



# FINAL PROJECT HANDBOOK

College of Musical Arts  
Bowling Green State University  
Bowling Green, Ohio

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## PREFACE

The purpose of this handbook is to acquaint graduate students in the College of Musical Arts with the necessary procedures for fulfilling the final requirements for the master of music degree. *Part I* provides general information on final project requirements for individual degree programs. *Part II* offers general information on the thesis component of the master of music degree. *Part III* outlines the comprehensive examination policy for music education students following a Plan II degree program. *Part IV* details the policies of the recital/portfolio option available to performance majors. The format of thesis and document proposals, information on the proper form for musical examples, and thesis deadlines and responsibilities are given in appendices. For additional information, students are urged to read the *Thesis and Dissertation Handbook* (revised: January 2002). This publication may be downloaded from the Graduate College Web site at [www.bgsu.edu/colleges/gradcol/documents\\_forms](http://www.bgsu.edu/colleges/gradcol/documents_forms).

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## PART I: FINAL PROJECT REQUIREMENTS

As the culmination of the degree program, each student is expected to present a final research or creative project and/or take a comprehensive examination as appropriate to the student's area of specialization. Credit for this requirement is given under the course number MuCT/MuED/MusP 6990, MusP 6980 or MuED 6380 for Music Education Comprehensive Examination. The student may enroll for a total of 12 hours of credit each semester in MuCT/MuED/MusP 6990, MusP 6980, but no more than six hours of 6990 or three hours of 6980 will be counted toward the degree. All submissions of final projects must follow the schedule published by the Graduate College.

### **Master of Music in Composition**

Candidates in composition fulfill the thesis requirement by preparing one original composition. Candidates must submit one copy of the score and parts to the office of the Graduate College. Compositions involving prerecorded technology must include a copy on CD (16-bit format, 44.1 khz herz) when submitting the score and parts.

### **Master of Music in Music Education**

There are three degree options in the Music Education program: 1) Comprehensive Music Education, 2) Choral Music Education and 3) Instrumental Music Education.

- **Comprehensive Music Education:** Within this specialization, there are two options for the final project:
  - 1) Thesis Option (Plan I): Students are expected to submit a thesis on a substantive issue in music education.
  - 2) Comprehensive Examination Option (Plan II): A written and oral comprehensive exam will be administered after the completion of all studies in the major field. A candidate must petition the Department of Music Education during the final semester of course work to schedule this examination.
- **Choral Music Education:** A written and oral comprehensive exam will be administered after the completion of all studies in the major field. A candidate music petition the Department of Music Education during the final semester of course work to schedule this examination.
- **Instrumental Music Education:** A written and oral comprehensive exam will be administered after the completion of all studies in the major field. A candidate music petition the Department of Music Education during the final semester of course work to schedule this examination.

### **Master of Music in Music History or Ethnomusicology**

A candidate in music history or ethnomusicology is required to write a thesis on a substantive topic in music history or ethnomusicology. Music history majors may not register for thesis credit until they have passed the departmental bibliography and listening examinations. Directed Research (MuCT 6900) must be completed before taking the examinations. Examinations should be scheduled through the chair of the Department of Musicology/Composition/Theory.

### **Master of Music in Music Theory**

A candidate in music theory is required to write a thesis on a substantive topic in music theory. Music theory majors may not register for thesis credit until they have passed the departmental bibliography examination. Directed Research (MuCT 6990) must be completed before taking the examination. Examinations should be scheduled through the chair of the Department of Musicology/Composition/Theory.

### **Master of Music in Performance**

There are nine degree specializations in the performance program: Choral Conducting, Orchestral Conducting, Instrumental (including organ), Instrumental Specialist, Collaborative Piano, Piano, Piano Pedagogy, Voice and Jazz Studies. Candidates in performance are expected to fulfill the final project requirement by presenting a public recital or recitals according to the degree specifications (see below). In addition, all students must successfully complete a comprehensive examination based on a portfolio of work completed during the course of study, or write a thesis on a subject related to the performance medium, its repertory, or its pedagogy. Two CD recordings, DVD or video tapes (DVD or video tape for conducting majors) of the recital(s) and two copies of the program(s) are to be submitted to the Coordinator of Graduate Studies in the College of Musical Arts.

