

THE UNIVERSITY OF OKLAHOMA
SCHOOL OF MUSIC

MASTER OF MUSIC EDUCATION



MISSION AND GOALS
FOR
MASTER OF MUSIC EDUCATION PROGRAMS
AT
THE UNIVERSITY OF OKLAHOMA

MISSION STATEMENT:

THE MISSION OF THE MASTER OF MUSIC EDUCATION DEGREE IS TO FACILITATE AND NURTURE THE DEVELOPMENT OF THE PROFESSIONAL MUSICIAN/EDUCATOR.

GOAL STATEMENT:

The Master of Music Education degree is designed for music educators wishing to develop and refine their professional skills and understandings. The program provides opportunities for intensive study and hands-on experience with contemporary teaching approaches and techniques, music materials, curriculum design, and research practices related to music teaching and learning in an increasingly diverse and complex society.

The School of Music offers the Master of Music Education degree (M.M.Ed.) with the following majors and degree emphases:

MAJOR CODE	DEGREE OPTION (a/k/a Major)	AREAS OF CONCENTRATION (a/k/a Degree Emphases) <i>(with emphasis codes where applicable)</i>
M708	INSTRUMENTAL <i>NON-THESIS OPTION OR THESIS OPTION¹</i>	Instrumental (Primary) — <i>Designed for instrumental music teachers seeking additional preparation in primary instrument study.</i> Instrumental (Secondary) — <i>Designed for instrumental music teachers who have achieved a high level of proficiency on their primary instrument and are seeking additional preparation in secondary instrument study.</i>
M706	GENERAL <i>NON-THESIS OPTION OR THESIS OPTION²</i>	<i>(Q686) Vocal/General</i> — <i>Designed for music teachers interested in developing their skills in vocal music and/or general music education.</i> <i>(Q401) Kodaly Concept</i> — <i>Designed for students seeking specialized study in developing music literacy.</i> <i>(Q461) National Board Certification</i> — <i>Designed for in-service public school music educators interested in developing their skills in music education in conjunction with completion of National Board Certification requirements. (NB: Completion of this degree does not guarantee National Board Certification.)</i>
M707	CONDUCTING <i>NON-THESIS OPTION OR THESIS OPTION²</i>	<i>(Q111) Choral Conducting</i> — <i>Designed for junior and senior high school choral directors interested in developing their skills in choral conducting, choral repertoire, and teaching.</i> <i>(Q371) Instrumental Conducting</i> — <i>Designed for band and orchestra directors in the public schools interested in developing their skills in instrumental conducting, repertoire, and teaching.</i>
M709	PIANO PEDAGOGY <i>Designed for pianists seeking specialized preparation in piano teaching</i> <i>A NON-THESIS PROGRAM; FINAL COMPREHENSIVE EXAM IS REQUIRED.</i>	

¹ Thesis Option must be approved by the student’s advisory committee no later than the second semester of study. Final Comprehensive Exam is required for Non-Thesis Option. (See Section 13.) Thesis Option is NOT available for the National Board Certification Emphasis.

1. Degree Program Curricula

1.1 General Curriculum for:

- **M706: General**
 - Vocal/General emphasis
 - Kodaly emphasis
 - National Board Certification emphasis
- **M707: Conducting**
 - Choral Conducting emphasis
 - Instrumental Conducting emphasis
- **M708: Instrumental**
 - Primary Instrument
 - Secondary Instrument(s)

(Note: Curriculum for Piano Pedagogy Major follows on page 5 at Section 1.2.)

For an explanation of the course numbering system used by the University of Oklahoma, see the Appendix (Section 15).

Coursework	Credit (Semester) Hours
Introduction to Research in Music Education, MUED 5212	2
Current Trends in Music Education, MUED 6442	2
Measurement and Evaluation in Music Education, MUED 6212	2
Music Theory (excluding MUTH 5812, 5822).....	3
One approved academic course outside music	
-or-	
One additional music theory course.....	3
Musicology/Ethnomusicology	6
Degree Emphasis Coursework (see Section 1.1.1 on page 4)	10
Electives in Musicology and Music Literature, Ethnomusicology, Theory, Conducting, Composition, Applied Music, Music Education, *Thesis	4
Total Credit Hours Required for Degree.....	<u>32</u>

*Thesis option must be approved by student's advisory committee no later than second semester of study. (See Section 13.)

1.1.1 Degree Emphasis Coursework Specifications for:

M706: General Major

Vocal/General Emphasis (emphasis code: Q686): The 10-hour emphasis block shall consist of Vocal Pedagogy I (MUED 5522) (two hours), Solfege I (MUED 5562) (two hours), Multicultural Music Seminar (MUED 5970) (one hour), Choral Conducting Seminar (MUED 5970) (one hour), and four hours of applied voice at the 5010 level (contingent upon acceptance to applied study).

Kodaly Concept Emphasis (emphasis code: Q401): The 10-hour emphasis block shall consist of Kodaly Concept I (MUED 5553), Solfege I (MUED 5562), Kodaly Concept II (MUED 5563), and Solfege II (MUED 5572).

National Board Certification Emphasis (emphasis code: Q461): The 10-hour emphasis block shall consist of a National Board Certification Seminar, taught under MUED 5970 (two hours); American Council of Education transfer credit (National Certification portfolio) (three hours); American Council of Education transfer credit (National Certification completion) OR MUED elective (3 hours), and a special study Practicum in Music Teaching (MUED 5990) (two hours).

