

Tarleton State University

Master of Music  
in Music Education

GRADUATE  
HANDBOOK  
2017-2018

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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 may want to start with Dr. Vicky Johnson, Graduate Music Adviser and Coordinator, at [vjohnson@tarleton.edu](mailto:vjohnson@tarleton.edu) or (254) 968-9238. You may also contact me.

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

Dr. Teresa Davidian  
Head, Department of Fine Arts  
[davidian@tarleton.edu](mailto:davidian@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. Students may choose a thesis or non-thesis track.

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 program at Tarleton State University first and foremost provides excellence in the training of music educators. Our faculty is committed to the highest standards in course offerings for future teachers, as well as for scholars and performers.

## 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 Advisor  
& Coordinator

Vicky Johnson (254) 968-9238

[vjohnson@tarleton.edu](mailto:vjohnson@tarleton.edu)

Graduate Music Faculty

Teresa Davidian (254) 968-9245

[davidian@tarleton.edu](mailto:davidian@tarleton.edu)

Anthony Pursell (254) 968-9242

[pursell@tarleton.edu](mailto:pursell@tarleton.edu)

Gary Westbrook (254) 968-9439

[gwestbrook@tarleton.edu](mailto:gwestbrook@tarleton.edu)

Administrative Assistant

Sally Simpson (254) 968-9245

[ssimpson@tarlton.edu](mailto:ssimpson@tarlton.edu)

**College of Graduate Studies**

[GradInfo@tarleton.edu](mailto:GradInfo@tarleton.edu)

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

Dean	Barry Lambert (254) 968-0597 <a href="mailto:blambert@tarleton.edu">blambert@tarleton.edu</a>
Assistant Dean	Credence Baker (254) 968-9420 <a href="mailto:cbaker@tarleton.edu">cbaker@tarleton.edu</a>
Manager of Graduate Services	Brandon Shipman (254) 968-9104 <a href="mailto:bshipman@tarleton.edu">bshipman@tarleton.edu</a>
Graduate Admissions	Wendy Weiss (254) 968-9104 <a href="mailto:weiss@tarleton.edu">weiss@tarleton.edu</a>
Communication Specialist	Elizabeth Dunn (254) 968-9104 <a href="mailto:edunn@tarleton.edu">edunn@tarleton.edu</a>

*Other*

Blackboard Help Desk	(254) 968-1960
IT Help Desk	(254) 968-9885

**G. Advising**

The Graduate Music Coordinator (Dr. Johnson) will serve as your official academic advisor. 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 all four members of Tarleton's graduate music faculty. Students have frequently selected the chair of their thesis or curriculum project chair before taking the Comprehensive Examination.

Students can follow their academic progress by accessing DegreeWorks through the MyGateway login from the Tarleton homepage.

**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).

## 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	9
	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 Elementary or Secondary Music Pedagogy	MUSI 5346 Marching Band Methods	9
	MUSI 5350 Technology in the Music Classroom	MUSI 5355 Psychology in Music	MUSI 5357 Music in the United States	
	MUSI 5390 Selected Topics	Other elective options as determined by dept. <sup>3</sup>		
<b>Total Hours Required for Degree</b>				<b>36</b>

<sup>1</sup>One musicology course is required for the degree. At this time, two musicology courses are available: Ethnomusicology and Music in the United States. These courses can also be used as electives if not counted toward the musicology requirement or if students transfer in a musicology course.

<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 section of the 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.

**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	SPRING	SUMMER
<b>2016</b> Musicology (American Music) Analytical Techniques	<b>2017</b> Research I Adv. Secondary Pedagogy	<b>2017</b> Research II Advanced Arranging
<b>2017</b> Musicology (Ethnomusicology) Foundations of Music Ed.	<b>2018</b> Adv. Elementary Pedagogy Marching Band Methods	<b>2018</b> Psychology of Music or elective Technology in the Classroom
<b>2018</b> Musicology (American Music) Analytical Techniques	<b>2019</b> Research I Research II	<b>2019</b> Foundations of Music Ed. Advanced Arranging
<b>2019</b> Musicology (Ethnomusicology) Adv. Secondary Pedagogy	<b>2020</b> Adv. Elementary Pedagogy Marching Band Methods	<b>2020</b> Psychology of Music or elective Technology in the Classroom
<b>2020</b> Musicology (American Music) Analytical Techniques	<b>2021</b> Research I Research II	<b>2021</b> Foundations of Music Ed. Advanced Arranging

**Note:** This rotation is dependent upon faculty availability and is subject to change. Check with your advisor for updates.

