



Master of Music  
with Concentrations in  
Music Performance and Music Composition

2018-2019  
HANDBOOK

# IMPORTANT CONTACTS

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## COLLEGE OF FINE ARTS AND COMMUNICATION

The College of Fine Arts and Communication is one of six colleges of Towson University. The College, which consists of six departments (Art, Dance, Electronic Media and Film, Mass Communication and Communication Studies, Music, and Theatre Arts), is under the direction of the Dean of Fine Arts and Communication. Each department has a chairperson who is nominated by its faculty and appointed by the Dean.

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# WELCOME

Towson University's Department of Music is pleased to welcome you to the Master of Music program in Performance or Composition. This handbook includes the program's requirements and procedures and serves as a guide toward completion of the degree. Students are responsible for knowing and following these requirements and procedures as well as those contained in the Towson University Graduate Catalog.

The MM program has a successful history of serving its students and is fully accredited by the Middle States Association and the National Association of Schools of Music. The graduate population is diverse and represents students from a variety of backgrounds and nationalities. Graduate students have matriculated from Brazil, Canada, China, Germany, Indonesia, Korea, the Philippines, Poland, and Russia as well as from all parts of the United States. Since its inception in 1989, the program has offered excellent training in performance and composition supported by high-level coursework in music theory and music history/literature. Students graduating from the program have gone on to a variety of careers in performance, teaching, and commercial work. Alumni have also pursued doctoral programs at other institutions.

As Director, I am charged with providing details about the program, assisting you in the application process, and guiding you through your studies. I join the entire music faculty in expressing our sincere pleasure to work with you throughout your years at Towson University.

Terry B. Ewell, Ph.D.  
MM Director

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# **THE MASTER OF MUSIC PROGRAM IN PERFORMANCE OR COMPOSITION: AN OVERVIEW**

## **THE PROGRAM AND GENERAL REQUIREMENTS**

The Master of Music program offers advanced performers and composers the opportunity to study with highly qualified faculty at an affordable institution and prepares candidates for careers in studio teaching, professional ensembles, and further graduate work. The MM Degree is granted upon successful completion of a program of study that includes a minimum of 31 credits including 21 of required courses and 10 of elective courses. Requirements for graduation also include completion of a Graduate Recital and the passing of a Comprehensive Review in the form of Recital Research Paper or Written Exam with Portfolio.

## **DEGREE REQUIREMENTS**

All requirements must be completed within a 7-year period. A minimum average of 3.0 in all courses is required. No more than two C grades and no more than three 500-level courses can be applied toward the program of study.

## **TRANSFER CREDIT**

Six credit hours of electives may be transferred (see UMBC Collaborative Agreement for exceptions that may apply to students matriculating from that program). Required courses and applied lessons credits must be completed at Towson University. Degree recitals cannot be transferred. All decisions regarding credit transferability rest with the MM Director and the Department of Music Graduate Committee.

## **REQUIRED COURSES (21 credits)**

Applied Lessons - (one-hour private lessons)	12 credits
Advanced Theory (MUSC 631)	3 credits
Music Bibliography & Research (MUSC 685)	3 credits
Ensembles	2 credits
Recital (MUSC 795 or MUSC 798)	1 credit

## **ELECTIVE COURSES (10 credits)**

Electives must be selected from 500-600 level music courses with the approval of the MM Director. In general, elective course work should have a direct association to the student's major. A maximum of four elective credits may be applied lessons and/or ensembles. Concepts of Music Theory (MUSC 629) and/or Perspectives in Music History (MUSC 621) may be counted as elective courses.

## **PEDAGOGY REQUIREMENT**

Performance students whose undergraduate coursework has not included a pedagogy course must take one of the following courses as appropriate:

MUSC 542 (Vocal Pedagogy)	3 credits
MUSC 543 (Instrumental Pedagogy)	1 credit
MUSC 560 (Piano Pedagogy)	3 credits
MUSC 562 (Guitar Pedagogy)	3 credits

## COURSE ROTATIONS

### Even/Odd Academic Years

Fall	Spring
Concepts of Music Theory (MUSC 629) Research/Bibliography (MUSC 685)	Perspectives of Music History (MUSC 621)

### Odd/Even Academic Years

Fall	Spring
Concepts of Music Theory (MUSC 629)	Advanced Theory (MUSC 631)

## RECITALS AND JURIES

Because the graduate recital is the culminating project for the MM degree, it is normally performed in the student's final semester. Students must enroll in applied music during the semester in which the recital is presented. End-of-semester jury examinations are a condition of enrollment in applied music, except during the recital semester. Permission to present the Graduate Composition Recital (MUSC 795) or Graduate Recital (MUSC 797) is normally granted upon successful completion of the end-of-semester jury the semester before the recital is to be performed.

