



**SOUTHEASTERN**  
LOUISIANA UNIVERSITY

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**GRADUATE STUDIES  
IN MUSIC  
HANDBOOK  
2023-2024**

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## **HANDBOOK OVERVIEW**

The Graduate Studies in Music Handbook is a collection of facts, regulations, deadlines, and helpful hints intended to describe how the requirements for the Master of Music degree program is managed at Southeastern Louisiana University (hereafter referred to as Southeastern). As in previous versions, the emphasis is on providing an informative overview of the Department of Music and Performing Arts, the Master of Music degree, and the administrative procedures within the department to acquire the degree.

The handbook is not intended to replace the current Southeastern Louisiana University Catalog. Rather, it is provided to supplement information available in the catalog. Be mindful of the information in the university catalog and information from the university's graduate program administration. Graduate students are ultimately responsible for knowing and completing their graduate curriculum.

Please refer to this handbook frequently and bring forward suggestions for changes and corrections. This document was revised in August 2023 by Dr. Kristen Marchiafava, Director of Graduate Studies in Music ([kristen.marchiafava@southeastern.edu](mailto:kristen.marchiafava@southeastern.edu)).

## **MISSION STATEMENT**

The mission of the Graduate Program in Music is to provide qualified students with additional training and experience in music performance and music theory. Graduate degrees in music at Southeastern prepare students for professional work in performance, composition and arranging, and research. We take pride in our dedicated and accomplished graduate faculty, the flexibility of our courses of graduate study, and an environment that encourages collaboration and fosters intellectual community.

The graduate faculty is here to help you with specific questions and more generalized professional support. Be sure to retain your copy of this handbook. Although it will not cover all questions and cases, it should provide a thorough overview of the program and its requirements. It includes information on navigating the degree, lists of courses, and various graduate forms. It is also important that you refer to the Graduate Studies section of your Southeastern Louisiana University Catalog.

We urge you to stay in close touch with your faculty mentor and the Director of Graduate Studies. We will do everything possible to make your progress through the program smooth and expeditious.

## ADMISSION REQUIREMENTS

The Department of Music and Performing Arts offers three Master of Music degrees – Conducting, Music Performance and Music Theory. Students may be considered for admission when all applications and documentation are complete in the Graduate School/College of Arts, Humanities and Social Sciences, and the Department of Music and Performing Arts, and when an audition, if required, has been completed. The GRE is **not** required for admission to the Master of Music degree program at Southeastern.

For admission to the Master of Music degree program, an applicant must:

1. Meet all university general admission criteria:
  - Hold a baccalaureate degree from an accredited institution
  - Have a 2.5 undergraduate GPA on all coursework attempted, or have a 2.75 undergraduate GPA on the last 60 hours of coursework
  - Be approved for admission by the department's Graduate Coordinator

If you do not meet these criteria, you may still be admitted conditionally, if you have a 2.0 undergraduate GPA, and meet the conditional requirements of the particular degree program

2. Specific to the Department of Music and Performing Arts, prospective students must demonstrate skills and capacities through examinations in the following areas:
  - **History.** The history and literature of music and the study of musical form
  - **Theory.** Written, aural, and keyboard skills, including proficiency in sight singing and in both melodic and harmonic dictation
  - **Piano.** The ability to play piano accompaniments and scores as needed in the work to be pursued
  - Evidence of sufficient technical preparation and musicianship to satisfy demands of graduate study in the fields of applied music. For singers, technical preparation includes diction
3. Have a Bachelor of Music, Bachelor of Music Education, Bachelor of Arts in Music, or Bachelor of Science in Music degree

## INTERNATIONAL STUDENTS

Southeastern Louisiana University welcomes applications from international students. In addition to the above requirements, international students must have a certified English translation of transcripts from their institutions, a minimum score on the TOEFL equivalent to **500** on the paper-based exam or **173** on the computer-based exam, or **61** on the internet based exam, and a certificate of availability of sufficient funds to meet INS requirements. Note: any student who has studied in the United States for one full year in an academic program is not required to take the TOEFL or IELTS. International students should maintain contact with Amber Sillessi in the International Services Office ([international@southeastern.edu](mailto:international@southeastern.edu)), and should secure a copy of the International Student Handbook from that office.

## **AUDITION REQUIREMENTS FOR THE MM IN PERFORMANCE DEGREE**

All Master of Music in Performance applicants must perform a live audition for an appropriate faculty jury, unless stipulated otherwise. An unedited recording may be accepted as an audition when a live performance is not possible (extreme distance, unavoidable scheduling conflicts). Permission to submit a recorded audition must be granted by both the Director of Graduate Studies and the appropriate applied faculty member.

The audition must be deemed satisfactory before one can be declared a candidate for the master's degree. Specific requirements may vary by area (see special requirements below). Repertoire lists with representative works will be made available upon request. All auditions should be at least fifteen (15) minutes in length and must include at least three (3) works of contrasting style, preferably representing different periods in music.

