



TEXAS WOMAN'S UNIVERSITY
School of the Arts
Department of Music and Drama

Graduate Music Handbook
2016-2017

THIS PUBLICATION IS AN OFFICIAL DEPARTMENTAL DOCUMENT

Policies and Guidelines are current
and supplement the TWU Graduate Catalog

July 22, 2016

Welcome to the TWU Music Department:

On behalf of the music faculty of TWU, I extend a cordial welcome to all new students and a welcome back to continuing students. This handbook contains information on general department policies, procedures, and requirements, as well as specific curricular requirements for each of the music programs offered at TWU. You are responsible for the information contained herein, so take the time to become familiar with it and do not hesitate to ask any questions you may have. Although you will be assigned a faculty advisor based on your particular major, keep in mind that their role is advisory only; as a student you are ultimately responsible for awareness and completion of the requirements for your particular program.

Note that requirements change periodically as programs are developed to reflect new standards, state guidelines, and current practice in the field. There exists a possibility that the degree plan in effect when you first enroll at TWU will be modified to some extent over time, for example, when a new course replaces an existing course and the latter is no longer offered. You are expected to schedule an appointment with your advisor each semester for registration advising and reviewing progress toward your degree. Be sure you are familiar with the TWU core curriculum and graduation requirements.

In consultation with your advisor, you need to complete a Degree Plan during your first semester and it will be filed in the Graduate School. You can access your transcript through your TWU Pioneer Portal account to assist you in keeping track of your coursework.

All music students should get in the habit of checking your TWU email account and the department bulletin boards on a regular basis for announcements that pertain to you. Be sure to complete a student information form for your department file at the beginning of each semester and return to the Music Office.

The music faculty is dedicated to assisting you in reaching your educational and professional goals. Do not hesitate to approach the faculty for assistance or guidance with questions or concerns that may arise.

Sincerely,

Dr. Pamela Youngblood
Professor of Music
Chair, Department of Music & Drama

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ADMISSION

Applications for admission must be approved by both the Department of Music and the Graduate School for formal admission to graduate music programs.

TRANSFER OF GRADUATE CREDIT

- Graduate students may request transfer of up to 6 hours of appropriate graduate work from an accredited graduate program.
- No more than 12 hours of appropriate TWU graduate credit earned as a non-degree seeking student may be applied toward a TWU graduate degree. Transfer credit must have approval of the department chair and the Dean of the Graduate School.

PLACEMENT EXAMINATIONS

- Graduate students take placement examinations in music history and music theory/aural skills. These exams are taken at the beginning of the first year of graduate course work.
- Students who do not meet minimum proficiency levels will be required to remove these deficiencies through coursework or other approved study with graduate faculty members.
- The placement exams are not required for students who have completed an undergraduate music degree at TWU with a GPA of 3.0 or higher within the past five years.
- Undergraduate leveling courses may not be counted toward the graduate degree requirements.

AUDITION

- Graduate students entering the Music Pedagogy and Music Performance programs must audition on the primary instrument prior to the beginning of the first semester of registration.
- Vocalists entering the Music Pedagogy program also take a placement exam performing simple piano accompaniments and scales. Admission is granted on a provisional basis until the auditions and exams are successfully completed.

PERFORMANCE MAJOR BARRIER EXAM

- Graduate students desiring to major in performance will be admitted to the performance track provisionally until they have successfully completed the performance major entrance audition.
- This audition will be performed for a panel of applied faculty representing all areas of applied study (keyboard, instrumental, and vocal) assembled specifically for this purpose.

- The performance entrance audition must be successfully completed no later than the accrual of 18 hours of study for graduate students (roughly equivalent to the end of the second semester of study).
- Students can only take the audition once.
- Students who do not pass the audition can major in music pedagogy, but cannot pursue a major in music performance at TWU.

GRADE REQUIREMENTS

- A grade of 'A' or 'B' is required for courses to be counted toward the degree. If a student receives a grade lower than a B, the course must be repeated. In no case may a course with a grade below B apply to the degree.
- Graduate students are expected to maintain a B average on all graduate work. Consistent failure to do so results in dismissal from the Graduate School.
- When a student's cumulative grade average on graduate-level work falls below B or when a student receives a grade of D, F, or WF during any one semester or full summer session of twelve weeks, the student is automatically on academic probation and notified of this status. Earning a grade of D, F, or WF or failure to restore the cumulative average to B or above during the next enrollment results in dismissal from the Graduate School.
- It is not possible to improve the grade record at Texas Woman's University by attendance at another university. Students who have been suspended may reapply to the TWU Graduate School when 6 years have elapsed after the suspension.
- All course work will expire 6 years after it has been taken.

