

Tarleton State University

Master of Music  
in Music Education

GRADUATE  
HANDBOOK  
2020-2021

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## I. FROM THE DEPARTMENT HEAD

Welcome to Tarleton State University's graduate program in music education. We are delighted that you have chosen to pursue a master's degree with us. We want you to be given every opportunity to achieve your goals. Please examine this handbook carefully since it is designed to help you know what is expected of you.

The faculty and staff of Tarleton's Department of Music are ready to assist you in any way possible, although you are primarily and ultimately responsible for your progress towards your degree.

If you have a question about how things work, you can contact Heather Chaney, our Music Administrative Assistant, at [chaney@tarleton.edu](mailto:chaney@tarleton.edu) or (254) 968-9617. You can also contact me.

I wish you a happy, productive, and successful experience as a graduate student!

Dr. Vicky V. Johnson  
Head, Department of Fine Arts  
[vjohnson@tarleton.edu](mailto:vjohnson@tarleton.edu)  
(254) 968-9245

## II. PROGRAM DESCRIPTION AND PURPOSE

Tarleton's Master of Music in Music Education degree consists of 36 credit hours. This degree program was developed with the practicing teacher in mind. It is a fully online degree consisting of 8-week courses for maximum flexibility.

Tarleton State University is a fully accredited member of the National Association of Schools of Music.

### A. Mission

In keeping with Tarleton's vision of excellence, the music unit seeks to provide students a first-rate education in the art of music through an intensive and supportive environment. The faculty has an earnest commitment to teaching, values artistry and scholarship, and continually seeks ways to interact with and serve the needs of the university, the profession, and society.

## B. Vision

The music area at Tarleton State University will first and foremost provide excellence in the training of musicians who seek careers in music education; in classical and jazz performance; in musical theater; in music business; and in related musical fields. We aspire to produce positive professional and societal changes by providing vibrant and inspirational learning communities.

## III. ADMISSION TO PROGRAM

Admission to the graduate program requires the baccalaureate degree, or its equivalent, in an appropriate field. Applications are accepted on a rotating basis, so students can apply any time. For priority consideration, applications should be received at least one month prior to the first class day.

Note: The MM in Music Education degree does **NOT** require the GRE.

### A. Admission - Good Standing

For Admission in Good Standing, the applicant must have a GPA of at least 3.0 (based on a 4.0 scale) from a fully accredited institution of higher learning. Applicants whose record falls short of this standard may be admitted conditionally. For application procedures, follow this link: <http://www.tarleton.edu/graduate/future/index.html>

### B. Admission - Warning

Students with GPAs between 2.5-2.99 (overall or last 60 hours of undergraduate course work) may be admitted under this category. Students must achieve a 3.0 GPA their first semester of enrollment or they will be placed on Academic Suspension.

Additional information can be found under General Graduate Admissions at the following link: <http://catalog.tarleton.edu/grad/>

### C. International Applicants

General information for international students includes the following checklist:

- *ApplyTexas.org*. Students applying for admission at TSU are required to pay a non-refundable application-processing fee of \$145 USD.
- *Official transcripts and records*. If the transcripts are from a foreign university they must be evaluated through an approved NACES agency. You can find a complete list of companies that provide evaluation services at the following link: <http://www.naces.org/members.htm>
- *Proof of English Proficiency*. There are two main English examinations used by most U.S.

Institutions. Graduate students must score an 80 for their TOEFL or a 6 in their IELTS. These requirements are outlined at the following link:

<http://www.tarleton.edu/CGMIWEB/international/future/graduate.html>

- *Departmental Acceptance*

For a more detailed explanation of these requirements, visit the international graduate admissions website at the following link:

<http://www.tarleton.edu/international/future/graduate.html>

#### **D. Transfer of Graduate Credit**

With the approval of the program director and the College of Graduate Studies, a student may transfer from another accredited graduate school up to 12 semester hours of graduate credit. Transferred work must be completed with a grade of B or higher and must be in an approved discipline. See General Requirements for the Master's Degree in the current catalog:

<http://catalog.tarleton.edu/grad/>

#### **E. Orientation**

Follow this link for the [College of Graduate Studies virtual orientation](#)