### **Vocal Performance**

To be considered for admission into the degree program for voice, a candidate must demonstrate:

- An advanced vocal technique
- Good diction in Italian, French, German, and English
- Good vocal quality and musicianship
- Audition repertoire requirements as follows:
  - An aria from standard opera or oratorio repertoire
  - A 17th or 18th century Italian song or aria
  - A German Lied
  - A French Chanson
  - A 20th or 21st century Art song originally composed in English

### **Piano Performance**

For those majoring in piano performance, the audition must be memorized. The audition recital must include works from at least three different periods in music (e.g. Baroque, Classical, Romantic, Impressionistic, or Contemporary)

### **Percussion Performance**

For applicants majoring in percussion performance, the audition should demonstrate proficiency on timpani and mallet keyboards, and should include a multiple-percussion performance.

### **Other areas:**

Contact the Department of Music and Performing Arts at (985) 549-2184 for information, or write:

**Southeastern Louisiana University**  
Director of Graduate Studies in Music  
Department of Music and Performing Arts  
Southeastern Box 10815  
Hammond, Louisiana 70402-0815

## **AUDITION REQUIREMENTS FOR THE MM IN CONDUCTING DEGREES**

### **Instrumental and Choral Conducting**

Candidates for the Master of Music degree in conducting should be prepared to submit a resume/vitae providing information on the applicant's musical training, a repertoire list of works studied and/or conducted, and complete an admissions audition either in person with

or by prearranged video. Those applicants who demonstrate the attainment of a requisite level of technical skill, musicianship, and knowledge of basic repertoire will be considered for admission into the program. Priority will be given to candidates with two or more years teaching experience.

### **APPLICATION MATERIALS FOR THE MM IN THEORY DEGREE**

For the Master of Music in Theory degree, applicants will be asked to submit samples of their work. Additionally, a representative analytical paper of six to ten (6-10) pages in length submitted for course requirements for an undergraduate degree in music may be requested. Music theory faculty will evaluate these materials.

Acceptance is based on the faculty's determination that the student demonstrates the ability to do graduate level work. The determinants are:

- Competence in the field
- Ability to communicate verbally
- Ability to write effectively in a scholarly style
- Perceived ability to successfully complete the degree

### **LEVELS OF ACCEPTANCE IN THE MASTER OF MUSIC DEGREE PROGRAM**

**FULL/REGULAR. PROVISIONAL. CONDITIONAL.** The admission status for each level is outlined on pages 353 and 354 of the University General Catalogue, under the heading "Admission Classifications."

As noted in the University General Catalogue, "meeting the requirements for admission does not guarantee admission, only eligibility. The graduate coordinator of each program is authorized to determine if admission to the graduate program will be recommended."

### **DIAGNOSTIC EXAMINATIONS UPON ENTRANCE**

Upon a graduate student's matriculation, members of the music graduate faculty, or the Director of Graduate Studies, administer placement examinations designed to evaluate competence in the fields of music history and theory. The piano faculty evaluates the piano skills of all incoming students, and the vocal division administers a diction examination to entering voice students. Recommendations for additional required remedial courses (not to be counted toward the degree)

are based on the results of these examinations. Courses taken in vocal literature and vocal pedagogy will also be evaluated at the time of matriculation.

### **Music Theory Examination**

All incoming graduate students will be tested on the following topics:

- Roman numeral analysis of a common practice chord progression with figured bass
- Part-writing, harmonic progressions, voice leading, non-harmonic tones
- Counterpoint (the ability to write 5th species (free) counterpoint)
- Analysis of cadences and forms – the ability to diagram phrase structures and label formal elements of large-scale works
- Ability to construct a matrix or analyze a post-tonal work

Most of the required material for the entrance exam can be found in Robert Gauldin's *Tonal Harmony* text. For post-tonal theory review, Joseph Strauss's *Introduction to Post-Tonal Theory* will be helpful.

### **Music History Examination**

All incoming graduate students will be tested on the following topics, with a listening component and a series of short answer (non-essay) questions:

- Demonstrate knowledge of topics from all periods of music history
- Distinguish and define style periods and genres
- Recognize and define musical terminology
- Associate compositional concepts, styles, and significant works (music or treatises) with composers (or vice versa) and be able to place styles or composers in a geographical and chronological context

The graduate faculty recommends both Grout and Palisca's *A History of Western Music*, and Hugh Miller's *History of Western Music* as study and review sources.