Upon successful completion of the recital, an archival CD and a program copy must be submitted to the MM Director for retention in the student's permanent file. Students are allowed to repeat MUSC 795 (Graduate Composition Recital) or MUSC 797 (Graduate Recital) only one time. A second failure of a graduate recital will result in termination from the program.

## COMPOSITION RECITALS

The Graduate Composition Recital (MUSC 797) will consist of works completed during the student's graduate tenure at Towson University. Total performance shall be no less than 30 minutes of music. The recital program will be drawn from works in the student's Master's portfolio (see below). Repertoire for the recital is subject to approval by the composition faculty, and the recital will be evaluated on musical excellence and organizational skill as evident in the student's ability to compose the music, find performers, organize rehearsals, and present the recital.

A composition student must formally apply to present his/her recital no later than eight weeks prior to the expected recital date. This process involves completing the Graduate Composition Approval for Recital Form, selecting the works to be programmed, making bound photocopies of the scores and all performance parts, and submitting these materials to the student's main composition teacher. Submitted materials should include a complete set of scores, performance parts, completed necessary performance software (if used), and cover form indicating that all compositional work is completed and that the student is prepared to enter the rehearsal and production stage of the recital. The student's proposal is reviewed by the composition faculty, and the student will receive a written response indicating if the proposed recital is to be presented. This process assures that the student is prepared to present the degree recital. Students must be enrolled in composition lessons during the semester in which the recital is presented.

At the completion of the last semester of 600-level composition lessons, graduate composition students will present to the composition faculty a portfolio of at least four compositions completed during work toward the Master of Music degree at Towson University. The portfolio should be accompanied by a completed Composition Portfolio Acceptance Form. The Master's portfolio is to be of the highest quality in artistic merit and presentation and must contain at least one work of significant scope. The portfolio should demonstrate compositional proficiency with works for a variety of media. The selection of works that make up the portfolio is subject to approval by the composition faculty.

The portfolio is due the last day of classes during the final semester before graduation. The student's primary composition teacher and a second member of the composition faculty will review the portfolio and, if it meets all requirements, will sign a verification of acceptance for the portfolio before the student may graduate. The requirements for portfolio presentation should be discussed with the composition teacher. Each work should be carefully notated, photo-copied back-to-back, and spiral bound with a title page, information page(s) and front and back cover stock. Recordings should be submitted on CD-R with all appropriate information, including titles, date of performance, performer names, clearly presented on the label. In addition to the hard copy items in the portfolio, it is also required that the portfolio be turned in as a DVD-ROM with all score files in both Finale and PDF format and with a web page that links to streaming audio files,

to PDF files of scores, and to program notes for each work. The department will keep these portfolios.

## **GRADING OF RECITALS**

Evaluation of the performance is based on technical ability, repertoire, and interpretation.

Grade of A - Recital demonstrates performance commensurate with a Master of Music Degree at a distinguished level.

Grade of B - Recital demonstrates performance commensurate with a Master of Music degree at an acceptable level.

Grade of F - Recital does not demonstrate a performance level commensurate with a Master of Music degree. The performance reveals inadequate technical ability, repertoire, and/or interpretation.

## **MM COMPREHENSIVE REVIEW**

MM students with a performance track may pursue either one of the following two options for their Comprehensive Review: 1) a Recital Research Paper or 2) a Comprehensive Written Exam with Portfolio. Both options culminate with an Oral Exam. Students in the composition track must pursue the Recital Research Paper option. Each MM student with a performance track must inform the MM Director of his/her choice for the Comprehensive Review by the end of their first year in the program.

## **RECITAL PAPER AND ORAL EXAMINATION**

Students must register for MUSC 796 (Recital Research Paper) the semester prior to performing their recital. During the first two weeks of this pre-recital semester, they must request a meeting with the MM Director to form a graduate committee. The committee will consist of three faculty members with a minimum of one being a specialist in either music literature or music theory and one from the student's primary area of study. This committee will evaluate both the recital and comprehensive review. One member of the committee will be appointed to serve as a Principal Advisor, the student's primary point of contact for writing the initial draft of the paper. All drafts of the proposal or paper must be submitted via hard copy unless faculty request or authorize electronic submissions. Students are required to submit appropriate musical scores with their paper draft as requested by their Committee.