M707: Conducting Major

Choral Conducting Emphasis (emphasis code: Q111): The 10-hour emphasis block shall consist of two semesters of Choral Conducting (MUTE 5512) (four hours), two semesters of score study/choral literature (MUTE 6152) (four hours), and two hours of choral ensembles (MUTE 5160, 5170).

Instrumental Conducting Emphasis (emphasis code: Q371): The 10-hour emphasis block shall consist of two semesters of Instrumental Conducting (MUTE 5522) (four hours), two hours of score study/instrumental literature (MUTE 5532), and four hours of advised electives in music education.

M708: Instrumental Major

Instrumental Emphasis (Primary): The 10-hour emphasis block shall consist of four hours of MUED 5970 (Seminar in Instrumental Teaching) and six hours of applied instrument study at the 5010 level (contingent upon acceptance to applied study).

Instrumental Emphasis (Secondary): The 10-hour emphasis block shall consist of four hours of MUED 5970 (Seminar in Instrumental Teaching) and six hours of applied instrument study at the 5000 level (contingent upon acceptance to applied study).

1.2 MASTER OF MUSIC EDUCATION IN PIANO PEDAGOGY
Designed for pianists seeking specialized preparation in piano teaching
A Non-Thesis Program
Major Code: M709

For an explanation of the course numbering system used by the University of Oklahoma, see the Appendix (Section 15).

CourseworkCredit (Semester) Hours

Introduction to Research in Music Education, MUED 5212	2
Current Trends in Music Education, MUED 6442	2
Measurement and Evaluation in Music Education, MUED 6212	
-or-	
Psychological Foundations in Music Education, MUED 6022	
-or-	
Sociological Foundations in Music Education, MUED 6032.....	2
Music Theory (excluding MUTH 5812, 5822).....	3
One approved academic course outside music	
-or-	
One additional music theory course.....	3
Music History/Ethnomusicology	6
Applied lessons, PIAN 5010 (two semesters).....	4
Piano Pedagogy I, MUED 5612.....	2
Piano Pedagogy II, MUED 5622	2
Advised Electives for Piano Pedagogy (see list of suggestions below)	2
Electives in Music History and Literature, Ethnomusicology, Theory, Conducting, Composition, Applied Music, Music Education, Piano Pedagogy, or Piano Literature	4
Total Credit Hours Required for Degree.....	<u>32</u>

Suggested advised electives for M.M.Ed. Piano Pedagogy majors:

Recital, GMER 5052	2
Piano Literature I or II, MULI 5423 or 5433	3
Teaching Intermediate & Advanced Piano Students, MUED 5662	2
Ensemble Music in Piano Teaching	2
Internship in Piano Teaching, MUED 5642	2
PIAN 5010.....	2-4
Applied Research in Piano Pedagogy	2
Readings and Writings for Piano Pedagogy	2

2. Admission Criteria

Graduate music education study at the University of Oklahoma focuses on preparing students at intellectual and performance levels commensurate with standards at similar North American comprehensive universities. Specifically, the M.M.Ed. degree is designed to equip the professional music teacher to face the issues and challenges of contemporary music education.

Admission to a particular graduate music education program is not a right guaranteed by completing an undergraduate degree. Rather, admission criteria at OU are designed to insure that students possess academic and performance qualifications adequate to enable them to perform graduate course work, which is, by definition, rigorous, intense, and abstract. Admission to a master's degree assumes the ability to continue foundational courses in music theory and music history along with developmental courses in the student's major field.

To be admitted in full standing to the Graduate College and the School of Music for study leading to the Master of Music Education degree, the applicant must hold a bachelor's degree in music or music education (or the equivalent) from an accredited college, university, or comparable institution.² The applicant must present a grade point average of at least 3.0 for the last sixty hours of undergraduate work (A = 4.0).

Applicants with a grade point average between 2.75 and 3.0 may qualify for conditional admission, provided they show evidence of potential for success in the program.

Beyond satisfying these basic criteria, the successful applicant will demonstrate evidence of appropriate preparation and qualification for graduate study in music education by completing the application procedure detailed below.

3. Application Procedure

Applying for admission to a graduate music education degree program is a two-step procedure. You can and should work toward completing both steps at the same time.

STEP ONE is to apply for admission to the university at the graduate level. To receive an *Application for Admission*, contact the university's Office of Admissions at (405) 325-2012 or go to the website for the Office of Admissions, Records, and Registration at <http://www.ou.edu/admrec/admissions.htm>. Select the appropriate link (*Graduate Admission - US citizens and permanent residents* or *Graduate Admission - international*). Follow the instructions for downloading and completing the necessary forms. **Remember that your application to the university with official transcripts, application fee, and (for international**

² Applicants to the M.M.Ed. Instrumental, General, or Conducting who do not hold a current teaching certificate at the time of application should be aware that they will be required to complete the requirements for teacher certification in the State of Oklahoma before being allowed to take the Final Comprehensive Examination or Thesis Defense for the M. M. Ed. This requirement does not apply to the M.M.Ed. Piano Pedagogy major.

applicants) financial statement must be sent to the Office of Admissions, 1000 Asp Avenue, Norman, OK 73019.

Once your application to the university is complete, the Graduate College will request from the School of Music a recommendation on your admission to the degree program. That recommendation will be based on our faculty's review and evaluation of the degree-specific application materials that you supply directly to the School of Music. (See Step Two).

