



**CASE WESTERN RESERVE
UNIVERSITY**
College of Arts and Sciences
Department of Music

Graduate Student Handbook

2023/24 Academic Year

Case Western Reserve University
Department of Music | Haydn Hall, 103
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Dear CWRU Music Students,

On behalf of our department, I'd like to welcome you to the **2023/24** academic year. And to those of you who are new students: welcome to the CWRU community! You often hear that CWRU is a special place, and it is. Its character, traditions, diversity, and academic and artistic excellence, as well as its beautiful surroundings in University Circle, make CWRU a truly remarkable place to study, explore, and engage!

Please check your resources pages for Current Undergraduate Music Majors for our operational plans and other helpful information, which may be subject to frequent change—keep checking back in and carefully read all university communications.

<https://case.edu/artsci/music/academics/current-students>

Our devoted faculty and staff (<https://case.edu/artsci/music/about/people>) work together to assist students to achieve their educational and career goals. You can contact department representatives or reach music office staff during regular business hours (M-F, 8:30AM-5:00PM). We are here to help. (<https://case.edu/artsci/music/general/contact-us>)

We begin this year with some on-campus connecting. For your convenience a calendar of upcoming events is included below:

- School of Graduate Studies Orientation
(<https://case.edu/gradstudies/new-students/orientation>)
- Department of Music Graduate Orientation and Welcome Reception
(<https://case.edu/artsci/music/academics/current-students/graduate-and-professional-students>)
- Ensembles Overview: THU, AUG 24 at 3 PM, *Harkness Chapel*
- Ensemble Auditions: AUG 28-SEP 1
(<https://case.edu/artsci/music/ensembles-lessons/participation-information>)
- Classes Begin: MON, AUG 28
- Drop/Add Period Ends: FRI, SEP 8
- Homecoming Weekend: OCT 12-15 (<https://case.edu/events/featured-events/homecoming>)

We are excited for your arrival (return) to campus and wish you a productive year ahead!

Sincerely,

A handwritten signature in cursive script that reads "David J. Rothenberg".

David J. Rothenberg, Department Chair

Resources

About

<https://case.edu/artsci/music/about>

The Department of Music is an academic department within the College of Arts and Sciences. In the "About" section, students will find more information about our department, including our mission statement, partnership with the Cleveland Institute of Music, online directories, facilities (buildings), policies/operating procedures, rooms/reservations, visitor directions/parking, and how to contact the music office or department representatives:

- Mission Statement
- Joint Music Program
- Faculty and Staff Directory
- Graduate Student Directory
- Student Office Staff (undergraduate)
- Joint Music Program Faculty Directory
- Facilities (buildings), Policies/Operating Procedures, Rooms/Reservations
- Visit Us (directions and parking)
- Contact Us

Current Graduate and Professional Students

<https://case.edu/artsci/music/academics/current-students>

This is a “central hub” of resources and materials for current students enrolled in the Department of Music. This section of the website contains information about the following:

- COVID-19 Protocol
- Building Access (CWRU and CIM)
- Orientation
- Advising and Handbooks
- Ensembles and Lessons
- Funding
- Forms, Sample Documents
- Facilities and Operations
- Technology and Communication
- Library Resources
- Music Graduate Student Association (MGSA)
- Public Safety
- “Who should I contact?”
- Announcements
- Awards and Recognition
- Affiliated Student Organizations (CampusGroups)
- Quick Links to resources and other departments/offices on campus:
 - Student Information System (SIS)

- o Canvas
- o College of Arts and Sciences
- o Baker-Nord Center for the Humanities
- o Flora Stone Mather Center for Women
- o University Registrar
- o School of Graduate Studies (Student Forms, Dissertation Defense Calendar)
- o Student Success
- o Division of Student Affairs
- o Center for International Affairs
- o International Student Services
- o Teacher Education
- o University Center for Innovation in Teaching and Education (UCITE)
- o LGBT Center
- o University Health and Counseling Services
- o Post-Graduate Planning and Experiential Education
- o Spartan Reservation System
- o Access Services (Parking, ID Cards, Shuttles)
- o WRUW FM 91.1
- o Maltz Performing Arts Center
- o Cleveland Institute of Music
- o University Circle
- o The Cleveland Orchestra
- o Rock and Roll Hall of Fame
- o CWRU Music Facebook Page
- o CWRU Instagram Page

Facilities, Policies/Operating Procedures, Rooms/Reservations

<https://case.edu/artsci/music/about/facilities>

In the “Facilities” section, students will find building/room descriptions, policies and operating procedures, calendars, room schedules, and reservations. The CWRU Department of Music strives to maintain a safe, secure and productive environment for musical creation by university groups and individuals. The policies and procedures describe which spaces are accessible and for what purpose. Every effort is made to meet the needs of all parties as equitably as possible while preserving the integrity of our facilities.

Visit the Music Facilities Policies and Operating Procedures webpage for:

- Reporting: Routine Requests, Building or Classroom Security, After-Hours Emergencies
- Room Schedules and Reservations
- Practice Rooms and Studios
- Piano Maintenance
- Harkness Chapel
- Planning and Event Support
- Student Recitals and Graduate Degree Recitals

- Special Events
- Recording Services, Portable Recording Devices, AV Equipment
- Building Access/Hours, Specialized Access, University Keys
- Denison Hall and Ensemble Operations, Percussion Students
- Instrumental Lockers, Borrowing Instruments or Equipment
- General Housekeeping Rules
- Public Safety

Areas of Study and Program Advisors

<https://case.edu/artsci/music/academics>

The graduate programs in the Department of Music are led/directed by the Coordinator of Graduate Studies (CGS) in Musicology, the CGS in Music Education, and the CGS in Historical Performance Practice. The CGS for Music Education and the CGS of HPP will advise all students in those respective programs. Musicology students, who initially are advised by the CGS in musicology, may choose a research advisor as soon as they wish upon entering the program, and should have a research advisor in place at least by the end of the 3rd semester. Music education students completing a dissertation or thesis, who initially are advised by the CGS in music education, should choose a research advisor prior to beginning their dissertation or thesis proposal. During the 1st year of study all students should acquaint themselves with the research interests of the full-time faculty so that they can identify a single faculty member to serve as their research advisor. The research advisor will be listed along with the CGS on SIS, and students should work with both to ensure that all requirements are fulfilled.

Students should meet regularly with their CGS and research advisor to discuss coursework, thesis and/or dissertation topics, and all other matters touching on their program of study. During the formal advising periods (registration) students are responsible for scheduling an appointment with the advisor in order to receive clearance to register for the following semester. The CGS will also assist with advising, scheduling exams, and planning the program of study. If there are questions or concerns, the student should speak first with the advisor, then the CGS, then the department chair, and if questions or problems remain unresolved the CGS will contact the School of Graduate Studies (CGS) to resolve them.

For Graduate Studies in Musicology:

Dr. Francesca Brittan, Coordinator of Graduate Studies in Musicology
Office: Haydn Hall, 315
Phone: 216.368.2032 | Email: francesca.brittan@case.edu

For Graduate Studies in Music Education:

Dr. Lisa Huisman Koops, Head and Coordinator of Graduate Studies in Music Education
Office: Haydn Hall, 303
Phone: 216.368.2430 | Email: lisa.koops@case.edu

For Graduate Studies in Historical Performance Practice:

Dr. Peter Bennett Coordinator of Graduate Studies in Historical Performance Practice
Office: Haydn Hall, 301
Phone: 216.368.0156 | Email: peter.bennett@case.edu

Music Office Staff

<https://case.edu/artsci/music/about/people/staff>

For performances and musical facilities/equipment:

Mr. Nicholas Strawn, Performance and Operations Assistant
Office: Denison Hall, 157 (next to Wade Commons)
Phone: 216.368.2297 | Email: nas158@case.edu

For undergraduate admissions, academic programs, lesson registration, and accompanists:

Ms. Jennifer Wright, Manager of Department Operations and Undergraduate Recruitment
Office: Haydn Hall, 103
Phone: 216.368.2400 | Email: jenwright@case.edu or jmh207@case.edu

For personnel, financial reporting, and special event planning:

Ms. Laura Stauffer, Department Manager
Office: Haydn Hall, 101
Phone: 216.368.0117 | Email: lls3@case.edu

For technology and AV equipment:

Dr. Ken Wendt, Coordinator, Information Technology
Office: Haydn Hall, 16 ([The Core Mac Computer Lab](#))
Phone: 216.368.5456 | Email: kxw295@case.edu
[The Core Mac Computer Lab](#)

Offices, Communal Spaces, Mailboxes, Communication, Supplies**Graduate Offices (Rm. 05 and Rm. 08)**

Graduate offices and a kitchenette/eating area are located in the lower-level of Haydn Hall. Musicology and music education students with teaching responsibilities have first consideration when making desk assignments, which includes a secure cabinet. When a student is assigned a desk space it is with the understanding that the space is to be used for University business. The space should be kept orderly and clean. Non-compliance with departmental requests to clear the space for cleaning or failure to keep this space in an acceptable condition (free of excessive trash, discarded food items, etc.) will result in the loss of privileges.

Communal Spaces

Communal spaces for students may be used as needed and as available for University business including required duties and studying, etc. As such, the space should be treated as a professional space and kept orderly and clean. Non-compliance with departmental requests for cleaning or

failure to keep this space in an acceptable condition (free of excessive trash, discarded food items, etc.) will result in the loss of your privileges.

The Haven Music Lounge (Rm. 100)

This multi-use space (Haydn Hall, Rm. 100) is a public lounge where Department of Music students, faculty, and staff can relax, socialize, and study. It is available by reservation for special events and can be used after-hours for rehearsals, practice, or lessons (reservations preferred).

Student Mailboxes

Each graduate student is assigned a mailbox in the stockroom located on the 1st-floor of Haydn Hall. Graduate assistants will receive periodic emails regarding the pickup of more sensitive communications and grades. Please check your mailboxes regularly for departmental mail and other materials.

CWRU Gmail (Email)

<https://case.edu/utech/help/knowledge-base/google-workspace-education/google-workspace-education-information/cwru-gmail>

Each student is assigned a CWRU Gmail account linked to their Network ID (abc123@case.edu), which is widely used by the university. Please check your inbox often and reply to all department faculty and office queries within 24-48 hours. The department will communicate via your CWRU Gmail address only. If you use another account for email, set up your CWRU account to forward all messages. You are responsible for all information sent from the department; failure to set up your CWRU account does not excuse you from this responsibility.

