

**MUSIC PROGRAM**  
**STUDENT GUIDEBOOK**  
DEPARTMENT OF MUSIC  
California State University, Los Angeles

**Undergraduate and Graduate Student Guidebook**

<b>GENERAL INFORMATION - ALL STUDENTS</b>	<b>4</b>
Department Mission and General Overview of the Program	4
Office and Contact Information	4
Department Communications, Centers and Labs	5
General Department Policies & Procedures	6
<b>UNDERGRADUATE STUDENTS</b>	<b>8</b>
Advisement Guidelines	8
Programs	9
<b>UNDERGRADUATE POLICIES AND PROCEDURES</b>	<b>10</b>
Audition Requirements	10
Placement Examinations	10
Piano Proficiency	11
Ensembles	12
Student Recital Procedures and Recital Requirements	13
Student Recital Hour	15
BA Senior Project	16
Recital/Performance Attendance (MUS 1000)	19
Applied Music – Ensemble Participation Requirements	19
Juries	19
Piano Accompanists	20
Course Prerequisites/Limitations/Substitutions	20
Credit by Examination	21
Grade Point Average requirements	21
Transfer Units	21
Planning for Graduation	22
General University Policies	22

<b>GRADUATE POLICIES AND PROCEDURES</b>	<b>23</b>
<b>Classifications and Advisement</b>	<b>23</b>
<b>Graduate Programs</b>	<b>24</b>
<b>Completion of Degree</b>	<b>24</b>
<b>Admission/Audition Requirements</b>	<b>25</b>
<b>Placement examinations</b>	<b>26</b>
<b>Credit for Transfer Courses</b>	<b>29</b>
<b>Applied Lessons and Ensemble Enrollment</b>	<b>29</b>
<b>Course Substitutions/Limitations/Validation</b>	<b>30</b>
<b>Writing Proficiency Examination</b>	<b>30</b>
<b>Grade Point Average requirements</b>	<b>30</b>
<b>Advancement to Candidacy</b>	<b>31</b>
<b>Graduate Projects</b>	<b>31</b>
<b>Comprehensive Examinations</b>	<b>33</b>
<b>Planning for Graduation</b>	<b>35</b>
<b>Degree and Credential Programs for Graduate Students</b>	<b>35</b>
<b>Prerequisite Requirements for Graduate Students Pursuing An MA Or MM in Music without an Undergraduate Degree in Music</b>	<b>36</b>

# General Information

## Mission Statement

The Cal State LA Department of Music welcomes talented, motivated students of all backgrounds, offering rigorous and thorough programs of study to prepare students to achieve their fullest potential as music professionals, artists, and citizens.

## General Overview of the Program

Studying music at California State University, Los Angeles places one in the exciting Southern California music scene. With a campus located just east of downtown Los Angeles, students have numerous outlets in which to engage across a broad range of musical possibilities. Accredited by the National Association of Schools of Music, the Department has undergraduate and graduate degree programs that prepare students for careers in classical music performance, conducting, composition, music education, commercial music, jazz studies, and Latin music performance. The Department of Music offers the Bachelor of Arts, Bachelor of Music, Master of Arts and Master of Music degrees. Certain degree programs allow students to pursue individual educational objectives by combining music study with other academic interests. Students may also fulfill requirements for a State of California music teaching credential.

For profiles on the music faculty and other up-to-date information, please consult the department website at <http://www.calstatela.edu/mtd>.

Students are advised to consult general university policies in the [graduate handbook](#) and [University Catalog](#).

## Office and Contact Information

### Department of Music Office – Music Building, Room 127

Name	Title	E-mail	Telephone
Dr. Emily Moss	Department Chair	<a href="mailto:emoss2@calstatela.edu">emoss2@calstatela.edu</a>	(323) 343-4060
Kimberly Nieto	Administrative Support Coordinator	<a href="mailto:knieto5@calstatela.edu">knieto5@calstatela.edu</a>	(323) 343-4060
Victoria Cross	Administrative Support Assistant	<a href="mailto:vcross@calstatela.edu">vcross@calstatela.edu</a>	(323) 343-4060
	Department Fax		(323) 343-4063

### Music Faculty

Name	Area	Office	E-mail	Telephone
Dr. Paul De Castro	Afro Latin Music	Mus 12	<a href="mailto:pdecast@calstatela.edu">pdecast@calstatela.edu</a>	(323) 343-4079
Dr. James Ford	Brass, Jazz Studies	Mus 70	<a href="mailto:jford@calstatela.edu">jford@calstatela.edu</a>	(323) 343-4081
Dr. Sara Graef	Music Theory, Composition	Mus 235	<a href="mailto:sgraef@calstatela.edu">sgraef@calstatela.edu</a>	(323) 343-4073
Dr. Christopher Gravis	Director of Choral Studies, Music Education	Mus 122	<a href="mailto:cgravis@calstatela.edu">cgravis@calstatela.edu</a>	(323) 343-4068
Dr. Susan Mohini Kane	Director of Voice Studies	Mus 121	<a href="mailto:skane@calstatela.edu">skane@calstatela.edu</a>	(323) 343-4043

Dr. John M. Kennedy	Principal Graduate Advisor, Composition, Music Theory	Mus 234	jkenned@calstatela.edu	(323) 343-4084
Prof. Ross Levinson	Commercial Music	Mus 14	rlevins@calstatela.edu	(323) 343-5448
Dr. Emily Moss	Director of Bands, Instrumental Area; Music Ed.	Mus 127	emoss2@calstatela.edu	(323) 343-4062
Dr. Beverly Stein	Musicology; Piano Area	Mus 130	bstein@calstatela.edu	(323) 343-4077
Prof. Steve Wight	Commercial Music	Mus 14	swight@calstatela.edu	(323) 343-5447

### Performance Facility Staff

Name	Area	Office	Email	Telephone
Elizabeth Pietrzak	Technical Director	TA 110	epietrzak@calstatela.edu	(323) 343-4132
Tim Jones	Equipment Technician	TA 202	pjones@cslanet.calstatela.edu	(323) 343-04126
Dr. Irene Gregorio-Stoup	Staff Accompanist	Mus 08	igregor2@calstatela.edu	(323) 343-4078
Bruce Zwinge	Costume Designer	TA 206	bzwinge@cslanet.calstatela.edu	(323) 343-4125
Rico Garcia	Audio Systems Technician	TA 201	rgarc105@calstatela.edu	(323) 343-5564