### **Piano Proficiency**

All incoming graduate students will be tested on the following topics:

- Sight-read (after a few minutes of score study) a piece on the adult-beginner level, containing basic two-voice texture (one line in each hand). For example: works similar to the Minuets from J.S. Bach's *Notebook for Anna Magdalena*
- Play one octave major and harmonic minor scales (through 7 sharps and 7 flats), using either two-hand tetra chord fingering or standard single-hand scale fingering
- Play with either hand in block form major, minor, diminished and augmented triads from any given key
- Locate and play triads within any given key, using the Roman numeral system
- Play examples of a primary chord cadence pattern
- Play simple selections with chordal accompaniment. Be able to transpose the melody only to any major and minor key
- Harmonize several short melodies in major and minor modes requiring primary chords, with chord symbols

## **MUSIC THEORY AND MUSIC HISTORY REVIEW COURSES**

Based upon the results of the entrance diagnostic examinations, students may be required to register for review courses before being allowed to enroll in master's level history or theory courses. These courses will be computed in the GPA, but will not count toward the degree. These courses include MUS500 (Music Theory Review for Graduate Students), MUS554 (Music History I Review for Graduate Students), and MUS558 (Music History II Review for Graduate Students).

## **GRADES**

No more than six (6) hours of "C" grades may be counted toward a degree. Any additional grades of "C", or grades of "D" or "F" will not count toward the degree, but will be computed in the GPA. The Director of Graduate Studies and the Head of the Department may remove students receiving these grades, or those not maintaining a GPA of 3.0 or higher, from the Master of Music degree program.

## **ADVISING**

The Director of Graduate Studies must advise all MM students each semester. An advising hold is placed on student accounts by the university until the advising process is completed, and may only be lifted by the Director of Graduate Studies or the Head of the Department. It is the responsibility of the student to maintain an accurate, up-to-date degree plan, with a final copy to be filed with the student's college by the Director of Graduate Studies prior to graduation.

## **COMPLETING THE MASTER OF MUSIC DEGREE**

Below are the course requirements for the Master of Music Degree. No more than four (4) hours of ensembles will be considered within the degree plan. The candidate's committee may request additional coursework.

**Music Performance** – Complete thirty-four (34) hours of music coursework as follows:

Music Theory	Six (6) hours (to include MUS661 and MUS 662)
Music History and Literature	Six (6) hours (to include MUS641 and/or MUS 553)
Applied Music	Nine (9) hours of 600-level applied music
Graduate Recital	Three (3) hours (MUSA650)
Ensembles	Four (4) hours
Electives	Three (3) hours
Research Skills	Three (3) hours

**Instrumental Conducting** – Complete thirty-four (34) hours of music coursework as follows:

Music Theory	Three (3) hours (MUS661)
Music History and Literature	Three (3) hours (MUS641 or MUS553)
Conducting (to include MUS650, 652, 654, 656, and MUSA650)	Fifteen (15) hours of 600-level conducting-specific study
Ensembles*	Four (4) hours (MUS525 and/or MUS 521)
Electives	Three (3) hours
Research Skills	Six (6) hours (MUS555 and MUS642)

**Choral Conducting** – Complete thirty-four (34) hours of music coursework as follows:

Music Theory	Three (3) hours (MUS661)
Music History and Literature	Three (3) hours (MUS641 or MUS553)
Conducting	Fifteen (15) hours of 600-level conducting-specific study (to include MUS651, 653, 655, 657, and MUSA650)
Ensembles	Four (4) hours (MUS538/539)
Electives	Three (3) hours
Research Skills	Six (6) hours (MUS555 and MUS642)

No more than four (4) hours of ensembles will be considered within the degree plan. The candidate's committee *may* require additional coursework.

**Music Theory** – Complete thirty-four (34) hours of music coursework as follows:

Music Theory	Eighteen (18) hours (to include MUS661, MUS662, MUS 665 and MUS770)
Music History and Literature	Six (6) hours (to include MUS641 and/or MUS553)
Ensembles	Three (3) hours
Graduate Perf. Practicum	One (1) hour
Electives	Three (3) hours
Research Skills	Three (3) hours (MUS555)

No more than three (3) hours of ensembles will be considered within the degree plan. The candidate's committee *may* require additional coursework.

### **DIRECTED INDEPENDENT STUDY RESEARCH PROJECT (MUS642)**

The purpose of the research project requirement is for a student to demonstrate: (a) a thorough knowledge of some area of research; (b) the ability to design, justify, and carry out a research project which has the potential for furthering the knowledge of this area, and (c) the ability to report this research in a clear, professional manner.

Research means examining and looking at something with care, from new angles, perspectives, and offering fresh insights or perspectives. Therefore, the research project must be a new contribution to the body of extant research. The topic of the project must be related to the final recital, and be approved by the major professor. Developing the idea, carrying out research, and writing a paper will require a stepwise process. We encourage each student to develop the project in a manner similar to a thesis project by exploring an idea through an outline and bibliography, then developing the idea into a written document.

The length of the paper should be between fifteen and thirty (15-30) pages, as appropriate to the topic matter. The research project should follow standard research guidelines for literature citations, footnotes, quotations, and bibliographies. *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian must be used as the style guide.

