

California State University, Los Angeles

Department of Music

**GRADUATE MUSIC MAJOR HANDBOOK
2009-11**

California State University, Los Angeles
DEPARTMENT OF MUSIC
2009-11GRADUATE MUSIC MAJOR HANDBOOK

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Welcome to the Music Department!

Dear Graduate Student,

We are very glad that you chose the Department of Music at California State University, Los Angeles to pursue graduate studies in music. Graduate study for most students is an exciting and memorable experience. Many find that graduate study helps them refine the knowledge and experience they have gained from their previous undergraduate study and through their own professional experience in the field of music.

The faculty members who teach in the graduate program are committed to guiding you to the professional attainments you expect from your degree program. I encourage you to seek their guidance and assistance as you move through the program. It is particularly important that you maintain close communication with your area advisor and the departmental graduate advisor to ensure that you complete your degree in a timely manner.

I wish you a successful and productive educational experience that will assist you in meeting your professional goals.

Cordially,

Dr. George DeGraffenreid, Chair

General Overview of the Program

The Department of Music at California State University, Los Angeles, is a comprehensive music program, offering the Bachelor of Arts, Bachelor of Music, Master of Arts and Master of Music degrees as well as a minor in music. The department is fully accredited by the National Association of Schools of Music.

For profiles on the music faculty and other up-to-date information, please consult the department web site at <http://www.calstatela.edu/academic/music/index.htm>. For the department concert schedule please consult <http://www.calstatela.edu/academic/music/concert.htm>.

Students are advised to consult the College of Arts and Letters graduate handbook. This includes policies specific to students in the College of Arts and Letters and is available only on the web at <http://www.calstatela.edu/academic/al/gradhand.htm>

Telephone and Office Information

Department of Music Office – Music Building, Room 127

NAME	TITLE	E-MAIL	TELEPHONE
George DeGraffenreid	Department Chair	gdegraf@calstatela.edu	323 343-4060
Connie Porras	Department Secretary	cporras@cslanet.calstatela.edu	323 343-4060
Turia Mah	Administrative Asst.	tmah2@cslanet.calstatela.edu	323 343-4060
Department Fax			323 343-4063

DEPARTMENT COMMUNICATIONS, CENTERS AND LABS

Department Communications to Students

All official communications to students about academic matters, policy updates or other departmental matters are sent to the official CSULA email account provided to each student. Students who prefer to use another email account are responsible to "forward" their emails from their official CSULA account to their email of preference. It is strongly recommended that students be diligent about either accessing their official CSULA email account or forwarding email to their preferred account to ensure that they receive any important messages from the Department of Music or the university about their graduate program. Students who need assistance with forwarding procedures should consult with the "Help Desk."

Mullins Resource Center

The Hugh E. Mullins Music Resource Center is located in Library North, Room 3022. The center contains scores and recordings for use in music classes as well as for general listening and score study. Students may do listening assignments, view videotapes/DVDs, and check out scores on a limited basis. The center is open Monday-Thursday from 10:00 a.m. to 8:00 p.m., Friday from 10:00 a.m. to 5:00 p.m., Saturday and Sunday from 12 noon to 4 p.m. You can access their website at <http://www.calstatela.edu/library/mmc/>.

Checkout policies for the Mullins Resource Center are as follows:

- Scores: 30 days (if the center has more than one copy)
- CD/LP/Videos: listening/viewing only, no checkout
- Reserve Materials: MMC use only.

Library Fines

Late fines: \$.25/day (not including weekends or holidays)

Lost, Non-return of materials and unpaid fines are enforced via grades and registration hold.

Replacement fee = cost of book plus \$10.00 processing fee.

No food or drink is allowed in the Mullins Resource Center.

Computer Music Laboratory

Students enrolled in the electronic music and related classes may have access to the electronic music lab, located in MUS 20, to work on their individual projects. Access to this lab is approved by the instructor of the class. Guidelines for use are provided in class.

Commercial Music Laboratory

Students enrolled in the film scoring and related classes may have access to the commercial music lab, located in MUS 20. Access to this lab is approved by the instructor of the class. Guidelines for use are provided in class.