STEP TWO in the process is to apply to the School of Music for admission to a particular degree program by providing the following materials and information to the **Graduate Music Office, (500 West Boyd, Room 138, Norman, OK 73019):**

- A completed *Graduate Application Form*, available on-line from the School of Music website . Go to http://music.ou.edu/prospective/pro_gradadmiss.htm and follow the appropriate link.
- Copies of transcripts of all college work (Photocopies or "unofficial" copies are acceptable.)
- Three current letters of reference from persons qualified to comment on the applicant's academic-musical achievement, teaching and/or professional experience, and potential for success in the degree program.
- A detailed description of the applicant's teaching and/or other professional experience.
- Graduate Record Examination (GRE) scores are not required for admission, but are encouraged.

--AND--

by supplying additional, degree emphasis-specific information or materials as described below:

For the Instrumental (Primary) or Instrumental (Secondary) degree emphases:

- A recent recording (audio or video) of a band, orchestral, or choral performance, classroom instruction, or ensemble rehearsal that demonstrates teaching effectiveness. A video recording is preferred for teaching demonstrations.

-and-

- An audition for the appropriate applied faculty that demonstrates your level of proficiency on your primary instrument. Length and scope of this audition varies depending on the particular area/instrument. When you submit your written application materials to the Graduate Music Office of the School of Music, you will be given instructions on whom to contact to arrange this audition. (This audition will be evaluated by the appropriate applied music instructor whose assessment will be given to the Music Education faculty to be made a part of your total application.)

For the Vocal/General degree emphasis:

- A recent recording (audio or video) of a band, orchestral, or choral performance, classroom instruction, or ensemble rehearsal that demonstrates teaching effectiveness. A video recording is preferred for teaching demonstrations.

-and-

- A 30-minute, live, accompanied audition before the applied voice faculty that demonstrates your level of proficiency as a singer. When you submit your written application materials to the Graduate Music Office of the School of Music, you will be given instructions on whom to contact to arrange this audition. (This audition will be evaluated by the voice faculty whose assessment will be given to the Music Education faculty to be made a part of your total application.)

For the Kodaly Concept degree emphasis:

- A recent recording (audio or video) of a band, orchestral, or choral performance, classroom instruction, or ensemble rehearsal that demonstrates teaching effectiveness. A video recording is preferred for teaching demonstrations.

For the National Board Certification emphasis:

- A recent video recording (VHS or standard DVD), with good audio quality, of classroom instruction or ensemble rehearsal that demonstrates teaching effectiveness.

For the Choral Conducting emphasis:

- A video recording, with good audio quality, of a recent performance and/or rehearsal. Preferably, the video should contain portions of a performance or performances and portions of a rehearsal or rehearsals that show the general skills of the conductor. (This recording will be evaluated by the Director of Graduate Choral Studies whose assessment will be given to the Music Education faculty to be made a part of your total application.)

For the Instrumental Conducting emphasis:

- A video recording from the point of view of the ensemble, with good audio quality, of a recent band or orchestral performance, classroom instruction, and/or ensemble rehearsal that demonstrates both teaching effectiveness and conducting skills. (This recording will be evaluated by the Director of Bands and/or the Director of Orchestral Studies, as appropriate, whose assessment will be given to the Music Education faculty to be made a part of your total application.)

For the Piano Pedagogy Major:

- A 15-20-minute live audition. Schedule this audition by contacting Dr. Jane Magrath at (405) 325-4681 or jmagrath@ou.edu. (NB: Live auditions are preferred and strongly encouraged. International applicants or applicants living a considerable distance from Norman may submit a recent recorded audition.)

NOTE: Your application must be complete before it can be fully evaluated and a recommendation on your admission can be made to the Graduate College.

4. Application Deadlines

Applicants seeking admission to MM programs in music, *except for piano*, should **complete** their applications by the following deadlines:

	US Citizens	International Students
Fall Semester entry	March 1	March 1
Spring Semester entry	November 1	September 1
Summer Semester entry	March 1	February 1

Piano Pedagogy applicants must complete their applications by the following deadlines

	US Citizens	International Students
Fall Semester entry	January 1	January 1
Spring Semesters entry	November 1	September 1
Summer Semester entry	January 1	January 1

Applications that are not complete by these dates have no guarantee of consideration.

5. Acceptance/Denial Notification

The Graduate Music Office will notify applicants by letter whether or not a recommendation to admit will be made to the Graduate College.

If you are accepted into a degree program, your letter will include information on Preliminary Exams (see Section 10) and the name and contact information for your Program Advisor (see Section 11).

6. Special Note to Current OU Undergraduate Students

Graduating seniors wishing to apply for admission to the M.M.Ed. should be aware that they are expected to provide the same application materials, abide by the same deadlines, and follow the same application procedures as applicants new to OU, *with this exception*: The university's Office of Admissions provides a form, popularly known as the "Graduating Senior Form", that allows current OU students to apply to OU graduate programs without paying an additional application fee or supplying official OU transcripts. This form is available in the Office of Admissions in Buchanan Hall.

Current OU undergraduate piano majors applying for the M.M.Ed. Piano Pedagogy major may use their senior recital as their graduate audition. They must inform the piano faculty and the Graduate Music office of their intention to do so in advance of the recital.

7. Graduate Assistantships

Graduate Assistantships are available in specific instructional, administrative, and technical areas. While all students are encouraged to apply for assistantships as a means of alleviating the costs of graduate study and of developing teaching skills, appointments are by no means guaranteed to all applicants who are admitted to degree programs.

