

Northeastern Illinois University
Department of Music and Dance

GRADUATE MUSIC HANDBOOK

Welcome to Northeastern Illinois University's Graduate Music Program. This handbook serves as a guide to the policies and procedures of our program and will help you keep track of the requirements and deadlines. Please read it carefully and often.

The checklist takes you step by step through the entire process from application to graduation. A worksheet is included to assist you in keeping track of your coursework. A list of the M.A. in Music requirements for the Music Education and Applied Pedagogy Programs is also included.

The more general Graduate Student Handbook, published by the Graduate College, is also important to read. It is available online and from the Graduate College in the B Wing, Office 159.

For further information or details concerning this handbook, please contact Professor Travis Heath, Graduate Advisor, at (773)442-5917 or by e-mail at t-heath@neiu.edu.

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CHECKLIST POLICIES AND PROCEDURES

MUSIC DEPARTMENT PRE-REQUISITE APPROVAL

I. Applied Pedagogy

- Completion of a Bachelors Degree in Music with a minimum GPA of 2.75
- Audition and approval for 400-level in major applied instrument/voice (see step 1 below)
- Letter of Recommendation about your music background
- Completion of Entrance Placement Exams in music history and music theory, to be completed before the first semester of enrollment. (see step 3 below)

FOLLOW THESE STEPS:

1. **AUDITION**

Approval for the program requires approval by the appropriate applied faculty through an audition in the student's applied area (instrument or voice). For the Pedagogy emphasis, 400-level approval is required.

Auditions are arranged by contacting the appropriate applied faculty or the graduate advisor. New students are encouraged to audition during the Spring/Fall Graduate Audition dates. These dates are posted on the website. Vocal students may also sign up to audition at the juries held during final exam week.

If a student is not approved for graduate (400) level, he/she may be asked to enroll at the 300-level as a remedial option and apply for graduate (400) level at the next jury. This should be done only if the applied faculty believes strongly that the student has potential to attain 400-level in a reasonable amount of time (one or two semesters).

2. APPLY FOR ADMISSION

Applications are available online at www.neiu.edu/~gradcoll or from the Graduate College Office in B159. The phone number is 773/442-6000.

Applications must first be approved by the Graduate College through submission of undergraduate transcripts and letters of recommendation. A Grade Point Average (GPA) of 3.0 is required for admission.

STUDENT-AT-LARGE STATUS

A student may enroll as a "student-at-large" while awaiting completion of his/her application approval. Up to nine (9) credit hours may be taken and transferred into the program. Note: A student-at-large is not eligible for a Graduate Tuition Scholarship.

3. GRADUATE PLACEMENT EXAMS

The Graduate Placement Exams in Music History and Music Theory are required of all music students entering the graduate program. They must be taken by all incoming students. No student will be accepted into the program until these exams are taken.

These exams are scheduled for the first Friday in August, December, and April. Exact times and location will be posted on the website and on the department bulletin board. Failure to take the exams before completing the first semester of enrollment will result in the placement of an advising hold on further enrollment.

NOTE: If a candidate has taken all the music theory and music history courses at NEIU in the past four years and received a grade of "A" or "B" in all the courses, it is not necessary to take a placement exam.

The placement exams are diagnostic in nature and help determine whether or not a student has sufficient knowledge to succeed in graduate music at Northeastern. The following options are available if after taking the exams deficiencies are noted:

1. Enroll in the required remedial course(s) and complete with a minimum grade of "B."
2. Sign a self-study agreement to take a second exam during the next scheduled exam date. (The second exam will be a different one. In no instance will a third exam be administered.)

If the student fails to remove the deficiencies after taking the second exam, he/she is required to take the remedial course(s) and receive a minimum grade of "B." Such courses are in addition to the 32 credit hours required for graduation.

(If the student cannot take the remedial course(s) at Northeastern because of daytime scheduling problems, approval may be given to enroll in an equivalent course at another institution with a minimal grade of "B." Proof of this must be presented to the graduate advisor in an official transcript.)

NOTE: THE DEADLINE FOR COMPLETING REMEDIAL COURSE WORK OR REMOVING DEFICIENCIES IS ONE YEAR OR 16 CREDITS. FAILURE TO MEET THIS DEADLINE WILL RESULT IN THE PLACING OF AN ADVISING "HOLD" ON THE STUDENT'S REGISTRATION WHICH WILL PROHIBIT FURTHER GRADUATE COURSE ENROLLMENT.