Interactive Media Lab

The IML is located in MUS 220. The lab contains Macintosh computers and music keyboards for input. The lab has a variety of music software for notation, sequencing and music drill and aural skills practice. The lab is open to all students enrolled in music classes. Hours of the lab vary each quarter and are posted on the door of the lab at the beginning of each quarter.

Instrument Check-out

The Instrument Room is located in MUS 213. Instruments are available to students enrolled in music classes and may be checked out through this office. Rental fees vary for the use of these instruments. Hours of operation and procedures for renting instruments are posted on the Instrument Room door at the beginning of each quarter.

Practice Rooms

Currently enrolled music majors, minors and non-majors enrolled in class piano and music fundamentals may have access to practice rooms. Piano majors may request the use of designated "piano majors only" practice rooms that house a grand-piano. Use of these special practice rooms require the authorization of the coordinator of piano studies.

For access to practice rooms please come to the Department of Music office, during normal hours for information.

Lockers

Lockers are available for currently enrolled music majors, minors and non-majors enrolled in qualifying music courses. Priority for large lockers is given to students with large instruments. There is a rental charge to use a locker. The rental charge per quarter varies depending on the size of the locker. Forms are available in the Instrument Room (MUS 213). Procedures and policies regarding locker rentals are available in the Department of Music office.

Scheduling and Use of Other Facilities

Students may reserve other facilities in the department on a limited basis. Usage is limited to activities related to class requirements or activities under the sponsorship of a faculty member. There may be charges associated with use of a room, depending on time, day and technical needs. Students who wish to reserve a room may contact the Music Department Office for information.

GRADUATE POLICIES AND PROCEDURES

Graduate Classifications

Graduate students are first admitted to the university under Conditionally Classified Standing. Under this classification, students may enroll in no more than 13 units of 400-level courses (including transfer units). Students may not enroll in 500-level courses as conditionally classified students. In order to attain Classified Standing the candidate must: a) meet department requirements and prerequisites, and b) have a minimum 2.5 GPA in the last 90 quarter units of university coursework. Classified Standing is granted given by the College of Arts and Letters when these conditions are met and when the student has an approved program on file in the school office. **All entering graduate students must meet with**

the Principal Graduate Adviser, Dr. William Belan, before or during the first quarter of enrollment.

Advisement Guidelines

As soon as possible after matriculation, a new graduate student should contact the faculty member responsible for graduate advising in his/her area of study. This faculty member will serve as the student's principal program advisor. Graduate program advisers serve as mentors to their advisees and guide them through their graduate studies in the degree program in which they are enrolled. A student may request to change program advisors, provided that both the previous and new adviser agree to the change. If there is a change of program advisor, the department's Principal Graduate Adviser, Dr. William Belan should be notified immediately to ensure that the student receives appropriate advisement to successfully complete his/her degree program.

Requirements for the Program

A candidate must have an approved master's degree program on file, which is determined in consultation with the Principal Graduate Adviser and the program adviser in the student's major area of study. The approved program must be followed and any change or variation must be approved in advance by the program adviser and the Principal Graduate Adviser. No 500-level course may be taken for credit in the program before the program is officially approved and the student is given Classified Standing. All course substitutions are filed with the Principal Graduate Advisor

Each program must have a minimum of 45 units of 400- or 500-level courses, with at least 23 units at the 500-level. The decision on the Option or the emphasis within the Option is made by the candidate in consultation with a program adviser and approved by an area committee (Instrumental, Keyboard or Voice Performance, Music Education, Commercial Music, Composition, Choral or Instrumental Conducting.) The completed program is submitted by the Principal Graduate Adviser to the department office for the Department Chair's signature and becomes official when approved by the Associate Dean of the College of Arts and Letters.

GRADUATE PROGRAMS

Master of Arts

The Master of Arts degree program is for students wishing to have flexibility in the design of their graduate music degree program.

Master of Music

The following options are available in the Master of Music Program:

I. **Composition Option** - for students seeking advanced preparation for a career as a composer or in post-secondary education, and for students wishing to prepare for doctoral study in composition.

