master's thesis in composition is intended to show competence in creative work as evidenced in a musical composition of substantial content and expression. The work should show mastery of compositional skill.

3.1.2 Procedure for Beginning the Thesis

After completing 12-15 semester credits of graduate work and having been accepted to degree candidacy, a student whose degree culminates in the thesis begins the formal process of preparing the composition by consulting with the principal advisor on a suitable project. The student and the principal advisor will also identify potential thesis committee members and an appropriate thesis advisor. Be sure that your thesis advisor is a member of the Graduate Faculty. The student is then responsible for seeking out the three Music Graduate Faculty members to constitute the Thesis Committee (the principal advisor is eligible to be on the committee). One of these will serve as chair of the committee and thesis advisor, under whose direction the student will prepare the composition. The others are "readers" who assist in guiding the progress of the document, in cooperation with the thesis advisor. The Thesis Committee is responsible for approving the completed document and jointly determining a grade for the project. It is the student's responsibility to secure a THESIS PROPOSAL FORM and fill it out. The form is

available from the Director of the Graduate Program in Music, the Music Department office, or the Graduate College offices. The student must provide a title and description of the thesis, as indicated on the form, and then obtain the signatures of the faculty on the Thesis Committee, indicating their willingness to serve. Finally, the Thesis Proposal Form is to be signed by the Music Department Chairperson, and sent to the Graduate College for approval. After the THESIS PROPOSAL has been approved, the student may begin to register for composition thesis credit (MUS 689).

3.1.3 Thesis Credit

The M.M. Thesis in composition involves a recital component. Together, MUS 689 and MUS 635, Composition Recital, form a six-semester hour unit. The thesis itself is four semester hours. The recital carries two semester hours. The student must register for at least one semester hour of thesis credit per semester (not including summer) until the completed thesis has been approved. If the student wishes to complete the thesis during the summer, he/she must register for at least one thesis credit during the appropriate summer term. For each term in which the thesis remains uncompleted, the student will receive a T grade. Once the thesis is completed and graded, all T grades will be replaced by the grade assigned by the Thesis Committee.

3.1.4 Thesis Format Requirements

Before beginning to write the thesis, the student must consult the most recent edition of the College of Graduate Studies publication, "Thesis and Dissertation Guidelines", available from the Director of the Graduate Program in Music or the office of the College of Graduate Studies. This document is the university's standard by which the thesis will be designed and evaluated. If there is prose, extended explanations, or analyses that accompany the composition, the most recent edition of The Chicago Manual of Style will apply to matters of style. Please also consult the most recent edition of Richard J. Wingell's Writing About Music for further requirements for presentation and documentation of musical materials. It is also advisable to look at completed composition theses in the University Library to see solutions to problems of format. The Graduate Faculty of the Music Department must approve exceptions to the models set forth in the guidelines.

3.1.5 Completing the Thesis

The thesis advisor will guide the student in determining when to submit a working draft of the thesis to the committee readers for their comments and guidance. Readers' comments and corrections should be passed through the thesis advisor to the student for his/her consideration in revising the draft. Several revisions may be necessary to bring the document to completion. When the advisor determines that the composition is nearing completion, the student will provide each member of the committee with a complete copy of the corrected work for final evaluation.

3.1.6 Composition Recital

The completion of the M.M. in composition requires a recital of a minimum of 60 minutes, consisting of original compositions by the candidate. The recital will normally include a performance of the master's thesis and must include a solo work, a chamber work of three or

more players, and a work employing electronic media. For best choice of dates, schedule the recital hall by the end of the academic year prior to the one in which you wish to give your recital. The composition major's Thesis Committee is the Recital Committee. Fulfill all qualifying-recital requirements. Register for MUS 635 Composition Recital in the semester in which the recital is to be given.

3.1.7 Defense of Thesis

Having read (and in most cases, heard) the compositions, and having heard the composition recital, the Thesis Committee will meet with the student to discuss both. If, after the meeting, the committee members agree that the composition thesis is ready for approval, the Committee will determine the grade for the thesis and recital. If further revisions are demanded, the student will be directed to make any final changes and to prepare the final copies in accordance with the Graduate College "Thesis and Dissertation Guidelines." The defense of thesis is the oral portion of the comprehensive examination for the composition major.