4. REGISTRATION

Plan to meet with your advisor, Professor Heath (773-442-5917) t-heath@neiu.edu, to select your new courses. Appointments should be made after receiving the results of the diagnostic exams. Direction will be given to new students on course overrides and other departmental procedures regarding registration at this time. A plan of execution for completing the degree should be designed during this first meeting. New and continuing students will register for classes through NEIUport. Any additional questions should be addressed to The Registration Office, which is located in Building D and is part of the Office of Enrollment Services. Normal business hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. The Enrollment Services Center is open Monday through Thursday

from 8:30 a.m. to 7:00 p.m. and on Friday from 8:30 a.m. to 4:30 p.m.

5. **DEGREE CANDIDACY**

You must apply for degree candidacy after completion of 12 credit hours. Degree Candidacy Applications can be obtained from the Graduate College (LWH 0006). Approval for degree candidacy indicates you are making satisfactory progress and are expected to complete the degree.

NOTE: CANDIDACY WILL NOT BE APPROVED UNTIL ALL DEFICIENCIES HAVE BEEN REMOVED BY TAKING REMEDIAL COURSES OR SECOND PLACEMENT EXAMS.

6. **COMPLETE REMAINDER OF COURSEWORK**

32 graduate credit hours are required for the degree. Only 400-level courses or approved 300-level courses will apply. (It is useful to use the worksheet in the back of this handbook to help you keep track of your progress. Remember to bring the worksheet with you when meeting with your advisor.)

This includes completion of the Graduate Virtual Community.

GRADUATE VIRTUAL COMMUNITY

You must join the Music Department Group located through the Groups tab/link in NEIUport. A general question about music will be posed to you, in blog format, from different music faculty members. You must reply with an intellectual, well written response of appropriate length to be given credit. You must fulfill an online requirement of 16 meetings. They break down into one meeting a month equaling 8 in a school year, September through April only.

7. **THESIS SEMINAR (MUS 481)**

Thesis Seminar is the culminating course for the M.A. degree. This course is generally taken in the third semester of study and is taken after MUS 424 Bibliography and Degree Candidacy has been completed. The student and the thesis advisor must submit

the *Thesis Seminar Course Maintenance Form* the semester before enrollment. This form can be obtained from the graduate advisor or FA 126.

After checking to see that all required course work has been completed and degree candidacy has been approved, the graduate advisor will sign the form and send it forward for signatures by the Department Chair, the A&S Dean and the Graduate College Dean. This often takes some time, maybe up to one month. Therefore, it is important to start this process the semester before enrollment.

Thesis Seminar is an independent study course. The student's *thesis advisor* acts as a mentor and guide as the student pursues his/her research and planning for the final project. This work will result in a formal written proposal to be submitted for approval by the thesis committee.

The grade for Thesis Seminar is given after submission and approval of the Thesis Proposal, Thesis Paper, Lecture Recital or Final Project and completion of the comprehensive exam. Completion often takes more than one semester, so an automatic grade of "I" (Incomplete) will appear in automatic matriculation on each semester grade report.

8. **THESIS PROPOSAL**

A thesis proposal should consist of the following:

- A clear narrative describing the thesis topic for the recital/lecture subject and program. This should include appropriate citations and musical examples. This should be written in clear, grammatical English. The narrative should be double-spaced and no more than two pages in length.
- An outline of the contents of the proposed paper.
- A sample program of the repertoire to be performed or Final Project material to be presented.
- An annotated bibliography of all primary sources and supplementary materials.

9. **THESIS COMMITTEE**

The student's thesis committee is chosen in consultation with his/her thesis advisor and/or the Graduate Advisor. The thesis committee should consist of three to five graduate faculty members including the thesis advisor. It is the student's responsibility to contact the graduate faculty members and request their participation. Once they have agreed to be on the committee, the student must notify the graduate advisor of their names.

THESIS PROPOSAL APPROVAL

With approval of the thesis advisor, the student makes four copies of the proposal to be sent to the Graduate Advisor for distribution to members of the thesis committee for comments and/or approval. **This is typically done the semester before the student plans to submit the completed thesis and perform the recital. Thesis proposals must be approved at least two months before the recital date.**

Thesis committee members are required to read and approve the student's thesis proposal, thesis paper, and attend the student's lecture recital/presentation.