ADVISING

- Graduate students are assigned an advisor within the music department based on their major field of study. The names of the advisors are listed on the Music Department website.
- Students are to confer with their advisor prior to their initial registration, and at least once during each semester prior to registration for the next semester. Students should not alter their registration without consulting their advisors.
- Ultimate responsibility for correct course registration lies with the student.

DEGREE PLAN

- The graduate student and the advisor share the responsibility to file a Master's Degree Plan with the Graduate School (Master's Degree Plan).
- When the student presents a minor, a faculty member from the minor department must approve the proposed program through signature on the degree plan.

ADMISSION TO CANDIDACY

When the degree plan has been approved in the Graduate School, all admission or

other conditions have been met, and at least twelve hours of course work have been successfully completed, the student is admitted to candidacy for the master's degree.

THESIS/PROFESSIONAL PAPER/SPECIAL PROJECT AND/OR RECITAL

- Graduate students are reminded to study carefully the special procedures for submitting the professional paper, thesis, project, and/or recital. The Graduate School publication Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers (available online) should be consulted for information concerning the thesis or professional paper.
- Graduate students may use the computer and research consultant services of the Department of Mathematics and Computer Science in the preparation of professional papers, theses, and dissertations. To use these services, students must enroll in CSCI 5921 (Research Consultation Laboratory). The course may be repeated for additional credit as needed.
- It is the graduate student's responsibility to recommend the membership of the Research Committee. The Research Committee consists of three voting members of the graduate faculty, at least one of whom represents the major component.
 - o Note: A prospectus must be in the hands of all members of the appointed graduate committee ten days prior to the first meeting of that committee. The first meeting of the graduate committee must be arranged before any data gathering work is undertaken. Consult the Graduate Catalog for specific requirements. Graduate students should organize their committee at the earliest possible time. The Committee must authorize the content and format for all graduate culminating projects. All research projects, including surveys, experiments, etc., that involve human participants must be approved by the university Institutional Review Board prior to the collection of any data. Procedures related to the IRB can be found on the graduate school website.
- Graduate students should note all deadlines and be cautioned to allow sufficient reading time for committee members who are responsible for signing theses and professional papers.
 - o Note: Many documents require original signatures and copies will not be accepted.

ORAL EXAMINATION

- All graduate degree programs include a comprehensive oral examination. This examination is taken following completion of the culminating project. In addition to focusing on the student's area of specialization, the exam addresses music theory, history, performance practice, and research and bibliography skills.
- Topics include but are not limited to: score identification in terms of music historical period, style characteristics, possible composer, genre, and musical forms.

WEEKLY RECITAL HOUR RESPONSIBILITIES

- Woodwind, Brass, and Percussion recital hour sign-up, instructions, and program forms are found on the bulletin board across from Office 204.
- All other areas' Tuesday/Thursday recital hour program information forms must be received in the music office at least one full week before the scheduled performance. The form requires signatures of the student's studio teacher and accompanist before delivery to the music office.

DEGREE RECITAL RESPONSIBILITIES

- For graduate recitals a student should submit fully-formatted program information to the music office in Microsoft Word format at least one full week before the scheduled performance. Vocal translation inserts are the responsibility of the student and must be submitted in final format by the above deadline. Program copy must be proofed by the student and teacher following preparation in the music office, before submitting for printing. Note that this requires advance planning.
- All department recital programs must follow a standard design format.
- Degree recitals must be recorded for departmental records. The use of individual photographic and/or recording equipment during recitals is not permitted. Recording is arranged with the Margo Jones technical director who maintains the original recording. Students may order personal copies of graduate recitals from the technical director.
- Recital Hearing – Students who present graduate recitals must present a pre-recital hearing for the faculty at least two weeks before the scheduled performance.

PERFORMANCE FACILITIES

Recitals should be scheduled well in advance of the performance date as is possible.

