# WELCOME !
# College of Music Graduate Students

# GRADUATE STUDY at MSU

The College of Music offers a wide variety of disciplinary and interdisciplinary programs leading to the Master of Arts, Master of Music, Doctor of Musical Arts, and Doctor of Philosophy degrees. Within the framework approved by the faculty, graduate programs are designed to respond to current professional and social needs and the students' expectations and goals. The programs combine selected aspects of the following learning opportunities: requisite course work; outreach and teaching experiences; and production, performance and research projects.

The College of Music faculty and student body represent diverse backgrounds and cultures and work together to challenge past assumptions and set future directions in the arts. An open and responsive learning environment continues to attract faculty, staff, and students from rich and varied cultural traditions into our educational community.

All of the graduate degree programs offered by the College of Music have been accredited by the National Association of Schools of Music.

# Who's who in the Graduate Office?

**David Rayl**
Associate Dean

**Susan Hoekstra**
Graduate Advisor/Academic Specialist

**Anne Simon**
Graduate Secretary

**musgrad@msu.edu**

# Others you may want to know

- Undergraduate issues
  - Michael Kroth and Rita Martin
- Scholarships
  - Ben Ebener and Grimaldo Robles
- Operations
  - Chuck Roberts

# Graduate Orientation Agenda

- David Rayl, Associate Dean for Graduate Studies
- Jayne Schuiteman, Senior Institutional Equity Investigator – Relationship Violence and Sexual Misconduct
- Christine Beamer, Director of Career Services and Music Entrepreneurship - Running Start
- Ken Prouty, Chair of Musicology – MUS 830 (Research)
- Judy Palac, Associate Professor of Music Education – Musicians' Wellness
- Susan Hoekstra, Graduate Advisor

# Relationship Violence and Sexual Misconduct

**Jayne Schuiteman**

Senior Institutional Equity
Investigator

# RVSM and ADP

College of Music Graduate Student Orientation, 2016

# RVSM

- The RVSM is the Policy on Relationship Violence and Sexual Misconduct here at MSU.
- The Policy applies to all members of the campus community
- The Policy is based on Federal and State Laws
- The Policy includes:
  - Domestic Violence and Dating Violence
  - Sexual Assault
  - Sexual Harassment
  - Stalking

# Domestic Violence

- An act of violence committed by any of the following individuals:
  - A current or former spouse or intimate partner of the victim
  - A person with whom the victim shares a child in common
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
  - A resident or former resident of the victim's household

# Dating Violence

- Dating Violence is defined as an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim that does not fall within the definition of "domestic violence"

# Stalking

- Stalking is defined as engaging in a course of conduct that is directed at a specific person that would cause a reasonable person to feel fear for herself or himself or for the safety of others, or to suffer substantial emotional distress.
- A course of conduct means two or more acts including things such as
  - Monitoring one's behavior
  - Following another person
  - Sending unwanted text messages, phone calls or messages on other forms of social media, blogs or similar devices

# Sexual Harassment

- Sexual Harassment is unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when
  - The behavior is persistent, pervasive or severe; or
  - Submission to or rejection of the behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program or activity; or
  - Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity
  - This includes harassing someone based on their gender, gender identity or sexual orientation

# Sexual Assault

- Sexual assault is defined as having or attempting to have sexual contact with another individual by force or threat of force; without consent, or where that person is incapacitated.
- Sexual assault can occur between persons of any gender or sexual orientation

# Consent

- Consent means the voluntary, willful, and unambiguous agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given by someone who is:
  - Sleeping
  - Unconscious
  - Under duress, threat, deception, coercion, misuse of professional authority/status, or force.

