



MASTER OF MUSIC IN CHORAL CONDUCTING

**Guidelines for the Preparation, Submission, and
Approval of the Graduate Project (MUS 5990)**

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1. The graduate degree in choral conducting is **“Master of Music - Option 3: Conducting-Track 1: Choral Conducting.”**
2. For the MM degree in Choral Conducting each student must complete MUS 5990.
3. Student must pass the Comprehensive Exams (MUS 5960) before completing MUS 5990
4. The student is responsible to follow the *University Catalog* requirements, http://ecatalog.calstatela.edu/preview_program.php?catoid=11&poid=3553#optioniiiconducting35units
5. Student is responsible to check the published dates for application to graduate. Student should meet with an area advisor at least two semesters before graduation to meet necessary requirements.
<http://ecatalog.calstatela.edu/content.php?catoid=11&navoid=732>

MUS 5990 PROJECT

1. Student must have all coursework, as presented on the official signed program, completed no later than the same semester in which the recital is performed.
2. Student must have completed the Advance to Candidacy, GS 10, <http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Graduate%20Studies/forms/gs-10advtocand.pdf> prior/or concurrent in the same academic semester when beginning MUS 5990.
3. MUS 5990 is taken to a total of three units, and is graded "RD" while in progress and "CR/NC" when completed.
4. The MUS 5990 project in choral conducting includes:
 - Project proposal;
 - Preparation of recital in collaboration with project advisor;
 - Preparation of program notes to be inserted in the printed recital program;
 - Successful completion of recital;
 - Formal project report submitted to John F. Kennedy Library

PROJECT PROPOSAL

1. Each student selects a project advisor from the Vocal/Choral Area as a condition to advancement to candidacy—consult current university catalogue regarding criteria for advancement to candidacy. Permission to begin the project proposal is granted by the project advisor no less than two quarters before recital is scheduled. The proposal is prepared in consultation with the project advisor.
2. The project proposal must include the following:
 - Recital theme;
 - A statement of purpose and significance to the recital theme;
 - Proposed recital contents – use formal recital-program format as articulated in the *Student Recital Handbook*;
 - Outline of historical, theoretical and practical elements to be demonstrated in the recital performance
3. When the proposal is approved a Project Committee of no less than three members will be selected by the student in consultation with the project advisor. One of these members will serve as Project Committee chair. The PC chair must be a full-time faculty member, unless special permission is granted by the Chair of the Department. The project advisor will obtain appropriate signatures as well as that of the Department Chair on the attached form and forward it to the Music Department office for processing onto the GS-12, <http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Graduate%20Studies/gs-12.pdf> form.
4. The completed proposal is presented by the project advisor to the Project Committee for approval. The project proposal must be reviewed and approved by the Project Committee and the Department Chair no later than one semester before the scheduled recital.

Preparations of Recital

1. Recital preparation follows approval of the project proposal.
2. The recital should include the following elements:
 - The recital theme and content are to be developed in consultation with project advisor;
 - The recital should include at least one concerted work for choir and instruments. This does not need to be full orchestra, but should include the instrumentation originally scored for the work;

- An appropriate choir, in size and quality, is the responsibility of the student;
- The recital must contain a minimum of fifty minutes of music.

Program Notes

1. Program notes are prepared and inserted into the recital program. These notes are generally drawn from the Project Report research and writing used to fulfill the requirement of the formal project report. The program notes are not expected to be as analytical or historically detailed as the formal project report. They should appeal to a general audience.

Formal Project Report

1. The majority of the Project Report should be completed before the recital; however, final summaries and procedures are necessarily added after the recital.
2. The report must be typed using the *Chicago Manual of Style* and should include the following:
 - A statement of purpose and significance of the recital program;
 - Abstract;
 - Survey of existing literature;
 - Methods used in the preparation of the recital;
 - Historical background and performance-practice;
 - Theoretical analysis of repertoire;
 - Conclusions;
 - Bibliography and Discography
3. The recital program, and approved project report are electronically preserved in the John F. Kennedy Library
4. One copy of the recital CD/DVD, and approved report is submitted to the Office of the Graduate Studies for the student file.
5. One copy of the recital CD/DVD, and approved report **is requested** to be given to the Project Committee Chair.

6. Final Submission to John F. Kennedy Library

1. The project must be **submitted electronically** to the John F. Kennedy library. Please refer to the library website for deadlines and procedures. The Graduate Studies Office is available to assist students with the appropriate formatting, workshops are offered each semester to address this criteria.

<http://www.calstatela.edu/graduateresourcecenter>

2. Upon successful completion of the recital and preparation of the Project Report, the GS 13 form, the Project Approval Form, is signed by the committee members and delivered to the Office of the Graduate Studies. These signatures must agree with those on the GS-12 form. Two copies of the *Title Approval Page* accompany two copies of the Project Report to the Kennedy Memorial Library; a third copy of the *Title Approval Page* is attached to a copy of the Project Report and submitted to the Music Department Office for inclusion in the student file; a fourth is attached to the copy presented to the project chair.

3. Deadline for the final version of the project report to be submitted to the project chair is **the tenth week of the semester that the report is to be turned into the John F. Kennedy Library**. The next three weeks will be required for the committee to read the paper and the final two weeks are for the student to prepare the final versions for the library.

For more information, contact the Program Directors:

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**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
PROJECT PROPOSAL AND COMMITTEE APPROVAL
FORM**

**Master of Music:
Conducting Option I:
Choral**

Name: _____ Date: _____

CIN: _____

Title or topic area for the proposed project is:

The content of the project as set forth in the attached proposal
has been approved by the Choral/Vocal area committee as
undersigned.

Committee Chair

Signature

Faculty Member

Signature

Faculty Member

Signature

Department Chairperson

Date