Stipends, tuition waivers, and other compensations for Graduate Assistants vary from year to year, depending upon available funding. Contact the Graduate Music Office for current information.

Typically, Graduate Assistant appointments are made for both Fall and Spring semesters. Only rarely are new assistants appointed for the Spring semester. For this reason, applications for assistantships must be received in the Graduate Music Office by February 1 for the following Fall semester. Faculty and staff supervisors review all applications, occasionally contacting applicants for more in-depth interviews, and make recommendations for appointments to the Graduate Music Office. Assuming they have completed all application requirements and a recommendation to admit has been made to the Graduate College, applicants are usually notified by April 15 if they have been offered an appointment for the next academic year.

Graduate Assistant appointments are made annually and current assistants wishing to be considered for re-appointment must re-apply each year. Master's students may hold an assistantship for two years upon the recommendation of the faculty or staff supervisor of the particular assistantship position. A third year is permissible only under extreme circumstances and only if a faculty or staff supervisor successfully petitions the Graduate Studies Committee of the School of Music for permission to appoint the student to a specific position.

Students who complete their master's degree at the University of Oklahoma and begin doctoral study here are eligible for assistantship consideration upon the recommendation of the faculty or staff supervisor of the particular assistantship position; however, the total number of years a student may serve as a graduate assistant is four years. A fifth year is permissible only under extreme circumstances and only if a faculty or staff supervisor successfully petitions the Graduate Studies Committee of the School of Music for permission to appoint the student to a specific position.

8. Required Graduate Assistant Training

Each August, before classes begin, the university's Program for Instructional Innovation conducts a campus-wide TA (Teaching Assistant) Training Program. This program is **mandatory** for all new Graduate Assistants at the University of Oklahoma who will have contact with students. For more information on this program, go to <http://www.ou.edu/pii/>.

9. English Language Requirements for International Applicants

The School of Music adheres to the university's English language proficiency standards for admission of applicants for whom English is not a first language, to-wit: minimum TOEFL score of 550 (paper version of test) or 213 (computer version) or minimum score of 6.5 on the Cambridge IELTS. **For information on how to satisfy this requirement, go to the university's *Information for Prospective Students from Abroad* website at www.ou.edu/admrec/stuabrd.htm and click on "English Proficiency Requirements".**

Special Note to International students applying for Graduate Assistantships: Before any International student can be appointed to any Graduate Assistantship entailing contact with undergraduate students, he/she will be required to pass a series of English tests administered by the English Assessment Office. See the English Assessment Program website at <http://gradweb.ou.edu/EAP/guidelines.htm> for more detailed information. Please be aware that to pass these tests requires spoken and written language skills considerably more advanced than those required for admission to the university.

10. Preliminary Examinations

The academic and musical preparation and abilities of all entering graduate students are assessed by means of written and (in some instances) piano proficiency preliminary examinations. These required Graduate Music Preliminary Examinations are given on the Wednesday and Thursday of the week before classes begin each semester. These exams are diagnostic in nature and your Program Advisor will rely on the results of these exams to assist you in planning your program of graduate work. New graduate students are expected to take these exams prior to beginning their first semester of graduate study. Since these exams often identify deficiencies that must be remedied early in your coursework, delaying the exams could mean delaying your graduation by a semester or more. Performance on these examinations has no effect on admission status as a master's student.

Prospective master's students are urged to prepare thoroughly for the Preliminary Examinations.

10.1 The Written Preliminary Examinations: All incoming graduate music education students must take the following three written Preliminary Examinations:

Musicology and Music Literature: A multiple-choice diagnostic examination covering five periods from Renaissance to the Twentieth Century and the topics of Opera, Symphony, Chamber Music, American Music, and World/Native American Music.

Suggested preparation: *Study A History of Western Music* by Donald Grout and Claude Palisca or *Studying Music History* by David Poultney.

Music Theory: This is a two-part written examination over topics commonly covered in undergraduate music theory.

Part One covers:

- Music fundamentals--write scales, intervals, triads, and key signatures.

- Harmony--write seventh chords, secondary dominant chords, pivot chords, augmented 6th chords and Neapolitan 6th chords. Part writing is not tested.
- Music Terminology--identify and describe music forms, fugal practice, non-harmonic tones, cadences and modulations.
- Analysis of a one-movement piece written during the common-practice period--diagram and describe the overall form, tonal plan, modulations, thematic content, reasons for accidentals, etc.

Part Two covers:

- Twentieth Century Music--define analytical concepts and identify compositional devices in score excerpts and procedures of impressionism and serialism.

Suggested preparation: Review music theory concepts in any undergraduate theory text such as **Tonal Harmony: With an Introduction to Twentieth-Century Music** by Stefan Kostka and Dorothy Payne.

Aural Perception: A multiple-choice test of pitch pattern recognition. For each question, four slightly different notated musical examples will be provided. The student will compare the choices and select the version that matches what is played (recording the answer as A, B, C, or D). The following topics will be included: short melodic fragments (tonal or atonal); intervals (both harmonic and melodic); isolated chords (triads, seventh chords, etc.) either arpeggiated or in block position and in both wide and closed spacing; scales (major, minor, modes, synthetic) both ascending and descending; and harmonic progressions (chord resolutions, cadence formulas, etc.) with both diatonic and chromatic content.

