

Department of Music
GRADUATE PROGRAM
HANDBOOK



Revised 09/2008

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 Phyllis Hurt, Graduate Advisor, at (773)442-5915 or by e-mail at p-hurt@neiu.edu.

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CHECKLIST

POLICIES AND PROCEDURES

1. APPLICATION 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.

2. PROGRAM APPROVAL

There are two emphases in the Master's program: Music Education (I) and Applied Pedagogy (II). Approval requires the following:

I. Music Education

- Audition and approval for 300 level in major applied instrument/voice
- Minimum GPA of 3.0
- Completion of Entrance Placement Exams in music history and music theory, to be completed before the first semester of enrollment.

II. Applied Pedagogy

- Audition and approval for 400-level in major applied instrument/voice
- Minimum GPA of 3.0
- Completion of Entrance Placement Exams in music history and music theory, to be completed before the first semester of enrollment.

3. **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 Merit Tuition Award.

4. **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; for the Music Education emphasis, 300-level approval is required.

Auditions are arranged by contacting the appropriate applied faculty or the graduate advisor. New students can 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).

5. **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 the first week of the first semester of enrollment. No student will be accepted into the program until these exams are taken.

These exams are usually scheduled during the first or second week of the semester. Exact times and dates 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.

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 in 2-4 months. (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 recommended course(s) and receive a minimum grade of "B."

(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.

6. **DEGREE CANDIDACY**

You must apply for degree candidacy after completion of 12 credit hours. Degree Candidacy Applications can be obtained from the Graduate College (B 159). 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.

7. **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.)

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

Thesis Seminar is the last required course and is taken after all other course work 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 submitted after submission and approval of the final project and completion of the oral exam. Completion often takes more than one semester, so an automatic grade of "I" (Incomplete) will appear on each semester grade report.

9. THESIS PROPOSAL

A thesis proposal should consist of the following:

- A clear narrative outlining and describing the thesis topic or 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 ten pages in length.
- A sample program of the repertoire to be performed.
- A substantial bibliography of relevant sources and materials.

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 must be done at least two months before the student plans to submit the completed thesis or perform the recital.**

NOTE: THE CONCERT MANAGER WILL NOT SCHEDULE A DATE ON THE CONCERT CALENDAR FOR A MASTER'S RECITAL UNTIL HE HAS BEEN NOTIFIED BY THE GRADUATE ADVISOR THAT THE STUDENT'S PROPOSAL HAS BEEN APPROVED.

10. 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 committee members are required to read the student's thesis, attend the student's recital and participate in an oral exam.

11. THESIS

When writing a thesis, the student should consult the following publication: *Graduate Thesis Procedure*. This can be obtained from the Graduate College in B 159. 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

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. SCHEDULING THE RECITAL DATE

Once the proposal has been approved, a recital date may be selected in consultation with the Concert Manager. A recital permission form must be completed and signed by the Thesis and Graduate Advisors before the recital can be scheduled.

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

14. PROGRAM AND PROGRAM NOTES

Program notes 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. These must be submitted to the Concert Manager well in advance of the recital date.

15. ORAL EXAM

An oral examination must be scheduled as soon as possible after the thesis is submitted or the recital is performed, preferably within two weeks. The thesis advisor should consult with the committee members and the student to schedule this.

The graduate advisor should be notified in advance of the date and time of the oral exam in order to prepare the necessary paperwork. The graduate advisor will need the following information from the student:

- the student's complete name and student ID number
- the exact title of the thesis or recital program.

NOTE: ORAL EXAMS MUST TAKE PLACE NO LATER THAN TWO WEEKS BEFORE THE DATE OF GRADUATION.

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 B159.

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 OR Recital Program, Program Notes and CD
- A Title Page (See Graduate College Thesis Manual)
- Thesis/Recital Acceptance Form signed by all members of the oral exam committee
- Thesis/Recital Release Form signed by student

Master of Arts Degree - REQUIREMENTS - Emphasis I: Music Education

MUS 424 Music Bibliography & Research 3 cr.

MUS 493 Dynamics of a Music Curriculum 3 cr.

MUS 491 Seminar in Research in Music Ed. 3 cr.

MUS 492 Seminar in Administration and Supervision of School Music 3 cr.

MUS APPL 351, 352, 353, 452 or 453 total 6 cr

- Private lessons of ½, ¾ or 1 hour at 1, 1.5, or 2 credits

ELECTIVES 11 cr.