# Incapacitation

- Incapacitation is a state where an individual cannot make informed and rational decision to consent to engage in sexual activity.
- Signs of incapacitation may include:
  - Slurred speech
  - Bloodshot eyes or the inability to focus the eyes
  - Stumbling or falling down
  - Vomiting
  - Unconsciousness
  - Poor judgement
  - Outrageous or unusual behavior

# ADP – Antidiscrimination Policy

- The ADP covers:
  - Age
  - Color
  - Gender
  - Gender Identity
  - Disability status
  - Height
  - Marital status
  - National origin
  - Political persuasion
  - Race
  - Religion
  - Sexual Orientation
  - Veteran Status
  - Weight

# Office of Institutional Equity (OIE)

- OIE reviews concerns related to these two University policies:
  - Anti-Discrimination Policy
  - Policy on Relationship Violence and Sexual Misconduct

  OIE accepts calls, emails and walk-in reports

  OIE conducts investigations and provides resources

  OIE does training on the policies

# Mandatory Reporting

- If you are an employee of the University, you **MUST** report:
  - Sexual Assault
  - Relationship Violence
  - Stalking
  - Sexual Harassment of a student

# Mandatory Reporting

- Who do you report to?
  - Dean of the College
  - OIE
  - Police if the behavior includes sexual assault, relationship violence or stalking

# Running Start

**Christine Beamer**

Director of Career Services
and Music Entrepreneurship

# RUNNING START

*your career starts here*

**music.edu/runningstart**

"We live in a time of enormous and rapid change, a time that needs the wild thinking and making of artists."

--Andrew Simonet

MICHIGAN STATE
UNIVERSITY
Where are your skills needed and valuable?
What's your "why?"
What are your artistic goals?
What are your professional goals?

# How Ready are You?

**Have you:**

- ❑ Developed current professional **website, bio, resume, CV, press kit, social media**?
- ❑ Developed an **action plan** with **measurable goals** for 2015-2018?
- ❑ Researched where, when, and **how to find current job postings** in your field?
- ❑ Developed a **professional networking plan?**
- ❑ Learned how to **start your own business**, pay taxes as a sole proprietor, write a business plan?
- ❑ Practiced **grant writing, project management**, or **running an ensemble?**
- ❑ Had **work experience** in your field (college level teaching, professional performing, internships with arts organizations?)
- ❑ Created/planned an ensemble, project, concert, outreach initiative?

# Engage with us!

- Advising: http://msu.joinhandshake.com
- Running Start Workshop Series
- Running Start Competition ($$)
- Ed Engagement Residency ($$)
- Greater Lansing Community Concert Series
- Gigline
- Alumni Spotlight