- **Collaborative Piano:** A candidate in collaborative piano is required to perform two public recitals with one in vocal and the other instrumental.
- **Conducting:** A candidate in choral conducting or orchestral conducting is required to compile a DVD or video tape of 30 to 45 minutes of music consisting of repertory approved by the appropriate conducting faculty.
- **Instrumental (including organ), Jazz Studies, Piano or Voice:** A candidate in instrumental, jazz, piano or voice is required to perform one full public recital.
- **Instrumental Specialist:** A candidate in the instrumental specialist program may pursue studies in the areas of strings, woodwinds or brass. A candidate must present one recital on the major instrument and one chamber recital on at least two minor instruments.
- **Piano Pedagogy:** A candidate in piano pedagogy is required to perform one full public recital. The candidate is also required to present a one-hour public workshop under the supervision of appropriate faculty on an approved pedagogy topic.

## **PART II: THESIS AND COMPOSITION REQUIREMENTS**

### **Prerequisites to Thesis Research**

MuCT/MuED/MusP 6990 is the course number which refers to the final project in thesis or document research and composition. These courses are the third in a sequence of three courses designed to help the candidate fulfill the final project requirement discussed in Part I. The sequence is as follows:

MuCT 6020  
Research Techniques

MuCT/MuED/MusP 6900  
Directed Research

MuCT/MuED/MusP 6990  
Thesis or Composition

Research Techniques is designed to acquaint students with the fundamental tools of music bibliography and with the basic skills of library research. Matters of writing style and development of writing skills are also emphasized. Normally students take this course in the first semester of study. The only exceptions occur when students enter the graduate program in the middle of the academic year. This course is prerequisite to Directed Research.

Directed Research is designed to familiarize the student with the bibliographic tools appropriate to the candidate's area of specialization. The student may use this as an opportunity to establish a thesis committee. The primary objective of the course is often the preparation of a sample proposal. This proposal may also serve as the basis for the student's thesis, although this is not a requirement. Students pursuing a non-thesis option familiarize themselves with bibliographic and professional tools in preparation for their final project and examinations.

### **Selecting a Thesis Committee**

The student, in consultation with the coordinator of graduate studies, assembles an appropriate committee prior to the submission of the proposal. Thesis committees are composed of a minimum of two regular or provisional members of the graduate faculty. For committees larger than two, added members may be members of the graduate faculty, or may be other faculty chosen for their expertise in a particular area. In the latter case, these members will be listed as readers. The chair of the committee acts as the student's major advisor and must be a member of the graduate faculty. Proposals will not be approved unless the chair and at least one other committee member are regular or provisional graduate faculty. It is thus important for the student to consult with the coordinator of graduate studies in establishing a committee.

### **MuED**

An oral exam is incorporated at the thesis defense. No written material is required outside of the thesis. The thesis committee is the same as the oral exam committee. Students must be ready to respond to subject matters beyond the thesis but within the parameters of all course work.

### Selecting a Topic

Preliminary investigation of a topic or problem should be conducted by the student and the major advisor early in the graduate program, preferably during the semester in which the student enrolls in Directed Research, or shortly thereafter. The selected topic must be approved by the student's thesis committee, the coordinator of graduate studies and the dean of the Graduate College. All candidates who apply for proposal approval must have a minimum grade point average of 3.0.

To submit a topic for approval, a thesis proposal is written; this is often the end product of Directed Research. Candidates should follow the format for proposals outlined in part III of this handbook. Students should obtain the form *Applications/Reports—Master's Students* from the coordinator of graduate studies, collect the necessary signatures from committee members and submit both the signed form and the proposal to the coordinator of graduate studies. The coordinator of graduate studies will review the proposal to see that it contains no errors and that all required approval mechanisms have been observed. The proposal will then be submitted to the dean of the Graduate College. The student and the committee members are notified directly by the dean of the Graduate College when the topic has been approved.