II. **Commercial Music Option** - for students seeking to develop or enhance the skills necessary for careers in the commercial music field, including careers as composers, arrangers, or freelance performers. Two tracks are offered: performance and composition/arranging

III. *Conducting Option* (2 tracks – Choral and Instrumental) - for students seeking to enhance their skills in conducting, to prepare for a career as a conductor in post-secondary education, and for students seeking preparation for doctoral study in conducting.

IV. *Performance Option* (3 tracks – Instrumental, Keyboard, and Vocal) - for students seeking advanced study and preparation for a career in performance or post-secondary teaching, and for students seeking preparation for doctoral study in their performance medium.

V. *Afro Latin Music Option* – for students seeking advanced study and preparation for a professional career in the performance of Afro Latin music and related genres.

VI. *Music Education Option* – for students seeking advanced study in music education to advance their careers in public school teaching, students seeking advanced qualifications to teach in community colleges, or for students seeking further graduate study beyond the Master's degree.

For a complete list of requirements for each option, please see the current university catalog.

COMPLETION OF DEGREE

Each degree program is designed so that students attending full-time could complete the degree requirements in three quarters of study. However, students typically take less than a full load each quarter and require longer to complete the degree. It is also possible that the sequence in which classes are offered or prerequisite requirements that a student is required to complete may also extend the degree beyond three quarters. Graduate students must complete their degree program within seven years from the first quarter of matriculation for their completed course work to be valid. Courses expire after seven years. Expired courses must either be retaken, replaced with other current courses or be validated according to university procedures. A maximum of 15 units of course work (one-third of the program) may be validated, according to College of Arts and Letters policy. Candidates with expired courses in excess of the 15-unit maximum must complete additional course work to replace expired courses to fulfill graduation requirements.

Requirements for Admission to Classified Standing

Prior to admission to classified standing, graduate students must complete any audition or portfolio requirements required in their degree option, complete necessary placement examinations, and complete and file a program of study with the Principal Graduate Adviser. These requirements are detailed below.

Audition Requirements

Students wishing admission to the Performance or Conducting options in the Master of Music program must complete an audition/portfolio review with the faculty committee in their area of study. An audition is normally 15-20 minutes in length and requires that the student perform music of various periods at a difficulty level consistent with admission to graduate status.. For specific examples of performance requirements and to schedule an audition, students may go to the Department of Music website: www.calstatela.edu/academic/music or they may contact the advisor for their area of study. For information about area advisers, please contact Dr. William Belan, Principal Graduate Adviser or the department office.

Portfolio Requirements For Composition or Commercial Music

Students wishing admission to the Composition option or the Commercial Music option of the Master of Music program must submit a portfolio of their work for consideration by the area in which they wish to obtain the degree. Typically, this portfolio will consist of not less than four examples of their recent work. For more specific examples of portfolio requirements, students should contact the following individuals:

Composition - Dr. John Kennedy
Commercial Music – Professor Ross Levinson

Portfolio Requirements for Conducting

Students wishing admission to the Conducting Option, Choral or Instrumental tracks, of the Master of Music program must submit a portfolio for consideration of the Choral area faculty. This portfolio will consist of a professional resume, two letters of recommendation, an essay that addresses professional goals, a ten-minute video sample of a rehearsal focused on the conductor (not the choir), a list of repertoire performed in the past two years and a copy of the online application receipt.

Conducting- Dr. William Belan

PLACEMENT EXAMINATIONS

Prior to the first quarter of graduate study, students must complete placement examinations in music theory and music history. The purpose of these examinations is to determine the level of attainment in music theory and history to ensure that students have sufficient preparation to be successful in their required graduate courses. These placement examinations require that each student demonstrate knowledge of theory and history equivalent to the core undergraduate theory and history sequence at CSULA. A time and place for the examinations will be posted by the Music Office and will also be available on the department website at least three weeks in advance of the fall quarter.

Music Theory

All graduate students are required to take a placement examination in music theory. Receiving a passing score on this exam or completing coursework to satisfy any deficiency identified is a pre-requisite for enrollment in certain graduate-level classes, including MUS 530A and 530B. Placement exams are given in the first week of the fall academic quarter. Please contact Dr. Belan, Principal Graduate Advisor for specific information (323-343-4067).