# Jobs, Events, Opportunities

@MSURunningStart
MPB 202
beamerch@msu.edu

# http://msu.joinhandshake.com

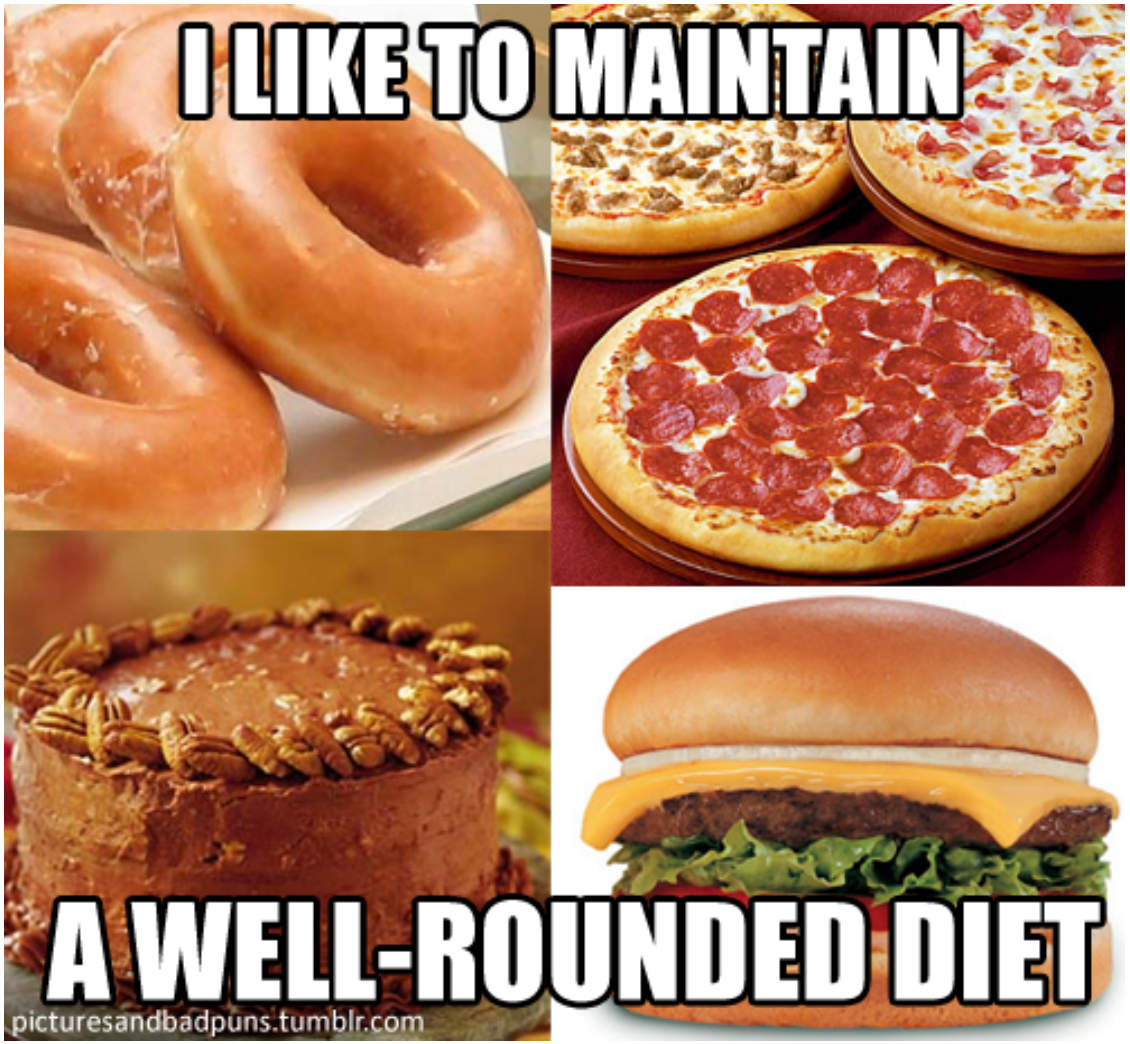
# Upcoming Events

**College of Music Job Fair**
Tuesday, Aug. 30
1:30-3 PM, Cook Recital Hall

**Putting it Together: Commissioning Projects**
Thursday, Sept. 8
5:45-7 PM, Hart Recital Hall

**The Pianist in the 21st Century**
Thursday, Sept. 8
11:30-12:20 PM, M207

**Visibility 101: Web and Social Media Essentials for Musicians**
Tuesday, Sept. 20
6-7:30 PM, Hart Recital Hall


I LIKE TO MAINTAIN
A WELL-ROUNDED DIET
picturesandbadpuns.tumblr.com

“If I said to you, “I want to make a performance that involves two hot-air balloons, a children’s chorus, and some trained cats.” You would say, “OK, let’s figure it out.” Because you are an artist and because you believe fundamentally that things can be figured out, transformed, adapted, and solved.

You have experience making the impossible happen.”

--Andrew Simonet

# Musicology Overview

**Ken Prouty**

Chair of Musicology

# Musicology Overview

Coursework

- Doctoral students generally complete two 800-900 level musicology seminars
- Masters students generally complete two musicology courses at 400 level or above

MUS 830 Waivers

- Handled on a case-by-case basis
- Course must be roughly equivalent, generally at least 2 graduate credits
- A grade equivalent to a 3.0 is required (no exceptions!)
  - This is generally a B, NOT a B-
- You must submit (electronic copies are fine)
  - A syllabus from the course
  - A copy of your transcript
  - You may be asked to provide other materials if deemed necessary
  - Send materials to me at **proutyk@msu.edu**

# Music Wellness

**Judy Palac**

Associate Professor of Music

Education – Musician Wellness

# MUSICIANS' WELLNESS at MSU

Web page: http://music.msu.edu/musicians-wellness

The MSU College of Music is committed to the health and safety of its students, faculty, and staff. Resources and information collected within this section of the website is designed to inform musicians about the general maintenance of hearing, vocal and musculoskeletal health, and injury prevention. Follow the links below or at left to learn more about:

- Health and Safety Policies and Procedures
- Hearing, Vocal, and Musculoskeletal Health
- Musicians' Wellness Team