Suggested preparation: Although conventional dictation, recognition by symbol, and sight singing are not separately tested on this exam, they are the best way to practice for this test. Melodic dictation; harmonic dictation (outer voices, quality, etc.); identifying scaled types, intervals, etc. by name; and sight singing any of the above patterns will help to reinforce the connection between sound and notation. Any undergraduate ear training or sight-singing texts or any other music examples are sources for practice materials.

10.2 The Piano Proficiency Preliminary Examinations: Some of our M.M.Ed. programs also require piano performance and/or sight-reading examinations. See the list below for details:

For the Instrumental (Primary) and Instrumental (Secondary) emphases: *No Piano Performance Proficiency or Keyboard Sight-Reading required as part of the Preliminary Exams*

For the Vocal/General emphasis: *Piano Performance Proficiency and Sight-Reading required*

- Perform a piano audition totaling 5 minutes. Keyboard skills will be demonstrated by performing one or two prepared pieces. The level of difficulty should be approximately that of the Clementi *Sonatina in D, Op. 36/6* or J. S. Bach *Two Part Inventions*. Pieces need not be memorized.
- Keyboard sight-reading will consist of moderately difficult piano accompaniments to choral works.

For the Kodaly Concept emphasis: *No Piano Performance Proficiency or Keyboard Sight-Reading required as part of the Preliminary Exams.*

For the National Board Certification emphasis: *No Piano Performance Proficiency or Keyboard Sight-Reading required as part of the Preliminary Exams.*

For the Choral Conducting emphasis:

- *No Piano Performance Proficiency required*
- *Sight-reading required: Keyboard sight-reading will consist of moderately difficult piano accompaniments to choral works.*

For the Instrumental Conducting emphasis: *No Piano Performance Proficiency or Keyboard Sight-Reading required as part of the Preliminary Exams*

For the Piano Pedagogy major: *Sight-reading required*

- Keyboard sight-reading will consist of moderately difficult piano solos.

10.3 After the Preliminary Exams: Results of the exams are reported directly to Program Advisors (see Section 11) who will use this information to assist new graduate students in planning coursework.

- **Musicology and Music Literature:** Based on the results of the exam, students may be advised to take certain courses or complete a program of reading to eliminate deficiencies in this area.
- **Music Theory:** Students determined to have deficiencies (score of less than 70%) in one or both areas of the Music Theory exam may either re-take the exam one more time the next time it is offered in an attempt to achieve a satisfactory score or enroll in and pass with a grade of “B” or better the appropriate Music Theory Practicum course (MUTH 5812 for Part One of the exam or MUTH 5822 for Part Two).³
- **Aural Skills:** If a student is determined to have a deficiency in this area, he/she will be instructed to contact a prescribed member of the Music Theory faculty for guidance and information.
- **Piano Proficiency:** For those who do not pass the exam, the examining committee may recommend the student enroll in PIAN 4000 (which does NOT count toward the required hours for a graduate degree) and/or retake one or more specified portions of the Piano Proficiency Preliminary Exam. The committee’s recommendation is sent to the student’s advisor, and the advisor will devise a course of action that best suits the student. The student completing this course of action to the advisor’s satisfaction fulfills the piano proficiency requirements for the degree.

The student must complete satisfactorily all parts of the Preliminary Exams required for his/her degree, either by attaining satisfactory scores on the exams themselves or by completing prescribed remedial work, BEFORE he/she will be permitted to file the Admission to Candidacy (master’s) or take the General Exam (doctoral). For this reason, the student must complete these exams and any required remedial work during the first two

³ MUTH 5812 and MUTH 5822 count only as elective credit and do not fulfill graduate theory requirements. MUTH 5812 and MUTH 5822 are each prerequisite to certain graduate level theory courses.

***semesters of enrollment.* Students who do not do so may be prevented from enrolling for a third semester until appropriate arrangements have been made.**

11. Program Advisor

At the time of admission, the student is assigned to a faculty member who serves as Program Advisor. Each new student's acceptance letter contains the name and contact information of that student's Program Advisor. While the Program Advisor is charged with advising the student on all matters pertaining to the program of study, including the selection of courses, the student is responsible for his/her own choices in this regard.

12. Transfer Credit

A student may transfer up to eight (8) semester hours of credit toward a master's degree at the University of Oklahoma provided that the conditions established by the Graduate College are met. These conditions are detailed in the *Graduate College Bulletin* which can be found on the Graduate College website at <http://gradweb.ou.edu>.

The procedure for requesting Graduate College approval for transfer credit is as follows: After consulting the *Graduate College Bulletin* to determine the validity of the courses in question, the student and his/her major professor shall prepare and deliver to the School of Music's Coordinator of Graduate Studies a written request to accept the courses.⁴ If the Coordinator of Graduate Studies approves the request, he/she will forward the request to the Dean of the Graduate College under cover of a formal petition. The Graduate College Dean makes the final decision on the matter.

13. During Your First Year of Graduate School – It's Time to Prepare for Graduation!

It may seem premature to be thinking about graduation so far in advance but this is the point at which you must make several important decisions and take some very specific actions in order to insure timely completion of your degree.

All M.M.Ed. programs at OU culminate in either a Final Comprehensive Examination or a Thesis Defense. An advisory committee administers the exam or conducts the defense. Quoting from the *Graduate College Bulletin*, "A student can initiate the steps to schedule the comprehensive examination . . . [or] the thesis defense only after they have received candidacy status." We will discuss the matter of "candidacy status" later. First we must consider who will help you reach that point – your Advisory Committee.