### College of Arts and Letters Offices

Name	Area	Office	Email	Telephone
Dr. Linda Essig	Dean	Mus 229	rschoep@calstatela.edu	(323) 343-4001
Flora Saavedra-Hernandez	Administrative Assistant	Mus 229	fsaaved@calstatela.edu	(323) 343-4001
Dr. Kevin Baaske	Interim Associate Dean	Mus 229	psharp@calstatela.edu	(323) 343-4004
Leticia Ramirez	Administrative Assistant	Mus 229	LRamirez@calstatela.edu	(323) 343-4004
Claudia Chan	Administrative Assistant	Mus 229	cchan18@calstatela.edu	(323) 343-4001

## 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.”

### Studios

MUS 19 and 20 are Commercial Music studio spaces, with MUS 20 serving as a “live room” for MUS 19, and also as rehearsal space for the Commercial Music Ensemble. MUS 17 is an editing / mixing space. Access to these rooms 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 MIDI 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 semester and are posted on the door of the lab at the beginning of each semester.

## **GENERAL DEPARTMENT POLICIES & PROCEDURES**

### **School Instrument Check-out**

Instruments are available to students enrolled in music classes and may be checked out through the main Music office. Rental fees vary for the use of these instruments.

Procedures for renting instruments are as follows:

1. Fill out the “Musical Instrument Rental Agreement” form, available from the Music Department Office (Mus 127).
2. Obtain the signature of the course instructor.
3. Take the form to the Cashier’s Office and pay the Music Instrument Use fee.
4. Bring your completed “Musical Instrument Rental Agreement” to the Music office to complete the checkout process.

### **Practice Rooms**

Currently enrolled music majors, minors and non-majors enrolled in applied music, class piano, music fundamentals, or any major ensemble may request practice room access. Piano majors may request the use of designated “piano majors only” practice rooms that house a grand piano. Use of these special practice rooms requires the authorization of the Piano Area Coordinator.

For access to practice rooms, please come to the Music office during normal hours for information. Students are responsible for renewing practice room access every semester. Procedures for obtaining practice room access are as follows:

#### *New and non-major students:*

During the first, second, or third week of the semester, bring your campus ID and a copy of your class schedule to the MUSIC Office (Mus 127) to activate your card. Piano majors need authorization from the Piano Area Coordinator.

#### *Returning students:*

Starting week 5 of the semester, please stop by MUS 127 to add your name to the activation reset list for the following semester. You may do this any time between week 5 and week 1 of the next semester. Waiting until the beginning of the next semester will create a gap in your practice room access.

Practice room hours are 7:00am to 11:00pm and are available to students on a first come first serve basis. Their use is for the sole purpose of individual practice. Unauthorized use will result in practice room privileges being revoked for the remainder of the term. Continued violations will result in permanent suspension of practice room access.

## **Lockers**

Lockers are available for currently enrolled music majors, minors and non-majors enrolled in qualifying music courses. Lockers are distributed based on instrument size and are not for use of storing anything other than your musical instrument(s), music and/or musical accessories (e.g., mutes, instrument stands). Priority for large lockers is given to students with large instruments.

The following is the fee structure for lockers:

Series A: \$10/semester (\$20 per year)

Series B: \$15/semester (\$30 per year)

Series C: \$20/semester (\$40 per year)

Series D: \$25/semester (\$50 per year)

Series E: \$30/semester (\$60 per year)

In order to secure a Series D or E locker, an area coordinator's signature must be obtained. Fees are payable at the Cashier's Office. Forms are available in the MUSIC Office (Mus 127). To sign up for a locker please come to the Music office, during normal hours for information.

## **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 must do so through a Music faculty member only. Contact the Music Office for information. This does not include the reserving of the Music Hall or other spaces for student recitals. Information on hall reservations for recitals can be found later in this document.

# UNDERGRADUATE STUDENTS

## Advisement Guidelines

All new undergraduate students in the Department of Music must have an initial advisement appointment with the primary Undergraduate Advisor *by the end of the first semester* at Cal State L.A. Students should follow up regularly (once per semester is recommended). Primary Undergraduate Advisors are assigned as follows:

**Bachelor of Music Advisor:** College of Arts & Letters Advisors (Music Building 209)

**Bachelor of Arts Advisor:** College of Arts & Letters Advisors (Music Building 209)

The Arts & Letters Advisement Center Webpage can be found here:

<http://www.calstatela.edu/academic/al/advisementfaq.php>

*Coursework in the Music Major is mostly sequential, and is designed to be taken in a specific order. It's extremely important that students follow the sequences and suggested roadmaps in order to ensure timely progress towards graduation.*

Students should bring all paperwork they have received from the university at the time of initial advisement appointments. Transfer students should bring copies of their transcripts from other institutions. Unofficial copies are acceptable for this advisement.

At the initial advisement, students will plan a program of study in their chosen option and receive information regarding general education requirements. If required, they may also be referred to other faculty for diagnostic testing or auditions.

All new undergraduate students will be required to audition for placement in applied music and may be required to be tested for placement in class piano or music theory. Information on auditions and placement testing are provided in the following sections.

## Required Forms

It is suggested that each student maintain a file that contains all paperwork received from the university and the department. In this way, in the event of a question or problem related to enrollment, the student will have a complete record. The program form that the student plans with the advisor constitutes a contract with the department and the university, as does the catalog under which the student enters. As long as the student maintains continuous enrollment, this contract cannot be changed without the student's approval.



## **Undergraduate Programs**

### **Bachelor of Arts**

General Option - for students wishing to pursue a general liberal arts degree with an emphasis in music.

### **Bachelor of Music**

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

Composition Option - for students wishing to prepare for a career as a composer in an area other than jazz studies or commercial music.

Jazz Studies Option - for students wishing intensive preparation for a career as a performer, composer or arranger in the jazz area.

Performance Option - for students wishing preparation for a career in performance.

Commercial Music Option - for students wishing to prepare for a career in Commercial Music in the areas of Performance, Composition/Arranging, and Technology

Music Education Option - for students wishing to prepare for a career in public schools teaching either vocal/general, vocal/choral or instrumental music.