# Musicians' Wellness Team at MSU

## Musicians' Health Classes Every Fall

Undergraduate students: Music 491, section 072, 2 credits

T and Th, 12:40- 2 pm

Graduate students: 491, + Music 891, section 072, 1 credit

F, 10:20- 11:10 am

## Monthly "Consult and Refer" Clinics

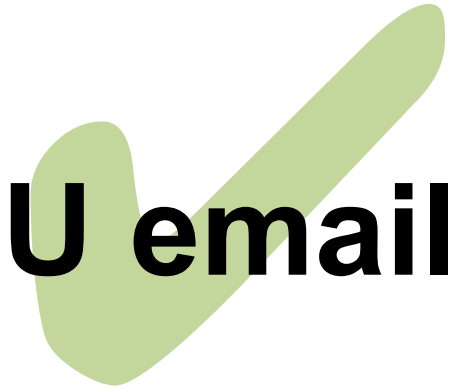
Watch for e-mail notifications

## Personnel

2 physicians, 2 physical therapists, singing voice specialist, Alexander teacher, mental health specialist, and Body Mapping teacher

For more info: Dr. Judy Palac, Chair - palac@msu.edu

HOW does the College of Music Graduate office contact you?



**Your MSU email account**

# Calendar of Important Dates – pg. 3

# Degree Requirements – Pg. 20 – Susan Hoekstra, Graduate Advisor

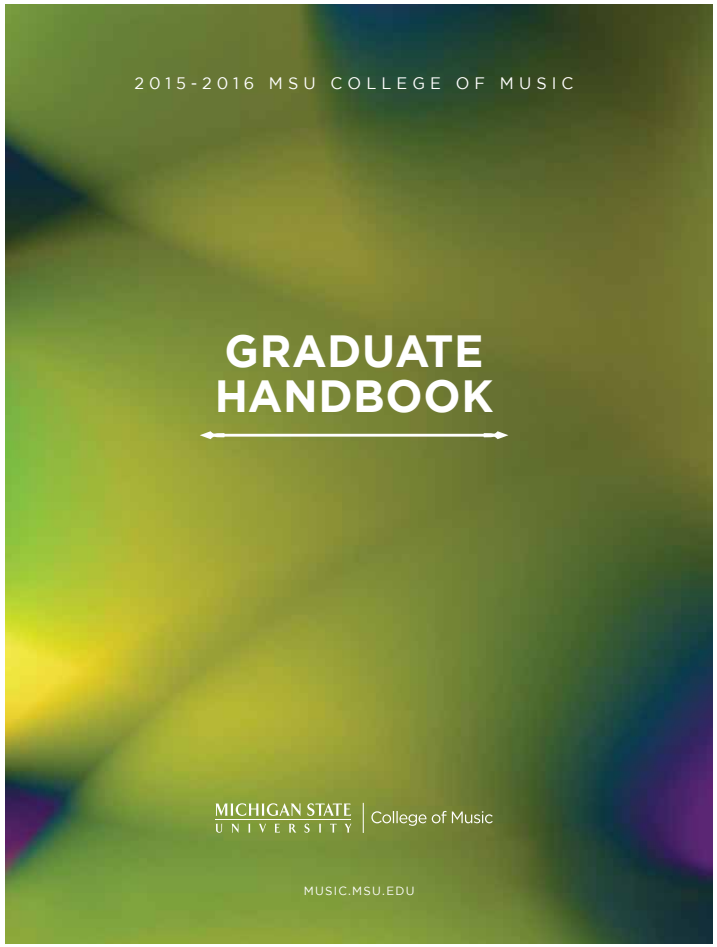
# Advising

Understanding your degree requirements is the responsibility of the student. You can find degree requirements in 2 places

- College of Music Graduate Handbook
- Academic Programs on the MSU Registrar's website

However, since degree plans are very individualized, the Graduate Office highly recommends that all graduate students meet with an advisor once a semester to make sure they are on track to completing their degrees.

Registration for Fall 2017 and Spring 2018 is open April 1, 2017. Plan to have your course plan discussed prior to registration.