Results from the theory placement examination will be emailed to each student's official CSULA email account as soon as they are graded, and no later than the first day of the quarter. Results will also be available in the Department of Music office after they have been emailed to students.

The music theory placement exam will have one of three results:

- 1) **PASS.** This means that no remedial coursework is necessary, and students may enroll in 530A/530B.
- 2) **MUS 479.** This is the Graduate Theory Review class. This one-quarter class is offered only in the fall quarter each year. It is intended to “brush-up” theory skills and reviews content that entering graduate students should have covered during their undergraduate coursework in music. The prerequisites for MUS 479 include MUS 161C or the equivalent in proficiency of skills and content covered up through MUS 161C.
- 3) **MUS 161/162.** Students who demonstrate greater deficiencies in music theory and require remedial work that cannot be successfully completed in the review class (MUS 479), may be placed into undergraduate-level theory and musicianship. Students who are placed in undergraduate-level theory courses, will also be required to enroll in the level of musicianship (MUS 162ABC) that corresponds with the level of theory in which they are enrolled.

When the student has successfully completed the identified theory deficiencies-coursework with a grade of B minus or better, he or she must enroll in the one-quarter review course (MUS 479) or take the placement exam again and try to pass out of the review.

Students may only take the theory placement exam twice, and only once per quarter. If a student does not pass the exam on the first attempt, s/he may make a second attempt. However, the student will be required to enroll in the course into which they place after the second attempt. Students should be aware that a second attempt may slow their progress toward completion of the degree.

The following is a list of skills expected at each level of undergraduate theory and musicianship and which may be covered on the placement exam. Writing exercises, composition, and analysis will be expected at all levels. Musicianship classes will include identification and performance of aural fundamentals; sight-singing with solfege; melodic, harmonic, and rhythmic dictation; and aural analysis of music in a variety of styles.

MUS 161A/162A: Key signatures, major and minor keys, intervals, triads, seventh chords, basic voice-leading and part-writing, simple and compound meters. Basic sight-singing with “moveable do” solfege; simple, diatonic melodic and harmonic dictation; singing and identification of fundamentals such as intervals, triads, and seventh chords.

MUS 161B/162B: Continuation of the skills listed for 161A/162A, with the introduction of non-chord tones and basic chromatic alterations.

MUS 161C/162C: Introduction of chromatic harmony, particularly focusing on secondary dominants and secondary leading-tone chords and modulations to closely-related keys. Neapolitan chords and augmented 6th chords are introduced in this class as well.

MUS 261A/262A: Continuation of chromatic harmony, focusing on augmented 6th chords, modulations to distantly-related keys, and formal construction of periods and small binary and ternary forms.

MUS 261B/262B: Continuation of chromatic harmony, through non-functional harmony and including analysis of late-Romantic music.

MUS 261C/262C: Introduction to music of Impressionist, 20th-century, and contemporary techniques in theory and composition. Musicianship skills will include polyrhythm, non-tonal harmony and melody, and modal and synthetic scales.

Recommended textbooks to assist students who wish to review prior to taking the theory placement examination:

Kostka and Payne, *Tonal Harmony*, 4th ed., McGraw-Hill.

Kostka, *Materials and Techniques of 20th Century Music*, Prentice Hall.

Burkhart, *Anthology for Musical Analysis*, 5th ed., Harcourt Brace.

Berkowitz, *A New Approach to Sight Singing*. 4th ed., W. W. Norton.

For additional questions, please contact Dr. Sara Graef at sgraef@calstatela.edu

Music History:

The music history placement examination is offered at the beginning of each fall academic quarter during the first week of instruction. Please contact Dr. William Belan, Principal Graduate Advisor, for specific information (323-343-4067). The graduate placement examination in music history assess the equivalent content of an undergraduate sequence in music history, covering music history from classical Greece through the twentieth century. The multiple-choice examination includes listening recognition, score analysis, and period, style, genre and composer identification.