#### **F. Helpful Contact Information**

*Department of Fine Arts*

[www.tarleton.edu/music](http://www.tarleton.edu/music)

Graduate Music Faculty

Vicky Johnson (254) 968-9245  
[vjohnson@tarleton.edu](mailto:vjohnson@tarleton.edu)

Carolyn Keyes (254) 968-9245  
[ckeyes@tarleton.edu](mailto:ckeyes@tarleton.edu)

Zvonimir Nagy (254) 968-9238  
[znagy@tarleton.edu](mailto:znagy@tarleton.edu)

Floyd Richmond (254) 968 1701  
[crichmond@tarleton.edu](mailto:crichmond@tarleton.edu)

Troy Robertson (254) 968-9240  
[trobertson@tarleton.edu](mailto:trobertson@tarleton.edu)

David Robinson (254) 968-5326  
[drobenson@tarleton.edu](mailto:drobenson@tarleton.edu)

Andrew Stonerock (254) 968-9242  
[stonerock@tarleton.edu](mailto:stonerock@tarleton.edu)

Gary Westbrook (254) 968-9439  
[gwestbrook@tarleton.edu](mailto:gwestbrook@tarleton.edu)

Music Administrative Assistant

Heather Chaney (254) 968-9617  
[chaney@tarleton.edu](mailto:chaney@tarleton.edu)

### **College of Graduate Studies**

[GradInfo@tarleton.edu](mailto:GradInfo@tarleton.edu)  
[www.tarleton.edu/graduate](http://www.tarleton.edu/graduate)

Dean

Credence Baker (254) 968-9420  
[cbaker@tarleton.edu](mailto:cbaker@tarleton.edu)

Manager of Graduate Services

Brandon Shipman (254) 968-9104  
[bshipman@tarleton.edu](mailto:bshipman@tarleton.edu)

Graduate Admissions

Wendy Weiss (254) 968-9104  
[weiss@tarleton.edu](mailto:weiss@tarleton.edu)

### *Other*

Help Desk

(254) 968-1960

IT Help Desk

(254) 968-9885

## **G. Advising**

Heather Chaney will be able to answer your routine advising questions. Those students choosing to do a thesis or curriculum project will be appointed a committee chair prior to beginning those courses. Please discuss the makeup of a committee with your committee chair. Normally, the committee consists of three members of the graduate music faculty.

Students can follow their academic progress by accessing DegreeWorks through the MyGateway login from the Tarleton homepage. DegreeWorks is a degree audit system that shows which courses are required and which have already been completed toward the degree.

## IV. FINANCIAL AID

### A. Loans

The William F. Ford Direct Loans are student loans that must be repaid and are available to both undergraduate and graduate students. Graduate student loans are limited to \$20,500 (no more than \$8,500 may be subsidized).

### B. Scholarships

To apply for a TSU scholarship, go to the general Scholarship applications form at <https://tarleton.academicworks.com/opportunities/2/applications/60389>. Please note that you will have to create a login in order to complete the application. You will also have to complete an application form for each year you wish to receive a scholarship. First consideration is given to students meeting the priority deadlines listed; however, scholarship applications may be accepted after the deadline and students considered for the scholarships. A list of scholarships available for students in Graduate Studies can be found at this link: <http://www.tarleton.edu/scripts/scholarships/college.asp?type=GDS>

### C. Graduate Assistantships

A graduate student must meet the following requirements in order to hold a master's assistantship at Tarleton:

- Admission into the graduate college;
- If teaching, may need a minimum of 18 graduate hours in the field to be taught, depending on assignment;
- Maintain at least a 3.0 graduate GPA;
- Be enrolled in and complete at least 6 hours of graduate credit each term (3 hours for the entire summer session).

Graduate assistants must be willing to be on campus at least 20 hours per week.