⁴ Before submitting a request for transfer credit, the student must have on file with the university's Office of Admissions an official transcript that shows the final grades for the courses in question.

13.1 The Advisory Committee: Faculty members, according to position, experience, and departmental policies are assigned a Graduate Faculty Ranking that determines the extent to which they are able to serve on graduate committees (see below):

- **M0:** may teach graduate courses
- **M1:** all the privileges of M0 and may serve on and chair master's committees
- **M2:** all the privileges of M1 and may serve on doctoral committees
- **M3:** all the privileges of M2 and may chair doctoral committees
- **SM:** Special member of the Graduate Faculty, designation usually granted to Visiting Faculty. May serve on graduate committees with permission of the Graduate College Dean. (*NOTE: Except under extraordinary circumstances, the Graduate College Dean will not approve more than one Special Member per graduate committee.*)

Each master's committee must have a minimum of three members. The exact make-up of your committee will be determined by whether you will take the Final Comprehensive Exam or write and defend a thesis.

NOTE: Before you read any further, we strongly suggest that you locate the Graduate College website at <http://gradweb.ou.edu> and, under "Policies and Procedures", locate and click on "Master's Information". Then take the time to read carefully all the information provided there for "Thesis Option" or "Non-Thesis Option" as appropriate to your situation. The information we have provided in this brochure is not intended to substitute for a clear understanding of the Graduate College's policies and procedures. Instead, we provide this as an explanation of the manner in which the School of Music carries out those policies and procedures.

13.2 Non-Thesis Option: The Non-Thesis Option is available to all Master of Music Education students and is required for Piano Pedagogy majors.

13.2.1 General Candidacy Form and Committee for Non-Thesis Option: The committee that will administer your exam will consist of your major professor, one person to test your music theory knowledge, and one person to test your musicology knowledge. You should begin thinking about who these people will be by the end of your first year of graduate study because you must list the names of your committee members on your *General Candidacy Form*.⁵ This form (available on-line at <http://gradweb.ou.edu>) must be filed in the office of the Dean of the Graduate College **no later than the first Monday in March (for summer graduation), first Monday in April (for fall graduation), and the first Monday in October (for spring graduation)**. Since this form must be approved and signed by the Graduate Liaison (Coordinator of Graduate Studies) prior to filing with the Graduate College, you must present the completed form to the Graduate Music Office at least one week prior to the Graduate College

⁵ The *General Candidacy Form* consists of two separate forms: The *Admission to Candidacy* and the *Program of Graduate Work*. Both forms must be fully completed.

deadline.⁶ The Graduate Music Office will file your original form with the Graduate College and retain a copy for your file. You should retain a copy for your own files.

Ideally, your committee members should be faculty with whom you have studied. It's a good idea to discuss potential committee members with your major professor. Before you list anyone as a committee member on your *General Candidacy Form*, contact each prospective member and ask if he/she is willing to serve.

13.2.2 Final Comprehensive Examination: Early in the semester you intend to graduate, the Graduate Music Office will request from the Graduate College authority for your committee to administer your exam. The Graduate College will review your *General Candidacy Form* and compare it with your transcript to be sure that you are on track to complete all degree requirements. If no impediments are found, the Graduate College will issue the necessary authority, valid for that semester only. At this point, you are a candidate for the degree.

It is up to you to meet with all members of your committee to schedule a date and time for your exam. The exam must be completed on or before the last day of classes of the semester for which authority to administer the exam has been granted.⁸ The exam cannot be held when the university is not in session, during final exam period, or when a suitable committee cannot be convened. Remember that your committee members are probably serving on many other examination committees, as well. Be considerate of their time and plan ahead.

In most instances, Final Comprehensive Exams in the School of Music have both oral and written components. One or more members of your committee may require you to prepare certain written materials in advance of the oral examination. It is the student's responsibility to contact each member of the committee to determine whether or not written materials must be prepared in advance of the oral exam. The oral portion of the exam normally takes one-and-a-half to two hours and is usually held in your major professor's office. The School of Music Conference Room can be used but must be reserved in advance.

You must be enrolled in a minimum of two hours of graduate level coursework in the semester you take your Final Comprehensive Exam.

In the event that you do not pass the exam, you may, at the discretion of your committee, take the exam again in a subsequent semester. The exam may not be taken twice in one semester nor may it be taken a third time.

⁶ Specific deadlines for each semester are listed in the university's Academic Calendar which is available at http://www.ou.edu/admissions/home/academic_calendar.html.

13.2.3 File the *Application for Graduation in the Semester You Plan to Graduate*: As of this writing, the *Application for Graduation* is one of very few forms used by the university that CANNOT be accessed or filed electronically. This small, blue card must be completed and filed with the Office of Academic Records in the semester you intend to graduate. Below are the specifics of this process:

- Pick up the *Application for Graduation* at the Graduate College, first floor of Robertson Hall.
- Take the completed form to the Office Academic Records, third floor of Buchanan Hall.
- Deadlines for filing this form are
 - For Fall graduation – November 1
 - For Spring graduation – March 1
 - For Summer graduation – July 1

13.3 Thesis Option: The Thesis Option is available to Master of Music Education students in the Instrumental, General, or Conducting majors.