3.1.8 Comprehensive Examination

The exam will be in two parts:

Written

The student will be given a short piece of music from the repertoire and given 48 hours (taken home) to write a 4-6 page compositional analysis of the work. The analysis will be submitted in the form of a paper (with musical examples as appropriate), typewritten.

Oral

The student will defend his/her compositional analysis during a one-hour oral exam that will also include more general questions about his/her own compositions, aesthetic concerns, and other relevant compositional issues.

3.1.9 Final Procedures

When the student has submitted the fair copy of the thesis, each member of the Thesis Committee will sign the signature page. The principal thesis advisor will ensure that the student's grade for the thesis (MUS 699) is submitted as a CHANGE OF GRADE to the Registrar. The student is required to provide two copies of the thesis to be bound, at no cost to the student, and retained in the University Library; he/she may also have personal copies bound at his/her expense. The student will take the NOTICE OF COMPLETION form and all copies of the thesis to be bound to the Graduation Office. After completing the Graduation Office process, the student takes all copies for binding to the University Library's bindery offices.

3.2 Master of Music in Music Education

Core Requirements: 10 credits

MUS 595 Music History Seminar 3 cr

MUS 602 Analytical Techniques 3 cr
MUS 540 Performance and Pedagogy 2 cr
MUS 601 Approaches to Research in Music 2 cr

Track Requirements: 20 credits

MUS 554 Foundations and Principles of Music Ed. 3 cr
MUS 584 Seminar in Music Education 3 cr*
MUS 611 Research Techniques in Music Ed. 4 cr**
MUA 601 – 682 Applied music 2 cr
MUS 679 Research Projects in Music Education 6 cr minimum ***
-or-
MUS 699 Thesis 6 cr minimum **

Electives: 2 credits

* Three graduate semester credits of workshops in music education may be substituted for the Seminar in Music Education, and/or may be used as elective credits. Within the guidelines of the College of Graduate Studies rules and regulations dealing with transfer credits, workshops offered by institutions other than Cleveland State may apply toward this facet of the degree with approval of the Cleveland State Graduate Music Program Director.

** Students must enroll in MUS 611 prior to or concurrently with formulating the thesis or project proposal.

*** MUS 5– is for secondary instrument/voice; MUS 6– is for major instrument/voice.

*** Students may choose to complete the degree with either a three-paper or thesis option. See specific requirements below.

3.2.1 Music Education Thesis Option

Procedure and Guidelines

The master's thesis in music education is intended to show competence in scholarly writing through the use of one of several research methodologies. Such research and writing should be based on topics or questions that will contribute to the extended literature on music teaching and learning within the field of music education. Research methodologies in music education are selected to best address the research questions and may be quantitative, qualitative, historical or philosophical.

Beginning the Thesis

After completing 12-15 credits of graduate work, a student who chooses to pursue the thesis option should meet with the principal music education advisor to begin to formulate a topic, identify potential thesis committee members and an appropriate chair of the thesis committee.

The Thesis Committee

A student who chooses to pursue the thesis option should meet with the principal music education advisor to begin to formulate a topic, identify potential thesis committee members and an appropriate chair of the Thesis Committee.

The Thesis Proposal

Once a thesis advisor and topic have been selected, the student is responsible for securing and completing a Thesis Proposal Form (available from the Director of the Graduate Program in Music, the Music Department Office, or the Graduate College office) and writing the thesis proposal.

The proposal must include the following: (a) a working title, (b) a 2-5 paragraph topic description that includes the research questions to be considered, the nature (intended methodology) of the research, and the relevance of the research to music education, and c) a working bibliography of related literature.

The student must then obtain signatures of the members of the Thesis Committee, indicating their willingness to serve for the topic the student has selected. The proposal form must then be signed by the Music Department Chair and sent to the Graduate College for final approval.

Thesis Credit

After the thesis proposal has been approved, the student may then register for thesis credit (MUS 699). A minimum of six credits of thesis is required for the Master of Music Degree. Once a student has begun to register for thesis, he/she must continue to register for at least one thesis credit per semester (excluding summers) until the thesis is completed and has been approved by the committee.

For each term in which the thesis remains uncompleted, the student will receive a T grade. Once the thesis is completed and graded, all T grades will be replaced by the grade assigned by the Thesis Committee.