For a complete list of requirements for each option, please see the current university catalog which is available online at <http://ecatalog.calstatela.edu>.

Each course of study is designed so that it may be completed in approximately four years, provided the student attends both semesters per year, takes a full load of approximately 15 units per semester, and enrolls for required courses as they are offered (some courses are offered only once every two years, so it is important that each student plan a course of study that will ensure that such courses can be taken as they are offered). Students enrolled in the Music Education option are advised that a fifth-year course of study in professional education courses is required by the state. More information can be found through the Charter College of Education.

# Undergraduate Policies and Procedures

## Audition Requirements

All students are required to audition for placement in private lessons as soon as possible after admission to the university. Auditions are normally 10 minutes in length. Students should select material for the audition that best illustrate their abilities. All students are encouraged to go to our website for more information about audition repertoire (<http://www.calstatela.edu/music/auditions>).

Students who wish to pursue a Bachelor of Music degree in a performance area will be required to perform a more advanced audition than those seeking the Bachelor of Arts in Music degree. This audition normally takes place at the beginning of the year, but can occur any time. Questions about specific requirements for this audition should be directed to the area coordinator associated with the specific degree program for which you are auditioning.

## Change of Major Procedure

Students wishing to change their major to the Bachelor of Music (BM) must perform an audition as described above. No audition is required to change to the Bachelor of Arts in music major, however you may not register for applied lessons until a level-placement audition has taken place (see above).

Procedures for changing your major to the BM are as follows:

1. Obtain the Change of Major form from the Music office (MUS 127).
2. Perform and pass an audition for the desired area.
3. Have the appropriate area coordinator sign the Change of Major form.
4. Turn the form into the Music office.

## Music Theory Placement Examinations

### Freshmen/First Year Students

First-year theory students are not required to take a placement exam unless they have previously taken theory courses and believe they can test out of one or more semesters of theory coursework.

The following skills are recommended before enrollment in MUS 1011/1021:

1. Basic music literacy: The ability to read music in treble and bass clefs.
2. Meter and rhythm: Demonstrated understanding of basic meters and rhythmic duration through a variety of exercises.
2. Interval identification and construction, including both quality (interval type) and size.
3. Major and minor keys, including scale construction and key signature identification and notation.
4. Triad construction and identification.

### Recommended Texts:

Kostka and Payne, *Tonal Harmony*, McGraw-Hill

Kostka, *Materials and Techniques of 20<sup>th</sup>-Century Music*, Prentice Hall

Ottman, *Music for Sight Singing*, Prentice Hall

### **Transfer Students**

New transfer students who have not already passed the complete lower division core theory and musicianship (aural skills) sequence at another institution will be required to take placement examinations in music theory.

Students who have passed the complete lower division core theory and musicianship sequence through the transfer model curriculum (TMC) may go directly into upper division coursework that requires lower division theory as a prerequisite.

Students will be required to enroll in the recommended level of theory (Music Theory and Musicianship I-IV) and the corresponding Lab (Musicianship Lab I-IV) with the level of theory into which they place.

It is highly recommended that students review materials they have studied prior to coming to CSULA before taking this exam. This exam may be taken only once.

Students who wish to test out beyond the course into which they were placed as a result of this initial placement exam must do so through Credit by Examination. (Please see *Credit By Examination* later in the Guidebook for further explanation.)

The Music Theory Placement Exam will be given during the first class session of Theory and Musicianship III (MUS 2011) and Theory and Musicianship IV (2012) each semester in the room assigned to that class. Results will be available within 24 hours.

**For additional questions regarding theory placement, please contact:  
Dr. Sara Graef at [sgraef@calstatela.edu](mailto:sgraef@calstatela.edu)**

### **Piano Proficiency Requirement**

All undergraduate students are required to fulfill a piano-proficiency requirement prior to graduation. Students complete this requirement by either successfully completing the class piano sequence (MUS 1031, 1032, 2031, and 2032) or by passing the Piano Proficiency Exam. The exam is offered each semester by arrangement with the faculty Piano Proficiency Exam coordinator. Preparation materials are available in the Music office (MUS 127).

All undergraduate students are required to fulfill a piano proficiency requirement prior to graduation. Students fulfill this requirement by either successfully completing the class piano sequence (MUS 1031, 1032, 2031, and 2032) or by passing the Piano Proficiency Exam. The exam is offered each semester by enrolling in course number MUS 2033.

Scheduling of the exam may be arranged with the faculty Piano Proficiency Exam coordinator (Prof. Steve Wight). Preparation materials are available in the Music office (MUS 127).

Students with some piano background, but not enough to bypass the entire two-year class piano sequence, may arrange with the class piano instructor to take a placement test. Students who test above the beginning level will be placed in the sequence at the discretion of the class piano instructor and be given Credit by Examination for any terms bypassed. Please see *Credit By Examination* later in the Guidebook for further explanation.

Requirements for the proficiency examination include:

- Scales in all major and minor keys
- 7th chords in all keys, both hands
- ii-V7-I chord progression in all keys
- Song accompaniment
- Harmonization
- Transposition
- Basic sight-reading
- Solo repertoire

## **Ensembles**

The following ensembles are available for student participation. Ensembles that require an audition are indicated with an asterisk (\*).

MUS 3209 - Symphonic Band  
MUS 3219 - Orchestral Performance and Practice \*  
MUS 3269 - Concert Choir  
MUS 4209 - Wind Ensemble \*  
MUS 4219 - Woodwind Ensemble \*  
MUS 4229 - Brass Ensemble \*  
MUS 4299 - Jazz Ensemble: Small  
MUS 4249 - Jazz Ensemble \*  
MUS 4259 - Chamber Singers \*  
MUS 4269 - Opera Ensemble \*  
MUS 4279 - Afro-Latin Ensemble \*  
MUS 4289 - New Music Ensemble  
MUS 4309 - Mariachi Ensemble  
MUS 4449 - Commercial Music Ensemble \*  
MUS 4849 - Early Music Ensemble\*  
MUS 4859 - Chamber Music

Each ensemble normally presents a public concert at the end of each semester. Contact specific ensemble directors for more information.