- The recital time (afternoon or evening) is left to the discretion of the studio teacher and is subject to facility availability.
- All special technical requests regarding lighting, sound, set up, etc., must be submitted to the MJPH Technical Director on the appropriate form at least two weeks prior to the scheduled event.
- Post-recital receptions are the responsibility of the student. The kitchen in MJPH can be used for storage and preparation of refreshments. Cleanup is the student's responsibility.

PERFORMANCE EXAMINATION (JURIES)

- All graduate students taking applied music lessons as degree candidates will take an end-of-semester jury each semester.
- Students who give a solo recital or lecture/recital or perform at the Honors Recital will be exempt from a jury during the semester of their performance.
- All repertoire that includes a keyboard accompaniment must be performed with an accompanist at juries.

- Jury exams are graded on a pass/fail basis. Students should consult with their private lesson teacher early in the semester to determine their jury requirements.

ACADEMIC INTEGRITY

- The department of music actively supports the values of honesty, trust, fairness, respect, and responsibility. Refer to the TWU Student Handbook for detailed information regarding student conduct.
- Honesty in completing assignments is essential to the mission of the university and to the development of the personal integrity of the student.
- Academic dishonesty of any type, including cheating, plagiarism, failing to give credit to composers or authors, copying, falsifying, or engaging in any other form of dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, or being suspended or expelled. Suspected cases in this course may be reported to Student Life. The specific disciplinary process for academic dishonesty is found in the TWU Student Handbook.
- Tools to help avoid plagiarism are available through the TWU Libraries at: <http://www.twu.edu/library/tutorial/plagiarism/player.html>.

LOST & FOUND

- Items found in the Music Building and in Margo Jones Performance Hall should be brought to the Music Office.
- Check with staff in the Music Office to claim a lost item.
- Unclaimed items are disposed of each summer.

STUDENT LOUNGE

- The Student Lounge (Room 104) is available for use by all music students. The facility can be used for receptions and meetings when cleared through the Music Office. Do not leave valuables unattended in this lounge.
- Please assist in keeping the lounge clean and neat.

PRACTICE ROOMS

- Practice rooms are located on the second and third floors of the Music Building. Sign-up sheets to reserve a time/day are posted on each practice room door prior to the start of the semester.
- The Music Building is open Monday – Friday, 7:00 AM – 10:00 PM
- Practice rooms are also available for use on Saturdays and Sundays from 10:00 AM to 8:00 PM, however, the building will be locked unless there is a scheduled event taking

place. To gain access to the building, students should call DPS at (940) 898-2911 (or extension 2911 from a campus phone) and will need to show their TWU ID cards.

CARE OF TWU INSTRUMENTS AND EQUIPMENT

- Students are responsible for taking appropriate care of all TWU property, including musical instruments and equipment.
- The Music Department provides, for the educational use of students, many high quality pianos, wind, string, and percussion instruments, as well as computers and other classroom and lab equipment.
- It is a violation of TWU's Student Code of Conduct to damage or otherwise misuse TWU property, for which sanctions may be imposed ranging from warning or loss of privileges to suspension or expulsion.
- Nothing is to be placed on pianos other than sheet music. Students are NOT permitted to place food, drinks, books, backpacks, clothing, or any other items on the pianos. Violations observed in this regard should be reported to the Music Office, Rm. 114, or call (940) 898-2500, immediately.

PIANO LAB

- The piano lab, located in Room 220, is open Monday through Friday, 8:00 AM to 5:00 PM
- The keyboards in the lab are available for use by individual students during these hours except when classes requiring use of the lab are scheduled. The class schedule is posted on the lab door.
- Food and beverages are not allowed in the lab.

COMPUTER LAB

- Computers are located in the Media Lab, Room 223, and are available to students Monday through Friday, 8:00 AM to 5:00 PM.
- Food and beverages are not allowed in the lab.
- When Room 223 is unavailable, there are several open access computer labs located throughout the University with extended evening and weekend hours.
- Finale is available on the computers in Room 223 and on multiple computers in the Blegg-Huey Library.

SECURITY

- Direct phone lines to the Department of Public Safety (DPS) are found on the main floor (next to the elevator), in the inner lobby of Margo Jones Performance Hall, and in the third floor hallway (mid-way).
- These phones can be used for any reason that requires police assistance. Leaving the phone off the hook will bring an officer to the location.