13.3.1 Approval for Thesis Option: If you wish to pursue this option, you must begin making plans early in your program by discussing this option with your Program Advisor and/or major professor.⁷ To complete the thesis option, you will need to form an advisory committee, with your major professor's assistance, and have that committee's permission to proceed with this option by the end of your second semester of study. Your committee may ask to see a written prospectus for your thesis at this point. If a prospectus is required, your committee will provide you with guidance as to form and content but a typical prospectus might contain a description of the scope of your topic, research methodology, review of related literature, and a bibliography.

13.3.2 An Important Note on Research Protocol: If your thesis will require any research involving **human subjects** (including but not limited to interviews, surveys, or questionnaires), you must receive approval of your research protocol from the university's Institutional Review Board BEFORE you begin your research. If approval is not received in advance, you could be restricted from using any information gathered prior to approval of the protocol in the document. This is an issue that should be discussed with your committee. For further information about the approval process, or to obtain application forms, contact the Office of Human Participant Protection at (405) 325-8110 or visit their web page at www.ouhsc.edu/irb-norman/.

13.3.3 General Candidacy Form and Application for Approval of the Master's Thesis Topic and Committee Membership: No later than the first Monday in March (for summer graduation), the first Monday in April (for fall graduation), and the first Monday in October (for spring graduation), you must file with the Graduate College your *General Candidacy Form*⁷ and your *Application for Approval of the Master's Thesis Topic and*

⁷ For many students, the Program Advisor and the major professor will be the same person. If this is not the case for you, you should consult both individuals to determine who will assist you in this matter.

Committee Membership.⁸ (Both of these forms are available on the Graduate College website at <http://gradweb.ou.edu>.) All members of your committee must sign the *Application for Approval of the Master's Thesis Topic and Committee Membership*.

Since both of these forms must be approved and signed by the Graduate Liaison (Coordinator of Graduate Studies) prior to filing with the Graduate College, you must present the completed forms to the Graduate Music Office at least one week prior to the Graduate College deadline.⁸ The Graduate Music Office will file your original forms with the Graduate College and retain copies for your file. You should retain your own copies for your own files.

13.3.4 Enrolling in MUED 5980: Once you are ready to begin work on your thesis, you should begin enrolling in MUED 5980, Research for Master's Thesis, popularly called "thesis hours". Once you enroll in MUED 5980, you must maintain continuous enrollment during each regular semester in at least two hours of MUED 5980 until the requirements for the degree have been completed or degree study has been discontinued. You must be enrolled in at least two hours of MUED 5980 during the semester you defend your thesis. (See the *Graduate College Bulletin* at <http://gradweb.ou.edu> for further information about the continuous enrollment requirement.)

13.3.5 Writing the Thesis: The thesis must be formatted to meet Graduate College requirements as to margins, title page, copyright page, pagination, etc. For this reason, it is a good idea to become familiar with these requirements before you begin writing. Information on these requirements can be found on the Graduate College website at <http://gradweb.ou.edu>.

As you plan and write your thesis, you will be working closely with your major professor, if not your entire committee, over the course of one or more semesters. Be prepared to do a substantial amount of rewriting before you and your major professor decide you are ready to produce a final draft (i.e.: the "reading copy") for each member of your committee.

13.3.6 The Reading Copy and the Thesis Defense: The "reading copy" is a completed copy of the final draft of your thesis, formatted to meet the Graduate College requirements as to margins, title page, copyright page, pagination, etc. (It does NOT have to be on the 100% cotton bond paper required for the final version.) All members of your committee need to have this final draft far enough in advance of your intended defense date to allow them time to review it carefully.

Two days before your intended defense date, you must take a reading copy of your thesis to the Graduate College for review. The reading copy will be reviewed while you wait and will be returned to you immediately. At this point, you will also be given the *Authority Report Form of the Thesis Defense from the Graduate College*. (At this point, you have become a candidate for the degree.) You may not defend until this authority form has been issued. Take this form into your defense with you. After the defense, the committee will sign the form, indicating whether or not you passed the defense. You will then make a copy of the signed form for the Graduate Music Office and then you will take the signed original form to the Graduate College.

It is up to you to meet with all members of your committee to schedule a date and time for your defense. The defense must be completed on or before the last day of classes of the semester for

which authority to defend has been granted.⁸ The defense cannot be held when the university is not in session, during final exam period, or when a suitable committee cannot be convened. Remember that your committee members are probably serving on many other examination committees, as well. Be considerate of their time and plan ahead.

The defense normally takes one-and-a-half to two hours and is usually held in your major professor's office. The School of Music Conference Room can be used but must be reserved in advance.

You must be enrolled in a minimum of two hours of MUED 5980 in the semester you defend.

You are permitted only one defense.

13.3.7 Depositing Your Thesis in the Library: The Graduate College will not clear you for graduation if you have not deposited three copies of your thesis in Bizzell Library. You must do this within 60 days of your defense or by the semester's deadline as stated in the academic calendar, whichever comes first.⁸ Again, it is important that you be very familiar with all Graduate College policies and procedures in this regard.

13.3.8 File the *Application for Graduation* in the Semester You Plan to Graduate: As of this writing, the *Application for Graduation* is one of very few forms used by the university that CANNOT be accessed or filed electronically. This small, blue card must be completed and filed with the Office of Academic Records in the semester you intend to graduate. Below are the specifics of this process:

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14. Time Limit and Campus Venue for Degree Completion

Students admitted to programs at the master's level must complete all degree requirements within five (5) years from the semester of first enrollment for any coursework that will be applied to the degree. As are most master's programs, the M.M.Ed. at OU was originally designed to be completed in approximately 4 semesters. We are aware, however, that many working public school teachers will apply for this degree. For this reason, we are making a concerted effort to make it possible for such students to complete the degree by attending in summer semesters. At present, however, applicants should be aware that they might not be able to complete all requirements for this degree through summer enrollment. (The Piano Pedagogy major cannot be completed with summer-only enrollment, nor do we anticipate that this will be possible at any point in the near future.)