2015-2016 MSU COLLEGE OF MUSIC
GRADUATE
HANDBOOK
MICHIGAN STATE
UNIVERSITY
College of Music
MUSIC.MSU.EDU

# DMA IN PERFORMANCE General Requirements

- Course Work (Typically theory, history, electives and MUS 830 as determined by your Guidance Committee)
- Recitals – 3 Solo and 1 Chamber Music
- Comps – Eligible to take Comps ONLY after completion of all THEORY and HISTORY Coursework
- Defense – Eligible to defend after completion of all recitals, comps and accepted proposals. There are 3 options for your Defense.
  1.) Document
  2.) Smaller Document + Lecture Recital
  3.) 2 Lecture Recitals

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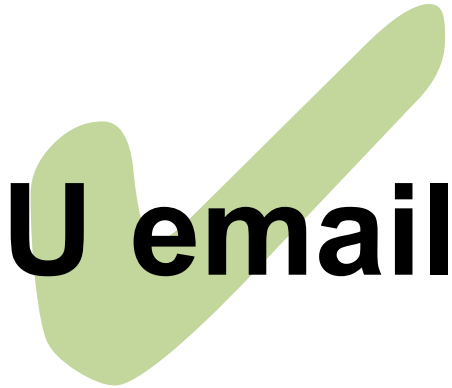


**Your MSU email account**

# What is IRB?

IRB is an acronym for Institutional Review Board. This is a committee established to review and approve research involving human subjects.

If you are planning to use interviews, observations, or other interactions with composers, musicians or performers for your research, you will need go through the IRB approval process. This process protects you, the individuals you are interviewing, and the university.

The IRB office is part of the Human Research Protection Program (HRPP) which facilitates the MSU IRB review processes in accordance with federal, state, and local regulations, university policies, and ethical standards.

# What do I do?

With the assistance of your Guidance Committee, first determine if you will be using interviews, observations or other interactions with composers, musicians or performers for your research.

*NOTE: Each research project is specialized. It is best to talk with the HRPP office for further instructions.*

hrpp@msu.edu

# DMA Guidance Committee – pg. 16

# Timeline for DMA's – pg. 58

- 1-2 years prior to defense
- Take IRB Training as necessary
- 9-12 months prior to defense
- 7-8 months prior to defense
- 6-7 months prior to defense
- 1 month prior to defense
- 1 week prior to defense
- The defense
- After the defense

# Funding – Page 65

# International Students – pg. 65

# Curricular Practical Training – pg. 70

# CPT

# What is CPT ?

- Curricular Practical Training (CPT) is employment authorization (paid or volunteer) for F-1 students

- CPT is part-time (up to 20 hours a week) during the school year or full time (over 20 hours a week) during vacation periods.

- The work can be paid or volunteer, but must be related to field of study. (Performing, teaching, and/or administrative work or internships.)

# Who is eligible for CPT ?

- The F-1 student who has been in full-time student status for at least 9 months preceding the CPT application

- International students who have just completed a degree at an American university.

# Who is NOT eligible for CPT ?

- F-I students in their first 9 months of study who have not previously attended an American university