Take care when writing to avoid anything that may resemble plagiarism to your readers. The following information is included from the university catalog regarding plagiarism:

*The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes stating and passing off the ideas and/or words of another as one’s own; using a created production without crediting the source; the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and/or other violations as defined by University policies.*

Any evidence of plagiarism or other breach of academic integrity will be addressed as outlined in the University General Catalog, and may result in failure of a course, loss of an assistantship, academic probation or expulsion from the university.

### **GRADUATE PRACTICUM (MUS643)**

The Graduate Practicum is a supervised practical application of previously studied materials. It may be a springboard for further research, publication, or continued research at the doctoral level. Within the course, the student assumes the role of leader, teacher and organizer of a project. Projects may include serving as assistant conductor of a major ensemble, conducting a public performance of the student’s original composition, coaching and accompanying a recital, or coaching and performing in a chamber ensemble. The course will include seminar experiences.

The practicum topic should be carefully considered, practical and relevant to the student’s area of study. The student’s major professor must approve the topic.

The credit is 1-3 hours, depending on the size of the work undertaken. The student is responsible for most of the rehearsing, organizing, scheduling, and presentation. A final document, such as lecture-recital transcript and bibliography, must ultimately be submitted and evaluated by a faculty committee to document the student’s research and writing skills.

### **FINAL PROJECT – EVALUATION OF THESIS OR RECITAL**

A **graduate thesis** (MUS770) is required for the Master of Music in Theory. A master’s thesis should demonstrate the student’s ability to conduct independent research and to present the results of that research in a scholarly format. It must provide a significant contribution to knowledge in the discipline and reflect independent research of high quality.

With the assistance of the advisor, students must procure approval of a topic. The topic proposal includes: (a) a thesis statement (short description of the goal of the study); (b) a comprehensive bibliography; (c) a methodology, and (d) an outline. The student then prepares a monograph to be submitted in ample time for review and revision as necessary before final submission. At the beginning of the project, the student and graduate committee/advisor will review the thesis submission deadlines for the Office of Graduate Studies. See the Office of Graduate Studies website: [http://www.southeastern.edu/acad\\_research/programs/grad\\_school/calendar\\_deadlines/index.html](http://www.southeastern.edu/acad_research/programs/grad_school/calendar_deadlines/index.html)

Formatting guidelines for the thesis are included in the MUS770 course syllabus and can also be found here: [http://www.southeastern.edu/acad\\_research/programs/grad\\_school/forms/index.html](http://www.southeastern.edu/acad_research/programs/grad_school/forms/index.html)

Enrollment in MUS770 is mandatory for each semester that the thesis is in progress. A total of six (6) credit hours are required for graduation.

The written thesis is submitted to Sims Library for archival purposes. Specific deadlines are published each semester for submission of drafts, final copies, and any defense required.

A **graduate recital** (MUSA650) is required of all candidates for the Master of Music in Performance. The recital consists of two parts; the recital itself and a related research paper (MUS642 – see information above and in the appendix). A hearing is required and approval of the area faculty must be procured before the recital may be scheduled. The student's major applied instructor and committee members will evaluate the recital and research paper.

### **COMPREHENSIVE EXAMINATIONS**

The Master of Music degree Comprehensive Examinations provide a forum for reviewing the student's broad knowledge of music history, theory, research methods, and applied music relative to the student's instrumental or vocal concentration. The history and theory questions will be related to the student's major area of study, drawing on material studied in MM history and theory courses. Other relevant areas of musical knowledge may also be included at the request of the Director of Graduate Studies, Head of the Department, and/or major professor of record.

This is the final written examination for all Master of Music students, tailored around each student's curriculum, and is given during the final semester of study. The comprehensive exams vary according to the student's area(s) of specialization and the concerns of the committee, so students should be in close contact with their major professor, music history and music theory faculty, and the Director of Graduate Studies about scheduling and content of the exam. The student may be asked for a follow-up oral exam with the committee or Director of Graduate Studies in order to discuss any other material deemed relevant.

The format of the Comprehensive Examination is as follows:

- The student informs the major professor and graduate coordinator of their desire to take the exam (usually during the last semester of study)
- The graduate coordinator contacts appropriate members of the faculty to schedule exams in the areas of history and theory. Applied faculty are contacted and provided with deadlines by which their comprehensive examinations must be administered
- Members of the music faculty administer and grade the examinations
- An email or memorandum is sent to the Director of Graduate Studies in Music indicating a pass (P) or fail (F) for each area of the examination
- A follow-up oral examination may be requested

Students who fail any part of the examination may participate in a retake (with different questions) within 14 days. A second failure will result in the termination from the program, except by expressed, written permission of the Director of Graduate Studies and the Head of the Department.

### **EXIT FORM**

All Graduate Assistants must complete a University Exit Form upon leaving the assistantship/department. This form must be signed and verified by the Head of the Department, and the University Physical Plant. The form is then returned to the Human Resources Office before a final paycheck may be issued.