Thesis Format Requirements

Before beginning to write the thesis, the student must consult the most recent edition of the College of Graduate Studies publication, "Thesis and Dissertation Guidelines", available from the Director of the Graduate Program in Music or the office of the College of Graduate Studies. This document is the university's standard by which the thesis will be designed and evaluated.

Depending on the selected type of research methodology, the style of the thesis will be guided by the most recent edition of one of the following:

- The Publication Manual of the American Psychological Association
- The Chicago Manual of Style
- A Manual for Writers of Term Papers, Theses, and Dissertations

Completing the Thesis

Once a working draft of the thesis is complete and reviewed by the thesis advisor, the student will provide copies of the draft to other members of the Thesis Committee for comments. The student will then begin revising the document. Several revisions may be necessary to bring the document to completion. When the thesis advisor determines the document is close to completion, the student will provide each committee member with a complete copy of the revised document for final evaluation. The completed document must be distributed to committee members at least two weeks prior to the defense of the thesis.

Defense

The Thesis Committee will meet with the student, as described in the Comprehensive Examination section above. If, after the meetings, the committee members agree that the document is ready for final approval, the committee will determine a grade and direct the student to make final corrections and revisions in accordance with the Graduate College "Thesis and Dissertation Guidelines."

Final Procedures

When the student has submitted the final copy of the thesis, each member of the Thesis Committee will sign the signature page. The final copy of the thesis must be submitted to the Graduate College no later than the last week of class instruction of the semester in which the degree is to be granted. The principal thesis advisor will ensure that the student's grade for the thesis (MUS 699) is submitted online and as a CHANGE OF GRADE to the Registrar for all previous semesters.

The student is required to provide two copies of the thesis to be bound, at no cost to the student, and retained in the University Library; he/she may also have personal copies bound at his/her expense.

The student is required to secure, complete and submit both the GRADUATION application and COMPLETION OF DEGREE form as described above.

3.2.2 Music Education Three-Paper Option

In consultation with his/her advisor, a student may choose to write three research papers in lieu of a thesis. Each paper must be based on a topic that will contribute to the literature on music teaching and learning within the field of music education.

Procedure and Guidelines

The three-paper option is intended to show competence in researching, analyzing and writing about three different topics that are relevant to the field of music education. After completing

12-15 credits of graduate work, a student who chooses to complete the master's degree through the three-paper option should meet with the principal advisor to formulate three topics, identify potential reading committee members and an appropriate project advisor.

The Reading Committee

The student is responsible for seeking out a minimum of two graduate faculty members who will serve on the Reading Committee. One committee member, who could be the principal advisor, will serve as chair and will be responsible for determining the final grade.

The Three-Paper Proposal

Once an advisor and topics have been selected, the student is responsible for securing and completing a Three-Paper Proposal Form (available from the Director of the Graduate Program in Music, the Music Department Office, or the Graduate College office) and writing the thesis proposal.

The proposal must include the following: (a) working titles, (b) a 2-5 paragraph topic description for each paper that includes the research questions to be considered, the nature (intended methodology) of the research, and the relevance of the research to music education, and c) a working bibliography of related literature.

The student must then obtain signatures of the members of the Reading Committee, indicating their willingness to serve for the papers the student has selected. The proposal form must then be submitted to the Graduate Music Director.

Three-Paper Option Credit

A minimum of 6 credits of MUS 679 is required for the Master of Music Degree. To select this option, the student must complete a three-paper option proposal form, and register for a minimum of one credit hour every semester (excluding summers) until the papers are completed and have been approved by the Reading Committee.

The Process

Unless otherwise authorized, a comprehensive outline, abstract, and bibliography for each paper should be distributed to each committee member for comment and approval prior to writing the papers. Drafts of each paper may be guided solely by the principal advisor or in consultation with other committee member(s). Final drafts should be submitted to all members on the reading committee at least two weeks prior to the Presentation of Papers.

Presentation of Papers

The chair of the Reading Committee will convene a meeting at which the student will present and discuss each of the papers, as described in the Comprehensive Examination section above. If, after the meeting, the committee members agree that the papers are acceptable, the chair will determine the grade.