No later than the 8<sup>th</sup> Friday of the semester, students enrolled in MUSC 796 (Recital Research Paper), students must submit a proposal with bibliography and timeline consistent with guidelines in the MM Handbook signed by all members of the committee to the MM Director. This is preceded by meetings between the student and members of his/her committee where these matters are discussed. Meeting arrangements are the responsibility of the student. After filing a signed proposal with the MM Director, work on the paper commences. The Principal Advisor and other members of the committee should be available, within reasonable limits, to consult with the student as he/she completes the initial paper draft.

### **Length and Format**

1. Minimum length 25 double-spaced pages.
2. Standard 12-point type with one-inch margins.
3. Musical examples, documentary notes, tables, etc. are not included in the 25-page count.
4. Bibliography attached at the end of the paper.

## Writing and Style

1. Polished, scholarly prose must display a level of writing commensurate with graduate standing.
2. Complete and thorough documentation consistent with practices shown in the most recent edition of Diana Hacker, *A Writer's Reference* (Boston and New York: Bedford/St. Martin's) is expected. Forms must comply with CMS (Chicago Manual of Style) conventions.

### Content for Performance Majors

For performance majors, the research paper will address historical, theoretical, and/or pedagogical aspects of the recital repertoire with bibliographic documentation. The scope and content must be defined by students in their proposals.

### Content for Composition Majors

In-depth discussion of two works presented on the recital. Discussion of stylistic and programmatic influences on those compositions. The works may be examined separately or compared to each other. Internal constructive aspects must be disclosed using appropriate analytic methodology.

### Timeline and Submission Process

The following actions govern the Recital Research Paper process.

1. No later than the 8<sup>th</sup> Friday in which the student is enrolled in MUSC 796 (Recital Research Paper), students must submit a proposal signed by all members of the committee to the MM Director.
2. No later than the 2nd Friday of the semester in which the student is enrolled in MUSC 797 (Recital), students must submit a full draft of the paper to their Principal Advisor. For composition majors, the paper is due seven full weeks prior to the date of a student's graduate recital.
3. No later than the 5th Friday of the semester. The Principal Advisor notifies the student and the MM Director that he/she 1) accepts the draft without changes and clears it to go forward to the full committee, 2) accepts the draft pending minor changes, or 3) rejects the draft. Papers with substantive problems other than typos, minor grammatical issues, or minor documentary problems will be rejected. The Principal Advisor can request revision of content, but papers that are substantively insufficient will be rejected. Rejected papers cannot be resubmitted until the subsequent semester. Students are given only one additional opportunity to produce an acceptable paper.
4. No later than the 8th Friday of the semester. All required changes must be completed to the satisfaction of the Principal Advisor. If not, the Principal Advisor notifies the MM Director that the paper is rejected. Upon approval, the student submits the accepted paper to the remaining members of his or her committee.
5. No later than the 11th Friday of the semester. Notification from each remaining committee member is due to the student and the Principal Advisor. Committee members may 1) accept the paper without changes 2) accept it pending minor changes, or 3) reject it. A decision to reject by two committee members terminates the process. Rejected papers cannot be submitted again until the subsequent semester. Students with rejected papers are given only one additional opportunity to produce an acceptable paper.
6. No later than the 14th Friday of the semester. All changes must be satisfactorily accomplished, and the paper must be in final form. With approval from a majority of the committee, the student is granted permission to schedule the oral defense by consulting with his/her committee members and identifying a time agreeable to all.
7. No later than the final day of classes. The oral defense must be completed. This exam will last one hour—questions must be directly related to research, analysis, etc. included in the paper. One week prior to the exam the Principal Advisor will give the student a leadoff question approved by all committee members.



The committee will deliberate immediately following the exam and notify the student of one of three outcomes: 1) oral defense passed with honors, 2) oral defense passed, or 3) oral defense failed. Results will be signed by each committee member on the MM Oral Defense Form. The exam must be passed by a majority of the committee.

By the last day of the semester, students must present a final copy of the Recital Research Paper signed by every member of his/her committee to the MM Director along with the following documents: a signed MM Oral Defense Form and a copy of their MM recital program. Students who do not produce an acceptable paper or pass their oral exam will be given a one-page report with necessary remediation. There may be only one subsequent submission of the paper and/or rendering of the oral defense, which must take place the following semester with concurrent registration in MUSC 798 (Project Continuum). Students who do not pass both the paper and the oral exam at this time will be dismissed from the program.