## **APPLICATION FOR GRADUATION**

It is the responsibility of the student to remain informed of all deadlines for filing application materials for graduation in the semester preceding the anticipated semester of graduation. All deadlines are published well in advance, and are firm. Students who do not graduate in the anticipated semester of graduation must reapply for graduation and pay an additional application fee. The student applying for graduation must: secure and complete the appropriate forms in the department office; pay the application fee; complete the online application procedure including an exit survey.

## **FINANCIAL ASSISTANCE, AWARDS, AND EMPLOYMENT**

Graduate assistantships and scholarships are available to outstanding performers and scholars among new applicants and continuing students. While Graduate Assistantships (GA's) must be enrolled in six (6) units to be classified as "full-time," the normal "full-time" load for graduate students is nine (9) units of course work. Dropping below the "full-time" threshold will result in the forfeiture of any financial assistance from the Department of Music and Performing Arts or Southeastern. **Summer Term:** Those holding a summer GA are considered "full time" at three (3) hours, and a non-GA student is considered "full time" at six (6) hours.

Students who receive financial assistance for their studies from the Department of Music and Performing Arts or from Southeastern are expected to attend classes regularly. Faculty reports of recipients frequently missing classes will result in the loss of a graduate assistant position or scholarship.

GA's and scholarship students must maintain a minimum 3.0 GPA. Students who fall below a 3.0 GPA will be placed on probation and may forfeit eligibility for the GA position or scholarship until such time as the GPA is raised. Students may petition the Director of Graduate Studies and Head of the Department for a one-semester extension if they are making a reasonable effort to meet this standard.

Graduate assistants and scholarship recipients are expected to make steady progress toward the completion of the degree within the normal time line – two to three years. With informed planning, the degree should be attainable in four semesters of residency. Those who fail to complete the degree in a timely fashion will lose award eligibility. Financial assistance for students may not be renewed if academic deficiencies are not addressed or provisions of acceptance are not met.

## **GRADUATE ASSISTANTSHIPS**

The Graduate Assistant (GA) program is intended to provide the exceptional student with an apprenticeship experience and with financial support for graduate education. Assistantships are offered to graduate students based on the needs of the department. GA's work under the direct supervision of the Director of Graduate Studies in Music, with close supervision by a member of the full-time faculty. GA positions can be teaching or non-teaching assignments. The limited number of GA positions provide tuition and a stipend to deserving students. All GA's must take appropriate courses and fulfill all responsibilities of the work contract.

There are four (4) types of graduate assistantships:

- **Teaching Fellow (TF).** The TF must have eighteen (18) hours in graduate credit in the subject area. Under the supervision of the Director of Graduate Studies and a member of the graduate faculty, a TF teaches and has full responsibility for a lower division course. He or she is the instructor of record.
- **Teaching Assistant (TA).** TA's usually assist a faculty member in teaching a course, but the faculty member remains responsible for the class and serves as the instructor of record. Assignments may include assisting faculty in the reading of papers, grading examinations, and/or performing other assignments supportive of university instruction.
- **Research Assistant (RA).** The RA primarily performs research assignments for a faculty member, often working collaboratively with a faculty member.
- **Administrative Assistant (AA).** The AA performs assignments primarily of a clerical or supervisory nature, although he or she may be assigned other duties.

The Director of Graduate Studies will assign graduate assistants specific duties at the beginning of each semester. GA's may be assigned up to 20 hours of duties as needed by the department.

*Those holding a GA (TA or AA) may not register for more than twelve (12) units of coursework except by expressed, written permission of the Director of Graduate Studies in Music and the Head of the Department.*

A student interested in a Graduate Assistantship must apply by contacting the Director of Graduate Studies in Music.

## **GRADUATE STUDIES CATALOG AND GRADUATE ASSISTANT HANDBOOK**

Please refer to the latest edition of the Graduate Studies Handbook and the Graduate Assistant Handbook, located on the worldwide web at:

<http://www.southeastern.edu/resources/policies/handbooks/index.html#GA>

## **SCHOLARSHIPS**

In lieu of a Graduate Assistantship, qualified students may be awarded scholarship monies to be applied toward tuition and fees.

## **EMPLOYMENT OPPORTUNITIES**

**Work-Study.** Application for work-study employment is made through the student employment division of the Office of Financial Aid. Students must demonstrate financial need through the filing of a FAFSA and then request that part of the unmet need be earned through work-study. Only United States citizens are eligible for work-study monies.

**Curricular Practical Training (CPT).** International students are eligible to work for professional organizations that provide a meaningful and substantial experience that lends itself to the professional education of the student. Through the CPT program, students may find work with professional symphony orchestras. Departmental policy states that students will be authorized to work for two organizations, although more may be allowed, depending upon academic performance, recommendation of teachers, and the scope of potential employment.

**Community Music School (CMS).** Graduate students may be eligible to work through the department's Community Music School, teaching applied music lessons and/or classroom music courses. Employment is subject to the needs of the CMS and approval by the Director of Graduate Studies. It is important to note that graduate students may not use university facilities for teaching private students outside of the Community Music School. Violators of this policy risk the loss of GA or scholarship awards.