### Thesis Credit

A graduate student working on a thesis or thesis composition is required to register for three hours of MuCT/MuED/MusP 6990. A student working on a recital and portfolio is required to register for three hours of MusP 6980. Music education students following the comprehensive examination option are required to register for three hours of MuED 6380. The number of credit hours taken in any one semester should be decided upon by the student and the chair of the committee and should reflect the amount of time that will be spent on the project. If the thesis is not completed during the semester in which the student is registered, the student is required to register for MuCT/MuED/MusP 6990 in all subsequent semesters (excluding summer) until the project is completed. Students may register for more than six hours of credit, but no more than three hours count toward the degree. All students must be registered for a minimum of one credit hour in the semester in which they graduate. The only exception to this rule occurs when a student has completed all course work, all incompletes and all work on the final project, including committee approval, prior to the first class day of the semester in which the student intends to graduate.

### Time Limits for Degree Completion

A candidate must complete all requirements for the degree within six years of the end of the first semester of registration. Course credits older than six years will not apply toward the degree and cannot be transferred from another institution for degree credit. Such courses must be taken again or they must be revalidated by examination. Time spent in the armed forces is exempted from this limitation.

### Style

Footnotes, bibliography and general format of all theses in music history and music theory and the prose portions of thesis compositions must adhere to the style indicated in the required style manual: *The Chicago Manual of Style*. 14th ed. Chicago: The University of Chicago Press, 1993.

Theses in music education should follow indication in *Publication Manual of the American Psychological Association*. 4 ed. Washington, D.C., 1994.

The following manuals may also be of use to the student. Copies are on file in the main office of the College of Musical Arts. Students should purchase their own in the University Bookstore.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses and Dissertations*. 6th ed. Chicago: University of Chicago Press, 1996.

Gibaldi, Joseph and Walter S. Achtert. *MLA Handbook for Writers of Research Papers*. 3rd ed. New York: The Modern Language Association of America, 1988.

Finally, all students should consult the Bowling Green State University *Thesis and Dissertation Handbook* (revised: January 2002). This is the primary source for all Graduate College policies regarding theses and documents. This publication may be purchased at the University Bookstore or downloaded from the Graduate College Web site at [www.bgsu.edu/colleges/gradcoll](http://www.bgsu.edu/colleges/gradcoll).

### Deadlines

Each semester the Graduate College publishes specific dates for submission of drafts and final copies of theses. Each student has the responsibility to adhere to these dates. This is most important since such deadlines allow adequate time for the chair, committee members and the Graduate College to deal with the student's thesis. **If deadlines are not observed by the student, the graduation date will be postponed by at least one semester.**

### Completing the Thesis Requirement

Beginning Fall 2005, all written theses will be submitted electronically to the Graduate College and OhioLINK. When the final form of the thesis is approved by all committee members, the original copy of the manuscript is submitted for approval to the coordinator of graduate studies. A copy of the electronic thesis approval form (ETD Submission Form), signed by all committee members, should also be included when submitting the manuscript to the coordinator of graduate studies. A copy of the manuscript title page and abstract must be attached to this form. The ETD Submission Form may be downloaded from the Graduate College Web site at [www.bgsu.edu/colleges/gradcoll](http://www.bgsu.edu/colleges/gradcoll).

Once your manuscript has been defended, approved by your thesis committee, and converted to a PDF document, you are ready to upload it to OhioLINK. Complete instructions on converting the thesis to PDF format and electronic submission is found at the Graduate College Web site.

Candidates in music education, music history and music theory must defend the thesis in an oral examination before submitting the completed manuscript to the graduate advisor. The chair of the committee should arrange the time and place of the examination and all members of the thesis committee should be present. The coordinator of graduate studies should be informed of the time and place and may elect to attend. The thesis approval form should be signed by the committee members in the appropriate place as an indication that the candidate has passed the final examination and that the final copy of the thesis has been approved.

