

MUS 7000 Thesis Project Form and Checklist

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 _____

MUS 7000 Thesis 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.
- _____ 5. Complete the research and prepare the initial draft of the paper. Students preparing a musical composition should make certain at this time that their format will be acceptable to the Graduate College (see Step 9). All students should read and become familiar with the Graduate College's *Guidelines for the Preparation of Theses, Projects, and Dissertations*, available from the Graduate College.
- _____ 6. Submit the initial draft of the thesis to the faculty supervisor for evaluation and suggestions for revision from the committee.
- _____ 7. Make revisions, resubmit the paper to the faculty supervisor, and seek suggestions for further revision.
- _____ 8. Repeat steps 6 and 7 until the paper is approved by all committee members. The final copy of the paper must be in accordance with the Graduate College's *Guidelines*. Aspects of style not covered in the *Guidelines* must be in the form specified in *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. Projects involving quantitative research must 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. Before final document preparation, meet with Abigail Fletcher in the Graduate College for final approval of the thesis format. Check with the Graduate College on due dates for the semester in which you wish to graduate.
- _____ 10. When the paper is near the final 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 **four weeks** before the end of a semester or session, unless written approval for an exception is given by the Coordinator of Graduate Studies
- _____ 11. At least **two weeks** before the oral examination, the student must provide each committee member and the Coordinator of Graduate Studies with a copy of the final version of the thesis.
- _____ 12. The oral exam is comprehensive and therefore covers the material of the thesis 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.
- _____ 13. After the oral examination and necessary revisions to the thesis, submit the following to the Graduate College by the date specified in its *Bulletin*:
 - a. One (1) complete photocopy of the thesis
 - b. One (1) additional title page and abstract
 - c. Two (2) signed **original** approval forms and one (1) photocopy of the approval form