INSURANCE

- The University does not carry insurance for loss of instruments, music, or valuables. Students are strongly advised to take out personal instrument insurance with their agents.

STUDENT ORGANIZATIONS

- American Choral Directors Association
- Pioneer Music Educators Association
- Sigma Alpha Iota
- Student Association for Music Therapy
- Phi Mu Alpha Sinfonia

Membership information, faculty sponsors, and activities are located on the music website, posted on department bulletin boards, and available from student officers.

PI KAPPA LAMBDA – Kappa Omicron Chapter

Founded in 1918, Pi Kappa Lambda is the only music honor society that is a member of the Association of College Honor Societies. Induction into the society recognizes the highest in student achievement in music performance, scholarship, composition, and creative teaching.

- o Purpose of Pi Kappa Lambda
The purpose of this Society is to provide an organization dedicated to the furtherance of music in education and education in music in colleges, universities, and other institutions of higher learning, which offer music degree programs in one or more fields.
- o The primary objective of the Society is the recognition and encouragement of the highest level of musical achievement and academic scholarship.
- o The Society is convinced that recognizing and honoring persons who have enhanced their talents by serious, diligent, and intelligent study will stimulate others to do the same.
- o For further information, visit the Pi Kappa Lambda website:
<http://www.pikappalambda.org/#sthash.ylwy6y5X.dpuf>

HONORS AND SCHOLARSHIPS

- TWU music students are eligible for scholarship support from a wide array of sources, both within and outside of TWU. All students seeking financial aid are strongly encouraged to apply for assistance in the form of scholarships, grants, and loans through the TWU Office of Financial Aid. Their webpage provides comprehensive financial aid application information and resources available to all TWU students.
- More than a dozen music-specific scholarships are awarded annually by a Music Scholarship Committee consisting of TWU music faculty members, via formal scholarship auditions. For further information visit the Music Department Website
- Students accepting department scholarship assistance are required to sign a statement

of intent to attend the Texas Woman's University. Students currently receiving music scholarship aid from another institution must receive a written release from the music executive of that school prior to accepting any award from Texas Woman's University.

- In-state tuition rates may apply to out-of-state students receiving TWU scholarship assistance totaling at least \$1,000. Undergraduate students from neighboring states may qualify for special tuition rates -- contact the Office of Admissions for complete details.
- The Annual Honors Recital features talented graduate and undergraduate performers whose selection is based upon a formal audition, authorized by the studio teacher. To be eligible to perform on the honors recital, a student must be a music major, be enrolled in private lessons, and receive the nomination of his/her private instructor. The Outstanding Performer designation, both undergraduate and graduate, is made by the faculty each Spring during the Honors Recital. The names of recipients appear permanently on a plaque in the music office.
- Sigma Alpha Iota recognizes outstanding music student leaders each year with citation and merit scholarship awards.

GRADUATE ASSISTANTSHIPS

- The Department of Music is fortunate to have several Graduate Assistantships that support both the music major and general education instructional programs. Typically, we have 9-11 assistantships with approximately half being awarded to new students each year. In the Department of Music there are both Graduate Assistants and Graduate Teaching Assistants. Graduate Teaching Assistantships are the teachers of record for the courses to which they are assigned and must have completed at least 18 semester credit hours of graduate work.
- Graduate Assistantships in the Department of Music provide students with a wide range of professional experiences, including a unique opportunity to learn about music and teaching in higher education.
- Graduate Assistantships are very competitive and there are always more qualified and deserving students than there are positions. Prospective graduate students who are seeking Graduate Assistantships should apply no later than March 1.
- Students must complete the Graduate Teaching Assistant Application found on the graduate school website and send it to the Music Department Chair.

In addition to the application, each applicant must submit a brief cover letter to the Music Department Chair which addresses the following questions:

1. Why are you seeking a graduate assistantship?
2. What is your ultimate career goal?
3. What strengths and/or skills do you bring to the position of Graduate Assistant? (Include both musical and non-musical skills.)
4. Why did you choose to attend TWU for your graduate study?

For information about Graduate Assistantships, including stipends and benefits, please visit the Graduate School website.