Upon the successful completion of the Defense, the student must submit a digital copy (MS Word or pdf) to the MM Director. Please see the Appendix below for the Recital Research Approval Page.

## **COMPREHENSIVE WRITTEN EXAM WITH PORTFOLIO**

During the first two weeks of the recital semester (or earlier if the recital is before this date), students must request a meeting with the MM Director to form a graduate committee. The committee will consist of three faculty members with a minimum of one being a specialist in either music literature or music theory and one from the student's primary area of study. This committee will evaluate both the recital and comprehensive review.

No later than the 10th week of the recital term, students must submit a copy of their recital program and schedule a written exam with their Committee Chair. By the 12th week, students will undertake a three-hour written exam encompassing questions prepared by the committee and based on the student's coursework, as well as general musical knowledge expected of MM students. Students who do not pass the Comprehensive Written Exam may not repeat the examination until the subsequent semester. Registration in MUSC 797 (Project Continuum) or another course during this additional term of study provides compliance with Towson University's continuous enrollment policy. A second failed examination will result in termination from the degree program. With the exam, students must submit a portfolio with the following materials:

1. A copy of the recital recording.
2. A paper with grade of B or higher from a TU graduate history and literature with course.
3. A representative sample of analytical work from a graduate-level music theory course.

By the last day of classes, students must submit a MM Comprehensive Exam Form signed by each committee member along with their portfolio and recital program to the MM Director.

## **GRADUATION**

Candidates must notify the MM Director in writing of their intention to complete the program before the beginning of the last semester of study. They must submit a Request for Graduation Review to the Graduate Office by the deadline published yearly in the Academic Calendar. If the application is submitted late, graduation will be postponed until the next graduation date. All graduation requirements, including resolution of incomplete grades and passing of the Comprehensive Review must be completed by the last day of the semester in which a student has applied for graduation. If the student does not complete graduation requirements as anticipated, the application must be resubmitted when he/she again seeks graduation in a subsequent semester.

## **GRADUATE SCHOLARSHIPS**

Students on graduate scholarship are expected to maintain a minimum of “B,” “3.0,” in the music major. Students are expected to take a minimum of six graduate credits in music each semester unless otherwise approved by the MM Program Director.

The graduate scholarship student is evaluated each semester. The standard scholarship is for two contiguous years, with payments in each Fall and Spring semesters. However, this scholarship can be terminated when a student does not fulfill the expectations for the scholarship.

## **GRADUATE/TEACHING ASSISTANTSHIPS**

Graduate or teaching assistants are expected to abide by Towson University rules as stated in the TU Graduate Assistantship Handbook (<http://grad.towson.edu/finance/ga/index.asp>). Graduate or teaching assistants are evaluated twice a year, on or before Nov. 15<sup>th</sup> and May 1<sup>st</sup>. The Program Director will inform the Graduate Committee of problems and consult with them prior to any negative decisions. Graduate or teaching assistants must be enrolled for a minimum of six graduate credits each semester they are under contract.

## **EXCEPTIONS TO MM HANDBOOK POLICIES**

Requests for exceptions to any policy or procedure stated in this document must be submitted to the MM Director in writing with a clear rationale. Any major decisions normally include consultation with the Department of Music Graduate Studies Committee. Students should accommodate this process by submitting requests as early as possible.

## **APPENDICES--FORMS**

*The Recital Research Approval Page* below must be included with the paper when forwarded to the MM Director.



**DEPARTMENT OF MUSIC  
RECITAL RESEARCH PAPER APPROVAL PAGE**

This is to certify that the recital research paper, prepared by (student name),  
titled (paper title) has been approved by the following committee as satisfactory.

_____ Principal Advisor	_____ Date
----------------------------	---------------

_____ Committee Member	_____ Date
---------------------------	---------------

_____ Committee Member	_____ Date
---------------------------	---------------

## **Master of Music – Performance Recital Evaluation Form**

**Candidate:** \_\_\_\_\_

**Recital Date:** \_\_\_\_\_

Jurors should utilize the following five criteria: 5 = Excellent, exhibiting the highest level of standards commensurate with graduate standing; 4 = Good, consistently effective for graduate level but with some occasional aspects that could be improved; 3 = Adequate, commensurate with a level acceptable for graduate standing; 2 = Poor, with deficiencies; 1 = Unacceptable. Each committee member should place a rating in the box representing each dimension below. These are averaged to the right and totaled. Include comments as necessary. Additional comments may be included on the back of this form.