Results from the music history placement examination will be emailed to each student's official CSULA email account as soon as they are graded, and no later than the first day of the quarter. Results will also be available in the Department of Music office after they have been emailed to students.

Suggested readings for students who wish to review prior to taking the music history placement examination are:

1. Grout, Donald J. and Palisca, Claude. *A History of Western Music*, 5th ed. New York: W.W. Norton, 1996.
2. Palisca, Claude, ed. *Norton Anthology of Western Music*, 3rd ed. Vol. 1, New York: W.W. Norton, 1996.
3. Palisca, Claude, ed. *Norton Anthology of Western Music*, 3rd ed. Vol. 2, New York: W.W. Norton, 1996.
4. Hanning, Barbara Russano. *Concise History of Western Music*. New York: W.W. Norton, 1998.
5. Poultney, David. *Studying Music History: Learning, Reasoning, and Writing about Music History and Literature*. 2nd ed. Upper Saddle River: Prentice Hall, 1996.

Commercial Music:

The graduate placement examination in commercial music covers the following:

1. Chord identification, chord construction, and harmonic analysis using jazz/commercial style analysis
2. Basic orchestration and arranging.

Suggested Readings:

1. Ricigliano, Daniel. *Pop and Jazz Harmony for: Composers, Arrangers, and Performers*. Donato Music Publishing, 1978.

2. Grove, Dick. *Fundamentals of Modern Harmony*. Van Nuys, CA: Alfred Publishing, 1985.
3. Grove, Dick. *Arranging Concepts Complete*. Van Nuys, CA: Alfred Publishing, 1995.
4. Adler, Samuel. *The Study of Orchestration*. 2nd ed., Norton.
5. Ray, Don B. *Orchestration Handbook*. Santa Monica, CA: Periphera, 1989.

Students are encouraged to contact Dr. Beverly Stein for further information regarding this diagnostic examination.

Credit for Transfer Courses

Students who transfer to California State University, Los Angeles from an accredited music graduate program may apply a maximum of 13 quarter units (equivalent) from that program to their degree program at CSULA. Each unit taken in the semester system transfers as 1.5 quarter units. Placement of transfer courses in the student's program are made by the area adviser, and must be approved by the Principal Graduate Adviser, the College of Arts and Letters, and the University. Students who are unsure whether a course taken at another institution may count for graduate credit should file a request for transfer evaluation through their area adviser.

Studio Lessons and Ensemble Enrollment Standards

Graduate students have a limit to the number of private instruction units in which they may enroll. Students in the performance options of the Master of Music program enroll for three quarters of applied lessons at two units each quarter, for a total of six units. Students in the other Master of Music options and the Master of Arts options may enroll for three quarters of one-unit lessons, for a maximum of three units. **Note:** If a student is not enrolling in full-time study throughout their degree program, it may be advisable for him/her to spread out studio lesson enrollments over the length of graduate study by reducing the number of units each quarter in which s/he enrolls. Please consult with your area adviser for guidance about enrollments. This must be approved by the Principal Graduate Adviser.

Each student has the responsibility to make contact with the private-lesson instructor to which s/he has been assigned during the first week of each quarter of study to make arrangements for lesson times. Students studying with part-time faculty should contact the music office for information about communicating with the studio teacher. Students enrolled for one-unit lessons receive the equivalent of one 25-minute lesson each week. Students enrolled for two-unit lessons receive the equivalent of one 50-minute lesson each week. While weekly lessons are normal, a double lesson every other week is possible if both student and instructor agree to this arrangement. Students who must miss a lesson due to illness or family emergency must contact their teacher prior to the lesson. In such circumstances, a makeup lesson may be scheduled by mutual consent. The instructor is not obliged to make up a lesson if s/he has not been contacted in advance of the absence.

Students who receive lessons in a Master of Arts or Master of Music program are required to participate in an ensemble during each quarter in which they are enrolled. One ensemble for one unit of applied lessons and two ensembles for two units of applied lessons are the departmental co-requisites. Your adviser must approve ensemble enrollments to ensure they match both the departmental expectations and the goals of your degree program.