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Further, while some coursework applicable to some emphases of the M.M.Ed. is offered on an occasional basis at the university's Tulsa campus, applicants should be aware that they will have to complete a substantial portion of their coursework by attending classes on the Norman campus.

Further, all students should be aware that if their enrollment lapses for one calendar year (any combination of three consecutive semesters), they must apply for readmission before they will be allowed to enroll again. (See the *Graduate College Bulletin* at <http://gradweb.ou.edu> for policy on readmission.)

15. APPENDIX

Courses at the University of Oklahoma are identified by a 3 or 4 letter *designator* and a 4 digit number. The designator is usually an abbreviation of the department or area. The first digit of the course number identifies the level of the course: i.e. “1” indicates a freshman level, “3” a sophomore level, etc. The last digit usually indicates the number of credit hours for the course. (Some course numbers end in a “0”. This usually indicates that the credit for which the course can be taken is variable or that the course is a seminar or special topic and the credit will vary from one semester to another based on the subject matter.) The two middle digits identify the specific course.

In the School of Music, most masters level courses will begin with a “5” and most doctoral level courses will begin with a “6”. There are exceptions to this and any questions should be directed to your Program Advisor or the Graduate Music Office.

Designators:

MUS: a “general” designator, will usually appear on graduate programs only as MUS 5112, Bibliography and Research in Music, or MUS 6880, DMA Project (popularly called “document hours”, the DMA equivalent of MUED 6980, PhD Dissertation Research, popularly called “dissertation hours”)

MUED: Music Education

MUHI and **MUSC:** These designate Music History, Musicology, and Ethnomusicology courses. (Note: Plans are underway to replace MUHI with MUSC probably sometime in 2004 or 2005.)

MULI: Music Literature

MUNM: Music for Non-Majors Any course taken under this designator would not be acceptable as part of any graduate music or music education degree program.

MUTE: Music Technique Used to designate ensemble courses (orchestra, band, chorus, opera chorus, etc.) and courses that involve practical applications and/or study of music other than applied lessons.

MUTH: Music Theory

MUTK: Music Technology

Recitals:

The designators for recitals vary with the level and degree program.

GRRE 5042: Graduate Recital for Master of Music (used by Performance and Conducting majors)

GMER 5052: Graduate Music Education Recital for MME majors (used primarily by MME Piano Pedagogy majors and sometimes by MME Conducting majors)

GCRE 5051: Graduate Composition Recital (used by MM Composition majors)

GDMA 6042: Graduate Recital DMA (used by Performance, Conducting, and Composition majors)

LDMA 6052: DMA Lecture/Recital (used by Performance, Conducting, and Composition majors)

RPHD 6022: Graduate Recital for PhD students

Note: The Coordinator of Graduate Studies is the instructor of record for all graduate recital courses.

Applied Music Course Numbers:

5020: Fulfills masters level applied music requirements in primary instrument/area for performance and composition majors

5010: Fulfills masters level applied music requirements in the primary instrument/area for music education and instrumental conducting majors

5000: Fulfills masters level applied music requirements in secondary instruments for MME Instrumental (Secondary) majors.

--Fulfills masters level applied music requirements in secondary instruments as a substitute for 5010 primary instrument study for MM Instrumental Conducting majors who have demonstrated satisfactory competency in primary instrument.

--Used for masters level elective credit in a secondary instrument/area for performance, instrumental conducting, or music education (when the major requires primary instrument/area study) majors.

--Used for masters level elective credit in a primary or secondary instrument/area for choral conducting, composition (except for COMP 5000), music theory, musicology, or music education (when the major does not require primary instrument/area study) majors

6020: Fulfills doctoral level applied music requirements in the primary instrument/area for performance and composition majors

6010: Fulfills doctoral level applied music requirements in the primary instrument/area for music education majors

6000: Used for doctoral level elective credit in secondary instrument/area for performance or music education (when the major requires primary instrument/area study) majors

--Used for doctoral level elective credit in primary or secondary instrument/area for composition (except for COMP 6000), conducting, or music education (when the major does not require primary instrument/area study) majors.

Applied Music Designators:

BASS: Bass
BASN: Bassoon
CELO: Cello
CLAR: Clarinet
COMP: Composition
EUPH: Euphonium
FLUT: Flute
FR H: French Horn
GTAR: Guitar
HARP: Harp
HPCD: Harpsichord

OBOE: Oboe
ORGN: Organ
PCUS: Percussion
PIAN: Piano
SAX: Saxophone
TROM: Trombone
TRMP: Trumpet
TUBA: Tuba
VIOA: Viola
VIOL: Violin
VOIC: Voice

The University of Oklahoma is an Equal Opportunity Institution. With respect to the admission and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of academic and non-academic personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the University, and with respect to student and faculty housing situated on premises owned or occupied by the University, the University of Oklahoma shall not discriminate either in favor of or against any person on account of his or her race, creed, color, national origin, sex, age or political beliefs; however, restrictions on age and sex based on bona fide employee retirement policies and job requirements or generally accepted and socially

approved distinctions in housing, sanitary facilities, athletics, and similar facilities or activities are accepted.