Candidates in composition fulfill the thesis requirement by submitting a composition and parts and by answering questions relevant to the project at the thesis defense (style, orchestration, compositional technique and literature). Performance of the thesis composition may substitute for the defense.

The coordinator of graduate studies will review all theses to ensure that format and style are correct and that the necessary signatures have been secured. **The student will then be contact to forward all appropriate documents to the Graduate College.** When approved by the Graduate Col-

lege, the diploma will then be signed and sent to the student. At that point, the incomplete grade for thesis credit will be removed from the transcript. No letter grade is given for MuCT/MuEd/MusP 6990.

**Performance students following the recital/document option do not need to defend their theses, but must submit two CDs of their recital as part of the final project.** To ensure proper processing, storage and use of this material, students should adhere to the following criteria in recording and editing:

1. CD format are to be used (cassettes are not acceptable);
2. CDs are to be submitted in appropriate containers with the student's name and the date;
3. Programs **must be attached to the recording medium** and should contain the following information:
  - a. Name of student
  - b. Year and month of degree
  - c. Composer(s) of works performed
  - d. Titles of compositions
  - e. Names of performers
  - f. Date of recording

### **Composition Requirements**

Composition theses must adhere to the following length requirements:

1. Five-minute Minimum: large orchestra, symphonic band, chorus with band or orchestral accompaniment, chamber opera or miscellaneous stage work;
2. Eight-minute Minimum: Chamber orchestra (20-30 performers), wind ensemble (20-30 performers), chorus with or without keyboard accompaniment, chorus with chamber ensemble, chorus with magnetic tape;
3. Ten-minute Minimum:
  - a. String orchestra (conventional scoring), chamber ensemble (10-19 performers), string ensemble (10-19 performers);
  - b. Computer-generated tape;
4. Twelve-minute Minimum: Duos to nonets (including song cycles), piano solo, harp solo, harpsichord solo organ solo.
5. Not acceptable are works for a one-line solo instrument without accompaniment.

The library copy of the thesis composition must meet the following standards:

1. Size of full score may vary from a minimum of 8.5 x 11 inches to a maximum of 12 x 20 inches. Scores may be in portrait or landscape layout.
2. Size of performance parts, when required, must be 8.5 x 11 inches, 10 staves per page.
3. In the case of a work for chorus with more than piano, organ or tape accompaniment, a separate choral score should be provided if appropriate to the composition. Page size of the choral score should be 8.5 x 11 inches.

4. Margins: 1.5-inch on left; 1-inch on top, right and bottom.
5. Parts
  - a. Less than 10: Paginated individually and folded separately.
  - b. Ten or more: Should not be included with Graduate College copy of the score but are required for defense.
6. The library copy of a composition using 8.5 x 11 inch paper must be on good quality paper, printed on one side only.
7. The full score must include the following:
  - a. Frontal material (roman numeral pagination)
    - 1) Title page (see *Thesis and Dissertation Handbook*);
    - 2) Copyright page (optional);
    - 3) Abstract;
    - 4) Frontispiece (optional);
    - 5) Dedication (optional);
    - 6) Performance instructions (as appropriate);
    - 7) Program notes (optional);
    - 8) Acknowledgments (optional)
  - b. Music score (Arabic pagination beginning on second page)
8. Paper for the preliminary pages must be of the same size and quality as that used for the score.
9. Computer tape/CD alone as composition thesis (at present, student must make special application to Graduate College)

### **PART III: COMPREHENSIVE EXAMINATION POLICY—MUSIC EDUCATION**

With the exception of those enrolled in the “Comprehensive Music Education, Thesis Option” program, all graduate students in music education must submit a portfolio and take written and oral comprehensive examinations as the final project. Exams should be conducted by a committee of three faculty members from whom the student has taken classes. At least two committee members must be music education faculty members, including one who is an instructor of a music education core course and one who teaches in the area of the candidate’s specialization. The chair for the committee must be an instructor of a music education core course. The committee should be formed by the student in consultation with an instructor of a core course, who becomes the chair of the committee. This committee should be formed by the beginning of the third semester of the student’s residency at the University.