## **UNIVERSITY MUSIC FACILITIES**

**Pottle Music Building.** Built in 1940, and with an annex addition in 1981, the Ralph R. Pottle Music Building facilities include more than sixty offices and practice rooms, instrumental and choral rehearsal rooms, the 550-seat Pottle Auditorium, 238-seat Recital Hall, a computer MIDI-lab, a thirty-four station piano lab, choral and instrumental music libraries, and the Community Music School.

**Music Building Practice Rooms.** Within certain parameters, use of practice rooms is on a "first come, first served" basis. Certain practice rooms are reserved in the afternoon as teaching studios for the CMS. Any equipment used in practice rooms should be returned to the place where you found it, and food and drink are not allowed in university practice rooms.

**Lockers.** Lockers are available to enrolled students without a use-fee. Students must sign a locker checkout form that describes liability for university property. Lost university keys will be assigned a \$40.00 lost-key charge. Unregistered or illegal locks will be removed at the expense of the locker registrant. Southeastern assumes no responsibility nor liability for privately owned instruments or equipment stored or housed in the Department of Music and Performing Arts.

**Keys.** Keys to classrooms and other rooms may be obtained by graduate students who are teaching scheduled classes in those rooms, and only with the approval of the major professor, graduate coordinator, and department head. Keys must be returned to the university physical plant before a final GA paycheck will be issued.

**Columbia Theatre for the Performing Arts.** Built in downtown Hammond in 1928, the Columbia was restored to its former grandeur and elegance by the efforts of Southeastern, the City of Hammond, and the Hammond Downtown Development District. Reopened in early 2002, the renovated theater boasts a 900-seat performance hall, a gallery and conference area, administrative offices, and sophisticated technical capabilities.

## **GRADUATE STUDENT COMMUNICATION**

**Email.** Each registered student of the university is provided with free access to the worldwide web and an email account. University policy dictates that all students are expected to activate their email accounts and check them regularly, as important communications from the graduate coordinator, university faculty, and campus administration will be directed in this manner.

**Bulletin Boards.** Students should check the Graduate Studies bulletin board at least once each week. The music GA bulletin board is located in the east hallway of the Music Annex, near the band rehearsal hall. The graduate studies bulletin board will carry announcements about registrations, scheduling of exams, seminars, meetings, and deadlines related to graduate student matters.

## **GRADUATE FACULTY – MUSIC**

### **Full Member**

Glen Hemberger  
David Johansen  
Kristen Marchiafava  
Logan Place  
Philip Schuessler  
Stephen Suber  
Jeffrey Wright

### **Associate Member**

Johnnie Bankens  
Irina Cunev  
Victor Drescher  
Henry Jones

### **Time-Limited Member**

Jennifer Mouledous

## **GRADUATE STUDIES IN MUSIC**

Department of Music and Performing Arts

Dr. Jeffrey Wright  
102 Pottle Music Building  
(985) 549-2184  
[jwright@southeastern.edu](mailto:jwright@southeastern.edu)

Director of Graduate Studies in Music  
Graduate Advisor

Dr. Kristen Marchiafava  
MUSA 164 Pottle Music Building  
(985) 549-2366  
[kristen.marchiafava@southeastern.edu](mailto:kristen.marchiafava@southeastern.edu)

Administrative Assistant, Department  
of Music and Performing Arts

Shuwanda Harrison Carter  
102 Pottle Music  
Building (985) 549-2184  
[shuwanda.harrison@southeastern.edu](mailto:shuwanda.harrison@southeastern.edu)

Office of International Services

Amber Silessi  
113 North Campus Main Building  
(985) 549-2360  
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# Appendices

## **GRADUATE MUSIC COURSES (MUS)**

**500. Music Theory Review for Graduate Students.** Credit 3 hours. May not be applied toward degree. A review of music theory fundamentals, common practice harmony, ear training, theoretical terms, and basic form and analysis.

**554. Music History I Review for Graduate Students.** Credit 3 hours. Prerequisite: Permission of the Instructor or Department Head. A review of the styles, practices and composers of the Medieval, Renaissance, Baroque and Pre-Classical periods. Fall.

**555. Research in Music.** Credit 3 hours. Prerequisite: Grade of “C” or better in all of the following courses, MUS354, 355, 371, 372, 381 or equivalent courses at other institutions. A study of research techniques: experimental, statistical, historical, and music theory. Preparation of research papers. Note: this course is offered every-other fall semester in even numbered years (e.g. F’2016, F’2018, F’2020...)

**558. Music History II Review for Graduate Students.** Credit 3 hours. Prerequisite: Permission of the Instructor or Department Head. A review of the styles, practices and composers of the Classical, Romantic and Modern periods. Spring.