Must be chosen from the following courses:

- 400-level and approved 300-level courses.
- Graduate Ensembles chosen from: MUS 411, 412, 413, 426, 434. A maximum of 3 credits may apply as elective credits

MUS 481 Thesis Seminar. 3 cr.

- Student must enroll at least one semester before the submission of thesis or recital performance.

Total 32 cr.

Thesis / Recital

- A thesis/recital proposal must be submitted to the thesis committee for approval before a recital can be scheduled. This should be done at least two months before recital.

Oral Exam

- The oral exam should be scheduled as soon as possible after the thesis has been submitted or the recital performed; normally within two weeks. The grade for MUS 481 will be turned in after completion of the oral exam.

Master of Arts Degree - REQUIREMENTS - Emphasis II: Applied Music Pedagogy

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 APPL 452 or 453	8 cr.
ELECTIVES	7 cr.

Must be chosen from the following courses:

- **400-level and approved 300-level courses.**
- **Graduate Ensembles chosen from: MUS 411, 412, 413, 426, 434. A maximum of 3 credits may apply as elective credits**

MUS 481 Thesis Seminar **3 cr.**

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

Total **32 cr.**

Thesis / Recital

- **A thesis/recital proposal must be submitted and approved before a recital date can be scheduled. This should be done at least two months in advance of the recital.**

Oral Exam

- **The oral exam should be scheduled as soon as possible after the thesis has been submitted or the recital performed, normally within two weeks. The grade for MUS 481 will be submitted after completion of the oral exam.**

WORKSHEET

M.A. in Music — MUSIC EDUCATION — Emphasis I

NAME _____ ID _____

<u>REQUIRED COURSES</u>	CR.	TERM
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MUS 424 Music Bibliography & Research	3	_____
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MUS APPL 351, 352, 353, 452 or 453 Applied Music	6	_____
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MUS 493 Dynamics of a Music Curriculum	3	_____
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MUS 491 Seminar in Research in Music Ed.	3	_____
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MUS 492 Seminar in Administration and Supervision of School Music	3	_____
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<u>ELECTIVE COURSES</u>	11	
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- Chosen from the following: MUS 312, 321, 329,
or other 400-level courses

- Graduate ensembles: 411, 412, 413, 423,
426, 434 (limit of 3 credits)

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MUS 481 THESIS SEMINAR	3	_____
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	32 CR.	
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TOTAL

WORKSHEET

M.A. in Music - APPLIED MUSIC PEDAGOGY - Emphasis II

NAME _____

ID _____

<u>REQUIRED COURSES</u>	<u>CR.</u>	<u>TERM</u>
MUS 431 Applied Music Pedagogy I	3	_____
MUS 432 Applied Music Pedagogy II	2	_____
MUS 428 Repertoire Seminar I	3	_____
MUS 428 Repertoire Seminar II	3	_____
MUS 424 Music Bibliography & Research	3	_____
MUS APPL 452 or 453	8	
_____	_____ cr.	_____
_____	_____ cr.	_____
_____	_____ cr.	_____
_____	_____ cr.	_____
_____	_____ cr.	_____

<u>ELECTIVE COURSES</u>	7	
<ul style="list-style-type: none"> ▪ Chosen from the following courses: MUS 312, 321, 329, 425 or other 400-level courses. ▪ Graduate Ensembles: MUS 411, 412, 413, 426, 434 (limit of 3 credits) 		
_____	_____ cr.	_____
_____	_____ cr.	_____
_____	_____ cr.	_____
_____	_____ cr.	_____
_____	_____ cr.	_____

MUS 481 THESIS SEMINAR	3	_____
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TOTAL	32 CR.	
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GRADUATE TUITION MERIT AWARD 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 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.neiu.edu/~music).
- 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. Phyllis Hurt at p-hurt@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 3.50 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 MERIT TUITION AWARD
CONTRACT AGREEMENT

- I. The recipient of a graduate merit tuition award 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 merit tuition award in the music pedagogy program must be enrolled in and participate in a NEIU music department ensemble each semester
- III. The recipient of a graduate merit tuition award must have taken the graduate placement exams in theory and music history before the first term of enrollment.
- IV. The recipient of a graduate merit tuition award must maintain a GPA of 3.0
- V. The recipient of a graduate merit tuition award 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: Phyllis Hurt, Graduate Advisor & Coordinator
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Northeastern Illinois University
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Ph: (773) 442-5915 email: p-hurt@neiu.edu