Graduate Student Shared Google Drive and Google Groups

<https://case.edu/artsci/music/academics/current-students/graduate-and-professional-students>

The Department of Music hosts a shared Google Drive “**CWRU Music Graduate Students**” for all current graduate students to store, search, and access files as a group. The files stay in place so that students can keep sharing information and training materials with each other. The Google Group “**CWRU Music Graduate Students**” is used among current graduate students to communicate with each other throughout the year. All members see the same content and therefore neither account should be used for personal work.

The private Google Group “**CWRU Music: Message Board**” is designed specifically for official communications sent from the music office to the entire department.

Graduate Student Directory

<https://case.edu/artsci/music/about/people/graduate-student-directory>

The graduate student directory includes a full list of current graduate students enrolled in the Department of Music and their bios/photos. The list is maintained by an appointed member of the Music Graduate Student Association (MGSA). Updates should be communicated to this individual.

Photocopies and Office Supplies

Printers are available in each of the graduate offices. A printer and photocopier is available in Haydn Hall, 216. Upon request, the *Coordinator of Department Operations* will supply each TA (with copying responsibilities) a unique copy code. If a student requires office supplies to fulfill their TA responsibilities, they can make the proper arrangements with the faculty member supervising their work. The department encourages **scanning materials as much as possible** to save costs on purchasing paper and maintenance. Graduate students are provided a general password to access the scanning feature of the copier, which sends PDF documents to their CWRU Gmail. High-quality scanners may also be found in Kelvin Smith Library. Professional printing services are available through FedEx Office in Thwing (fees apply).

Canva Design, Publicity, Programs

The department uses **Canva Design** (<https://www.canva.com>) to create posters, programs, digital/print publicity for many of our activities (lecture series, concerts, conferences, special events, etc.). This platform is managed by the *Coordinator of Department Operations*. Training is available to all graduate assistants responsible for marketing and ensemble programs.

Specialized Access, Keys

<https://case.edu/artsci/music/about/facilities/policies>

Students using office space or teaching a course will not need to obtain keys. Students should first obtain an ID Card from CWRU Access Services (basement of Crawford Hall). Once a student has a physical ID Card, they can arrange for access through the *Performance and Operations Assistant*. Secure rooms and storage areas require lockbox access. Students can arrange for access through the *Performance and Operations Assistant*. Students will first be asked to fill out the **Secure Access to Controlled Rooms and Storage Areas Form**.

If a University Key must be ordered, the student should fill out the **Key Request Form**. Prior to requesting key(s), the student must first receive authorization from their supervisor, faculty advisor, or ensemble director. A lost key, duplicate key, or a key that is not picked up within the 45-day window, will result in a \$50.00 charge per key. Unreturned keys result in the same charge. Keys must be returned before graduating. Access Services issues a return receipt, which should then be submitted to the music office.

Card Swipe/After-Hours Building Access

All music majors are automatically given after-hours card access to Haydn Hall and Denison Hall.

Note: According to University policy, students may not lend their key/ID to another student or borrow another key/ID for any reason. If the Department receives a report of any student misusing their access privileges, the student will be given one written warning via email. If the reports continue, key/access privileges will be revoked. Also, final transcripts may be withheld from students if keys are not returned before graduating. Lost keys must be reported to the music office and Access Services immediately.

Practice Rooms and Studios

Practice rooms are located on the second floor of Haydn Hall and in Denison Hall. There are also two HPP studios located in the basement of Haydn Hall. Please be sure to review the guidelines for reserving and using these spaces. If you discover a problem with one of the pianos, please submit the [Piano Maintenance Request](#) so a technician can be contacted.

Cleveland Orchestra Tickets

The Joint Music Program provides free season passes to regular season performances of The Cleveland Orchestra (<https://www.clevelandorchestra.com/>) to current music majors. The music office will provide details when tickets are available. Subject to change.

Academic Procedures and Activities

Registration Procedures for Applied Lessons and CIM Courses

Graduate students may register for applied music lessons (MUAP) at no cost, pending approval. All CWRU students are to obtain all permit releases in two stages: first, meeting with your program advisor; second, meeting with the *Coordinator of Department Operations*. The CDO releases permits for applied music (MUAP) courses in advance of registration in SIS. The CIM Registrar releases permits for all CIM classes (permits for these courses can be requested through SIS or by visiting the CIM Registrar).

Students must notify the CIM Registrar if they drop/withdraw from a CIM class, and/or the CWRU music office if they drop an applied lesson.

Students may take applied lessons at CIM at no cost for the duration of time they are receiving department funding in the form of fellowships or GAs. For HPP students, this refers to your primary HP instrument/voice lessons since they are cross-registered at CIM. HPP students who have abilities on more than one historical instrument/voice may be approved for secondary lessons by their advisor on a case-by-case basis. Non-HPP students who would like to take HPP lessons or participate in HPP ensembles are advised to meet with the Head of HPP in order to determine appropriate placement and navigate registration/audition procedures.

Independent Study Courses

Students who wish to take an Independent Study Course should first consult with and receive approval from the faculty member who will supervise the project and the research advisor. Before registering in SIS, the student must complete the [Independent Study Agreement](#) (available online). The completed agreement should then be signed by your instructor and advisor and submitted to the music office. The form should be accompanied by 1) a course outline and 2) course learning objectives. Students taking an Independent Study at the master's level should register for MUHI 501: Special Readings (MA and MM) and at the PhD level, MUHI 601: Special Readings PhD/DMA.

Fellowship Courses

<https://case.edu/gradstudies/student-resources/fellowships-and-travel-awards>

Through the School of Graduate Studies Fellowship Tuition program, graduate students are eligible to take courses beyond their degree requirements with no tuition cost. With advisor approval, graduate humanities courses may count as program electives. Students may take up to (8) courses, including language courses. Fellowship courses cannot be audited. The grade that a student receives in the course will not count toward the degree program GPA or total hours. These courses are meant to broaden the educational experience of graduate students by allowing them to pursue studies according to their own intellectual needs. Applied music lessons (MUAP) cannot be taken as fellowship courses.

Leave of Absence

Occasionally, for reasons of illness, special grants, employment at a different institution, etc., students will need to take an unpaid Leave of Absence (LOA). Students taking a LOA will not register for credits, and will need to complete paperwork with the School of Graduate Studies.

For most fellowships supporting work towards the degree, such as the Fulbright, it is probably to the student's advantage to remain registered rather than taking a LOA, but this varies according to individual circumstances. LOAs do not stop the clock on the timeline for degree completion, nor is stipend funding guaranteed upon return. For these reasons, students should thoroughly discuss the logistics (including financial logistics) with their advisor and/or CGS before embarking on a LOA.

Paid Leave

In a number of situations, including for extended illnesses and new parents, students who receive fellowship support may be eligible to take paid leave instead of a LOA. Students taking paid leave will remain registered and will need to make appropriate arrangements with the department as soon as possible.

The minimum required length of this leave is set by policies from the School of Graduate Studies, but the department is permitted to extend the leave period. Students anticipating the need for paid leave should discuss logistics with their advisor and/or CGS as soon as they can. They should also consult the policies on the School of Graduate Studies website.

Planned Program of Study (PPOS) or Academic Requirement (AR) Report in SIS

<https://case.edu/gradstudies/current-students/planned-program-study>

Graduate students at CWRU are encouraged to meet with their advisor within the first semester of residence to discuss all departmental requirements and create a list of proposed coursework, known as the Planned Program of Study (PPOS). The PPOS outlines—in consultation with the major faculty advisor or advisory committee—the courses and other requirements for the MA, MFA, MS, ME, MPH, MSA, DMA, or PhD degrees.

The School of Graduate Studies requires each graduate student* to submit a PPOS by the end of their second semester. Students submit their PPOS via the Student Information System (SIS) for advisor and School of Graduate Studies approval. A registration hold will be placed on the student's account if the program of study is not completed on time. If the original plan changes, a revised program of study must be submitted via SIS.

Quick reference guides for creating, updating, or approving a PPOS are available through the University Registrar.

***Integrated programs** (BS/MS and IGS) submit a paper version of their PPOS form (**BSMS** or **IGS**) as part of the admissions process and are exempt from the SIS PPOS process. Master of Engineering and Management (MEM) students do not complete a PPOS.

* Most students in programs using the Academic Requirement (AR) Report in SIS are no longer required to submit a PPOS. Check with your department for details.

Registration Guidelines for Music Education

All music education graduate students will meet with their academic advisor to plan out their courses. Once students have confirmed their classes with their academic advisor, the SIS registration hold will be released so students can register for those courses. When students log into SIS, they should look under “Academics” in the upper-left side. In the drop-down window, select “Academic Requirements” and click the arrows to the right. The classes students need to complete for your degree program will appear. These classes are already pre-loaded and sorted into the various banks of classes that correspond to the music department’s graduate handbook: required MUED courses, graduate music core, electives, cognate courses, thesis/dissertation credits, etc. It lists these courses and whether students have taken them (green) or not (yellow). Any category that is unfolded (downward facing carrots) indicates that particular bank of classes is unfulfilled (classes that have yet to be taken). Any categories that are folded up (sideways facing carrots) indicates that those particular courses or prerequisites already have been fulfilled. However, students can click on the carrots at any time to reveal what is underneath them. The goal will be to “fill in” each section over time, so that all of the course requirements for a student’s degree are accounted for. If students need to substitute a course along the way, or place a course under a different category, their academic advisor can simply email the graduate school, request the switch, and provide a reason. Once moved, that course would count toward that particular bank of classes, and the rest of the page would update accordingly. The system also will keep track of why a class was switched (a reason code), so that students and faculty have a record that can be reconciled prior to graduation.

Academic Progress Report (APR)

Students in all areas are responsible for submitting the **Academic Progress Report for Graduate Students** (found under “Resources for Current Students”) summarizing their academic progress over the past semester. These are due on DEC 1 of each academic year. After consulting with the advisor, the CGS in each area of study will meet with students individually to review these forms and their advisor’s assessment in the spring semester.

Ensemble Performance Opportunities

<https://case.edu/artsci/music/ensembles-lessons>

Graduate students pursuing academic coursework may participate in our various music ensembles. View the **Participation Information** page to learn more about ensemble offerings, audition details, registration requirements, and helpful resources for students participating in musical activities.

Lecture/Colloquium Opportunities

<https://case.edu/artsci/music/news-events/music-colloquium-series>

The Music Colloquium Series provides a weekly forum for presentation and discussion of recent research by distinguished visitors and CWRU faculty and graduate students in musicology, historical performance practice, and music education. All talks happen on Fridays at 4:00 PM (Eastern) in Harkness Chapel, Classroom, and are open to the public unless noted otherwise. All graduate students in residence are expected to attend. Current PhD students are given the opportunity to present on this series; students interested in presenting should contact their advisor and their CGS well in advance during the spring semester for the following year.