10. **SCHEDULING THE LECTURE RECITAL/PRESENTATION DATE**

Once the proposal has been approved, a recital venue and date **Request Form** must be completed in consultation with the Concert Coordinator. Once the recital date(s) is confirmed the student must obtain a **Degree Recital Form** from the Graduate Advisor to be completed and signed by the Thesis Advisor, Graduate Advisor, Thesis Committee, and Staff or approved Accompanist before the recital can be scheduled.

NOTE: GRADUATE RECITALS WILL NOT BE SCHEDULED TO TAKE PLACE DURING THE LAST TWO WEEKS OF A SEMESTER.

LECTURE RECITAL/DEMONSTRATION FORMAT

There are two format options:

- i. Lecture Recital presented as a combined 1hr:
½ hour lecture-intermission- ½ hour performance/demonstration or the performance/demonstration appropriately dispersed within the lecture.
- ii. Full 1 hour performance recital, and separate lecture date.
In this option the Thesis Committee must all agree to attend both dates.

PROGRAM AND PROGRAM NOTES

Program notes and/or musical examples are required along with a program for a recital. Foreign language song translations are also required when appropriate. The thesis advisor is responsible for approving the program and program notes for the recital. Students are responsible for printing their own program notes. The actual concert program (not notes) will be submitted to the Concert Manager for printing with the [Degree Recital Form](#).

11. THESIS PAPER

When writing a thesis, the student should consult the following publication: *Graduate Thesis Procedure*. This can be obtained from the Graduate College in LWH 0006. Once the thesis proposal is approved by the thesis committee, the student may proceed with the writing of the thesis under the guidance of the thesis advisor.

12. SUBMITTING THE THESIS PAPER

A written thesis must be first approved by the thesis advisor. Once approved, copies are then submitted to the thesis committee for comments and/or approval. If serious revisions need to be made, the student must do so in consultation with the thesis advisor and the committee members. The revised thesis is submitted again to the committee for final approval.

13. COMPREHENSIVE EXAM

A comprehensive examination must be taken at the first possible exam date after the thesis paper is submitted and/or the recital is performed. The dates of the exam are concurrent with the Graduate Placement Exams and are offered on the first Friday in the month in August, December, and April.

The Comprehensive Exam is a written test that evaluates what you have learned in your area of specialty during your graduate study. The test consists of two pedagogical/historical essay questions of which you choose one, and three score identifications. You will be expected to write intelligently about the musical content providing a thorough stylistic analysis and name a composer, probable date of composition, and title of the work. You will need a pencil(s), eraser(s), and blue books - available from the book store. Consult the book *Guidelines for Style Analysis* by Jan La Rue for help preparing for the exam.

The Comprehensive Exam will be graded on a Pass/Fail basis. (The completed test must reflect a working knowledge of pedagogical craft, historical and theoretical perspective, and a graduate level writing ability.) If the student does not pass the exam the first time, he/she must wait to retake the exam until the next scheduled exam date. This will delay the date of graduation; therefore it is imperative that you do your best the first time.

16. APPLYING FOR GRADUATION

The student must apply for graduation at the beginning of the semester he/she expects to graduate. (See the deadline date posted in the *Schedule of Classes*.) Application forms are available from the Graduate College in LWH 0006.

*NOTE: INCLUDE ONLY THE 32 CREDITS OF
REQUIRED GRADUATE COURSES ON THE
APPLICATION.*

17. SUBMITTING FINAL DOCUMENTS

The student is responsible for submitting all final documents and papers to the Graduate College. These documents are:

- Final approved Thesis, Recital Program and CD, any additional Program Notes
- A Title Page (See Graduate College Thesis Manual)
- Thesis and Recital Acceptance Form signed by all members of the committee
- Thesis and Recital Release Form signed by student

Master of Arts Degree - REQUIREMENTS - Applied Music Pedagogy

Major Area

MUS 424 Music Bibliography & Research	3 cr. _____
MUS 428 Repertoire Seminar I	3 cr. _____
MUS 428 Repertoire Seminar II	3 cr. _____
MUS 431 Applied Music Pedagogy I	3 cr. _____
MUS 432 Applied Music Pedagogy II	2 cr. _____
MUS 481 Thesis Seminar	3 cr. _____

- **Student must enroll at least one semester before the thesis is submitted or the recital performed.**

Other Studies in Music

MUS 452 Applied Lessons	8 cr. _____
One course chosen in Music History	3 cr. _____
MUS 312 Beethoven	
MUS 321 Seminar in Music History: Stravinsky	
MUS 463 Women in Music	
MUS 471 Seminar: Baroque	
MUS 472 Seminar: Classical Era	
Music Theory	3 cr. _____
MUS 405 Form and Analysis	

Electives

**Select the remainder from Performances Courses:
MUS 329, 411, 412, 413, 414, 423, 425, 426, 434
or other dept. approved courses**

1 cr. _____

Total

32 cr.