### **Jurors**

1      2      3

**Point Average**

☐ ☐ ☐

**Sound Production and Intonation**

☐
☐ ☐ ☐

**Rhythm and Ensemble**

☐
☐ ☐ ☐

**Technique**

☐
☐ ☐ ☐

**Musicianship and Interpretation**

☐
☐ ☐ ☐

**Stage Presence and Overall Presentation**

☐
☐ ☐ ☐

**Other Discipline Specific Performance Values**

☐

**Please check the appropriate box:**

☐

Pass with Distinction (Grade of A) = 25 points or greater

Pass (Grade of B) = more than 18 but less than 25 points

Fail (Grade of F) = less than 18 points

**TOTAL:**

☐

### **Signatures:**

Primary Instructor      Name: \_\_\_\_\_  
Committee Member      Name: \_\_\_\_\_  
Committee Member      Name: \_\_\_\_\_  
Graduate Chair      Name: \_\_\_\_\_  
Department Chair      Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_



## Master of Music – Recital Research Paper & Oral Examination Evaluation Form

Candidate: \_\_\_\_\_

Oral Exam Date: \_\_\_\_\_

Jurors should utilize the following five criteria: 3 = Excellent, 2 = Satisfactory, 1 = Unacceptable. Each committee member should place a rating in the box representing each dimension below. These are totaled to the right. Include comments as necessary. Jurors (Committee Members 1-3 with the Principal Advisor serving as Juror No. 1)

### **Research Paper Evaluative Criteria: (3 pts each, 45 points total)**

☐ ☐ ☐

**Historical Elements**

Total

☐

**PAPER TOTAL:**

**/45 pts**

☐ ☐ ☐

**Theoretical Analysis**

Total

☐☐ ☐ ☐

**Research and Review of Related Literature**

Total

☐☐ ☐ ☐

**Documentation**

Total

☐☐ ☐ ☐

**Writing Level**

Total

☐

### **Oral Examination Evaluation: (15 pts each, 45 points total)**

**ORAL EXAM  
TOTAL:**

☐ ☐ ☐

Students must receive a minimum of *30 out of 45 points to Pass* the Oral Examination

**/45 pts**

Please check the appropriate box below regarding the paper. Comments may be added to the front or back of this form.

**Please check the appropriate box:**

- ☐ Pass with Distinction (80-90 points)  
☐ Pass (60-80 points)  
☐ Fail (less than 60 points)

**FINAL TOTAL:**

**/90 pts**

### **Signatures:**

Primary Advisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## Master of Music – Written Comprehensive Exam with Portfolio Evaluation Form

Candidate: \_\_\_\_\_

Oral Exam Date: \_\_\_\_\_

### **PORTFOLIO ITEM 1: Graduate Papers from Music History and Culture and Music Theory**

By the time of the Written Comprehensive Exam (the 12th week of classes in the given semester), the student has submitted (either in written format or digitally) the following materials to the MM Director:

1. A paper with grade of B or higher from a TU graduate music history and culture course.
2. A representative sample of analytical work from a graduate-level music theory course or courses. (at least 3 assignments)

The MM Director Acknowledges Receipt of the above Portfolio Items:

MM Director      Signature: \_\_\_\_\_      Date Received: \_\_\_\_\_

### **PORTFOLIO ITEM 2: Written Comprehensive Exam**

Jurors should utilize the following five criteria: 3 = Excellent, 2 = Satisfactory, 1 = Unacceptable. Each committee member should place a rating in the box representing each dimension below. These are totaled to the right. Include comments as necessary.

Jurors (Committee Members 1-3 with the Principal Advisor serving as Juror No. 1)

1	2	3		Total
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Question No. 1:</b> Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Question No. 2:</b> Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Question No. 3:</b> Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Question No. 4:</b> Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Question No. 5:</b> Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>

**TOTAL:**

**/45 pts**

## PORTFOLIO ITEM 3: Oral Examination

Oral Examination Date: \_\_\_\_\_

Oral Examination Grading Evaluation: (15 pts each, 45 points total)

1      2      3

☐☐☐

Students must receive a minimum of *30 out of 45 points to Pass* the Oral Examination

**TOTAL:**

      /45 pts      

Please check the appropriate box below regarding the cumulative Portfolio. Comments may be added to the front or back of this form.

**Please check the appropriate box:**

☐

Pass with Distinction (80-90 points)

☐

Pass (60-80 points)

☐

Fail (less than 60 points)

**FINAL TOTAL:**

      /90 pts      

### Signatures:

**Primary Advisor**      Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Committee Member** Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Committee Member** Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Date of Completion:** \_\_\_\_\_