## V. DEGREE REQUIREMENTS

### A. Coursework

Category	Title	Title	Title	Hrs
<b>Music Core Courses</b>	MUSI 5330 Analytical Techniques	MUSI 5331 Advanced Arranging	Musicology course <sup>1</sup>	9
<b>Music Education Core Courses</b>	MUSI 5340 Foundations of Music Ed	MUSI 5341 Research I	MUSI 5342 Research II	12
	MUSI 5343 or 5344 <sup>2</sup> Advanced Elementary or Secondary Music Pedagogy			3
<b>Choose Thesis or Curricular Project Track or two additional elective courses below</b>	MUSI 5345 Curricular Project (course taken twice)	MUSI 5388 Thesis (course taken twice)	Elective courses	6
<b>Electives</b>	MUSI 5353 <sup>1</sup> Ethnomusicology	MUSI 5343 or 5344 <sup>2</sup> Advanced Elem. or Sec. Music Pedagogy	MUSI 5346 Marching Band Methods	6
	MUSI 5350 Technology in the Music Classroom	MUSI 5355 Psychology in Music	MUSI 5357 Music in the United States	
	MUSI 5351 Music Theory Pedagogy K-12	MUSI 5354 Topics in Musicology	MUSI 5391 Music Administration	
	MUSI 5361 Acoustics of Music	Other elective options as determined by dept. <sup>3</sup>	MUSI 5390 Selected Topics	
	MUEN 5121 Graduate Music Ensemble <sup>4</sup>	MUAP 5121 Minor Applied Lessons for Graduate Majors (30 min. lesson; 1 credit) <sup>4</sup>	MUAP 5231 Major Applied Lessons for Graduate Majors (1 hour lesson; 2 credits) <sup>4</sup>	
<b>Total Hours Required for Degree</b>				<b>36</b>

<sup>1</sup>One musicology course is required for the degree. Ethnomusicology, Music in the United States, and Topics in Musicology fulfill that requirement. Once that requirement is completed, the other courses can be counted as electives.

<sup>2</sup>One advanced pedagogy course is required for the degree. Students may choose the course most appropriate to their career path (elementary or secondary). The other course may be taken as an elective.

<sup>3</sup>Up to 9 graduate hours from the College of Education may be substituted for music electives.

<sup>4</sup>Those students who are near the Stephenville campus may participate in ensembles (1 credit each) and/or applied lessons (1 or 2 credits each).

**Note:** Undergraduate students who have a 3.0 GPA overall or in the last 60 hours of coursework and are no more than 12 hours from completing a bachelor's degree may take up to 12 hours of graduate work as a provisional graduate student while completing their bachelor's degree.

## B. Course Rotation

FALL	
<b>1st 8 weeks</b> MUSI 5343: Advanced Elementary Music Pedagogy** or MUSI 5330: Analytical Techniques*	<b>2nd 8 weeks</b> MUSI 5344: Advanced Secondary Pedagogy** or MUSI 5350: Technology in the Music Classroom
SPRING	
<b>1st 8 weeks</b> MUSI 5341: Research in Music Education I* or Musicology course**	<b>2nd 8 weeks</b> MUSI 5342: Research in Music Education II* or MUSI 5390: Music Theory Pedagogy for K12
SUMMER	
Note that the 2 summer sessions overlap by 2 weeks	
<b>1st 8 weeks</b> MUSI 5331: Advanced Scoring and Arranging* or Elective to be determined See the FAQ page for current course	<b>2nd 8 weeks</b> MUSI 5346: Foundations of Music Education* or MUSI 5355: Psychology of Music

\*indicates required courses

\*\*You must have Advanced Elementary Music Pedagogy **OR** Advanced Secondary Pedagogy (the other one counts as an elective if you take both of them)

\*\*You must have Ethnomusicology **OR** Music in the United States **OR** Topics in Musicology, whichever one is offered in the current semester (the others can count as electives after you take one of them); these courses will be periodically rotated

**Note:** This rotation is dependent upon faculty availability and is subject to change. Check with your advisor for updates. Recommendation is to take required courses when available. If students skip those and then are unable to take them the next year, graduation will be delayed.

### **C. Non-Music Electives**

Up to three non-music electives (i.e., 9 hours) can come from other departments on campus, such as Curriculum and Instruction, and Educational Leadership and Policy Studies. Consult the Class Schedule Listing for courses with EDUC or EDAD prefixes that are 5000 level or above and that are offered online. These may vary from semester to semester.

These courses can fulfill 9 hours of electives required for the Master of Music degree. Students should be aware that most of these courses are 15 weeks in length. **Consult the Graduate Music Advisor & Coordinator before enrolling in a non-music course.**

### **D. Period of Study**

Coursework for the Master of Music in Music Education includes 36 hours (12 courses). Students who take all courses as they are offered (two in the fall, two in the spring, and two in the summer) can complete coursework in two years. Those choosing independent projects or who skip courses in the sequence may take longer.