Further Requirements for Graduation:

Ensemble Participation: Participation in a large ensemble for a minimum of three terms is required (wind and percussion students enroll in Band; guitar students enroll in Guitar Ensemble; string students [violin, viola, cello, and string bass] enroll in Orchestra; voice students enroll in University Chorus, Opera Workshop, Chamber Singers, or Musical Theater; piano students enroll in Practicum Chamber Music, Piano Ensemble Four Hands, or Accompanying).

Graduate Virtual Community

Thesis Proposal

Thesis Paper

Lecture Recital / Final Project

Comprehensive Exam

Application for Graduation and Submission of Final Documents

GRADUATE TUITION SCHOLARSHIP Requirements and Procedures

I. ELIGIBILITY

- A. Acceptance by the Graduate College.
- B. Acceptance into the Master's Degree Program by the Department of Music. This includes the following:
 - Acceptance of application materials (transcripts, recommendations, etc.)
 - AUDITION for acceptance for graduate (400-level) applied study by the appropriate applied faculty
- C. Completion of Placement Exams before first semester's enrollment.
- D. Completion of all prerequisite and/or remedial coursework before completing twelve (12) graduate credit hours. (Any student who has accumulated more than twelve graduate credit hours and has not completed all prerequisites and/or remedial coursework will be considered ineligible.)

II. HOW TO APPLY

- A. An online application is required by the Graduate College during specific calendar dates. Please check online for the availability and deadline. (www.neiu.edu/~grad)
- B. Check all three semester boxes: Fall, Spring, Summer. Since we audition only once a semester, you must do this or risk losing your tuition waiver for the semester you failed to check.

III. AUDITION PROCESS

- A. Graduate Merit Tuition Auditions are held on a Friday in late March or early April. The exact date will be posted on the department website (www.music.neiu.edu).
- B. A sign-up sheet will be posted on the department bulletin board at least one month before the audition date. You may sign up in person or call the music office at 773/442-5900. You may also e-mail Dr. Travis Heath at t-heath@neiu.edu.
- C. The Audition form and the Contract Agreement should be completed and brought to the audition. (These forms are available in the Music Department and will be available at the audition as well. They can also be sent via e-mail. (All information must be correct and printed clearly. Incomplete and/or illegible materials will not be considered.)
- D. Performance of one or two selections of graduate level repertoire for the Graduate Committee. (The time limit is 6 minutes. We will stop you when the allotted time expires.)

IV. CRITERIA & SELECTION

- A. Musicality, technique, memorization, appropriateness of repertoire. (Each adjudicator gives a rating from 1 to 10, 10 being the highest.)
- B. GPA of 3.0 or above.
- C. Appropriate progress toward the degree.

V. NOTIFICATION

Students will be notified by letter from the Graduate College.

Northeastern Illinois University
Department of Music

GRADUATE TUITION SCHOLARSHIP
CONTRACT AGREEMENT

- I. The recipient of a graduate tuition scholarship in music must be enrolled for applied music study with a NEIU music faculty member, or with an approved adjunct teacher.
- II. The recipient of a graduate tuition scholarship in the music pedagogy program must be enrolled in and participate in the NEIU music department ensemble(s) as assigned by the Graduate Advisor each semester.
- III. The recipient of a graduate tuition scholarship must have taken the graduate placement exams in theory and music history before the first term of enrollment.
- IV. The recipient of a graduate tuition scholarship must maintain a GPA of 3.0
- V. The recipient of a graduate tuition scholarship in the music pedagogy program must perform on at least one student recital or convocation each year.
- VI. Any courses dropped during the semester, without the knowledge and agreement, in writing, of the graduate advisor and graduate committee, will result in that portion of the tuition award being withdrawn and reassigned. The student will then be responsible for any tuition costs assessed by the university, for drops beyond the course schedule refund dates.
- VII. If you agree to the above stipulations, please sign and return. The graduate tuition merit award will not go into effect until this agreement is signed and returned.

Print Name _____ ID _____

Signature _____ Date _____

Return Document to: Travis Heath, Graduate Advisor & Coordinator
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