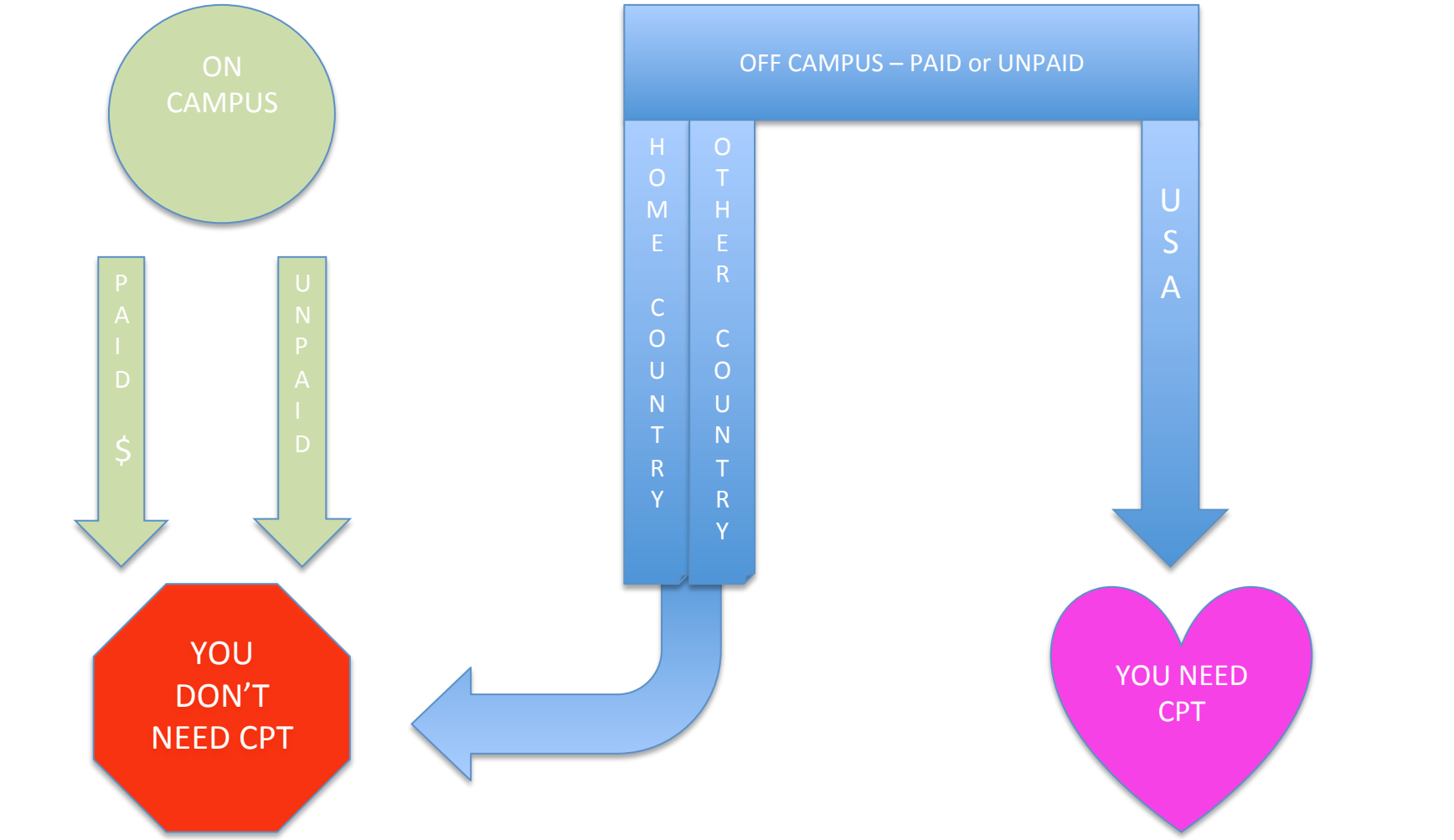
# How do I apply for CPT ?

- Obtain Letter from the employer
- Get CPT form signed by Graduate Advisor
- Take the signed CPT form and letter to OISS.

*NOTE: CPT forms need to be completed for each semester even if the offer of employment is for the entire year.*