These examinations will be administered following the completion of all course work, and will cover material from any graduate courses that were completed. All candidates who apply for the comprehensive examinations must have a minimum grade point average of 3.0

#### **Portfolio**

The portfolio will consist of the syllabi, final projects and major examinations from each course completed during studies for the master of music degree. For applied study and ensembles, the student should submit syllabi, jury sheets, and other written evaluations, and concert programs where appropriate. If the portfolio is incomplete in any way, the student will not be permitted to take the comprehensive examination.

Submissions of the portfolio are the responsibility of the student, and are to be made at the completion of each course. The portfolio will be housed in the main office of the College of Musical Arts and should be completed and submitted to the chair of the examination committee at least two weeks prior to the scheduled examination. Both the student and the committee shall review the portfolio to determine the scope and the general content of the examination.

#### **Written Examination**

Each member of the examination committee will submit two questions. The student will have between three and five hours to complete the written examination.

#### **Oral Examination**

The oral examination is administered from five to seven days following the completion of the written examination. Although the oral examination is based primarily on the results of the written examination, it may include material that was not covered on the written examination.

#### **Time Limits for Degree Completion**

A candidate must complete all requirements for the degree, including the comprehensive examinations, within six years of the end of the first semester of registration. Course credits older than six years will not apply toward the degree and cannot be transferred from another institution for degree credit. Furthermore, they may not become part of the comprehensive examinations unless they have been revalidated by examination, or are repeated. Time spent in the armed forces or on approved leave of absence is exempt from this time limitation.

### **Deadlines**

Each semester the Graduate College publishes specific dates concerning the application for and completion of comprehensive examinations. Each student has the responsibility to adhere to these dates. Furthermore, students must observe the requirements described in the graduate catalogue concerning switching between Plan I and Plan II. **If the deadlines are not observed by the student, the graduate date will be postponed be at least one semester.**

### **Repeating Examinations**

If the results of the comprehensive examinations are unsatisfactory, a student may request permission to repeat the tests. The examinations may be repeated only once. The committee may require independent study on the part of the student prior to the retest.

## **PART IV: RECITAL/PORTFOLIO POLICY—PERFORMANCE STUDIES**

Students in performance studies may also satisfy the final project requirement by means of a recital, portfolio and comprehensive oral examination. The sequence of research courses leading to the final project for majors in music performance studies is as follows:

MusP 6990 – Directed Research

MusP 6980 – Recital/Portfolio

Research Techniques is designed to acquaint students with the fundamental tools of music bibliography and with the basic skills of library research. Matters of writing style and development of writing skills are also emphasized. Normally students take this course in the first semester of study. The only exceptions occur when students enter the graduate program in the middle of the academic year.

Directed Research is designed to familiarize the student with the bibliographic tools appropriate to the candidate's area of specialization. All performance majors must complete this course as a prerequisite to the final project, recital and portfolio. Students are expected to pass a comprehensive review based on a portfolio of work compiled during the course of the student's study.

### **Portfolio**

The portfolio will consist of the syllabi, final projects, major examinations and other significant assignments and presentations from every course completed during studies for the master of music degree. For applied study and ensembles, the student must submit syllabi, jury sheets, any other written evaluations and programs where appropriate. If the portfolio is incomplete in any way, the student will not be allowed to take the comprehensive examination. The responsibility to verify that the portfolio is complete rests with the chair of the examination committee.

Compiling and maintaining the portfolio is the responsibility of the student. Students must submit the portfolio to the Graduate Secretary by the stated due date in the semester in which the exam is to be taken. The portfolio is housed in the main office of the College of Musical Arts. Students may make additions to the portfolio after they have submitted it to the Graduate Secretary, but it should be completed at least two weeks prior to the scheduled exam date. Both the student and the committee shall review the portfolio to determine the scope and the general content of the exam.