Petitions for Exceptional Treatment

Students in exceptional circumstances of any kind may submit a petition to the music faculty, via an email addressed to the CGS in their area, to waive or modify policies or procedures. The petition should include an explanation/justification of why the exception is necessary. It will be considered at the next faculty meeting and students will be informed of the outcome in a timely manner.

Graduate Assistantships (GAs)

For those students receiving financial assistance, assignments will be made upon recommendation of the Department Chair or CGS from each program, in consultation with the faculty, and depending on Department needs and previous student assignments. Toward the end of each semester, students will be informed by email of their assignments for the following semester. They will also receive a Memo of Assistance (MOA) in the summer (AUGUST); this serves as the official contract for the year (subject to revision in December should the assignment change). The GA assignment entails an average number of hours required, depending on the degree program and funding level. (An average of 10 hours per week is required by Musicology and HPP; MuEd hours vary according to the type of assistantship.) Students are asked to keep careful track of their hours and to inform their supervisor, CGS, or department chair if their responsibilities seem excessive. The Assignment categories are listed below, with a brief summary of duties. Students should touch base with their supervisors at the end of the semester preceding duties and should arrive on campus ready to assume duties in the week before classes begin. At the end of each GA assignment, supervisors will provide a GA Feedback document reviewing students' activities, noting areas of strength, and making suggestions for improvement.

Teaching and Research Assistantships

<https://case.edu/ucite/>

All new graduate students who have or will have instructional responsibilities must enroll in the non-credit course UNIV 400A (Professional Development for Graduate Teaching Assistants), or UNIV 400C ("Future Professor Track"). International students can also enroll in UNIV 400C; UNIV 400B is for international students who need support with mastering spoken English. This required course consists of seminars, led primarily by faculty, that focus on effective professional communication skills and that provide teaching assistants with opportunities to discuss and reflect

upon their instructional roles. New graduate students with TA responsibilities are also expected to attend the campus-wide TA orientation in AUGUST, and to be aware of the policies and guidelines presented in the TA Manual, which is available online.

Students who at any time have difficulty fulfilling their responsibilities as a TA must contact the Department Chair and CGS. Also, they must consult with the advisor, the Department Chair, and the Department Administrator prior to altering the number of credits for which they are registered in a given semester, as financial aid and/or teaching assignment may be affected by the change. Assignments are made after careful consideration, and must be fulfilled unless a formal justification can be provided.

In the Music Department, TA/RA responsibilities typically fall into one of several categories:

- **Reader/Grader.** Graders work closely with a professor, either individually or with other graders, to evaluate quizzes, examinations, final papers, and other assignments. Although formal structured contact with students may be minimal, graders meet informally with students who may have questions about grades. Maintaining consistent grading procedures within the course is imperative.
- **Instructor of Record.** An Instructor TA works under the supervision of a faculty member but holds the major responsibility for a class section. This responsibility may include setting the syllabus, choosing texts, and determining final grades for each student. Working with supervising faculty, Instructor TAs determine the content of each class session, teach these sessions, evaluate all student work and encourage communication through individual conferences with their students. If you are assigned primary teaching responsibility for a course, you must be appointed as an Instructor of Record. Please see the Coordinator of Department Operations to expedite this process. All Instructor TAs should be observed by a faculty member during each semester of teaching, after which feedback will be given; the Instructor TA is responsible for arranging a course observation with your teaching mentor before the last week of class. The mentor will meet with the student to offer specific feedback and will write up an evaluation memo for the student's file.

Timeline as follows:

- o Before the semester, a faculty mentor is assigned, either the advisor or another faculty member with expertise, or both. The mentor/s meet with students to review syllabi, answer questions and offer guidance.
- o During the semester, the mentor observes a class and meets with student to debrief. The mentor and student share the responsibility of scheduling a class time before the last week of the semester.
- o Before the end of the semester, the mentor/s write up a brief evaluation of the course, which they share with the student, with the advisor (if not self), and with the CGS for musicology. The CGS posts this eval on Box to be used by other

faculty who are writing recommendations of the student for jobs, etc.

- **Assistant Conductor/Ensemble TA.** A Graduate Assistant serves in the capacity of an assistant to one of the CWRU Music Department ensemble conductors. This individual will have responsibility for such things as administrative support such as scheduling rehearsals and filing music, leading the rehearsal, score study, running sectionals as needed, taking attendance, setup and teardown, and other duties that facilitate the running of effective and efficient rehearsals.
- **Section Leader.** Section TAs lead class sessions that provide opportunities for students to ask questions about lectures or homework or to review for tests. Section leaders may have prepared lesson plans for these sessions, but usually the discussion centers on student-generated questions. As a result, TA's must be ready for any question; usually dealing with material the students have difficulty understanding.
- **Tutor.** Tutors generally work with students on a one-to-one basis. During regular office hours and extra help sessions, these TAs are sought for their expertise in the subject matter. Their true value, however, lies in encouraging students to explore approaches to solving problems rather than answering questions directly.
- **Research Assistant.** Research Assistantships in the Music Department take a variety of forms: RAs may assist faculty with specific research projects, or work in one of several archives or facilities outside the department, which in the past has included the Cleveland Orchestra Archives (in Severance Hall), the Rock and Roll Hall of Fame and Museum, and the Rock Hall Library & Archives (on the campus of Cuyahoga Community College). If you have questions about available assistantships, you should consult the Coordinator of Graduate Studies in your area.
- **Colloquium and Marketing (HPP and/or Musicology).** These assistants will coordinate activities surrounding the Colloquium Series, and will announce Musicology and HPP events and student achievements by email and social media.
- **Editorial.** The Editorial Assistant will assist with editing CIM DMA documents and ESL papers.

Department Regulations Regarding Graduate Assistantships

An appointment as a GA is based on our review of students' qualifications and on the needs of the student and the Department of Music. Students will be provided support for unfamiliar assignments and are welcome to ask for guidance when needed. Unless noted otherwise, the default supervisor is the faculty member the student is assisting as a GA, and otherwise their research advisor (CGS of HPP for HPP students). The amount of the award, the duties of the Assistantship, and the number of hours required will be conveyed to students by the Department of Music. Financial aid is divided into two categories: 1) tuition waiver and 2) monetary stipend (usually in addition to tuition waiver). If a student is granted a tuition waiver, it is their responsibility to know how many tuition hours are granted. It is imperative that students register

for the hours that are awarded (stated in the MOA, the letter that serves as a contract). Usually this will be 9 hours per semester, except for dissertation writers for whom it is 3 per semester until 18 are reached, then 1 per semester. (Though less than 9, this is considered full time). Students must obtain permission from their advisor, the Department Chair, the CGS, and the Department Administrator if they wish to register for a different number of credit hours. Students who receive a stipend, MUST complete the FAFSA online at the time they are recommended for the award. This is a necessary, one-time final step before students receive the award.

Graduate awards are conditional and require that students maintain good standing in the School of Graduate Studies and Department of Music. If students fail to register before the last day of the late registration period for the session in which their award is valid, they will incur any late fees. The appointment does not exempt them from adherence to the School of Graduate Studies and departmental degree requirements for research and/or teaching experience.

Continued financial assistance is based on performance in these areas:

1. Meeting high academic expectations and completing coursework with a grade of "B-" or above
2. Satisfactory and timely fulfillment of your assigned teaching/research assistantship
3. Demonstrating a high level of professionalism, self-motivation, engagement, and ethical standards
4. Accepting primary responsibility for the successful completion of your graduate degree

If any one of these areas is deemed unsatisfactory by the faculty, students will be given a warning. If at that point correction is not made, the student faces withdrawal of financial aid and the eventual possibility of probation, suspension and ultimately expulsion from the program.

Performance, Scholarly Activity, and Outside Work

Students are encouraged to cultivate opportunities for teaching, performing and scholarship. We wish to work with students to find a balance between these commitments and the requirements of their class schedules. Please consider thoughtfully any additional commitments (teaching private lessons, professional playing, substitute teaching, conference presentations, excessive elective courses, etc.) that you engage in as they may interfere with your work on campus and in some cases can elongate your degree program. Choose these outside commitments carefully and weigh their impact on your program. These outside commitments are important but not if they interfere with your success in the program. In general, and above all, you must abide by the University attendance requirements, as stipulated in the CWRU Graduate Handbook and according to the attendance policies of individual instructors. If you have out-of-town engagements, you must clear these at the beginning of the semester with your program advisor, prospective instructors, and the faculty member you are assisting.

If you are the instructor of a course, you must take responsibility for regular attendance. If you expect to have out of town engagements, you must make these known to your program advisor/s at the time the class is assigned. It is vital that you are available to students if they need assistance. You are required to adhere to all of the articulated requirements of the Undergraduate Instructors Manual. During the course of the semester, if you must be absent for any reason, you

must inform the department chair and the Coordinator of Graduate and Undergraduate Studies of your absences in advance, with an explanation of how the course will be conducted in your absence.

Graduate Student Organizations

The **Music Graduate Student Association (MGSA)** works to provide sustained support for current and prospective graduate students in the Department of Music at Case Western Reserve University (CWRU) in all aspects of graduate life. This organization fosters intellectual and professional development through sponsorship of academic events and discussion, and promotes fellowship among the graduate students through social events and moral support. It also encourages and attracts prospective students to enroll in the graduate program by coordinating campus visits and compiling informative materials about the program. A principal goal of the group is fostering communication between our graduate student body, staff and faculty, and the campus community as a whole.

Graduate Student Council (GSC) at Case Western Reserve University gives graduate students a voice in their disciplines and relevant university affairs. Representatives serve as spokespeople, taking students' individual and collective interests to faculty and university administrators.

Prizes, Awards, and Funding

Department Awards

The Department of Music awards the annual Heinrich Award for Outstanding Academic Achievement by a Graduate Student in Musicology. The prize includes a small stipend, which varies slightly from year to year. The faculty in musicology chooses the awardee in the spring semester of each academic year.

Graduate Dean's Awards

The Award for Instructional Excellence is available to graduate student instructors who demonstrate outstanding achievement in teaching. These awards present academic departments with an annual opportunity to honor graduate students who have shown exceptional skill and dedication in their work. All graduate students who teach or assist with a course, a lab, or a recitation, or who assist with grading or tutoring are eligible for the award, but candidates for nomination must have completed, or be currently enrolled in, the non-credit course UNIV 400, which is a course required of graduate students who provide instruction for undergraduate courses.

The department faculty also has the prerogative of nominating students for other dean's awards for academic excellence, creativity, service to the community, etc. Receiving a department nomination is an honor in itself, and students will be informed when they are nominated.