# **Student Recital Procedures and Requirements**

Students in the Bachelor of Arts program are required to present a 20-minute senior recital or a BA senior project. Students in the Bachelor of Music Performance program are required to present a 30-minute junior recital and a 50-minute senior recital. Students in the Bachelor of Music Education program are required to present a 40-minute senior recital. Approval for all recitals takes place at the Recital Hearing given at least two weeks before the recital is to take place. Senior Recitals require that the student be at the 4000-level of study and Junior Recitals require that the student be at the 3000-level of study. Complete information and forms for these recitals can be found in the Music Recital Information Packet (see the Music office, MUS 127).

## **Bachelor of Arts Senior Recital**

### **Eligibility**

In order to be eligible, the student will perform for his or her area during juries in the semester prior to the recital. If approved by the jury, the student must register for MUS 4410 (see the Music Office for the registration form).

Once registered, in order to perform the recital, you must pass your recital hearing at least two weeks prior to the recital.

### **Publicity**

Posters may be made by the student and may be posted on campus. Students must receive approval of their poster by the area coordinator before printing and posting recital flyers.

### **Rehearsal Time**

Recitalists are entitled to rehearsal time in the Music Hall during the week prior to recitals. This time should be arranged early with the College Technical Director, Elizabeth Pietrzak ([epietrzak@calstatela.edu](mailto:epietrzak@calstatela.edu)). Approval of the applied teacher is needed if more rehearsal time is needed.

### **Audio Recording**

All Senior Recitals are recorded by the staff at the university. For a copy of the recording, students should send a request to Rico Garcia, Audio Systems Technician, at [Rico.Garcia105@calstatela.edu](mailto:Rico.Garcia105@calstatela.edu). If you would like a copy of the recording to be available on the day of the recital, email Rico in advance and then remind the staff recording engineer of the request at the time of the recital.

### **Recital Day**

Recitalists and all performers involved in the recital must be at the Music Hall at least 15 minutes before their scheduled recital time. Work closely with your applied teacher and the Music Hall Technicians to ensure a smooth recital.

Complete information and forms for this recital can be found in the Music Recital Information Packet (see the Music office, MUS 127).

## **Bachelor of Music Junior Recital**

### **Eligibility**

Students at the 3000-level of applied study in the Bachelor of Music program are eligible to apply for a Junior Recital (MUS 3400). Once registered, approval to proceed is by recital hearing at least two weeks prior to the proposed recital. Students must be enrolled in the 3000-level of applied music at the time of the recital.

### **Publicity**

Posters may be made by the student and may be posted on campus. Students must receive approval of their poster by the area coordinator before printing and posting recital flyers.

### **Rehearsal Time**

Recitalists are entitled to rehearsal time in the Music Hall during the week prior to recitals. This time should be arranged early with the College Technical Director, Elizabeth Pietrzak ([epietrzak@calstatela.edu](mailto:epietrzak@calstatela.edu)). Approval of the applied teacher is needed if more rehearsal time is needed.

### **Audio Recording**

All Junior Recitals are recorded by the staff at the university. For a copy of the recording, students should send a request Rico Garcia, Audio Systems Technician, at [Rico.Garcia105@calstatela.edu](mailto:Rico.Garcia105@calstatela.edu). If you would like a copy of the recording to be available on the day of the recital, email Rico in advance and then remind the staff recording engineer of the request at the time of the recital.

### **Recital Day**

Recitalists and all performers involved in the recital must be at the Music Hall at least 15 minutes before their scheduled recital time. Work closely with your applied teacher and the Music Hall Technicians to ensure a smooth recital.

Complete information and forms for this recital can be found in the Music Recital Information Packet (see the Music office, MUS 127).

## **Bachelor of Music Senior Recitals**

The Bachelor of Music Senior Recital is the final performance requirement for the Bachelor of Music degree. It is to be regarded as a formal recital illustrating a high level of artistic proficiency.

### **Eligibility**

B.M. Senior Recitals may occur no sooner than the semester after successful completion of the Junior Recital. Students must be enrolled at the 4000-level of applied music at the time of the recital.

No duplication of repertoire may occur between Junior and Senior Recitals.

Students meeting the above criteria are eligible to register for a Senior Recital (MUS 4400). Once registered, approval to proceed is by recital hearing at least two weeks prior to the proposed recital.

### **Publicity**

Posters may be made by the student and may be posted on campus. Students must receive approval of their poster by the area coordinator before printing and posting recital flyers.

### **Rehearsal Time**

Recitalists are entitled to rehearsal time in the Music Hall during the week prior to recitals. This time should be arranged early with the College Technical Director, Elizabeth Pietrzak ([epietrzak@calstatela.edu](mailto:epietrzak@calstatela.edu)). Approval of the applied teacher is needed if more rehearsal time is needed.

### **Audio Recording**

All Senior Recitals are recorded by the staff at the university. For a copy of the recording, students should send a request Rico Garcia, Audio Systems Technician, at [Rico.Garcia105@calstatela.edu](mailto:Rico.Garcia105@calstatela.edu). If you would like a copy of the recording to be available on the day of the recital, email Rico in advance and then remind the staff recording engineer of the request at the time of the recital.

### **Recital Day**

Recitalists and all performers involved in the recital must be at the Music Hall at least 15 minutes before their scheduled recital time. Work closely with your applied teacher and the Music Hall Technicians to ensure a smooth recital.

Complete information and forms for this recital can be found in the Music Recital Information Packet (see the Music office, MUS 127).

### **Student Recital Hour**

The Student Recital Hour is offered under the guidance of applied faculty to give students who are currently taking applied lessons additional opportunities to perform in front of a live audience.

### **Scheduling**

Student recital hours are scheduled on Thursday at 3:00 pm of rotating weeks during the semester (see Music office for exact dates). These recitals are open to all students who are currently taking applied lessons. Selections are normally limited to a maximum of eight minutes in length. Reservations for the recitals are taken on a first-come, first-served basis. Students interested in performing on a student recital hour should obtain a reservation form from the Music Office and contact their private-lesson instructor for the

appropriate signatures. Reservation forms must be turned in to the Music Office at least one week before the recital.

Process for scheduling a performance on Student Recital Hour

1. Obtain STUDENT RECITAL HOUR PERFORMANCE REQUEST FORM from the Music Office.
2. Choose repertoire to be performed with the guidance of your applied teacher and accompanist.
3. Complete the STUDENT RECITAL HOUR PERFORMANCE REQUEST FORM and have your teacher and all parties performing sign it.
4. Submit the completed form to the Music Office no later than Wednesday at 3pm prior to the recital on which you wish to perform.