### **E. Time Limitation**

At the time of graduation, all courses used towards a Tarleton master's degree can be no older than six years.

### **F. Comprehensive Exams**

The comprehensive exam is required of all students and is taken as soon as the student has completed 30 course hours. Students who choose to do a thesis or curriculum project must pass a comprehensive examination before beginning the thesis or curriculum project. These students may take the comprehensive exam during the last course prior to thesis/curriculum project or may choose to skip one 8-week session to prepare for and to take the comprehensive exam before beginning the thesis/curriculum project.

**The purpose of the comprehensive exam is to demonstrate the candidate's**

- knowledge of the content materials throughout the degree,
- ability to organize and communicate the acquired knowledge in a scholarly written form
- ability to use current literature to support conclusions and integrate theory to practice

## Testing Procedure:

1. *Discuss a timeline with your advisor.*

Begin with an approximate date for the exam, contingent upon scheduling with a testing center and allowing one month to prepare after receiving the questions.

2. *Locate a testing center and schedule a test date.*

The Comprehensive Exam must be proctored. To find a testing center, visit the NCTA website at <http://www.ncta-testing.org/cctc/find.php> and select a testing location. Testing centers may charge a fee to administer examinations. These fees vary from center to center. You are responsible for this fee, so make inquiries when scheduling. If you cannot find a suitable site, or if there are extenuating circumstances, please contact Dr. Johnson. Of course, if you wish to come to the Tarleton campus to take the exam, you may do so free of charge. Contact the Center for Access and Academic Testing (on the Stephenville campus) at 254/968-9423 to schedule your appointment to take the exam.

3. *Notify your advisor of your scheduled test date.*

Your advisor will coordinate with the graduate faculty to provide you with exam questions one month prior to the exam.

4. *Prepare scholarly answers to the questions*

Your answers should include reference to current research and/or best practices including authors' names and particular studies or writings. Refer to the Comprehensive Exam Rubric (included in [Appendix B](#)) before and during your preparation and study for the exam. Also refer to this list of [Frequently Asked Questions](#) related to the Comprehensive Exam.

5. *Go to the testing center as scheduled and take the exam.*

You will be required to answer 4 of the 5 questions on the day of the exam. Those questions will be sent to the testing center you have designated and will be available to you when you arrive. You will have 3 hours to answer 4 questions. Use double spacing and 12 point Times New Roman font in a Word document for your answers. When you are finished with the exam, or when time expires, your test proctor will send your answers to Dr. Johnson.

6. *The graduate faculty will score your exam according to an exam rubric (see the Comprehensive Exam rubric in the Appendix).*

Each criteria will be assessed on a 5 point scale. An overall average of 3 is required for a passing grade on each of 4 questions, with no criteria score below a 2. Any question failing to meet this requirement will be deemed a failure. After scoring the exam, the graduate faculty will make one of two recommendations: (1) full pass, or (2) retry all or a portion of the exam.

Students may repeat any portion of the exam one time. After two unsuccessful attempts on any portion of the exam, the entire exam is deemed a failure and the student may not continue in the graduate program.

## VI. FINAL REQUIREMENTS

For the last 6 hours of the program, students have the option to do a thesis (6 credit hours), a curriculum project (6 credit hours), or to take two additional elective courses (6 credit hours). Students who elect to do a thesis or curriculum project will work with a thesis or project advisor who is a member of the graduate faculty. The entire graduate faculty will serve as the thesis or project committee.

### A. Thesis

Candidates pursuing the thesis option in music education must prepare a thesis proposal in the first thesis course. After the thesis is completed, the candidate must defend it before a committee of graduate music faculty. During the defense, students will engage in an oral defense of their thesis and all processes concerned with the development of the thesis. They are also expected to give evidence of a thorough knowledge of all related literature, research materials, methodological steps, and findings documented in the completed thesis. The defense should begin with a presentation by the student summarizing the research process and findings. A complete Thesis Checklist is included as [Appendix D](#).