## 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. Examples of appropriate courses are:

**EDAD 5300. Foundations in Educational Leadership. 3 Credit Hours**

**EDAP 5301. Research in Educational Leadership. 3 Credit Hours**

**EDUC 5302. Cultural Diversity in Schools and Communities. 3 Credit Hours**

**EDUC 5303. Foundations of Curriculum. 3 Credit Hours**

**EDUC 5338. Curriculum Design and Implementation. 3 Credit Hours**

These and other non-music 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

### **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 (Dr. Johnson) 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. Consult the following link for further information on academic conduct:

<http://www.tarleton.edu/STULIFE/judicial/academicconduct.html>

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**

### **MUSI 5121. Graduate Music Ensemble**

Participation in large or chamber ensemble with requirements at the graduate level. This course is an elective available for students on campus.

### **MUSI 5231. Applied Lessons for Graduate Majors**

Applied instruction in instrument or voice on the graduate level. This course is an elective available for students on campus.

### **MUSI 5330. Analytical Techniques. 3 Credit Hours**

In-depth analysis of common-practice repertoire through multiple techniques. Prerequisite: Admission to the College of Graduate Studies.

### **MUSI 5331. Advanced Scoring and Arranging. 3 Credit Hours**

An advanced study of scoring music for various instrumental and choral groups. Projects in adapting music from a variety of sources. An emphasis on independent needs are also addressed as they relate to the working music educator. Prerequisite: Admission to the College of Graduate Studies.

### **MUSI 5340. Foundations of Music Education. 3 Credit Hours**

An investigation of historical and philosophical principles that provide the context for contemporary music education. The course focuses on developing a vision of music education for the future. Topics include philosophical principles of music education, psychological theories relevant to music teaching, and practical application of these principles through the National Standards for Music. Prerequisite: Admission to the College of Graduate Studies.

### **MUSI 5341. Research in Music Education I. 3 Credit Hours**

An exploration of methods and materials of research in music, including styles of writing and proper documentation of sources with an emphasis on developing strategies for organization and information access. Prerequisite: Admission to the College of Graduate Studies.

### **MUSI 5342. Research in Music Education II. 3 Credit Hours**

Overview of music education research. Research design and methodology to include an introduction to the component parts of research and the different types of research. Prerequisite: Admission to the College of Graduate Studies.

**MUSI 5343. Advanced Elementary Music Pedagogy. 3 Credit Hours**

A graduate course exploring multiple pedagogies in elementary music. Prerequisite: Admission to the College of Graduate Studies.

**MUSI 5344. Advanced Secondary Music Pedagogy. 3 Credit Hours**

A comprehensive overview of current methods and materials used in teaching music at the secondary level, grades 7-12. Prerequisite: Admission to the College of Graduate Studies.

**MUSI 5345. Curriculum Project. 3 Credit Hours**

Scheduled when the student is ready to begin the curricular project. No credit until the curricular project is completed. Prerequisites: Successful completion of all coursework required for the Master of Music in Music Education and/or permission from the instructor is required.

**MUSI 5346. Marching Band Methods. 3 Credit Hours**

Marching Band Methods teaches music education majors how to administer a marching band program. Areas of administration are: show design, scheduling, programming, competition. Students will use software to learn to design marching band shows, and review other software useful in administering a marching band program. Prerequisite: Admission to the College of Graduate Studies.

**MUSI 5350. Technology in the Music Classroom. 3 Credit Hours**

Development of concepts and skills related to current computer technology in music. Applications of technology in the music classroom will aid in students' acquisition of musical knowledge and skills, and will assist with time-management and organization for the music educator. Prerequisite: Admission to the College of Graduate Studies.

**MUSI 5353. Ethnomusicology. 3 Credit Hours**

Examination of the formation of the discipline of ethnomusicology through a survey of its history, theories, and methodologies. Includes basic ethnomusicological concepts, such as organology, music ritual, notation and transcription, and aspects of field research. Research and writing of papers on selected topics. Prerequisite: Admission to the College of Graduate Studies.

**MUSI 5355. Psychology of Music. 3 Credit Hours**

A critical examination of questions, designs, and conclusions of previous research in a variety of areas related to the acoustical and psychological aspects of music and how these areas relate to music education. Prerequisite: Admission to the College of Graduate Studies.

**MUSI 5357. Seminar in Music of the United States. 3 Credit Hours**

Music of the United States from the colonists to the present. Selected and significant works will be studied through analysis and performance practice, and in historical context. The diversity of sources and styles include European, African American, Native American, and Spanish-Mexican. Prerequisite: Admission to the College of Graduate Studies.

**MUSI 5388. Thesis. 3 Credit Hours**

Scheduled when the student is ready to begin thesis. No credit until thesis is completed.

Prerequisites: Successful completion of all coursework required for the Master of Music in Music Education and/or permission from the instructor is required.

**MUSI 5390. Selected Topics in Music Education. 3 Credit Hours**

An examination of different topics with a focus on contemporary issues in Music Education. This course may be repeated for credit as the topic changes, for a maximum of six hours. Prerequisite: Approval of Department Head.

## 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.