### **Programs and Publicity**

Students will provide information regarding what selections they wish to perform on the Student Recital Hour Performance Request Form. If you are performing part of a larger work, be sure to properly identify both the work and the movement(s) you wish to perform. Selections that have keyboard accompaniment must be performed with accompaniment. If you are performing a selection in a language other than English, please supply an English translation.

It is the responsibility of the student to inform the Student Recital Hour Coordinator if their portion of the recital must be canceled for any reason 24 hours in advance.

Student Recital Hour Coordinator:  
Victoria Cross  
323-343-4060  
Mus 127

### **BA Senior Project**

Students in the Bachelor of Arts program may complete a senior project in lieu of a senior recital. The goal of the senior project is to provide a forum in which the student will engage in an in-depth study that focuses on their special musical interests. The study will culminate in a final project in one of two forms:

#### **PAPER**

1. The paper will be a minimum of twenty-five (25) pages of text, and will be carefully footnoted using Chicago or MLA style. (You must footnote any idea that you find in a book, article, or other source, even if it is in your own words. A paper without footnotes will not be accepted.)
2. The paper must attempt to answer a particular question related to music and will be a synthesis of your sources. You are required to have a least fifteen sources for your project; be sure to include both books and articles. Online sources may be unreliable and will not count toward your minimum number, with the exception of peer-reviewed sources such as *Grove Online* or *The Journal of Seventeenth-Century Music*.



3. The paper should have a logical structure, and include a thorough bibliography and any necessary graphics, score excerpts, or recorded examples (on a disc). Your paper must demonstrate proper grammar, spelling, format, footnoting, and bibliography. Your arguments must be persuasive in order to achieve your goal of answering the question you are trying to prove; this is not just a report. A projects such as this takes much editing and reworking. The finished project represents the culmination of your education at Cal State LA.

### **LECTURE/PRESENTATION**

1. The presentation will be 20 to 25 minutes, including no more than 8 to 10 minutes of musical examples. Please read parts 2 and 3 of the instructions for the paper, above, which also apply to the lecture/presentation. As with the paper, you will need at least fifteen sources, and your handouts must include a detailed bibliography.
2. Use Powerpoint slides, and/or recorded or live music to make your points.

Students must register for a total of 2 units of MUS 4870, including at least one unit during the semester in which the final Project is submitted. The units can be spread out over 2 semesters if needed. These units may be counted as elective units in the BA general option.

Students will receive a grade for the Project, which must be a minimum of a C in order to pass. Students who do not pass with at least a C may re-submit in a subsequent semester. Only one re-submission will be allowed.

Students may postpone submission of Paper or Presentation, but will be subject to University regulations for dropping a class, receiving a mark of "W," tuition forfeit, etc.

For those students who opt to do a Senior Project, the following guidelines are provided for timely and successful completion.

#### ***Step One:***

Request a BA Project Advisor who is a full-time music professor. The professor should be someone who is both familiar with your work and who is knowledgeable in the field in which you wish to do your project. Complete and submit the UNDERGRADUATE SENIOR PROJECT COURSE ENROLLEMNT FORM by the enrollment deadline. The form is available in the Music office.

#### ***Step Two:***

Set up appointment(s) with Project Advisor to discuss ideas for Project. With the help of the advisor and possibly other faculty members, begin to compile resources and data, and begin to organize format of project.

***Step Three:***

Request two additional professors to serve on BA Project Committee. At least one must be from the music area. The other may either be from the Music Department or from another department if topic is related to that field of study. All three Committee members must agree to either read the final Paper or attend the final Presentation.

***Step Four:***

Prepare a BA Project Proposal to be signed by the advisor and placed on file. This Proposal will consist of the following:

1. Request for Senior Project Committee and Title form.
2. A two- to five- page outline of the project. This outline should not simply include general topic headings, but must reflect that research and serious preparation has already occurred.
3. A bibliography consisting of a minimum of 5 resources. These resources may be a combination of books, periodicals, and primary sources. Scores may and should be used, but will be considered as supplementary to research sources. To count as a source, articles must be peer-reviewed and have a named author. Thus Grove Online is acceptable as a source; make sure to include the author first in your bibliography and not the Grove information.

**DEADLINE:** To be completed by Friday of week 3 of the semester in which the project began.

***Step Five:*** (For students who opt to do Presentation only.)

Schedule the Presentation date, time and location with the Music Office in consultation with your full committee.

***Step Six:***

Submit rough draft of Paper or thorough outline of Presentation to Advisor and Project Committee, including all peripheral elements such as Powerpoints, slides, scores, or listening examples. This is so that your committee members have time to read and comment of the project. **The rough draft must be submitted at least four weeks prior to submission of Paper. Submitting a late rough draft may result in delaying the submission to the following semester.**

***Step Seven:***

Make any necessary adjustments to Paper or Project as suggested by Project Committee.

***Step Eight:***

(PAPERS) Submit a copy of final Paper to Project Advisor and each member of Committee. (PRESENTATIONS) Present project at assigned time. **The final paper must be submitted by Friday of week 15. Submitting a late paper may result in a delay of your grade posting to the following semester.**

***Step Nine:***

Obtain signatures of all three Committee members on the Final Approval Page and turn in to the Music office.

### **Recital/Performance Attendance (MUS 1000)**

Each semester a number of solo and ensemble performances are presented in the department. These include ensemble performances, faculty-artist performances, student performances and guest artist performances. Music majors must fulfill the MUS 1000 Concert/Recital Attendance requirement. Students must attend seven (7) music department concerts or recitals per semester. Students participating in a performance may count that concert as one of their seven events. Cal State L.A. freshmen will be required to complete six (6) semesters of MUS 1000, and transfer students must complete two (2) semesters of MUS 1000.

### **Applied Music – Ensemble Participation Requirements**

All students enrolled in applied lessons are required to participate in an approved ensemble during any semester in which they are taking lessons. One ensemble per term of applied lessons is the departmental co-requisite. The area coordinator must approve the ensemble enrollment to ensure they match both the departmental expectations and the goals of your degree program.