### B. Curriculum Project

Candidates pursuing this option must prepare a curricular project proposal during the first curricular project course and have it approved by both the faculty member sponsoring the project and the graduate faculty. The curriculum project may be curricular, pedagogical, or creative, but comparable to the thesis in scope. This should include an extensive review of the research literature on the content that will be covered in the project and a handbook, curriculum guide, or other document applying that knowledge. After completion of the project, students must prepare a presentation to be presented before a committee of graduate music faculty. Students should be prepared to answer questions about their project. This presentation should be similar in scope to the thesis defense. A complete Curriculum Project Checklist is included as [Appendix E](#).

**Note:** As soon as you have an idea for a topic for your thesis or curriculum project, discuss with your academic advisor your preference for a thesis or project advisor. This decision must be made prior to registering for MUSI 5388 or MUSI 5345 and is contingent upon faculty availability.

### C. Purpose of Thesis or Curriculum Project

The purposes of both the thesis defense and the curriculum project presentation are to demonstrate the:

- candidate's ability to combine research methods and a topic of interest in a scholarly format that is consistent/acceptable to the discipline,
- candidate's ability to produce a work that contributes to the discipline, and
- competency necessary of graduate work in regards to scholarly activity.

#### **D. Role and Responsibilities of Thesis and Curriculum Project Advisors and Students**

The role of the Thesis or Curriculum Project Faculty Advisor is to provide professional guidance in the research or project development process. The faculty advisor will work with the student to establish a timeline for completion and will review the students' work while in progress. The faculty advisor will also coordinate with other members of the graduate faculty to provide feedback for the student. It is the student's responsibility to communicate in a timely manner any deviation from the timeline that impacts progress and to maintain the revision process until the thesis or curriculum project is deemed by the faculty advisor acceptable to present to the graduate faculty. In the event that a faculty advisor leaves Tarleton while working with a student or if a student and faculty advisor can no longer work together, the academic advisor, in conjunction with the department head, will work with the student to find an appropriate replacement for the completion of the thesis or curriculum project.

#### **VII. IMPORTANT DATES**

These dates do not change from year to year. Check the [TSU catalog](#) for other dates, such as registration and graduation.

##### *Fall Semester*

- Nov 1 Deadline for submission of the defended, final, committee-approved theses/dissertations to ProQuest and signed Thesis/Dissertation Format Checklist to the College of Graduate Studies for fall graduation
- Nov 15 Comprehensive Exam Assessments results due to College of Graduate Studies

##### *Spring Semester*

- April 1 Deadline for submission of the defended, final, committee-approved theses/dissertations to ProQuest and signed Thesis/Dissertation Format Checklist to the College of Graduate Studies for spring graduation
- Apr 15 Comprehensive Exam Assessments results due to College of Graduate Studies

##### *Summer Semester*

- July 1 Deadline for submission of the defended, final, committee-approved theses/dissertations to ProQuest and signed Thesis/Dissertation Format Checklist to the College of Graduate Studies for summer graduation
- Jul 15 Comprehensive Exam Assessments results due to College of Graduate Studies

*Note:* When dates fall on a weekend, the deadline will be the following Monday

## **VIII. ACADEMIC POLICIES**

### **A. Academic Standing**

Graduate music majors must maintain a grade of C or above in every course that is counted toward their degree. A grade point average (GPA) of 3.0 or higher is required for graduation. If the GPA falls below this requirement, the student will be placed on academic warning and allowed one semester to meet the standard. Failure to do so will result in suspension for one semester. A graduate student is allowed one suspension. If in the following semester, the standard is still not met, the student will be dismissed from the program. The student may appeal this decision by following the academic appeal process as outlined in Part C below.

All work to be credited toward the master's degree must be completed within a period of six years from the date that any credit, including transferred hours, is earned.

### **B. Academic Integrity**

Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all prohibited. Any student caught cheating or plagiarizing will face disciplinary action. This may result in the student receiving a failing grade for the course or expulsion from the program. The decision will be made by the instructor in consultation with the department head.