Comprehensive Examination

For Music Education majors, the Comprehensive Evaluation will consist of a faculty-evaluated formal presentation of either the thesis or the culminating project. The evaluating committee will consist of the Thesis Committee or, in the case of a three-paper option, a committee consisting of a minimum of three Graduate Faculty members, including the Reading Committee (project advisor and additional graduate faculty) under whom the project was completed. The presentation will normally be from 20 minutes to one-half hour, followed by 20 minutes to one-half hour of questions and discussion.

Final Procedures

Once the Reading Committee has approved the final copies of the papers, the principal advisor will submit the MUS 679 grade online and as a CHANGE OF GRADE to the Registrar for all previous semesters.

The student is required to secure, complete and submit both the GRADUATION application and COMPLETION OF DEGREE form as described above. For details, refer to Section 2.6 on page 6.

3.3 Master of Music in Performance

Core Requirements: 10 credits

- MUS 595 Music History Seminar 3 cr
- MUS 602 Analytical Techniques 3 cr
- MUS 540 Performance and Pedagogy 2 cr
- MUS 601 Approaches to Research in Music 2 cr

Instrumental Track Requirements: 20 cr

- MUA 601-682 Applied lessons (to be taken as 2 courses over 2 semesters) 4 cr
- MUA 603 Recital Prep (to be taken as 2 courses over 2 semesters) 4cr
- MUS 632 Solo Recital 2 cr
- MUA 606 Repertoire 2 cr
- MUS 502, 504, 506, 507 University Ensembles (2 semesters) 2 cr
- MUS 506 Chamber Music 2 cr

Electives: 4 cr

Vocal Track Requirements: 20 cr

- MUA 621 - 622 Applied lessons (to be taken as 2 courses over 2 semesters) 4cr

MUA 603 Recital Prep (to be taken as 2 courses over 2 semesters) 4 cr

MUS 632 Solo Recital 2 cr

MUA 606 Repertoire 2 cr

MUS 501(University Chorus), MUS 505 (Chorale) or

MUS 508 (Opera Workshop) 4cr

Electives: 4 cr

Keyboard Track Requirements: 20

MUA 601-682 Applied lessons (to be taken as 2 courses over 2 semesters) 4 cr

MUA 603 Recital Prep (to be taken as 2 courses over 2 semesters) 4cr

MUS 632 Solo Recital 2 cr

MUA 606 Repertoire 2 cr

MUS 506 Chamber Music AND/OR

MUS 516 Collaborative Piano 3 cr

MUS 576 Keyboard Wellness Workshop (to be taken over two semesters) 2

Electives: 3 cr

3.3.1 Recital Procedures

All graduate music performance students are required to complete a recital as a culminating project for their degree. Each student must successfully pass a recital qualifying jury in the semester prior to the semester in which he or she plans to perform the graduate recital. These pre-recital juries are to be performed at the end of the semester during regularly scheduled juries. It is up to the student to coordinate this jury with his or her recital committee, making sure that all three recital committee members are present for the pre-recital jury. Exceptions can be made in extreme circumstances. Following the completion of successful recital qualifying jury, the student must then obtain a Graduate Recital Commitment Form from the Department of Music Enrollment Administrator (Gayle Kish), and obtain the signatures of his or her recital committee members. *See Recital Committee below.* This Form must be signed by the Coordinator of Graduate Studies in Music (Dr. Victor Liva) and turned in to Gayle Kish before the end of the semester so that a section of solo recital can be created for the student's applied instructor.

It is the student's responsibility to be aware of the timeline required for successful completion of the three events and to obtain all relevant forms from the Enrollment Administrator and the necessary committee signatures in a timely fashion. All costs of accompanists, assisting performers, music, program notes and translation duplication are the responsibility of the student. The recital program will be printed by the Music Department.

3.3.2 Recital Committee

The student is responsible for assembling an evaluating committee of three CSU Department of Music faculty members, including the applied teacher. At least one committee member must be a full-time CSU Graduate Music Faculty member. The student's applied teacher will serve as the chairperson of the committee. The student will secure a Graduate Recital Commitment Form from the Department of Music Enrollment Administrator and have it signed by the members of the committee. All committee members will hear and evaluate the Recital Qualifying Jury (if possible), the Graduate Recital and the Comprehensive Exam.