During the registration period for each quarter, students enrolling for private lessons are required to obtain the signatures of their private-lesson instructor on the private-lesson form. This form must be

completed and taken to the Music Office before the student is authorized through the GET system to add lessons.

Course Substitutions

Students who wish to substitute a course on their program must file a GS-5, Course Substitution form, through the Principal Graduate Advisor. This must be done before or during the quarter in which the substitution is taken. The department cannot guarantee that the substitute course will be approved for the program if it is completed before the GS-5 is filed and approved.

Course Limitations

Students are advised that courses that may be repeated for credit (private lessons, ensemble courses, independent study courses) have a maximum unit limit. Students are advised to consult their catalog and make note of these limitations for any such courses in which they enroll. Units taken over the maximum will not be counted by the university toward graduation. The Department of Music also observes these limits when approving enrollments in private studio lessons.

Course Validation

Any course taken more than seven years after the first quarter of study must be validated in order to be used on the program. The College of Arts and Letters will allow validation of a maximum of 15 units (one-third of the program). The first step in the process is for the student to obtain permission to validate by obtaining the required signatures on the GS-11, Permission to Validate Course Work. Once this has been completed and approved by the College Graduate Studies Committee, the student must make arrangements with the individual course instructor of the expired course to complete the validation. Validation may consist of a written or oral examination, or any similar activity that the course instructor identifies appropriate. After the validation is complete, the student must obtain the instructor's signature on the validation form and submit it to the Music Office.

Writing Proficiency Examination

Students who did not receive an undergraduate degree from an institution in California State University system or who have not taken an approved writing examination as part of the undergraduate degree must complete the Graduate Writing Assessment Requirement (GWAR) within three quarters of their classification date. Failure to do so may result in a registration hold after the third quarter. To complete the examination, the student must register for a graduate section of University 400 and complete the examination on the day specified for that section of the course. Proof of successful completion of the requirement is necessary for graduation.

Grade Point Average

A minimum 3.0 grade point average is required for graduation. Students who fail to maintain a 3.0 average in any quarter will be placed on probation by the university. Continued failure to correct the grade point deficiency will result in expulsion from the program. Students who are removed from the program may not return at any time to complete a graduate degree in the department.

Residency

A student who intends to interrupt attendance for more than two quarters in any successive four quarters is required to file an application for a Leave of Absence. Candidates should consult their university catalog for more specific information. Leave of Absence forms are available in the music

office and online at the Graduate Studies website:
<http://www.calstatela.edu/academic/aa/gsr/index.html>

Advancement to Candidacy

Advancement to Candidacy is a prerequisite to enrollment in the Graduate Project (Music 599) and the Comprehensive Examination (Music 596). Advancement to candidacy requires the following:

- a. completion of at least 16 units of the degree program with a minimum 3.0 GPA.
- b. completion of the Graduate Writing Assessment Requirement (GWAR).
- c. recommendation of the department.
- d. approval of the College Associate Dean.

When these requirements have been met a student must see the Principal Graduate Advisor in order to complete and file the necessary form.

Graduate Projects

All candidates for the master's degree in the Department of Music must complete Music 599 - Thesis or Project in order to graduate. Specific guidelines for the preparation, approval and submission of the project for each option are available in the music office, and candidates beginning this process should obtain these guidelines and consult with their primary advisor. Candidates should also obtain a copy of the *Guide to Preparation of Master's Theses and Project Reports: California State University, Los Angeles* that details the university requirements for theses and projects. This is available in the bookstore.

Preparation of the project should begin as soon as possible but must be completed after all course work on the program has been taken. In order to proceed with Music 599, the student must be advanced to candidacy. Permission to begin the Thesis Proposal is then granted by the program adviser, and should be submitted no less than two quarters before the intended quarter of completion. At the beginning of this process, students should obtain a Project Approval form, available in the music office, which contains a place for signatures of the area committee and the project committee.