Criteria for ethics in research and scholarship are discussed on the following page:  
<http://www.tarleton.edu/research/policies/index.html>

### **C. Academic Appeals Policy for The Department Of Fine Arts**

Student academic appeals in the Department of Fine Arts shall follow the procedures listed below:

1. The student will appeal directly to the faculty member involved. If the student is not satisfied with the outcome of the appeal to the faculty member, then
2. The student will appeal directly to the department head. The appeal to the department head should be in writing. If the student is not satisfied with the outcome of the appeal to the department chair, then

3. The student will appeal to the Dean of the College of Liberal & Fine Arts. If the student is not satisfied with the outcome of the appeal to the Dean of the College of Liberal & Fine Arts, then
4. The student will appeal to the Dean of the College of Graduate Studies. If the student is not satisfied with the outcome of the appeal to the Dean of the College of Graduate Studies, then
5. The student will appeal to the Vice President of Academic Affairs

#### **D. K Grade**

The K grade shall be recorded for a student only in the case of extraordinary circumstances. This entry is used only in such cases after the instructor and his/her department head have approved that the incomplete entry is justified. A grade of K must be made up by the last day that course grades are due to the Registrar's Office during the next long semester and in all cases before registering for the next course in the sequence. Should this grade not be reported to the Registrar's Office within the prescribed time limit, it automatically becomes an F.

#### **IX. COURSE LIST AND DESCRIPTIONS**

See the Tarleton catalog for course descriptions. Scroll down to the end of the list for those with course numbers of 5000 and above: <http://catalog.tarleton.edu/courses/musc/>

## X. APPENDICES

### Appendix A: Comprehensive Exam Rubric

Category	1 Unsatisfactory	2 Weak	3 Acceptable	4 Good	5 Accomplished	Rating
<b>Completeness of Answer</b>	Answer did not address question or very limited response; did not stress important points.	Answer addressed question, but with inadequate discussion or some glaring omissions.	Answer addressed question at a basic, but satisfactory level.	Answer addressed question entirely reflecting understanding of the topic.	Answer addressed question comprehensively, reflecting important points with up-to-date information.	1 2 3 4 5
<b>Validity of Facts and Perspectives</b>	The majority of the facts, conclusions, and statements are incorrect and/or invalid.	Some of the facts, conclusions, and statements are incorrect and/or invalid.	Facts, conclusions, and statements are accurate and/or valid with minor discrepancies	All the facts, conclusions, and statements are accurate and/or valid	All facts, conclusions, and statements are accurate and/or valid. They also logically support the topic being discussed.	1 2 3 4 5
<b>Integration of Theory and Practice</b>	No integration of theory and practice is present.	Very little integration of theory and practice is present.	Integration of theory and practice is present, yet sometimes weak.	Integration of theory and practice is present.	Integration of theory and practice is strong.	1 2 3 4 5
<b>Citations of Relevant Sources</b>	Answer lacks documentation.	Answer lacks appropriate documentation.	Answer is documented with 2 references that include the author, date, and resource type where appropriate.	Answer is documented with 3 references that include the author, date, and resource type where appropriate.	Answer is documented with more than 3 references that include the author, date, and resource type where appropriate.	1 2 3 4 5
<b>Quality of Writing</b>	Answer contains an abundance of errors in grammar, usage, and mechanics so that meaning is obscured. There is no or little organization in the response.	Answer contains noticeable errors in grammar, usage, and mechanics so that the reader is distracted from the content. There is limited organization in the response.	Answer contains a few errors in grammar, usage, and mechanics, but is still acceptable to the reader. The response shows adequate organization.	Answer is free of most errors in grammar, usage, and mechanics so that the reader is minimally distracted from the content. The response is well organized.	Answer is free of errors in grammar, usage, and mechanics that would distract the reader from the content. Clear organization is obvious.	1 2 3 4 5

## Appendix B: Frequently Asked Questions

For a comprehensive list of Frequently Asked Questions, please follow this link:

<http://vickyjohnson.altervista.org/MMFAQ.htm>

This list is continuously updated for current information.

## Appendix C: Thesis Checklist

- Begin to formulate topic or project ideas as soon as possible. The process can be expedited if a topic is available during the Research I and/or Research II courses.
- Work with your academic advisor to choose a thesis advisor based upon your topic and the expertise and interests of graduate faculty members. Make sure you have a thesis advisor before you register for the course (MUSI 5388).
- Discuss with your thesis advisor how long each of your two semesters of MUSI 5388 should be. Options include 8 weeks as other courses, 12 weeks in summer, or 15 week long semesters. See *Important Dates* (below) to inform your timeline.
- Download the Thesis Manual from the Graduate Studies website at the following link:  
<http://www.tarleton.edu/graduate/documents/thesis/manual.pdf>  
The thesis will be written in APA style other than exceptions required by the Thesis Manual.