3.3.3 Graduate Recital Qualifying Jury

The Graduate Recital Qualifying Jury must be taken in the semester (fall or spring) prior to that in which the recital will be presented. The student must secure a Graduate Recital Qualifying Jury Grade Form and present the form at the jury. The student must present a list of any other performers on the recital. (There is a place for this on the Jury Form.)

Vocal students must be prepared to perform six songs/arias by memory for the jury. (Oratorio excerpts are the only exception to this.) The student will choose the first song to be presented. The jury may then ask to hear any other song from the prepared repertoire. A total of 4 of the 6 prepared songs will be sung for the jury.

Instrumentalists should negotiate repertoire for the jury with their committee members. An instrumental student should be prepared to play a representative sampling of each of the works that will be performed on the recital.

After passing the qualifying jury, students will then present the Grade Form to the Graduate Program Director (currently Dr. Victor Liva) and secure his signature on the Recital Commitment Form indicating his permission to register for the Graduate Recital. The student may then register for MUS 632 - Solo Recital.

3.3.4 Program Notes

Students are required to submit a draft of their program notes for approval at least three weeks prior to the recital: 500-1000 words, exclusive of translated vocal texts. Faculty eligible to approve drafts:

Strings, Guitar, Harp:	Professor Liva
Woodwinds, Brass and Percussion:	Professor Meeker
Keyboard:	Professor Angelin Chang
Voice:	Professor Bailey

3.3.5 The Recital

All performance majors should present a full-length concert performance (60 minutes of music minimum) complete with program notes (required of all students) and translations (required of vocal students). Chamber music (that requiring 3 or more performers) is encouraged, but cannot

exceed 25% of the total recital time. For best choice of dates, schedule the recital hall by the end of the academic year prior to the one in which you wish to give your recital. A copy of the program, including program notes, is due in the Music Office two full weeks before the recital date. (Refer to the Recital Program Information Sheet for details.) It should be typed and include the student's degree (e.g. Master of Music), date, time and location of the recital, the student's name and the names of all accompanying musicians, program order, exact titles, and the composer's names and dates. Examples of program format are available through the Music Office.

Literature selected for the recital should represent at least three historical periods of music. (Exceptions may be made with the permission of the area coordinator.) Vocal students must include repertoire in French, Italian and German, as well as English. They must also include at least one operatic or oratorio aria. All vocal repertoire must be memorized, with the exception of chamber music (any selections including 3 or more performers) and selections from oratorio aria.

3.3.6 Comprehensive Exam

The purpose of the comprehensive exam is to integrate the full range of the student's graduate studies, asking him/her to draw together ideas and methods presented in previous course work and apply them to their studio/recital repertoire. The student will prepare and deliver a one hour lecture based on the repertoire of the graduate recital, which will be followed by up to 30 minutes of questions from the Performance Exam Committee. (The Performance Exam Committee should, whenever possible, be comprised of the same faculty members as the Recital Committee.) The lecture will include a detailed discussion of the recital repertoire, including but not limited to:

1. historical context. - Discuss stylistic features. - Discuss similar repertoire by the same or contemporary composers.
2. formal properties (analysis). - Include a detailed discussion of at least 10 minutes of music from the recital. Include structure/form, harmonic language, melodic and rhythmic properties, or any other elements that are significant to the essence of the repertoire.

Handouts or chalkboard may be used. (Requests for other technical support items, such as overhead projectors, video projectors, etc., must be submitted in advance to the Administrative Assistant for the Department of Music Joyce Toerek.) The student may demonstrate during the lecture with his/her instrument or voice, but the presentation is to be mostly verbal. Performed examples are to be used only to illustrate points clearly defined in the lecture.

3.3.7 Completing the paperwork

Only after the recital and the comprehensive exam are complete, will the committee convene to determine an appropriate grade. The completed Exam Form will then be submitted to the Graduate Music Director by the Chair of the Recital/Exam Committee. The student must provide

a copy of the recital program and any supplementary materials (text translations, program notes, etc.) which will be submitted along with the grade form. All forms, the recital program, and the supplements will be placed in the student's permanent department file. Only after all of the materials have been submitted will the Graduate Music Program Director submit the Graduate Recital (MUS 632) grade to the University Registrar.