The following checklist illustrates the order of events in completion of the project:

1. The outline of the proposal is prepared in consultation with an adviser.
2. The completed proposal is approved by the adviser, by the area committee (e.g., project proposals in music education must be approved by the music education area), and by the department chair before the candidate enrolls in MUS 599.
3. The project committee is selected in consultation with the primary adviser, and project committee members must sign the project approval form.
4. Ongoing consultation takes place with the project committee during preparation and completion of the project.
5. The completed project is approved by the project committee.

Candidates for whom the final project is a recital will have the recital approved by their area committee at the end of the quarter before the quarter in which the recital is to take place. The candidate is responsible for making arrangements with their project committee to attend the recital. The candidate must ensure that the proposed date is available for the project committee members and should provide a reminder to the project committee two to three weeks in advance of the recital. During the quarter when the recital is scheduled, the candidate, in consultation with the program adviser, will also prepare the project report according to the guidelines specified by the area.

The program adviser for candidates completing recitals is ordinarily the private lesson teacher. However, the program adviser must also be a full-time faculty member. If the private lesson instructor is a part-time faculty member, the candidate must select a full-time faculty member as program adviser who will work in cooperation with the private teacher in the preparation of the recital report.

To schedule a recital, the student must complete a recital form that is available in the music office and online at the Department of Music website: www.calstatela.edu/academic/music. Depending on when the student wishes to hold the recital and the technical support required, the student may incur costs associated with the recital. These costs must be paid in advance when scheduling the recital. For information about recital costs, please consult with the Arts and Letters Technical Services Scheduling office located in King Hall 5104.

Degree candidates should consult with their program advisers to determine the number of units of 599 for which they should enroll each quarter. Four units of 599 are required for graduation, but the units may be taken incrementally, as determined by how long the project will take. (For example, if the project will take four quarters the student should enroll for one unit each quarter.) A grade of RP (Report Progress) will be given until the project is completed.

The candidate must be enrolled for at least one unit of MUS 599 during the quarter in which the project is submitted. If all 4 units of 599 are used before the project is submitted, the student must enroll for MUS 900 for zero units. The candidate is required to pass the Comprehensive Examination (MUS 596) before credit for the project is awarded.

Comprehensive Examinations

All candidates for a master's degree, admitted in Fall 1990 or later, shall take the Comprehensive Examination (MUS 596) after completion of their course work. The structure of the Comprehensive Examination is determined by each candidate's program adviser and is based on the course of study the candidate has completed in her/his degree program. Consult with your program adviser about the structure of the comprehensive examination in your area of study.

Approval and preparation for the comprehensive exam must be completed the quarter before enrollment in MUS 596. Preparation consists of consultation with the candidate's program adviser to determine examination areas and receipt of study questions. Broad study questions are normally provided from which more specific test questions are selected by the course instructor. Students must take the comprehensive examination during the quarter they are enrolled in MUS 596. Test dates for each quarter are designated by the department. Comprehensive Examinations are normally held on Friday of the 8th week of the fall quarter, the 9th week of winter and spring quarters. No comprehensive examinations are offered in the summer quarter. Students are advised to obtain a copy of the written guidelines for the comprehensive examinations from their area/program adviser.

Comprehensive Exams in Commercial Music

Comprehensive Examinations for Commercial Music will be in three areas studied in required classes for all MM Commercial Music. Students will be given questions to answer or instructions to follow in each of these three areas. Each examination lasts for 90 minutes (with a 30 minute and then an hour break in between). Candidates are expected to bring blue books, score paper, pencils, pens, a portable CD player and closed headphones.

The three areas covered by the Commercial Music Comprehensive Examination are:

1. Popular Music Analysis/History (MUS 559, MUS 530C)

For this exam each student will be given three popular music songs (audio and lead sheet) ranging from the mid-1800s to the present. The student will be asked to analyze these three songs using techniques learned in MUS 559 and MUS 530C including style and sub-style identification; roots; approximate year published or released; possible pertinent biographical information of the composer(s) and/or performer; musical and historical significance; musical and lyrical analysis including form, stylistic elements, instrumentation, arrangement, harmonic content, tempo and feel, melodic examination, and lyrical elements. Songs will be drawn from examples similar to those used in courses.