**During the first semester of your thesis,** (the first semester of MUSC 5388):

- Application for Graduation. At the beginning of the first semester of the thesis course, the student should visit the Graduate School website to view all pertinent information regarding graduation, and to file appropriate forms in a timely manner. Depending upon the amount of time it takes to complete the thesis, these dates will vary. Consult with your advisor.
- Work with your academic advisor to formulate a thesis topic and to choose a thesis advisor. Select the faculty member to be your thesis advisor based upon your topic and the expertise and interests of graduate faculty members.
- Construct an appropriate timeline with your thesis advisor to submit sections of your thesis for review and feedback during the semester.
- Complete IRB paperwork and CITI training if applicable.
- Prepare a formal thesis proposal, which usually consists of the first three chapters of the thesis.
- Submit the proposal to your thesis advisor and make revisions as directed.
- When approved by your thesis advisor, submit the thesis proposal to the music education graduate faculty for approval and feedback.
- Complete the Thesis Proposal Submission Form at:  
<http://www.tarleton.edu/graduate/documents/thesis/1-proposal.pdf>

The graduate faculty will review the proposal and notify the student of the status of the proposal:

- proceed as is
- proceed with minor revisions
- proceed with revisions to be re-submitted to the committee
- not recommended to proceed

**During the second semester of your thesis,** (the second semester of MUSC 5388):

- Construct an appropriate timeline with your thesis advisor to submit sections of your thesis for review and feedback during the semester.
- Gather thesis data and identify findings.
- Complete the thesis.
- Submit the thesis to your advisor and make revisions as directed.
- When approved by your thesis advisor, prepare a thesis defense for the graduate faculty.
- At least two weeks prior to the thesis defense, complete two forms: 1) the Thesis Defense Schedule Form and the Thesis Format Checklist at:  
<http://www.tarleton.edu/graduate/documents/thesis/4-checklist.pdf>
- Publish the thesis via ProQuest (linked in the Thesis Manual) prior to the required deadline (see Important Dates).

## Appendix D: Curriculum Project Checklist

### *Curriculum Project Checklist*

- Begin to formulate topic project ideas as soon as possible. Your topic may be one that interests you from your coursework or that you would like to implement in your own teaching.
- Work with your academic advisor to choose a curriculum project advisor based upon your topic and the expertise and interests of graduate faculty members. Make sure you have a thesis advisor before you register for the course (MUSI 5345).
- Discuss with your curriculum project advisor how long each of your two semesters of MUSI 5345 should be. Options include 8 weeks as other courses, 12 weeks in summer, or 15 week long semesters. See *Important Dates* (below) to inform your timeline.

**During the first semester of your curricular project, (the first semester of MUSI 5345):**

- Application for Graduation. At the beginning of the first semester of the curricular project course, the student should visit the Graduate School website to view all pertinent information regarding graduation, and to file appropriate forms in a timely manner. Depending upon the amount of time it takes to complete the curricular project, these dates will vary. Consult with your advisor.
- Construct an appropriate timeline with your project advisor to submit sections of your proposal for review and feedback during the semester.
- Write a proposal that includes a review of research literature on the content and a detailed project plan.
- Submit the proposal to your project advisor and make revisions as directed.
- When approved by your project advisor, submit the project proposal to the music education graduate faculty for approval and feedback.

The graduate faculty will review the proposal and notify the student of the status of the proposal:

- proceed as is
- proceed with minor revisions
- proceed with revisions to be re-submitted to the committee
- not recommended to proceed

**During the second semester of your curricular project, (the second semester of MUSI 5345):**

- Construct an appropriate timeline with your project advisor to submit sections of your curricular project for review and feedback during the semester.
- Complete the curricular project, which should include the preliminary material and the complete curricular document.
- Submit the project to your project advisor and make revisions as directed.
- When approved by your project advisor, prepare a project presentation for the graduate faculty.