Funding for Conference Presentations and Research-Related Travel

A limited amount of funding is available through the Music Department. All students in the regular cycle of matriculation who are delivering papers at professional meetings and graduate student symposia, or performers who have been selected to participate in summer workshops, festivals, or equivalent unremunerated activities will be given priority. Requests for travel during a given

semester must be submitted by SEP 15 for Fall semester or JAN 15 for Spring semester (or as soon as your paper is accepted at a conference, workshop, etc., if that date falls later and if funds remain; please do not apply if you have not been accepted). Requests should be submitted via the Request for Travel Funding Form.

Outside Funding Opportunities

<https://case.edu/gradstudies/student-resources/outside-funding-opportunities>

Support is available through the School of Graduate Studies to help defray the expenses of dissertation-level research:

- SGS grants a maximum of \$500 on a one-time basis, dependent on a department match; therefore, these requests should be reserved for major funding needs, usually international travel, for \$1000 or more.
- The Baker-Nord Center for the Humanities also grants \$500 travel/research awards on a merit basis.

Information on student loans and work study programs is available from the Office of University Financial Aid (<https://case.edu/financialaid/>).

Graduate Music Degree Requirements

General Bulletin

<https://bulletin.case.edu/arts-sciences/music/>

Complete information regarding degree requirements and curriculum may be found in the University General Bulletin.

This handbook is intended as a summary of the graduate degrees offered by the Department of Music, including degrees in Musicology, Historical Performance Practice, and Music Education. (In some cases, this handbook may be more detailed than the General Bulletin; when in doubt please consult your advisor and the CGS in your area.)

Please note: The University has a strict policy that students fall under the program requirements of their entry year, unless they officially opt to fall under the updated requirements of a later year. Should students choose the latter option, they must make their decision known to their advisor, who will work with the CGS to ensure a smooth transition. It behooves all students to discuss any changes in program requirements with the advisor and CGS, in order to make an informed decision as to what is best for them as individuals.

Time Limitation

All the requirements for the master's degree must be completed within five consecutive calendar years after matriculation as a graduate student, including any leaves of absence. Doctoral students have five consecutive calendar years from the semester of the first credited 701 registration (or for DMA students, two years from their 753 registration), including leaves of absence, to complete all requirements for the doctorate. Any graduate student who fails to

complete the requirements within the five-year limit for his or her degree program will be subject to separation from further study unless granted an extension by the dean of graduate studies with the recommendation of the faculty advisor or advisory committee and approval by the department chair. An extension may be granted if the student and advisor work out a plan of action for degree completion within a specified time frame which must be endorsed by the department chair. Students will be expected to meet all the specified deadlines outlined in the plan of action. The minimum acceptable registration during this extended period for each semester until graduation is one credit of 651, 701, or 753.

Musicology and Historical Performance Practice Programs

Language Examinations (Musicology and HPP)

Departmental language examinations are given three times during the academic year: usually the Friday afternoon preceding the Fall and Spring terms and the Friday morning of the first week of exams in May; precise times will be announced in advance. Students should register for an examination by emailing the Coordinator of Graduate Studies in Musicology in response to the call for registration.

A graduate student may retake an examination but only during the scheduled exam times. Students who fail a language exam are entitled to feedback from the examining committee. Examples of past exams may be found on the Department website.

Language examinations (musicology and HPP) must be taken by the end of the 2nd year, unless a successful petition allows for extension of the deadline. Students should consult with the Advisor regarding language requirements at the beginning of their first semester on campus. At that time, they should agree upon a tentative schedule by which they will satisfy the language requirement.

Candidates for the MA must demonstrate the ability to read in a language other than English relevant to the student's research project, usually drawn from German, French, Spanish, Italian, and Latin, with other languages possible by petition.

Candidates for the PhD must demonstrate ability to read in two foreign languages approved by the Musicology Committee as relevant to the student's research, usually drawn from German, French, Italian, Spanish, and Latin, though exceptions can be made by petition.

Candidates for the DMA must demonstrate the ability to read two languages, usually drawn from German, French, Spanish, Italian, and Latin, with other languages possible by petition.

Each examination (the same for PhD and DMA students) consists of two excerpts (maximum 300 words in length), one in academic prose, the other poetry (such as a song text); both may be translated with the aid of one or more print dictionaries, to be provided by the students themselves. No other resources (print or digital) are allowed. Two hours are permitted for the examination. The minimum required level of reading ability is usually attained by the equivalent of two years of college-level study of the language plus further reading in musical and musicological writings in the language. See "Fellowship Courses" under Funding in regard to funding for optional

language courses (although please be aware that CWRU does not offer reading-only language courses).

It is a university policy that students cannot pass to candidacy (ABD status) until all exams, including language exams, are passed. They also cannot take more than two predoctoral semesters of MUHI 701 (dissertation research) before passing to candidacy. This means that students may run into difficulties registering for dissertation credit if they have not passed their language exams. The department allows students to petition to postpone language exams, but students should be aware that even with a successful petition, the University has the right to deny students the privilege of taking doctoral credits of MUHI 701 if they have not passed to candidacy.

Student Record-Keeping (Musicology and HPP)

Please make sure to submit all official documents to the department for your permanent file as soon as they are completed (and at the latest by the end of the semester they are completed). Dissertation prospecti, completed dissertations, and all other official documents in musicology should be submitted to the CGS. Course syllabi of Instructors of Record should be submitted to the Coordinator of Department Operations. Lecture-recital documents, programs, and digital recordings should be submitted to the CGS of HPP.

Residency Requirements (Musicology and HPP)

The formal fulfillment of residency requires continuous registration in at least six consecutive academic terms (fall, spring and/or summer). The period in which students are on a leave of absence does not count toward fulfilling the residency requirement. Students must be in residence to receive fellowship funding.

Degree Requirements *Musicology (PhD)*

<https://bulletin.case.edu/arts-sciences/music/>

Detailed program requirements, course distribution, and sample plans of study may be found in the General Bulletin.

Qualifying Examinations

At the beginning of the 3rd year of study, students will take qualifying examinations assessing their knowledge and skills in the proposed area of Dissertation work as well as in two secondary areas of interest. Successful passage of these exams is necessary for advancement to Candidacy in the PhD program. The exams will consist of written and oral sections, and will be conducted and evaluated by the musicology faculty. Students who do not advance but who have done satisfactory work will be eligible to receive the MA in Music History at this juncture. (See description of Qualifying Exams.)

Dissertation Prospectus, Defense, and Candidacy/Pre-Doctoral Standing

Students who pass their qualifying exams will register for dissertation research credits and begin research work for the dissertation. Working with their research advisor, the student will develop a prospectus for the dissertation, which will be presented in writing to the committee at least two weeks before the prospectus defense.

The prospectus must be a substantially researched overview of the proposed dissertation demonstrating that the student is prepared to undertake the dissertation project. The prospectus should be 10 to 12 pages in addition to a bibliography. It should follow Chicago Manual of Style, and should include a title page with all relevant information, including date, etc. Your Advisor can provide models of successful past prospecti.

The prospectus defense must take place before APRIL 1 of the 3rd year. All other requirements, including language exams, must be satisfied before this defense can be scheduled. The examining committee must include three members of the musicology faculty and may include the outside faculty member who is required by the Graduate School for the final Dissertation Defense. This committee must be constituted by the candidate at least a month before the scheduled defense, in consultation with the research advisor who, as described by the Graduate Studies Handbook, "assists with the selection of at least two other faculty to serve as members of the dissertation advisory committee." Students are strongly encouraged to consult with the members of their committee before the defense, which concentrates on the feasibility and significance of the project and the student's preparation for it. The prospectus, along with the list of committee members, is submitted to the Coordinator of Graduate Studies and to the committee only after the student's dissertation advisor has determined it is ready and no later than two weeks before the scheduled defense. The dissertation advisor schedules the time and place for the defense, which will not exceed two hours in duration.

If the defense is unsatisfactory, the candidate may repeat the examination once, at the discretion of the faculty; a revised prospectus must be submitted to the committee in a timely fashion before the second defense. If the defense is satisfactory with significant qualifications, a revised document (pre-approved by the Advisor) must be submitted for committee approval. In either of these cases, the revised document must be submitted to the Coordinator of Graduate Studies as soon as it is approved, and no later than MAY 15. After passing this examination, assuming other requirements have been met, the student is advanced to candidacy and begins to write the dissertation.

Once students have completed their Qualifying exams, and assuming all other exams (including language exams but not the dissertation prospectus defense), course work, Incompletes, etc., have been passed and/or resolved, they should submit the Advancement to Candidacy form to SGS. They may then register for MUHI 701 (dissertation research). If at the end of the 2nd year all exams have not been passed, they must submit a Pre-Doctoral Standing form, which will allow them to register for MUHI 701 (dissertation research) for two semesters. They should then proceed as above with Advancement to Candidacy.

Note: In recent years health insurance has been extended over the summer only if students are registered for fall courses. This means that in the spring of the 2nd year, musicology students should automatically apply for pre-doctoral standing in order to register for MUHI 701. This should be approved and registration completed by MAY 15. Once qualifying exams and all other requirements have been met, students should then apply for Candidacy, using the form on the Forms page on the SGS website.

It is expected that the 4th and 5th years of study will be devoted to work on the dissertation. Beginning in the 3rd year, the prospectus year, and until the dissertation is completed, the student should enroll in MUHI 710 for 3 credits per semester until a total of 18 is reached; thereafter (if necessary) 1 credit per semester. They should also register for MUHI 710: Dissertation Seminar for 0 credit. The seminar provides a mutually supportive and communal opportunity to share chapter drafts and to discuss the writing process. After Year 5, this requirement may be waived when appropriate by permission of the advisor. During the advising period in the previous semester an email, signed by the student and forwarded by the advisor, should be conveyed to the leader of the seminar.

Upon completion of the dissertation, each student will present a formal defense to the dissertation committee and members of the public. See the timeline above (Dissertation Completion and Graduation) for protocols and deadlines for scheduling this defense. Also see SGS for submission of final electronic document (<https://case.edu/gradstudies/current-students/electronic-theses-and-dissertation-guidelines>).

Under the rules of the School of Graduate Studies, a student must complete the dissertation no later than five years after registering for the first dissertation research (701) credits. If there have been extenuating circumstances the student may petition to extend this deadline, but should be aware that dissertation credits can no longer be covered by the College at this point. If the petition is granted, they are required to register for 3 credit hours per semester during the period of extension (the petition may also include a request to waive 2 of these 3 hours).