### **Comprehensive Examination Committee**

The Comprehensive Examination Committee will consist of at least three, but no more than five, regular or provisional graduate faculty. The student's major applied teacher shall act as chair. The committee shall include at least one other member of the music performance faculty and may consist exclusively of music performance faculty. The committee may include up to two additional members from outside the area, if they have had some significant part in the student's course of study. The additional member(s) may be from any school or college at BGSU and must be regular or provisional member of the graduate faculty

### **Comprehensive Examination**

The comprehensive examination will be administered in the last semester of study, not later than two weeks before commencement, and will be an oral examination consisting of six questions, lasting between one and two hours. Questions will relate to the completed coursework and to the repertoire and pedagogical materials of the student's major instrument. Students are expected to confer with each member of the committee regarding the area and general nature of the questions at least one month prior to the examination.

### **Scheduling the Comprehensive Examination**

In the first two weeks of the semester in which the examination is to take place, the student, in consultation with the committee, will arrange a meeting time and place for the examination.

### **Repeating Examinations**

If the results of the comprehensive examinations are unsatisfactory, a student may repeat it one time. The committee may require independent study on the part of the student prior to the re-examination. The student may be retested orally or be required to submit a research paper or other project on the material. The format, number of questions and content of the retest is left entirely to the discretion of the committee. The examinations may be repeated only once. Upon failing a second examination, the student is dropped from the Graduate College and the College of Musical Arts.

### **Completion Requirements**

At the end of the comprehensive examination, a document containing the examination questions and a summary of the outcome of the examination will be drawn up by the chair. This document and a copy of the form for the approval of the final comprehensive examination, containing the signatures of all reviewers present, will be submitted to the Graduate Secretary, along with two recital program(s), two CDs (DVD or video tape for conductors). The Coordinator of Graduate Studies will forward all materials to the Graduate College. The examination approval form, titled *Music Master's Report*, can be downloaded from the Graduate College's Web site at [www.bgsu.edu/colleges/gradcoll](http://www.bgsu.edu/colleges/gradcoll).

### **Time Limits for Degree Completion**

A candidate must complete all requirements for the degree, including the comprehensive examination, within six years of the end of the first semester of registration. Course credits older than six years will not apply toward the degree and cannot be transferred from another institution for degree credit. Furthermore, they may not become part of the comprehensive examination unless they have been revalidated by examination or are repeated. Time spent in the armed forces or on approved leave of absence is exempt from this time limitation.

### **Deadlines**

The Graduate College deadlines for the completion of the final project in performance are as follows:

1. All elements of the comprehensive exam (portfolio assessment and recital) must be satisfactorily completed no later than two weeks before commencement.
2. The Coordinator of Graduate Studies will submit a yellow *Master's Recital and Portfolio Report* to the Graduate College before commencement.

3. Approximately eight weeks after graduation, the Graduate College will send the College of Musical Arts' Coordinator of Graduate Studies stamped copies of graduation applications for those students who officially graduated. At this time, the Coordinator of Graduate Studies will forward to the music librarian the recital CDs, DVD and/or video tapes for those students who officially graduated.

#### **Timeline for Completion of Portfolio Examination**

- First year of study:** Student selects portfolio committee (part of MusP 6990)
- First two weeks of the semester in which the portfolio examination is to take place:** Student schedules exam with committee
- Semester of exam:** Portfolio is turned into the Graduate Secretary by stated deadline
- One month prior to exam:** Student confers with each member of the committee concerning general nature of examination of questions.
- Two weeks prior to examination:** Portfolio is to be completed.
- Following Examination:** Members of the committee sign the *Master's recital and Portfolio Report* and committee chair turns it into the Graduate Secretary.

## APPENDIX A

### Thesis Proposal

#### **Title Page**

The title page is the first page in the proposal (see template). Refer to the beginning of the *Thesis and Dissertation Handbook* (revised: January 2002) for content and format.

