

**MUS 6910 Culminating Project Form and Checklist
Special Project in Music Education**

This form must be completed and submitted to the Coordinator of Graduate Studies prior to registering for the course. Refer to the checklist on the reverse page for the detailed instructions.

Name _____ WIN _____

Address _____

Telephone _____ Email _____

Semester or Session _____ Year _____

Description of culminating project:

Faculty Supervisor Signature

Student Signature

ORAL EXAMINATION

Project Committee Signatures

Date _____

Time _____

Place _____

Graduate Coordinator Signature _____

6910 Culminating Project Checklist: Steps 1-2 must be completed before registering for the course.

- _____ 1. Discuss the proposed project in detail with the faculty supervisor before registering for the course. When the student and faculty supervisor reach agreement on the project description, the student should complete the front side of this form and obtain the faculty supervisor's signature.
- _____ 2. Take this form to the Coordinator of Graduate Studies for signature. Discuss the selection of the committee members (usually three, including the faculty supervisor) to read and evaluate the paper and to participate in the oral examination. You may register for the course only after you have completed this step.
- _____ 3. Obtain the signatures of the committee members indicating their approval of the topic and their willingness to serve on the committee. The student must be aware that not all faculty are available during the summer sessions.
- _____ 4. After approval of the project and registration, the student is responsible for compiling a bibliography and project proposal outline, including a timetable of projected completion dates for the various phases of the project, and securing approval from the faculty supervisor. When the project involves quantitative research the student must submit a prospectus. (See checklist for MUS 6810 option.)
- _____ 5. Complete the research and prepare the initial draft of the paper.
- _____ 6. Submit the initial draft of the paper to the faculty supervisor for evaluation and suggestions for revision.
- _____ 7. Make the suggested revisions, resubmit the paper to the faculty supervisor, and seek suggestions from other committee members.
- _____ 8. Repeat steps 6 and 7 until the paper is approved by all committee members. The final copy of the paper must be in the form outlined in *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate L. Turabian. Projects involving quantitative research may be in the style specified by the American Psychological Association's *Publication Manual*. Consult with your faculty supervisor if you are uncertain which style manual to use.
- _____ 9. When the paper is near the approval stage, the student must schedule the oral examination by consulting with the faculty supervisor, other committee members, the Coordinator of Graduate Studies, and the secretary of the Director of the School of Music. The oral examination will be held in the School of Music office and must be at least one week before the end of a semester or session.
- _____ 10. At least ten (10) days before the oral examination the student must provide each committee member and the Coordinator of Graduate Studies with a copy of the final approved paper.
- _____ 11. The oral exam is comprehensive and therefore covers the material of the research paper as well as related areas and materials from other courses taken in the program. The student should consult with each member of the committee regarding preparation for the oral exam. Previous oral exam questions are available for perusal in the School of Music Office.
- _____ 12. After the oral examination and necessary revisions to the paper, submit a clean copy of the paper to the Coordinator of Graduate Studies for placement in the Music Library. No grade for the course will be given until this final step has been completed.