PhD Qualifying Exams

Qualifying exams are taken at the beginning of the third year and combine the goals of a General Comprehensive exam (broad knowledge of significant topics) and a Field exam (deep knowledge of a specific Subject). The student will choose three topics to research: one should be a broad subject area related to the dissertation topic; the other two should cover significantly different material. Chronological, geographical, and methodological diversity must be demonstrated across the three topics. Topics should not replicate material covered in seminars but should open up new areas of enquiry (students may extend seminar material only provided the directions taken are substantially novel).

Through the Fall semester of Year 2 of the PhD, students should work with the Coordinator of Graduate Studies (and their Research Advisor, if the Advisor has been chosen) to discuss the constitution of their examination committee (three members of the musicology faculty) and develop a plan for devising topics of appropriate breadth and focus. The proposed topics and committee members will be submitted to the CGS, who will then present them to the musicology faculty for approval by the first week of the spring semester. The faculty will provide approval and/or requests for revision within two weeks. For each of the topics the student will produce a bibliography and repertory list (scores, sound recordings, video recordings as applicable), due by APRIL 1. The student's examination committee will vet bibliographies and repertory lists by APRIL 15 and the student will receive feedback and suggestions. Final revised bibliographies and repertory lists are due by May 1.

A required Exam Preparation class (MUHI 699) will be offered for zero credit in the spring semester. Students should bring any questions and concerns to the instructor and individual members of their committee over the course of the spring.

The examination, consisting of three essay questions, will take place over the course of the weekend preceding Orientation. The student will receive, via email from the CGS, all of the questions by 5pm (Eastern) on the Friday beginning the exam weekend. The student may only make use of the research resources listed in their bibliographies and works lists as they craft their responses. No other materials, physical or digital, are to be used. All writing must be original and created solely by the student for the purpose of the exam. The student will email the CGS their responses as three Word documents no later than 9am (Eastern) Monday morning. The questions, crafted by the exam committee, are meant to give students the opportunity to indicate both comprehensive and specific knowledge of their chosen topics from a number of different perspectives, including cultural-historical, analytical, theoretical, etc. Effective and persuasive responses will demonstrate numerous points of view and approaches to the given subject. Scores and/or recordings may be provided as part of the question, usually drawn from the repertoire list.

Following the written exam, an oral defense of the Qualifying Exam with the student's full committee is required. This exam will take place during the week before classes begin and last no more than two hours. Examinees may bring only a copy of the exam, their answers, and any additional notes meant to direct their comments in the orals.

Exam results will fall into one of the following categories: pass with honors; pass; partial pass; or fail. If the student fails the exam or only passes some sections, they may retake the pertinent sections of the exam the following semester. If all sections of the exam are not passed after the second attempt, the student will be released from the program. Students who have done satisfactory coursework will be eligible to receive the MA in Music History at this juncture.

Schedule

By NOV 30:

- discuss committee and topics with the Coordinator of Graduate Studies (and the Research Advisor, if chosen); submit proposed topics and committee to the CGS; consult with committee members to develop topics.

WEEK 1 of SPRING semester:

- topics formally proposed to committee via CGS

WEEK 3 of SPRING semester:

- faculty responds to topics

APRIL 1:

- submission of bibliographies/repertoire lists

APRIL 15:

- faculty responds to bibliographies/repertoire lists

MAY 1:

- submission of final revised bibliographies/repertoire lists

Degree Requirements *Master of Arts in HPP (MA)*

<https://bulletin.case.edu/arts-sciences/music/>

Detailed program requirements, course distribution, and sample plans of study may be found in the General Bulletin.

Lecture-Recital and Document

One juried lecture-recital is required, taken in the Spring of the 2nd year (MUAP 651, 3 credit hours). The lecture-recital consists of a 45-minute performance generally preceded by a research-based lecture (30-45 minutes in length) dealing with the musical, historical and performance practice issues relevant to the chosen repertoire. The entire lecture recital should not exceed 90 minutes.

The lecture recital-performance is given in the Spring of the 2nd year, but students may register for the lecture preparation in either the Fall or Spring semester. In either case, in the spring of the 1st year of study, the student should approach a member of the faculty to act as their advisor and should then work with that advisor on a proposal to be submitted to the HPP committee before APRIL 1 (for lecture recital in the following fall) or NOV 1 (for lecture recital in the following spring). The proposal should be accompanied by the Lecture-Recital Proposal Form, available on the department website. If the proposal is approved, the HPP committee will decide (in consultation with both student and the advisor) which other faculty members are to act as jurors (at least two Musicology/HPP faculty, together with the appropriate applied faculty if possible). After securing a date acceptable to the jury and available on the Department calendar, the student will then work with the advisor to prepare a lecture draft, which will be distributed to the entire jury no less than one month before the performance. The final version of the lecture will incorporate changes mandated by the jury. In addition, the advisor, along with the applied teacher, will monitor the preparation of the recital portion, a substantial portion of which will be previewed for the jury approximately one month before the public presentation. Inadequate preparation or failure to comply with the hearing schedule will result in cancellation or postponement of the lecture-recital. The successful completion of the lecture-recital will be certified by a majority of the jury.

An accompanying document (15-25 pages) will be finalized after the lecture-recital performance with the further advice and ultimate approval of the advisor. The document, program, and audio/video tape (if there is one) should be submitted to the CGS of HPP by the end of the semester.

Students are expected to publicize the lecture-recital by all appropriate means, in addition to its listing on the upcoming events calendar.

Degree Requirements *Doctor of Musical Arts in HPP (DMA)*

<https://bulletin.case.edu/arts-sciences/music/>

Detailed program requirements, course distribution, and sample plans of study may be found in the General Bulletin.

Lecture-Recitals and Documents

Two juried lecture-recitals are required: MUHI 751, taken no earlier than the Spring of the 2nd year (3 credit hours), and MUHI 753, taken in the Spring of the 4th year (6 credit hours, 3 each in the Fall and Spring semesters). Each lecture-recital consists of a 45-minute performance generally preceded by a research-based lecture (30-45 minutes in length) dealing with the musical, historical and performance practice issues relevant to the chosen repertoire. The entire lecture recital should not exceed 90 minutes.

For the first lecture-recital, the student should approach a member of the faculty in the semester before registering for lecture-recital credit to act as their advisor, and should then work with that advisor on a proposal to be submitted to the HPP committee before NOV 1 (for a lecture-recital the following spring) or APRIL 1 (for a lecture-recital the following fall). For the second lecture-recital, the student should approach a member of the faculty during the spring of their 3rd year to act as their advisor. During the fall of their 4th year they should work with that advisor on a proposal to be submitted before NOV 1. In both cases, the proposal should be submitted using the Lecture-Recital Proposal form, available on the department website. If the proposal is approved, the HPP committee will decide (in consultation with both student and the advisor) which other faculty members are to act as jurors (at least two Musicology/HPP faculty, together with the appropriate applied faculty if possible). After securing a date acceptable to the jury and available on the Department calendar, the student will then work with the advisor to prepare a lecture draft, which will be distributed to the entire jury no less than one month before the performance. The final version of the lecture will incorporate changes mandated by the jury. In addition, the advisor, along with the applied teacher, will monitor the preparation of the recital portion, and this will be previewed for the jury approximately one month before the public presentation. Inadequate preparation may result in postponement of the lecture-recital. The successful completion of the lecture-recital will be certified by a majority of the jury. The jury will also provide written feedback to the student.

For lecture-recital 1, an accompanying document (15-25 pages, based primarily on the lecture) will be finalized after the lecture-recital performance with the further advice and ultimate approval of the advisor, and submitted by the end of the semester. For lecture-recital 2, a substantial piece of research (50-100 pages) is expected: the final document, incorporating suggestions from the jury and the advisor following the performance/presentation, will also be submitted by the end of the semester. The whole jury will evaluate this final document.

Students are expected to publicize the lecture-recital by all appropriate means, in addition to its listing on the Department concert calendar.

Recital

A juried recital is required by the end of the 3rd year (MUAP 700, 0 credit hours). The recital (50-60 minutes) should feature works from a variety of national schools and periods, and should showcase the student's solo performing abilities: the program will be decided in consultation with the student's applied teacher and the CGS of HPP, and must be approved by the HPP committee. The student should also provide appropriate program notes, to be prepared in consultation with a faculty member to be determined by the HPP committee. The student should submit a proposal to

the committee by NOV 1 using the Recital Proposal form, available on the department website. The performance will be evaluated by the applied teacher and a committee consisting of at least two other HPP faculty. If the performance is unsatisfactory, the student will have the opportunity to repeat the recital the following semester. If the second attempt is also unsatisfactory, the student will not be allowed to continue in the degree program.

Languages

Prior to the qualifying examination, students must demonstrate ability to read in two languages approved by the HPP committee as relevant to the student's research. (These are generally drawn from German, French, Italian, and Latin, though exceptions can be made by petition.) For more details see Language Examinations above, under Musicology and HPP Examinations.

Qualifying Examinations

Qualifying exams are taken at the beginning of the 4th year and involve 4 sections based on chronological periods:

1. Up to 1450
2. 1450 – 1650
3. 1650 – 1800
4. 1800 – onward

For each period, the student must a) develop a topic that falls into one of the following categories (each category may only be used once) and b) make themselves familiar with the historical performance practice issues pertaining to that period, as well as those that relate specifically to their chosen topic:

1. a work, broadly conceived
2. a person (composer, performer, writer)
3. a genre
4. an original topic (examples might include a methodology, an instrument, a place, a technology)

Students will meet with the CGS of HPP by the end of the fall semester of their 3rd year in the DMA program to discuss the constitution of their examination committee, as well as to devise topics of appropriate breadth and focus. The committee of four members will consist of faculty members from the Musicology faculty. The topics chosen will be formally proposed to the faculty by the first week of the spring semester; the faculty will provide approval and/or requests for revision within one week. The topics are meant both to coordinate with and complement material students have covered in seminars. For each of the topics the student will produce a bibliography (of both historical and performance-practice related literature) and a repertory list (scores and/or recordings, as applicable), due by APRIL 1. The student's examination committee will vet bibliographies and repertory lists by APRIL 15 and the student will receive feedback and suggestions. Final revised bibliographies and repertory lists are due by MAY 1.

The examination, consisting of four essay questions (one for each topic), will take place over the course of two days in the week preceding the first week of fall classes. The student will answer two questions each day, with three hours provided for each question. The questions, made up by the exam committee, are meant to give students the opportunity to indicate both comprehensive and specific knowledge of the chosen topics from a number of different perspectives, including historical, analytical, methodological, etc., and to demonstrate their command of the relevant performance practice issues. Effective and persuasive responses will demonstrate numerous points of view and approaches to the given subject. Scores and/or recordings may be provided as part of the question, usually drawn from the repertoire list. The examinee will be provided solely with a laptop; no additional materials or Internet access will be allowed.