During registration time for each semester, students enrolling in applied lessons are required to obtain the signature on the private-lesson form of their Area Coordinator. If necessary, proof of placement in the requested co-requisite ensemble may be requested. This form must be completed and taken to the Music Office before the student can be authorized through the GET system to add lessons.

### **Lessons**

Majors in the Bachelor of Arts program and Bachelor of Music program options II (Composition) take four units of applied music (private lessons) on their instrument at any level (1000-4000). Bachelor of Music option VII: Commercial Music, track 2 takes four units of applied composition (MUS 4601) and track 3 takes eight units of applied commercial music (MUS 3191, 3192, 4191, 4192). Students in the performance options of the Bachelor of Music program take 16 units of private lessons on their instrument with a maximum of four units at each level (1000-4000). A change of level is normally approved during the jury at the conclusion of the second semester of study at one level.

### **Juries**

A jury examination is required at the end of each semester of study unless the student has performed a junior or senior recital in that term. The jury is normally about ten minutes in length and is adjudicated by faculty members in the student's performance area (brass, woodwinds, percussion, strings, voice, or keyboard). Failure to perform a jury as required will result in an incomplete grade for the semester and may result in a failure for the semester. Preparation for the jury is done in conjunction with the applied lesson teacher during the course of the semester. Each student is assigned a jury grade based on an average of the grades recommended by the faculty members present. That jury grade represents 30% of the overall grade for applied lessons that semester.

### **Scheduling Lessons**

Each student has the responsibility to make contact with the applied lesson instructor during the first week of each semester of study to make arrangements for lesson times. Students studying with adjunct faculty should contact the Music Office for information on contacting the private teacher. Students enrolled for one-unit lessons are entitled to the equivalent of one 25-minute lesson each week and students enrolled for two-unit lessons are entitled to 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. If a student misses a scheduled lesson, the lesson is forfeit. If the teacher cancels the lesson, the teacher is obliged to reschedule.

### **Piano Accompanists**

Accompanists are provided by the department for applied lessons, for juries and recitals. Students who wish to utilize an accompanist for a jury or recital are responsible to contact the Staff Accompanist, Dr. Irene Gregorio-Stoup, by the fifth week of the semester to allow time for appropriate practice and rehearsal.

For juries, students should provide copies of their accompaniment and make arrangements for rehearsal times at least four weeks in advance of the jury. For recitals, it is appropriate to provide accompaniments and schedule rehearsal times at least one semester in advance of the recital. For performances on student recital hour, students must make arrangements with the accompanist a minimum of one week in advance. Students are reminded that accompanists are available on a first-come, first-served basis. Students who delay making arrangements will not receive priority scheduling.

### **Course Prerequisites**

Almost all upper-division courses, with the exception of ensembles, have required prerequisites that must be completed before enrolling in the course. In certain circumstances, students may also enroll with the permission of the instructor. Students are advised to consult the university catalog to determine prerequisite requirements for each course.

### **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 the university 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 any requirement.

### **Course Substitutions**

Under certain circumstances, it is possible to substitute one course for another in the music program. This is especially true in the electives, where a selected course might not be available in a timely manner. Under these circumstances, the student must contact the primary undergraduate advisor who must approve the substitution, and who will then make the necessary change in the student's program. Failure to make these changes in a timely manner may result in a delay in processing for graduation.

### **Credit by Examination**

According to university policy, students may elect to complete requirements for courses through Credit by Examination. In such cases, students will enroll for the course and complete a Credit by Examination contract form with the class instructor not later than the beginning of the semester in which the course is offered. Instructors set the examination conditions, and students are advised that the grade received on the examination will constitute their grade for the course. Credit by Examination forms are available from the Music Office and Admin 146.

### **Grade Point Average**

A minimum 2.0 grade point average is required for graduation. According to university regulations, students must have a minimum 2.0 in all courses in general education and a minimum 2.0 in all courses in the major. In addition, students must make a grade of C or better in each Basic Subjects course in general education and a grade of C or better in the core courses in music. These courses include Music 1011, 1012, 1021, 1022, 1031, 1032, 1510, 2011, 2012, 2021, 2022, 2031, 2032, 2701, 2702, 3000, 3800 and 4020. **Students failing to make a grade of C or better in any of these courses must repeat the course.** In such cases, students are advised that they should contact their advisor and file a petition requesting permission to repeat a course. Failure to do so may adversely affect graduation.

Students who fail to maintain a 2.0 average in any semester will be placed on academic probation by the university. Continued failure to make progress toward correcting the grade-point deficiency will result in disqualification and eventually in expulsion from the university. Undergraduate students who are disqualified may be reinstated a maximum of three times. In the event of disqualification, the student must make contact with their advisor to set the conditions for reinstatement and complete a reinstatement form. In any case, students who are experiencing academic difficulty are strongly encouraged to make frequent contact with their advisor to help plan a course of action which will result in improved academic performance.

### **Transfer Units**

Students transferring to CSULA may transfer a maximum of 90 semester (135 quarter) units of work from other accredited institutions. Music courses taken at other institutions are governed by course articulation agreements on file with the registrar. See the primary undergraduate advisor for consultation. Course equivalencies for all other courses are determined by the university at the time of transfer (note: the university can take up to a year to complete this process). Courses taken at community colleges or other two-year institutions cannot be used to satisfy upper-division requirements (300 or 400 level) at CSLA. Students who feel they have had courses at a community college which are equivalent to upper-division courses at CSLA should explore Credit by Examination.

### **Planning for Graduation**

The Graduation Office requires students to file a graduation application during the filing period in advance of the expected date of graduation. Students can find graduation application deadlines in the current schedule of classes. Application for graduation includes an analysis of progress toward the degree that must be signed by the student's primary advisor. Students may file for graduation after they have completed a minimum of 90 semester units.