**641. Seminar in Music History and Literature.** Credit 3 hours. Selected topics. May be repeated for credit.

**642. Directed Individual Study.** Credit 3 hours. Prerequisite: A written proposal of the subject area and procedures, to be approved by the Department Head and instructor. In fields of Music History and Literature, Theory, Applied Literature, and Music Education. May be repeated for credit.

**643. Graduate Practicum.** Credit 1-3 hours. The practicum can be (1) an ensemble performance organized and rehearsed by the student or (2) a formal public presentation (lecture) or (3) a combination of an ensemble performance and a lecture recital. The practicum will include seminar experience.

**650. Score Study and Analysis – Instrumental.** Credit 3 hours. Advanced study in score analysis and preparation with focus on works for instrumental/wind band forces. May be repeated twice for credit.

**651. Score Study and Analysis – Choral.** Credit 3 hours. Advanced historical and analytical study of the musical score, which prepare the conductor for both rehearsal and performance. May be repeated twice for credit.

**652. Wind Band Literature.** Credit 3 hours. Comprehensive survey of wind band literature from the Baroque, Classical, Romantic, and contemporary periods, with extensive study of repertoire from 1900-present. May be repeated twice for credit.

**653. Choral Literature.** Credit 3 hours. Study of the art and techniques of choral conducting as related to the study of the score. Repertoire studied varies from Gregorian Chant through the present. May be repeated twice for credit.

**654. Advanced Instrumental Conducting I.** Credit 3 hours. Study of the art and technique of instrumental conducting, with emphasis on application of gesture, non-verbal communication, and application in the rehearsal environment.

**655. Advanced Choral Conducting I.** Credit 3 hours. Study of the techniques required to conduct choral music from Gregorian Chant through the Baroque period with an emphasis on score analysis and performance practice.

**656. Advanced Instrumental Conducting II.** Credit 3 hours. Prerequisite: MUS654. Study of the art and technique of instrumental conducting, with emphasis on application of gesture, non-verbal communication, aesthetics, and application in the rehearsal environment.

**657. Advanced Choral Conducting II.** Credit 3 hours. Prerequisite: MUS655. Study of the art and techniques of choral conducting as related to a study of the score. Repertoire studied varies from Classical to the present.

**661. Styles and Analysis I.** Credit 3 hours. Comparative analysis of historical styles. Study of significant and representative works. Composition in each style.

**662. Styles and Analysis II.** Credit 3 hours. Prerequisite: Styles and Analysis I (MUS661).

**665. Composition.** Credit 3 hours. May be repeated for credit.

**673. Vocal Literature.** Credit 3 hours. A survey of literature for the solo voice, with secondary attention to literature for small ensembles such as duets and trios.

**770. Thesis and Thesis Research.** Credit 1-6 hours each semester, with six (6) hours needed for graduation. The student must enroll in the thesis course each semester the thesis is in progress. The thesis is graded Pass (P)/Fail (F). Required for Music Theory degree plan.

### **APPLIED MUSIC (MUSA)**

**523, 533, 543, 553, 563, 573. Applied Music.** Credit 3 hours. One hour or two half-hour lessons each week, with a minimum of ten hours of practice per week. The student is required to appear before an examining board at the end of each semester.

**621, 631, 641, 651, 661, 671. Applied Music and Pedagogy.** Credit 1 hour. A 30-minute private lesson or one-hour class lesson per week. Intended for the active teacher who has identified the need to develop teaching techniques related to the primary performing medium. If the course is repeated, different instruments will be studied, though the Department Head might grant approval to repeat an instrument. Not applicable in meeting minimum applied music requirements for the Master of Music degree. May be repeated for credit.

**632, 633, 643, 653, 663, 673. Applied Music Major.** Credit 3 hours. One hour or two half-hour lessons each week, with a minimum of ten hours of practice per week. The student is required to appear before an examining board at the end of each semester. At the discretion of the teacher, a solo performance on a portion of a recital may be submitted for the examination requirement.

**650. Graduate Recital.** Credit 3 hours. Prerequisites: Graduate standing, demonstration of highly advanced technical proficiency, musical mastery and approval of instructor. The

preparation and performance of a recital is approximately one to one-and-a-half hours in length. A hearing is required and approval of the student's committee must be procured before the recital can be scheduled. The student's major applied instructor evaluates the recital and accompanying research paper.