After distribution of the exam and answers to the examinee and the members of the committee, the Coordinator of Graduate Studies will schedule a time for the oral examination, which will last no more than two hours. The examinee may bring only a copy of the exam, their answers, and any notes meant to direct their comments in the orals.

Exam results can be: pass with honors; pass; partial pass; or fail. If the student fails the exam or only passes some sections, they may retake the pertinent sections of the exam the following semester. If all sections of the exam are not passed after the second attempt, the student will be released from the program. Students who have done satisfactory coursework will be eligible to receive the MA in HPP at this juncture.

Schedule

NOV 30:

- meet CGS of HPP to discuss committee topics; consult with committee to develop topics

WEEK 1 of Spring semester:

- topics proposed to committee

WEEK 2 of Spring semester:

- faculty responds to topics

APRIL 1:

- submission of bibliographies/repertoire lists

APRIL 15:

- faculty responds to bibs/rep lists

MAY 1:

- submission of final revised bibliographies/repertoire lists

Music Education Program

General Expectations for Graduate Students (Music Education)

1. Graduate students are strongly encouraged to participate in MuEd professional organizations and invited to join the National Association for Music Education (NAfME)/Ohio Music Education Association (OMEA) as an active member (full cost of membership) or a student member (reduced cost of membership). For information about becoming a member, speak to your advisor or the OCMEA Advisor, Dr. Ryan Scherber.

2. All part-time and full-time students are expected to exhibit professional behaviors including being responsible for meeting all deadlines and completing required paperwork. Poor performance in this area could result in loss of funding or dismissal from the program.
3. All full-time music education graduate students are expected to attend at least three Music Department Colloquia per semester, and all part-time students will be required to attend at least one per semester. The schedule of Colloquia will be distributed no later than the beginning of each semester.
4. All full-time music education graduate students are expected to attend the OMEA Professional Development Conference, including the Thursday morning Graduate Research Session. Part-time music education graduate students are strongly encouraged to attend the Thursday morning session as well as the PDC.
5. Each semester, all full-time students who have a graduate assistantship will receive written feedback from their assistantship supervisor(s) evaluating the performance of assistantship duties. Poor evaluations will result in a change of duties, reduction in funding or removal of all funding.
6. All Music Education students will be required to have a cumulative GPA of 3.0. The University will not confer a degree without this. A grade of C or below could result in the loss of funding.
7. Each Music Education student will be held accountable for all of the School of Graduate Studies articulated policies, procedures, and deadlines.

Graduate Exam Preparation Guidelines (Music Education)

Each of the graduate programs in Music Education requires some form of a written and oral exam to complete degree requirements. Preparation for this exam begins with the first class and extends through the entire course sequence. A topic that you encountered in your first music education course could provide the impetus for more research and become one of your paper topics. Additionally, you might believe that a topic covered in one class could be applicable to the content of another class, and you decide to explore this relationship and propose that as a possible research question. Classes offer you background in many topics as they relate to Music, Education and other disciplines, and the graduate exam is designed to give you the opportunity to explore a topic more fully, and connect and transfer it to other areas.

Each of the programs (Master of Arts with Licensure, Master of Arts, and PhD) has slightly different exam requirements and procedures that are tied to the content of their curriculum. (See specific exam guidelines and procedures for your program). The design of any exam at the end of coursework allows each student to show mastery of the degree content by applying this cumulative knowledge to various music education and/or research environments. Then, the accompanying oral examination allows the student the opportunity to think on the spot and transfer that information to other areas by responding to questions and new scenarios posed by the committee. This usually serves as the end of the degree for the Masters level and the beginning of the dissertation process for Doctoral students.

The exam process is rigorous and requires much advance preparation. The first aspect of the exam is that it is cumulative and includes all of the material covered in each class. In effect, this means that you are never done with the content of any single course. Second, it presumes that

you have taken time to link together the different course content areas and have explored how these topics, concepts, and other information are connected. Third, it requires clear and concise oral communication skills that you work on in a number of classes. Oral presentations are a critical skill that educators need in today's workplace. Your job here is to bring these ideas forward, and discuss intersections with music, education, and other disciplines as well as answer questions posed by the committee. You should be prepared to dialogue, defend your thought process, and substantiate your conclusions. Anything that is written down or expressed verbally can be questioned. Therefore, careful attention to the clarity of your expression, both written and oral, is necessary when preparing for your exam. This is also true of the thought process behind the questions you pose. The clearer the questions, the easier the paper or presentation is to write.

While courses are unique and separate in their content, they are related in an overarching way. As with all curricula, each separate course brings a piece of the larger picture to light, and once completed, the full picture is realized. It is your job to examine these pieces collectively and look for that connectivity and intersection that brings these separate strands together.

All exam committees will consist of the Coordinator of Graduate Studies (CGS) and two additional music education faculty members.

Schedule

MAL in Music Education

- SEM 4: work with the CGS to develop comprehensive exam questions.
- WEEK 8 of SEM 4: submit your questions to the faculty for approval.
- WEEK 12 of SEM 4: complete any edits to the exam questions per faculty feedback.
- SUMMER between SEM 4 and 5: write your exam papers
- WEEK 4 of SEM 5: submit your exam papers
- WEEK 7 of SEM 5: defend your exams papers

MA in Music Education

- SEM BEFORE you intend to complete your in-house comprehensive exams and exam defense: work with the CGS to discuss potential topics
- WEEK 8 of your PENULTIMATE SEM: submit your questions to the faculty for approval
- WEEK 12 of your PENULTIMATE SEM: complete any edits to the exam questions per faculty feedback
- FINAL SEM: set your in-house exam date with the CGS no later than WEEK 8 of the SEM. At this time, complete the in-house portion and turn in your take-home portion. Work with your advisor to schedule the exam defense.
- NO LATER than WEEK 10: complete the comprehensive exam defense

PhD in Music Education

- SEM BEFORE you intend to complete your in-house qualifying exams and exam defense: work with your faculty advisor to discuss potential topics
- WEEK 8 of the SEM BEFORE the exam defense: submit your questions to the faculty for approval

- WEEK 12 of that semester: complete any edits to the exam questions per faculty feedback
- EXAM SEM: set your in-house exam date with the CGS no later than WEEK 8 of the SEM. At this time, complete the in-house portion and turn in your take-home portion. Work with your advisor to schedule the exam defense.
- NO LATER than WEEK 10: complete the qualifying exam defense

Finally, the exam is designed for each student to show their level of professional preparation and scholarship. It is meant to be the culmination of the degree that shows mastery and competence.

Degree Requirements *Master of Arts with Licensure in MuEd (MAL)*

<https://bulletin.case.edu/arts-sciences/music/>

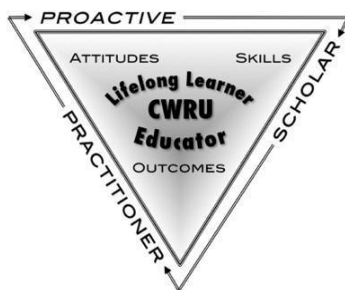
Detailed program requirements, course distribution, and sample plans of study may be found in the General Bulletin.

Teacher Education

Teacher Education programs are offered through the College of Arts and Sciences, which is the academic home of the departments and programs that prepare students to become teachers. Additional information about the teacher licensure program for music education can be found in the General Bulletin.

Information regarding the Teacher Education mission, program outcomes, decision points and retention, ePortfolio accounts, student teaching and more, can be found in the Teacher Education Handbook on the Teacher Education webpage (<https://artsci.case.edu/teacher-education/>).

Teacher Education Administration:



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MAL Comprehensive Oral Examination

Students enrolled in the MA in Music Education for Teacher Licensure program must complete a comprehensive oral exam (Masters Plan B). The exam is to be finished no later than Week 7 of the final semester of coursework and is usually the semester before student teaching.

Students will develop two projects: an application paper and a music materials project. Each has a different proposal format.

Application Paper

The application paper may be related to, but not exactly the same as, any paper written for a core music education class or elective, and could be selected from the following: Scholarship in Music Education, Philosophy of Music Education, Curriculum and Assessment, Sociology of Music Education, or Music Cognition and Learning.

For the application paper, the proposal consists of:

- Topic of interest
- Guiding questions or categories of literature reviewed
- Application focus (population and/or setting for application: university music educators, middle school band directors, classroom teachers, etc)
- List of representative sources organized by sub-topic

A template can be found in the shared “CWRU Music Ed Google Docs” drive.

Students should prepare the proposal in consultation with the CGS. Once the CGS endorses the proposal, it will be forwarded to a committee of two additional music education faculty for their comment. When the application paper topic is approved, students will write an 8- to 12-page paper (excluding the title page and reference pages). APA style, with complete citations and a complete reference list, must be utilized. This paper is to be representative of students’ ability to review literature, write in a scholarly manner, and create practical implications for the music classroom.

The format of the application paper should follow this basic outline:

- Introduce and situate the topic of interest.
- Summarize and synthesize previous investigations/articles in order to inform the reader of the current state of research (i.e., review the literature).
- Identify relations, contradictions, gaps, inconsistencies, and/or implications found in the literature.
- Provide specific application examples to specific teaching situations.

Musical Materials Project

For the musical materials project, all students will select repertoire in consultation with a faculty member. All projects will provide the opportunity to demonstrate skills in the application of music theory, music history, and curricular design knowledge and skills.

Students focusing on choral or instrumental music education will submit a flow chart/graphic analysis and supplementary materials (described below) of an instrumental or choral score that would be used with middle school or high school students. Students should consult the Teaching

Music Through Performance series (GIA publications) for models relating to band, choral, and orchestral repertoire. Students should work closely with their academic advisor so that the unit materials they develop are realistic to the desired teaching scenario. Performance time of music should typically be between 12-20 minutes.

Students specializing in general music will work with Dr. Koops or Dr. Kruse to develop a general music-focused project that covers similar music analysis, contextualization, and pedagogy skills. In all cases, students must demonstrate application of music theory, music history, and curricular design knowledge and skills.

For the musical materials project, the proposal consists of:

- Repertoire to be studied
- Student population of focus (7th grade band, upper high school string ensemble)
- References (sources) related to the project
- General music only: Information on how the students will demonstrate the music history, theory, and curricular design knowledge and skills

A template can be found in the shared “CWRU Music Ed Google Docs” drive.

The student should prepare the proposal in consultation with the CGS and/or content specialist. Once the CGS endorses the proposal, it will be forwarded to a committee of two additional music education faculty for their comment. When the musical materials project topic is approved, students will complete the project.

The format of the choral/instrumental music materials project will include the five components below. The format of the general music materials project varies.