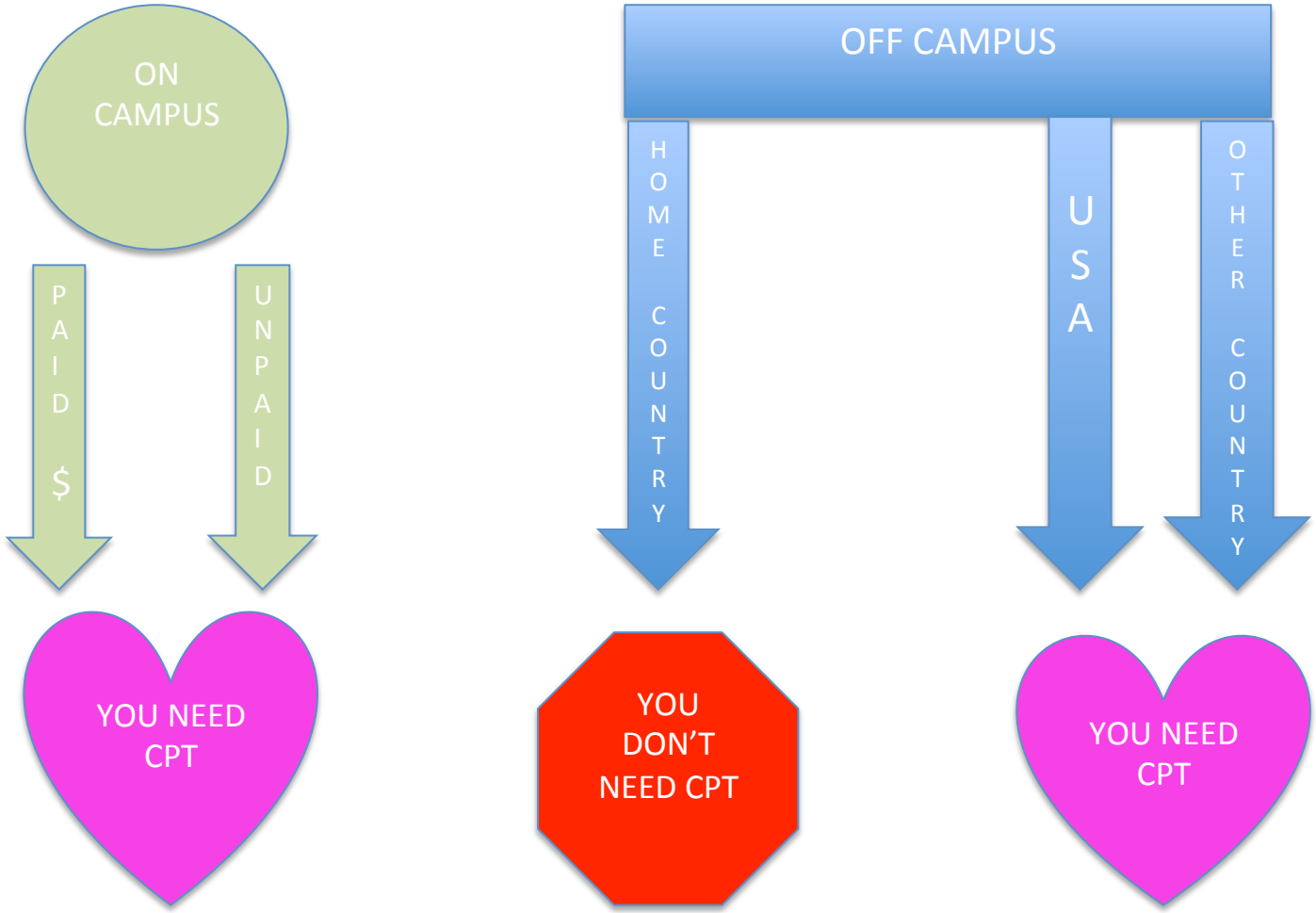
# DO YOU NEED CPT?

## PART TIME JOB – 20 hours or less a week



# DO YOU NEED CPT?

**FULL TIME JOB- 21 hours or more a week**



# Academic Honesty – pg. 72

***It is a violation of University policy on academic integrity to:***

- Claim or submit the academic or creative work of another as one's own
- Procure, provide, accept, or use any materials containing questions or answers to any examination or assignment without proper authorization
- Complete or attempt to complete any assignment or examination for another individual without proper authorization
- Allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization
- Alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person
- Fabricate or falsify data or results
- **Plagiarism – p. 101-117 – WE TAKE THIS SERIOUSLY !!!**

# NO PRIVATE LESSONS IN MUSIC BUILDINGS OR STUDIOS

**music.msu.edu/outreach/CMS2**

# MISC.

- Results of Theory Exam have been emailed to you. Advising is available on Tuesday morning. First come, first served beginning at 8:00 a.m.

- GA meeting at 3:00 p.m.

- Methods Class teachers at 4:00 p.m.

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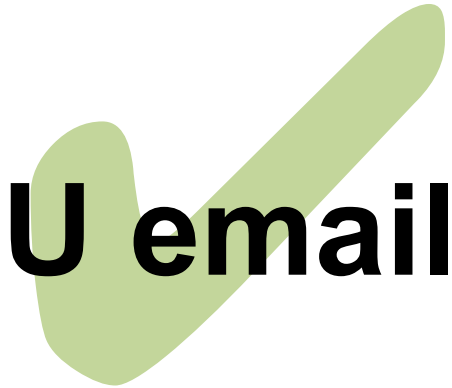

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# GOOD LUCK!
# College of Music Graduate Students