**MASTER OF MUSIC – PERFORMANCE - Degree Plan / Graduation Checkout Guide**  
**SOUTHEASTERN LOUISIANA UNIVERSITY DEPARTMENT OF MUSIC AND PERFORMING ARTS**

Name \_\_\_\_\_ W# \_\_\_\_\_  
 Catalog \_\_\_\_\_ Program Admit Date \_\_\_\_\_

<b>Music Theory (6 hours)</b>	<b>Semester</b>	<b>Grade</b>	<b>Hours</b>	<b>Quality Points</b>
Required: MUS661 (Styles and Analysis I)	_____	_____	_____	_____
Required: MUS662 (Styles and Analysis II)	_____	_____	_____	_____

<b>Music History and Literature (6 hours)</b>				
Required: MUS641 or MUS553	_____	_____	_____	_____
	_____	_____	_____	_____

<b>Research Skills (3 hours)</b>				
Required: MUS555 (Research)	_____	_____	_____	_____

<b>Applied Music (9 hours)</b>				
	MUSA _____	_____	_____	_____
	MUSA _____	_____	_____	_____
	MUSA _____	_____	_____	_____
	MUSA _____	_____	_____	_____

<b>Capstone Project (3 hours)</b>				
Required: MUSA650 (3 hours)	_____	_____	_____	_____

<b>*Ensembles (4 hours)</b>				
	MUS _____	_____	_____	_____
	MUS _____	_____	_____	_____
	MUS _____	_____	_____	_____
	MUS _____	_____	_____	_____

**\*Maximum of 4 ensemble hours towards the degree**

<b>Electives (3 hours)</b>				
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

List Transfer Credits, if applicable, on back of page; maximum of 12 hours; attach documentation

**Total Hours in Degree Plan: 34**

Student's Signature _____	Date _____
Approval (If Needed) _____	
Graduate Coordinator _____	Date _____
Faculty Advisor _____	Date _____
Department Head _____	Date _____

**MASTER OF MUSIC – CONDUCTING - Degree Plan / Graduation Checkout Guide**  
**SOUTHEASTERN LOUISIANA UNIVERSITY DEPARTMENT OF MUSIC AND PERFORMING ARTS**

Name \_\_\_\_\_ W# \_\_\_\_\_  
 Catalog \_\_\_\_\_ Program Admit Date \_\_\_\_

<b>Music Theory (3 hours)</b>	<b>Semester</b>	<b>Grade</b>	<b>Hours</b>	<b>Quality Points</b>
Required: MUS661 (Styles and Analysis)	_____	_____	_____	_____

<b>Music History and Literature (3 hours)</b>				
Required: MUS641 or MUS553	_____	_____	_____	_____

<b>Research Skills (6 hours)</b>				
Required: MUS555 (Research)	_____	_____	_____	_____
Required: MUS642 (Directed Ind Study)	_____	_____	_____	_____

<b>Conducting (15 hours)</b>				
Required: MUSA650 (Recital-3 hours)	_____	_____	_____	_____
MUS650, 652, 654, 656 Instrumental	_____	_____	_____	_____
MUS651, 653, 655, 657 Choral	_____	_____	_____	_____

<b>*Ensembles (4 hours)</b>				
MUS525 Instrumental	_____	_____	_____	_____
MUS538/539 Choral	_____	_____	_____	_____
MUS 521/Orchestral	_____	_____	_____	_____

\*Maximum of 4 ensemble hours towards the degree

**\*\*Electives (3 hours)**

**\*\*To be selected from Music Theory, Music History, Literature and/or Pedagogy**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List Transfer Credits, if applicable, on back of page; maximum of 12 hours; attach documentation

**Total Hours in Degree Plan: 34**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval (If needed) \_\_\_\_\_

Graduate Coordinator. \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

**MASTER OF MUSIC – MUSIC THEORY - Degree Plan / Graduation Checkout Guide**  
**SOUTHEASTERN LOUISIANA UNIVERSITY DEPARTMENT OF MUSIC AND PERFORMING ARTS**

Name \_\_\_\_\_ W# \_\_\_\_\_  
 Catalog \_\_\_\_\_ Program Admit Date \_\_\_\_\_

<b>Music Theory &amp; Composition (19 hours)</b>	<b>Semester</b>	<b>Grade</b>	<b>Hours</b>	<b>Quality Points</b>
Required: MUS661(Styles & Analysis I)	_____	_____	_____	_____
Required: MUS770 (Thesis)	_____	_____	_____	_____
Taken over two semesters				
Required: MUSA 643 (1 credit)	_____	_____	_____	_____
Required: MUS662 (Styles & Analysis II)	_____	_____	_____	_____
Required: MUS665 (Composition)	_____	_____	_____	_____
Electives in Theory/Composition				
MUS _____	_____	_____	_____	_____
<b>Music History and Literature (6 hours)</b>				
Required: MUS641	_____	_____	_____	_____
Music History Elective MUS553/641	_____	_____	_____	_____
<b>Research Skills (3 hours)</b>				
Required: MUS555 (Research)	_____	_____	_____	_____
<b>*Ensembles (3 hours)</b>				
	MUS	552	_____	_____
	MUS		_____	_____
	MUS		_____	_____
*Maximum of 3 ensemble hours towards degree.				
<b>Electives (3 hours)</b>				
			_____	_____
			_____	_____
			_____	_____

List Transfer Credits, if applicable, on back of page; maximum of 12 hours; attach documentation

**Total Hours in Degree Plan: 34 (one more credit than previously)**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval (if needed)  
 Graduate Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_