

Checklist for the Master's of Music

The KSU Graduate School website referenced in this checklist is <http://www.ksu.edu/grad>

Semester 1: August

Review the following on the **Graduate School website**:

- The Graduate Handbook in the Policy Manuals section.
http://www.k-state.edu/grad/graduate_handbook/chapter2.html

Review the Music Departmental handbook outlining specific program requirements <http://catalog.k-state.edu/content.php?catoid=2&navoid=154> .

Complete Theory & History in August. If required, complete the prerequisite/deficiency requirements, MUSIC614 Grad Theory Review or selected history course.

Semester 1: September

Meet with Dr. Burrack, Director of Graduate Studies, to select a major professor and plan Program of Study. Review "*Preparing a Master's Program of Study*" on the Graduate School website.

- (a) "*Preparing a Master's Program of Study*", also available in the Graduate School <http://www.k-state.edu/grad/students/preparemasters.html>

The program of study form can be downloaded from this website under Information for Current Students: <http://www.k-state.edu/music/graduate/>

Semester 2: January

Select research topic in consultation with the major professor for your graduate report and a supervisory committee. A minimum of three graduate faculty serve as the supervisory committee consisting of Major Professor as chair and at least two other faculty members. .

Semester 2: February or March

Schedule meeting with your major professor to discuss program of study and applicable research and recital requirements. Obtain supervisory committee's signature on the approved program of study. Provide a copy the signed Program of Study to your graduate chair and Dr. Burrack and submit the original to the Graduate School. *The program of study should be submitted after completing hours of graduate credit and no later than the semester prior to graduation.*

- *If changes need to be made to the Program of Study, submit a Program/Committee Change form to the Graduate School. This form can be downloaded from the Graduate School website.*

Semester 2: April or May

Discuss with your major professor departmental guidelines for preparation and presentation of your report with or without recital. Follow departmental timelines for setting concert dates, reserving concert hall, printing of programs, etc.

- Obtain approval for performance rights if applicable.
- If research thesis is selected, complete the approval form from Institutional Review for Use of Human Subjects or other compliance requirements prior to collecting data. *NOTE: This is mandatory for IRB approval. Please go to <http://www.ksu.edu/research/comply> for more information and to complete the training modules. This applies to all research projects.*

Semester 3: Begin Summer into Fall

Write thesis or the report, if applicable, following departmental guidelines and formatting specified by ETDR Graduate School. Review "Electronic Thesis and Dissertation Guidelines" on the Graduate School website <http://www.k-state.edu/grad/etdr/>

- Use the template provided as it includes important formatting for transferring the document to .pdf.
- <http://www.k-state.edu/music/graduate/conductingmastertemplate09.doc>
- <http://www.k-state.edu/music/graduate/Scoreanalysis.xls>

Semester 4: End of March or Early April

- Reserve Graduation regalia at the K-State Union Bookstore.
- Submit the "Approval to Schedule Final Examination" form signed by the major professor, department head, director of graduate studies, and all committee members to the Graduate School 10 working days prior to the examination. This form must be turned in to the Graduate Office by the end of March or early April if you want your name in the graduation program. *Note: Deadlines to graduate are published for each semester on the Graduate School website. You must be enrolled the semester you take your final examination to graduate.* The Graduate School will send an email to you whether or not the degree requirements have been satisfied.
- Provide members of the supervisory committee a copy of the thesis or report, a minimum of 10 working days prior to the scheduled defense (lecture recital).

The Final examination: All candidates for the master of music degree are required to an oral defense of their master's recital/report/thesis. The total time of the examination is approximately one hour. The purpose of the defense is to expose required learning from your graduate program of study and should include questions from the three general areas: the candidate's major field, history-literature, and theory. Submit the final examination ballot (and ETDR ballot if you are submitting a graduate report) to the Graduate School after the supervisory committee has signed. Retain one copy for personal file and give the major professor and director of graduate studies each one copy.

Semester 4: May

Attend commencement.