Choral/Instrumental Music Materials Project Outline

1. Instructional Learning Module

- a. Prepare using the GIA guide from the Teaching Music through Performance series

2. Rehearsal and Performance Preparation

- a. Score overview chart (choral works with instrumental accompaniment only)
- b. Detailed formal/graphic analysis (see models)
- c. Marked conductor’s score that shows evidence of score study
- d. Long-range rehearsal guide (see model)
- e. Pronunciation guide, if applicable (IPA)
- f. Word-for-word translation (choral)
- g. Program notes

3. Learning Outcome and Assessment Overview

- a. An essential question that frames rehearsal/performance goals
- b. Learning outcomes aligned with the Ohio State Content Standards
- c. A chart that depicts the relationship between aligned outcomes, broad instructional strategies, and assessment tools. Specific assessment samples (e.g., informal, formative, summative) should be included as reference material.

4. Developed Classroom Materials

- a. Worksheets, Warm-Ups, etc .
- b. Assessments

5. References

- a. References cited in the project using APA format

Exam Procedures

Students should complete the exam projects following faculty approval only, typically during the summer between Semester 4 and 5.

Students should submit copies of both completed projects, as well as the score that was utilized for the musical materials project, to each member of the three-person committee no later than Week 4 of Semester 5 in the program. Schedule an exam time through the academic advisor for no later than Week 7 of the final semester of coursework (Semester 5). Possible outcomes of the oral exam are: Pass; Needs revision (e.g., revise and re-present one or more of the topics); Fail.

The outcome of "Fail" ends the student's pursuit of the MAL degree at Case Western Reserve University.

Failure to schedule the exam by the due date delineated above also ends the student's pursuit of the MAL degree at CWRU. Petitions for extensions must be filed by that same due date, but only extreme circumstances would influence the faculty to grant such an extension.

The outcome of "Needs revision" allows the student to make requested alterations to the exam materials, as directed. The full faculty will evaluate revised materials within a specified time frame.

The outcome of "Pass" successfully concludes the MAL Comprehensive Exam process!

Degree Requirements *Master of Arts in MuEd (MA)*

<https://bulletin.case.edu/arts-sciences/music/>

Detailed program requirements, course distribution, and sample plans of study may be found in the General Bulletin.

MA Comprehensive Written Examination and Oral Defense (Masters Plan B)

Students electing the Comprehensive Exam Option for the MA in Music Education must participate in a written exam and oral defense. The exam process includes two portions: a take-home portion and an in-house portion, both of which are described below. Both portions must be defended together and successfully no later than Week 10 of the final semester of coursework (mid-OCT or mid-MARCH, respectively). The two-part exam process is as follows:

I. Take-home Portion

Students will develop two projects: an application paper and a music materials project. Each has a different proposal format.

Application Paper

The application paper may be related to, but not exactly the same as, any paper written for a core music education class or elective, and could be selected from the following: Scholarship in Music Education, Philosophy of Music Education, Curriculum and Assessment, Sociology of Music Education, or Music Cognition and Learning.

For the application paper, the proposal consists of:

- Topic of interest
- Guiding questions or categories of literature reviewed
- Application focus (population and/or setting for application: university music educators, middle school band directors, classroom teachers, etc)
- List of representative sources organized by sub-topic

A template can be found in the shared “CWRU Music Ed Google Docs” drive.

Students should prepare the proposal in consultation with the CGS. Once the CGS endorses the proposal, it will be forwarded to a committee of two additional music education faculty for their comment. When the application paper topic is approved, students will write an 8- to 12-page paper (excluding the title page and reference pages). APA style, with complete citations and a complete reference list, must be utilized. This paper is to be representative of students’ ability to review literature, write in a scholarly manner, and create practical implications for the music classroom.

The format of the application paper should follow this basic outline:

- Introduce and situate the topic of interest.
- Summarize and synthesize previous investigations/articles in order to inform the reader of the current state of research (i.e., review the literature).
- Identify relations, contradictions, gaps, inconsistencies, and/or implications found in the literature.
- Provide specific application examples to specific teaching situations.

Musical Materials Project

For the musical materials project, all students will select repertoire in consultation with a faculty member. All projects will provide the opportunity to demonstrate skills in the application of music theory, music history, and curricular design knowledge and skills.

Students focusing on choral or instrumental music education will submit a flow chart/graphic analysis and supplementary materials (described below) of an instrumental or choral score that would be used with middle school or high school students. Students should consult the Teaching Music Through Performance series (GIA publications) for models relating to band, choral, and orchestral repertoire. Students should work closely with their academic advisor so that the unit materials they develop are realistic to the desired teaching scenario. Performance time of music should typically be between 12-20 minutes.

Students specializing in general music will work with Dr. Koops or Dr. Kruse to develop a general music-focused project that covers similar music analysis, contextualization, and pedagogy skills. In all cases, students must demonstrate application of music theory, music history, and curricular design knowledge and skills.

For the musical materials project, the proposal consists of:

- Repertoire to be studied
- Student population of focus (7th grade band, upper high school string ensemble)
- References (sources) related to the project
- General music only: Information on how the students will demonstrate the music history, theory, and curricular design knowledge and skills

A template can be found in the shared "CWRU Music Ed Google Docs" drive.

The student should prepare the proposal in consultation with the CGS and/or content specialist. Once the CGS endorses the proposal, it will be forwarded to a committee of two additional music education faculty for their comment. When the musical materials project topic is approved, students will complete the project.

The format of the choral/instrumental music materials project will include the five components below. The format of the general music materials project varies.

Choral/Instrumental Music Materials Project Outline

1. Instructional Learning Module

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3. Learning Outcome and Assessment Overview

- a. An essential question that frames rehearsal/performance goals
- b. Learning outcomes aligned with the Ohio State Content Standards
- c. A chart that depicts the relationship between aligned outcomes, broad instructional strategies, and assessment tools. Specific assessment samples (e.g., informal, formative, summative) should be included as reference material.

4. Developed Classroom Materials

- a. Worksheets, Warm-Ups, etc .
- b. Assessments

5. References

- a. References cited in the project using APA format

Students should complete the exam projects following faculty approval only.

II. In-house Portion

Students will contact the Coordinator of Graduate Studies no later than the end of Week 5 of the semester to schedule the in-house examination, which will cover their understanding of research in music education. Each student should plan on approximately 7-8 hours (8AM-4PM) to take this portion of the MA exam. During this examination, students will be provided with two articles from music education research journals and asked to identify, interpret, and clearly communicate each study's (a) purpose/research questions, (b) review of literature, (c) methodology, (d) data analysis, (e) results, and (f) discussion. Students will critique each study and discuss practical applications to music education. Both article critiques must be completed during the allotted exam time. Following the completion of each article analysis, students will e-mail their critique to the Coordinator of Graduate Studies in Music Education.

The final part of the MA comprehensive exam involves an oral defense of students' written work. Both the take-home and in-house portions of the exam must be completed and submitted to the Coordinator of Graduate Studies in Music Education and the music education faculty 2 weeks prior to the scheduled exam defense date. Possible outcomes of the oral defense are: Pass; Needs revision (e.g., revise and re-present one or more of the topics); Fail.

The outcome of “Fail” ends the student’s pursuit of the MA degree at Case Western Reserve University.

Failure to schedule the exam by the due date delineated above also ends the student’s pursuit of the MA degree at CWRU. Petitions for extensions must be filed by that same due date, but only extreme circumstances would influence the faculty to grant such an extension.

The outcome of “Needs revision” allows the student to make requested alterations to the exam materials, as directed. The full faculty will evaluate revised materials within a specified time frame.

The outcome of “Pass” successfully concludes the MA Comprehensive Exam process!

Degree Requirements *Music Education (PhD)*

<https://bulletin.case.edu/arts-sciences/music/>

Detailed program requirements, course distribution, and sample plans of study may be found in the General Bulletin.

PhD Qualifying Examinations and Advancement to Candidacy

PhD students in the Music Education Program have up to 4 years from their first semester of enrollment to finish their required coursework, and one additional semester to complete their qualifying exams and achieve candidacy. Candidacy is granted when students pass their qualifying examinations. Once candidacy is granted, students may enroll in MUED 701 and begin work on a dissertation proposal.

If students intend to complete the degree in 3 years, they must adhere to the following timeline:

- Semester 1: 9 hours of coursework
- Semester 2: 12 hours of coursework
- Semester 3: 12 (or 9) hours of coursework; propose and receive approval for qualifying exam questions by the end of the semester
- Semester 4: 9 (or 12) hours of coursework; complete and defend qualifying exam questions by mid-semester; defend and receive approval on dissertation proposal by the end of the semester
- Semester 5: 9 hours of dissertation credit; conduct dissertation research and write-up
- Semester 6: 9 hours of dissertation credit; defend dissertation by Week 10 in the semester of intended graduation

The qualifying exam process includes two portions: a take-home portion and an in-house portion, both of which are described below. Both portions must be defended together and successfully no later than Week 10 of the final semester of coursework (mid-October or mid-March, respectively).

PhD Qualifying Examinations and Advancement to Candidacy

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- Semester 4: 9 (or 12) hours of coursework; complete and defend qualifying exam questions by mid semester; defend and receive approval on dissertation proposal by the end of the semester
- Semester 5: 9 hours of dissertation credit; conduct dissertation research and write-up 34
- Semester 6: 9 hours of dissertation credit; defend dissertation by Week 10 in the semester of intended graduation

The qualifying exam process includes two portions: a take-home portion and an in-house portion, both of which are described below. Both portions must be defended together and successfully.

The two-part exam process is as follows:

I. Take-home Portion

Students will develop two application papers.

Application Paper

The application papers may be related to, but not exactly the same as, any papers written for a core music education class or elective, and could be selected from the following: Scholarship in Music Education, Philosophy of Music Education, Curriculum and Assessment, Sociology of Music Education, or Music Cognition and Learning.

For the application paper, the proposal consists of:

- Topic of interest
- Guiding questions or categories of literature reviewed
- Application focus (population and/or setting for application: university music educators, middle school band directors, classroom teachers, etc)
- List of representative sources organized by sub-topic

A template can be found in the shared "CWRU Music Ed Google Docs" drive.

Students should prepare the proposals in consultation with the exam advisor. Once the CGS endorses the proposal, it will be forwarded to a committee of two additional music education faculty for their comment. When the application paper topics are approved, students will write an 8- to 12-page paper for each topic (excluding the title page and reference pages). APA style, with complete citations and a complete reference list, must be utilized. This paper is to be representative of students' ability to review literature, write in a scholarly manner, and create practical implications for the music classroom.