### **General University Policies**

Complete information about General University Policies can be found in the university catalog: <http://ecatalog.calstatela.edu>. It is recommended that all students become familiar with the university's general information, policies, procedures, and other regulations that govern academics in all colleges. Some of the items found in the catalog of high importance are:

- The ELM and EPT exams
- Writing Proficiency Exam
- Leave of Absence
- General Education Requirements

## **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 4000-level courses (including transfer units). Students may not enroll in 5000-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 60 semester (90 quarter) units of university coursework. Classified Standing is granted 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 Music Advisor before or during the first semester 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 advisors 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 advisor agree to the change. If there is a change of program advisor, the department's Principal Graduate Music Advisor, should be notified immediately to ensure that the student receives appropriate advisement to successfully complete his/her degree program. **All graduate students should take MUS 5000 in their first semester at Cal State L.A.**

### **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 Advisor and the program advisor 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 advisor and the Principal Graduate Advisor. No 5000-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 30 units of 4000- or 5000-level courses, with at least 15 units at the 5000-level. The decision on the Option or the emphasis within the Option is made by the candidate in consultation with a program advisor 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 Advisor 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** (2 tracks – Composition/Arranging and Performance) - for students seeking careers in the commercial music field, as composers, arrangers, or freelance performers.

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** (3 tracks – Vocal/General Music, Vocal/Choral Music, and Instrumental Music) - 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 two semesters of study. However, students typically take less than a full load each semester 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 two semesters. Graduate students must complete their degree program within seven years from the first semester 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 10 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 10-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 Advisor. 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 website: <http://www.calstatela.edu/mtd> or they may contact the advisor for their area of study. For information about area advisors, please contact the Music department office.

### **Portfolio Requirements For Composition**

Students wishing admission to the Composition option of the Master of Music program must submit a portfolio of their work. 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 Dr. John M. Kennedy.  
Commercial Music – Professor Ross Levinson

### **Portfolio Requirements for Commercial Music**

Students wishing admission to the Commercial Music option of the Master of Music program must submit a portfolio of five to seven examples of their work. Composers are encouraged to submit both scores and recordings if possible. Performers may submit audio and or video. Electronic submission of these materials via YouTube, Dropbox, Hightail, etc. is encouraged. For more specific examples of portfolio requirements, students should contact Professor Ross Levinson or Professor Steve Wight.

### **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 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 ensemble), a list of repertoire performed in the past two years and a copy of the online application receipt.

## PLACEMENT EXAMINATIONS

Prior to the first semester 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 semester.

### Music Theory

**All graduate students are required to take a placement examination in music theory except students who completed their undergraduate degree in music at Cal State LA. Students who graduated with a degree in music from Cal State LA are not required to take the placement exam.** 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 5301 and 5302.

The Music Theory Placement Exam will be given during the first class session of Graduate Theory Review (MUS 4790) in the room assigned to that class. Results will be available within 24 hours. Please contact the Principal Graduate Advisor for specific information (323-343-4060).

### **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 MUS 5301, 5302 and/or 5303.
- 2) **MUS 4790.** This is the Graduate Theory Review class. This one-semester class is offered only in the fall semester 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. It is not intended for students with significant deficiencies in basic theory skills. The prerequisites for MUS 4790 include graduate student standing, and placement based on results of the Graduate Music Theory Placement Exam or instructor approval.
- 3) **Undergraduate Theory.** Students who demonstrate greater deficiencies in music theory and require remedial work that cannot be successfully completed in the review class (MUS 4790) 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 that corresponds with the level of theory in which they are enrolled.

**Students may only take the theory placement exam twice, and only once per semester.** If a student does not pass the exam on the first attempt, s/he may make a second attempt. After the second attempt, the student will be required to enroll in the course into which they place. Students should be aware that a failure to pass on a second attempt might 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 1011/1021:** Key signatures, major and minor keys, intervals, triads, seventh chords, basic voice-leading and part-writing, non-chord tones, basic chromatic alterations, 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 1012/1022:** Introduction of chromatic harmony, particularly focusing on secondary dominants and secondary leading-tone chords and modulations to closely-related keys. Neapolitan chords and augmented 6<sup>th</sup> chords are introduced in this class as well.

**MUS 2011/2021:** Continuation of chromatic harmony, focusing on augmented 6<sup>th</sup> chords, modulations to distantly-related keys, and formal construction of periods and small binary and ternary forms.

**MUS 2012/2022:** Continuation of chromatic harmony, through non-functional harmony and including analysis of late-Romantic music. Introduction to music of Impressionist, 20<sup>th</sup>-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*, McGraw-Hill

Kostka, *Materials and Techniques of 20<sup>th</sup>-Century Music*, Prentice Hall

Ottman, *Music for Sight Singing*, Prentice Hall

For additional questions, please contact Dr. Sara Graef at [sgraef@calstatela.edu](mailto:sgraef@calstatela.edu)

### **Music History and Writing Placement Exam:**

The music history placement examination is offered at the beginning of each fall academic semester during the first week of instruction. Please contact the Principal Graduate Advisor, for specific information (323-343-4060). The graduate placement examination in music history assesses the equivalent content of an undergraduate sequence in music history, covering music history from classical Greece through the twentieth century. The multiple-choice music history exam includes listening recognition, score analysis, and period, style, genre and composer identification. The short writing exam demonstrates the student’s ability to write in an essay format.

**Results from the music history placement examination** will be emailed to each student’s official CSULA email account as soon as they are graded. 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. or later. New York: W.W. Norton, 1996 or later.
2. Palisca, Claude, ed. *Norton Anthology of Western Music*, 3rd ed. or later. Vol. 1, New York: W.W. Norton, 1996 or later.
3. Palisca, Claude, ed. *Norton Anthology of Western Music*, 3rd ed. or later. Vol. 2, New York: W.W. Norton, 1996 or later.
4. Hanning, Barbara Russano. *Concise History of Western Music*. New York: W.W. Norton, 1998 or later.
5. Poultney, David. *Studying Music History: Learning, Reasoning, and Writing about Music History and Literature*. 2nd ed. or later. Upper Saddle River: Prentice Hall, 1996 or later.

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

### **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.

### **Afro Latin Music:**

The graduate placement examination in Afro Latin Music covers the following:

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

Suggested Readings:

1. Ricigliano, Daniel. *Pop and Jazz Harmony for: Composers, Arrangers, and Performers*. Donato Music Publishing, 1978.
2. Levine, Mark. *The Jazz Theory Book*. Petaluma, CA: Sher Music, 1998.
3. Baker, David. *Arranging and Composing for the Small Ensemble*. Van Nuys, CA: Alfred Publishing, 1978.

### **Foreign Language Diction:**

The foreign language diction placement examination is offered at the beginning of every semester. Please see Dr. Susan Mohini Kane for information.