#### **Prose Description of Thesis**

The prose description of the thesis should be no more than two pages in length, define the area to be examined and present the plan for pursuing the topic. The availability of primary source material should be described and the qualifications of the researcher should be clearly stated. A bibliography and tentative timetable for the completion of the project should also be given.

Composition proposals should contain a detailed plan for completing the project. This includes a concise description of style orchestration, compositional technique and literature. The proposal should be no more than two pages in length and should include a bibliography and timetable for completion. The bibliography should include a representative sampling of scores, recordings and text books.

#### **Outline of Thesis**

This section should present the proposed outline of the thesis. The purpose of this section is to provide the student with an outline to follow throughout the preparation of the thesis. It is strongly suggested that the outline be as precise and as detailed as possible in order to maintain continuity and focus regarding the subject matter.

#### **Bibliography**

A working bibliography should be provided with each proposal. The bibliography should demonstrate an awareness on the part of the student of the major resources available to complete the thesis. It is not necessary to supply a complete bibliography with the topic proposal. A sample bibliography will suffice.

## APPENDIX B

### Format for Musical Examples

The general manner in which illustrative material (tables, pictures, diagrams, etc.) is incorporated into the document is given in the required style manuals. The following additional information pertains specifically to musical examples.

1. Each musical example must be accompanied by a caption that identifies the excerpt and provides sufficient information to allow the reader to find the excerpt in a score of the work. The caption should appear centered below the musical example and should be as short as possible. Measure numbers, instrumentation, tempo markings, etc. should be included in the example itself, not in the caption.



Example 60: A. Corelli, *Sonata da chiesa*, Op. 3, No. 11

2. Musical examples should not be pasted into the library copy of the thesis. They should be pasted onto a clean copy of the page and a photocopy made of that page onto paper used for the final copy. The same holds true for examples of music copied by hand.
3. Further information on the treatment of musical examples may be found in: Holoman, D. Kern. *Writing About Music*. Berkeley: University of California Press, 1988.

## APPENDIX C

### Thesis Deadlines and Responsibilities

Due Dates for \_\_\_\_\_ Graduation

First Draft (typed) due to committee	_____
Last day to apply for graduation	_____
Final draft due to committee	_____
Last day for oral defense of thesis	_____
Corrected version due to Graduate College	_____

#### Responsibilities of Chair of Thesis Committee

1. Evaluate capability of student and provide careful guidance in selection and limitation of topic;
2. Provide primary guidance in proper bibliographic format;
3. Ensure correct writing style;
4. Provide primary support to student in research and development of content;
5. Arrange thesis oral defense with student, committee and coordinator of graduate studies.

#### Responsibilities of Committee Members

1. Provide guidance and advice as requested;
2. Make necessary corrections and suggestions in format, writing style and content.

#### Responsibilities of Student

1. Adhere strictly to all deadlines;
2. Distribute copies to all members of committee on or before appropriate deadline;
3. Prepare each chapter in style and format of required style manual;
4. Make appropriate changes and corrections as suggested by chair and committee members.

## APPENDIX D

### Portfolio Checksheet

I. Major Field: Applied Courses (Private Study and Ensembles)

Syllabi \_\_\_\_\_

Repertory Sheets \_\_\_\_\_

Jury Sheets \_\_\_\_\_

List of Recitals \_\_\_\_\_

Programs \_\_\_\_\_

II. Other Studies—Academic Classes, Independent Study Courses

Syllabi \_\_\_\_\_

Examinations \_\_\_\_\_

Papers \_\_\_\_\_

Presentations \_\_\_\_\_

1" Margin

TITLE OF THESIS

Centered/all caps  
2.5" from  
top of page

Student's Name

Centered  
4" from  
top of page

1.5" Margin

A Thesis

Centered  
5.5" from  
top of page

1" Margin

Submitted to the Graduate College of Bowling Green  
State University in partial fulfillment of  
the requirements for the degree of

NAME OF DEGREE IN ALL CAPS

Date of Graduation

Committee:

Left margin indented  
3" (center of page)

John T. Smith, Advisor

Mary K. Doe

William Johnson

Janet Williams

1" Margin