The format of the application paper should follow this basic outline:

- Introduce and situate the topic of interest.
- Summarize and synthesize previous investigations/articles in order to inform the reader of the current state of research (i.e., review the literature).
- Identify relations, contradictions, gaps, inconsistencies, and/or implications found in the literature.
- Provide specific application examples to specific teaching situations.

Exam Procedures

Students should complete the exam projects following faculty approval only.

II. In-house Portion

Students will contact their academic advisor no later than the end of Week 5 of the semester to schedule the in-house examination, which will cover their understanding of research in music education. Each student should plan on approximately 7-8 hours (8AM-4PM) to take this portion of the qualifying exam, which involves two parts. During this examination, students will (a) write a review of a manuscript (a pre-published article), and will be expected to provide helpful feedback and constructive criticism for the author, and will complete a confidential evaluation form on the manuscript, and (b) create two design scenarios of possible research studies that someone has asked you to conduct. Considerations include: the purpose and problems (research questions), an appropriate design choice (quantitative, qualitative, mixed method, or something else), the participants/subjects, the procedures, a detailed analysis (how you plan to analyze the data), and a title for each study. Both portions must be completed during the allotted exam time. Following the completion of each portion, students will e-mail their documents to the CGS in MuEd.

The final part of the qualifying exam involves an oral defense of students' written work. Both the take-home and in-house portions of the exam must be completed and submitted to the CGS in MuEd and music education faculty 2 weeks prior to the exam defense date. Possible outcomes of the oral defense are: Pass; Needs revision (e.g., rewrite one or more of the portions); Fail.

The outcome of “Fail” ends the student’s pursuit of the PhD degree at Case Western Reserve University. Failure to adhere to the timeline outlined above also can jeopardize the student’s pursuit of the PhD degree at CWRU. Petitions for extensions must be filed according to guidelines of the School of Graduate Studies. Only extreme circumstances would influence the faculty to grant such an extension.

Once the qualifying exam has been passed, the student may register for MUED 701 and begin work on a formal dissertation proposal consisting of Chapters 1, 2, and 3 of the dissertation (introduction, review of literature, and methodology). The student will solicit an advisor for the dissertation process. The advisor may be the faculty member the student has previously had for an academic advisor, or it may be another faculty member with whom the student would like to work. Once the student chooses an advisor and the advisor agrees to work with the student, the student should remain in close consultation with the advisor in selecting committee members, preparing the proposal for the proposal meeting, and remaining with the student throughout the dissertation process.

When the student and advisor deem the dissertation proposal defensible, a dissertation proposal defense meeting is set and the proposal is distributed to the dissertation committee, composed of three music education faculty members and one faculty member outside the Department of Music. The proposal must be submitted to the committee at least 2 weeks prior to the proposal defense meeting. At the defense meeting, committee members will question the student regarding the proposed topic and methodology and may request revisions to the proposal before the student seeks approval from the CWRU Institutional Review Board (IRB) and proceeds with the research. The dissertation itself must be a considerable scholarly contribution in the field of music education. See the guidelines for doctoral dissertations for more information on process and requirements.

Dates and Deadlines

<https://case.edu/gradstudies/current-students/dates-deadlines>

Subject to change; please check the School of Graduate Studies (SGS) dates/deadlines at the provided link. Contact the CGS for your degree program with any questions or concerns.

ALL GRADUATE Students

SEP 15 and JAN 15:

- Apply for departmental travel funding

DEC 1:

- Submit APR to research advisor

MUSICOLOGY and HPP Students

1-2 WEEKS before Fall classes begin:

- Qualifying Exam, written
- Qualifying Exam orals

1 WEEK before classes begin:

- School of Graduate Studies Orientation
- Department Orientation

- Advising and final course registration
- AUGUST language exams

BEFORE WEEK 2 of the FALL semester:

- 3rd-year Musicology students and 4th-year HPP students submit Advancement to Candidacy form as soon as all requirements are met (all coursework and exams except dissertation defense)

SEP 15:

- Application due for departmental travel/research funding for Fall

NOV 1:

- Statement of Interest Form due for Spring, regarding GA, IOR, and Internship assignments
- HPP Lecture-Recital proposals due for Spring semester registration

DEC 1:

- Submit APR to advisor (for advisors to forward to CGS by DEC 15)
- Submit Quals topics to committee via CGS (must be pre-approved by advisor)

DEC 15:

- Deadline for meeting with advisor regarding registration for Spring classes

ONE WEEK before SPRING classes begin:

- JANUARY Language exams

JAN 15:

- Application due for department travel/research funding for Spring

BEFORE WEEK 2 of the SPRING semester:

- Faculty responds to Quals topics

APRIL 1:

- Submit Quals bibliography
- Deadline for defense of dissertation prospectus
- Apply to walk in Commencement
- HPP Lecture-Recital proposals due for Fall semester registration

APRIL 15:

- Faculty responds to Quals bibliography

APRIL 30:

- Deadline for meeting with advisor regarding registration for Fall classes

MAY 1:

- Deadline for 2nd-year PhD students to apply for Pre-Doctoral Standing
- Submit final Quals bibliography/repertoire list after faculty review
- Deadline for 1st-year students to complete Planned Program of Study (PPOS)
- Deadline to submit form for final HPP Lecture-Recital

DURING SPRING final exams:

- MAY Language exams

MAY 15:

- Submit revised prospectus (if necessary) and all other documents/supporting materials to the CGS, *who places them in the student's permanent file*
- 2nd-year Musicology students apply for Pre-Doctoral Standing and, once this is approved, registers for Dissertation credit (3.00 units of MUHI 701)
- Deadline for registering for Fall semester classes

Dissertation Completion and Graduation

Dates subject to change; please confirm with the School of Graduate Studies (SGS).

<https://case.edu/gradstudies/current-students/graduation>

Students are responsible for completing all required forms and meeting deadlines. Please visit the School of Graduate Studies page for a graduation overview packet. Students who plan to graduate should meet with their advisor and the CGS in their area at least a year before graduation, in order to discuss requirements and deadlines. Before doing so, please study carefully the general summary of deadlines below (subject to change; check SGS deadlines for exact dates).

At least 3 weeks before your defense (SGS) -- the form Notification for Scheduling the Final Oral Exam is due in the SGS Office (signed by your advisor and department chair -- do not wait till the last minute for these signatures), and you must have scheduled a time and place (usually Haydn 311) with the department and your committee. The defense must be publicly announced via the CDO and the department calendar; members of the University Community may attend, as well as others by invitation. Check the SGS website (Forms; Dissertation Packet) for forms that must be brought to the defense and signed by the committee and/or your advisor.

For students planning to graduate in JANUARY:

SEP 1:

- Final date for submission of all materials, including approved dissertation, if you plan to apply for a waiver of registration (in which case please contact your advisor and CGS to let them know).
- This allows students to avoid paying tuition in the last semester.

OCT 1:

- Deadline to submit dissertation to committee
- Ideally you should submit the final dissertation to your committee *at least one month before* the defense, leaving a month after the defense to incorporate changes called for by the committee. If necessary, this window can be narrowed, but by NO MORE THAN 2 weeks.

OCT 1:

- Submit Defense notification form to SGS, after you have secured a room for the defense and confirmed committee availability.

OCT 1:

- Deadline to submit application for graduation to SGS via SIS

NOV 1:

- Defense should occur by this date. Have all committee members sign the two Final Certification for the PhD degree forms at the conclusion of your successful defense.

DEC 1:

- Deadline to submit all materials, including approved dissertation and forms to SGS

FEB 1:

- Deadline to submit application for graduation via SIS

FEB 15:

- Arrange for a cap and gown for Commencement

MAY (around the 15th):

- Commencement Ceremony

For students planning to graduate in MAY:

JAN 15:

- Final date for submission of all materials, including approved dissertation, if you plan to apply for waiver of registration (in which case please let your advisor and CGS know). This allows graduation in May without tuition in the Spring semester.

FEB 1:

- Deadline to submit application for graduation via SIS
- Deadline to submit Notification of Defense to SGS, schedule Defense
- Deadline to submit dissertation to committee
- Ideally you should submit the final dissertation to your committee *at least one month before* the defense, leaving a month after the defense to incorporate changes called for by the committee. If necessary this window can be narrowed, but by NO MORE THAN 2 weeks

FEB 15:

- Deadline to rent cap and gown

MARCH 1:

- Defense should occur by this date. Have all committee members sign the two Final Certification for the PhD degree forms at the conclusion of your successful defense.

APRIL 1:

- Deadline to submit all materials to Graduate Studies. You should have any necessary permissions for examples and illustrations in hand.

For students planning to graduate in AUGUST:

The Department does not hold dissertation defenses over the summer. However, graduate students who do not meet the submission deadlines for MAY graduation but have successfully defended their dissertation before APRIL 30 will be eligible to participate in Commencement. These students will receive their degrees in AUGUST and must comply with all AUGUST procedures and deadlines.

To walk in MAY Commencement, students graduating in AUGUST must contact the Commencement Office (<https://case.edu/commencement/>) by MARCH 20 to ensure that they can be entered into the Commencement database, can register online for the ceremony (a separate process that must be completed by the student by APRIL 1), and will be able to purchase regalia and receive Commencement tickets. PhD students are also required to submit the Notification for scheduling the final defense/oral exam with this petition. Names of students who participate in Commencement through this petition will not appear in the current year's Commencement book and will instead appear in the following year's publication.

The department acknowledges their expectation that the student will successfully defend before APRIL 30 and agrees to notify the School of Graduate Studies if this does not occur.

MARCH 20:

- Deadline to petition SGS to participate in Commencement

APRIL 1:

- Deadline to register online for Commencement
- Deadline to submit dissertation to committee
- Ideally you should submit the final diss. to your committee *at least one month before* the defense, leaving a month after the defense to incorporate changes called for by the committee. If necessary, this window can be narrowed, but by NO MORE THAN 2 weeks.

APRIL 1:

- Deadline to submit Notification of Defense to SGS, schedule defense

APRIL 30:

- Defense must occur by this date. Have all committee members sign the two Final Certification for the PhD Degree forms at the conclusion of your successful defense.

JUNE 1:

- Deadline to apply for graduation in SIS

JULY 7:

- Deadline to submit all final materials (including final dissertation)

AUG:

- Awarding of Degrees

HPP DMA Completion

FEB 1:

- File for MAY graduation

MARCH 1:

- Submit complete draft of document and lecture to advisor

MARCH 20:

- Submit completed document to committee

APRIL 1:

- File to walk in Commencement

APRIL 20:

- Receive document back from committee, make final changes

MAY 5:

- Receive final approval from advisor and committee

MAY (around the 15th):

- Commencement Ceremony

JUNE 1:

- Deadline to submit application for AUGUST graduation and all materials