### **Credit for Transfer Courses**

Students who transfer to California State University, Los Angeles from an accredited music graduate program may apply a maximum of 9 semester units from that program to their degree program at CSULA. Placement of transfer courses in the student's program are made by the area advisor, and must be approved by the Principal Graduate Advisor, 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 advisor.

### **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 two semesters of applied lessons at two units each semester, for a total of four units. Students in the other Master of Music options and the Master of Arts options may enroll for two semesters of one-unit lessons, for a maximum of two 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 semester in which s/he enrolls. Please consult with your area advisor for guidance about enrollments. This must be approved by the Principal Graduate Advisor.

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 semester 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. Two-unit lessons meet weekly. One-unit lessons can meet a half hour weekly or an hour biweekly if both student and instructor agree to this arrangement. If a student misses a scheduled lesson, the lesson is forfeit. If the teacher cancels the lesson, the teacher is obliged to reschedule by mutual consent.

Students who cancel their lesson must contact their teacher prior to the lesson. The instructor is not obliged to make up a lesson if the student cancels his/her lesson.

Students who receive lessons in a Master of Arts or Master of Music program are required to participate in an ensemble during each semester in which they are enrolled. One ensemble per term of applied lessons is the departmental co-requisite. The area coordinator must approve the ensemble enrollment to ensure they match both the departmental expectations and the goals of your degree program.

During the registration period for each semester, 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 semester 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 semester 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 9 units. 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 two semesters of their classification date. Failure to do so may result in a registration hold after the third semester. To complete the examination, the student must register for a graduate section of University 4000 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 semester 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**

Residency requires at least 21 semester units for the master's degree completed in residence at Cal State L.A.

### **Leave of Absence**

Graduate students are granted a maximum of 2 semesters, subject to renewal. Petitions must be filed at Administration 146 after action by the department/division/school chair or director (also the college graduate dean in the case of graduate students) no later than 5 weeks before the end of the semester before the proposed leave. Approval entitles students to continuing status for registration purposes if they return no later than the semester specified in their petition. Continuing students who return from a leave are entitled to priority registration privileges and are not required to file an application for readmission. More information can be found in the University Catalog under [Procedures and Regulations](#).

Classified post-baccalaureate and graduate students retain classified standing. Unclassified post-baccalaureate and conditionally classified graduate students who have an approved program on file in their college graduate studies office are subject to the conditions of those programs. All others are subject to the requirements in effect when they return.

For more information, go to the [Graduate Studies website](#).

### **Advancement to Candidacy**

Advancement to Candidacy is a prerequisite to enrollment in the Graduate Project (Music 5990) and the Comprehensive Examination (Music 5960). Advancement to candidacy requires the following:

- a. completion of at least 12 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 5990 or 5995 - 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 5990/5995, the student must be advanced to candidacy. Permission to begin the Thesis Proposal is then granted by the area coordinator, and should be submitted no less than one semester before the intended semester 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 advisor.
2. The completed proposal is approved by the advisor, 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 5990/5995.
3. The project committee is selected in consultation with the primary advisor, 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 work with their applied teacher to create an appropriate recital and have the recital approved by their area committee at the end of the semester before the semester 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 semester when the recital is scheduled, the candidate, in consultation with the project advisor, will also prepare the project report according to the guidelines specified by the area.

The program advisor for candidates completing recitals is ordinarily the private lesson teacher. However, the program advisor 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 advisor 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 through A&L Productions. Information on use of facilities, equipment, etc., can also be found at the [A&L Productions website](#).



Degree candidates should consult with their program advisors to determine the number of units of 5990/5995 for which they should enroll each semester. Three (3) units of 5990/5995 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 three semesters the student should enroll for one unit each semester.) A grade of RP (Report in Progress) will be given until the project is completed.

The candidate must be enrolled for at least one unit of MUS 5990/5995 during the semester in which the project is submitted. If all 3 units of 5990/5995 are used before the project is submitted, the student must enroll for MUS 9000 for zero units. The candidate is required to pass the Comprehensive Examination (MUS 5960) before credit for the project is awarded.

### **Thesis/Project Deadlines**

Title and abstract with GS-12 form signed by committee is due by add deadline (week 3 of first semester in which they register). Student must submit the completed draft to the Project Coordinator and the Music Office by Friday of Week 10.

### **Comprehensive Examinations**

All candidates for a Master's degree, admitted between Fall 1990 and Fall 2018 (and ongoing for Summer Master's in Choral Conducting students), shall take the Comprehensive Examination (MUS 5960) after completion of their course work. The structure of the Comprehensive Examination is determined by each candidate's program advisor and is based on the course of study the candidate has completed in her/his degree program. Consult with your program advisor about the structure of the comprehensive examination in your area of study.

Approval and preparation for the comprehensive exam must be completed the semester before enrollment in MUS 5960. Preparation consists of consultation with the candidate's program advisor 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 semester they are enrolled in MUS 5960. Test dates for each semester are designated by the department. Comprehensive Examinations are normally held on Friday of the 13th week of both fall and spring semesters. No comprehensive examinations are offered in the summer. Students are advised to obtain a copy of the written guidelines for the comprehensive examinations from their area/program advisor. Students are allowed three attempts to pass each part of the Comprehensive Exam. If by the third attempt all three portions of the Exam are not passed, the student will be discontinued from the program.

### **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 5590, MUS 5303)

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 5590 and MUS 5303 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 4880)

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 (5471)

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.

### **Planning for Graduation**

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

### **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.

## **Prerequisite requirements for graduate students pursuing an MA or MM in music without an undergraduate degree in music**

Students must complete the following course sequence or demonstrate competency in course content through an appropriate proficiency examination:

1. Music Theory and Musicianship I-IV, 16 units
2. Music History (MUS 2701 and 2702), 6 units
3. Beginning Conducting (MUS 3800), 2 units
4. Sufficient Applied Music (and ensemble) to perform a BA senior recital, min. 2 units;  
OR  
2 units of applied music (and ensemble) and sufficient course work in composition for a 20-minute recital of original work, min. 4 units
5. Minimum of three courses from the Bachelor of Arts General Option requirements  
(please see the University Catalog for a list of courses)
6. Minimum of eight additional units in the student's major area (with advisor approval)
7. Completion of the piano proficiency requirement
8. Senior recital or equivalent, as determined by the area.