2. Music Technology (MUS 488) This exam will be given in a computer lab. Each student will have access to Digital Performer or Logic. A one-minute commercial containing a minimum of 24 audio tracks will be provided. The sequence will be provided to in both Digital Performer and Logic formats. The student must select one or the other and do all the work in that format. The candidate must deliver a finished, leveled, and EQ'd mix as a stereo AIFF file. The work file, including any notes, must be delivered as either a Digital Performer or a Logic project file.

- Sub-mix the drum tracks to their own stereo bus. There must be a compressor/leveler across this stereo pair. The snare needs to have it's own dedicated reverb, and the returns from that reverb must also appear in this drum sub-mix. Place the drums in a realistic perspective using the listener's point of view as your guide.
- EQ and compress the background vocals. Clean up all tracks – lose any extraneous noise.
- Take the lead vocal and create a dedicated reverb and a separate dedicated delay line, and equalize that track. The delay line must be in sync with the tempo of the track.
- Place all the instruments into the mix, taking care to use subtractive EQ to make room for other frequencies to pop through.
- Have the MIDI tracks play a soft-synth of your choosing inside your DAW and record the audio into your sequence. Use this audio as one of the elements in your final mix.
- Finally, bus all the tracks under a master multi-band compressor/limiter like PSPAudioware's Vintage Warmer. The track should be hot but not red-line or distort.
- Create a final mix with a clean beginning and a clean ending. If necessary, export the file so that your final delivered format is an interleaved stereo, 16bit, 44.1K file. Label it as the final mix.
- Create an .mp3 of the file. Clearly label it as such.
- The mix should be punchy and clean.

Things to remember:

- All tracks must be carefully labeled.
- There should be no added distortion.
- Be careful of the signal to noise ratio – all tracks should be recorded at a reasonable volume level.
- The left and right sides of the signal should be evenly balanced
- Do not over-process the sound – if a student chooses to do something a bit unusual, it should be clearly labeled with what was done and why. For example, if the choice was

to add distortion to a vocal, explain why and the process of how that was accomplished.

3. Orchestration/Arranging (547A) This exam will be given in a computer lab. Each student will have access to Finale (if desired) and a keyboard.

Each student will be given a score for an excerpt of a song in the popular music genre.

On the score, the following should be done:

- Write in the correct chord symbols above the piano part.
- In a specified portion of the song write a lower harmony part, using the same text as the lead voice, for a tenor or baritone.
- In a specified portion of the song, write a two-part background harmony for two tenor voices or tenor and baritone, on the vowel "ooh."
- Compose a guitar accompaniment. This part must have at least six bars of explicitly written-out notes. The rest may be slash or rhythmic notation.
- Write a part for double bass. The part may be pizzicato, arco, or a combination. Be sure to indicate the playing technique that is expected of the performer.

Reminder: Both guitar and double bass (and the tenor voice, for that matter) are transposing instruments. Be sure to write them in the octave in which they should appear in the part. Do not write any notes that are not available on the instrument.

Planning for Graduation

In most circumstances, the graduation office requires a student to file a graduation application two quarters in advance of the expected date of graduation. Students are encouraged to read the quarterly Schedule of Classes for information on graduation application deadlines. University deadlines are fixed and your music department advisers have no control over these dates and policies. Students should assume that there are no exceptions to the university published deadlines.

Graduate Recital Procedures

For the current recital policies and procedures, please refer to the Department of Music Student Recital Procedures Handbook.

Degree and Credential Programs for Graduate Students

Students should refer to the online catalog for the most up-to-date requirements for the degree. Students are responsible to fulfill all degree or credential requirements presented in the published catalog that is in effect at the time of matriculation as a graduate student. The most up-to-date is the online catalog. Printed catalogs are only valid on the date of publication and may have been superseded by the online catalog. It is important that you know the current degree requirements.

Students who wish to fulfill requirements that will prepare them to enter the single subject credential program in the Charter College of Education, should also refer to the current online catalog. Credentialing requirements differ from degree requirements in that they are established by the State of California. Candidates for credentials must fulfill the California state requirements in effect at the time of their application for the credential, regardless of the date they may have entered a degree or credential program in a university.