

Senior Project Guidelines (Catalog 2016-2017 and later)

The Senior Project or Recital is a requirement for the Bachelor of Arts degree with a music major. This document explains the procedures for the Senior Project, which consists of one or more activities that demonstrate a student's highest level of musicianship, scholarship and creative activity.

Procedure:

Junior Year (one calendar year prior to Project completion)

1. **Investigation.** The student gathers ideas from faculty members. The faculty assists the student in discerning his or her skills, interests, talents, and career goals.
2. **Senior Project Mentor.** The student approaches a member of the full-time music faculty and requests a Senior Project Mentor who will work with the student through to completion of the project. The Mentor may be any full- or part-time instructor willing to accept responsibility for the Project. The full-time music faculty approves the Mentor.

Senior Year (or four months prior to Project completion)

1. **Progress and Modifications.** The student and the Senior Project Mentor will see that all appropriate instruction and preparation takes place. Significant modifications to the Project Proposal should be reported to the full-time music faculty through the full-time faculty supervisor. The faculty may recommend further modifications.
2. **Date and Facilities.** Having agreed with the mentor and all assistants on at least two possible dates and times, the student should contact the Music Office Manager to reserve a location for the project presentation. Include rehearsal days and times if applicable.
3. **Registration.** The student registers for MUS 498 Senior Project in Music for the semester in which the project will be completed.
4. **Course Timeline**
 1. **Senior Project Application:** Due September 1 for spring presentations. Due February 1 for fall presentations.
 2. **Senior Project Proposal:** Due October 1 for spring presentations. Due March 1 for fall presentations. The proposal will include a thesis statement with supporting details. An outline and bibliography should be submitted if applicable to the project. (See Proposal form for full description.)
 3. **Proposal review meeting:** Due October 15 for spring presentations. Due March 15 for fall presentations. The faculty mentor and student will meet to discuss the proposal and any recommended changes. Mentor and student will establish assignments that should be completed prior to the progress check.
 4. **Progress check:** Due Nov. 15 for spring presentations. Due April 15 for fall presentations. Student will meet with faculty mentor to review project progress.
 5. **Appraisal:** Due January 31 for spring presentations. Due September 15 for fall presentations. Appraisal must be submitted no less than eight weeks prior to the presentation. The student will present the complete project to the mentor and appointed full-time faculty member. The student will receive feedback from the mentor and appointed faculty within one week. If the project needs substantial revision, the mentor may establish an additional date by which a revised version is due.
 6. **Final Submission:** Students will incorporate feedback received. The final submission is due no later than four weeks prior to the presentation. Students will submit portions of the project agreed upon in the proposal by the final submission date.
 7. **Supporting Materials:** All materials for the presentation must be approved by the mentor and appointed faculty two weeks before the presentation.

If the deadlines are not met, or the quality of work does not reflect careful, thoughtful, and deliberate work, the mentor may submit an academic warning.

5. **Public Lecture or Performance Event.** Students will make a formal presentation to an audience or class. Students will be responsible for all logistics including program, handouts, assisting musicians, and audio-visual needs. If the presentation takes place on campus, the music office will create an audio/video recording of the presentation.

Students must arrange recording of off-campus presentations and will provide a digital copy to the music office within one week of the presentation. The music office will not assist in production of the program materials.

6. **Evaluation.** At least one full-time music faculty member and the mentor must be present at the project presentation. After consulting the readers of the project (appointed faculty and mentor), the instructor of record will assign the Senior Project grade. The Senior Project must be completed and accepted before graduation.

Senior Project Suggestions

- Research on a topic in music history, music education, ethnomusicology, commercial music, or church music
- Comparative curriculum review of pedagogical resources for an instrument or general music classroom with research and a teaching plan
- One longer composition or a set of short works for organ, voice/instrument, choir, chamber ensemble, combo, handbells, or other medium
- Preparation and leadership of a worship service using a variety of resources



SENIOR PROJECT APPLICATION:

(Due September 1 for spring presentations. Due February 1 for fall presentations.)

STUDENT NAME:

MAJOR/EMPHASIS:

TODAY'S DATE:

GRADUATION DATE:

E-MAIL ADDRESS:

CELL PHONE #:

MENTOR REQUESTED:

PROPOSED PROJECT DAY & DATE #1:	
START TIME:	
VENUE:	
FULL-TIME FACULTY SUPERVISOR SIGNATURE:	The signature of a full-time Music Faculty member indicates his or her availability to attend a potential project at this date and time.
PROJECT MENTOR SIGNATURE:	The signature indicates the faculty or staff member's availability to attend a potential project at this date and time.
ACCOMPANIST SIGNATURE (if applicable):	The signature of the accompanist (if applicable) indicates his or her availability to attend a potential project at this date and time.
MUSIC OFFICE SIGNATURE:	The signature of a Music Office staff member to verify that the master calendar has been appropriately consulted.

PROPOSED PROJECT DAY & DATE #2:	
START TIME:	
VENUE:	
FULL-TIME FACULTY SUPERVISOR SIGNATURE:	The signature of a full-time Music Faculty member indicates his or her availability to attend a potential project at this date and time.
PROJECT MENTOR SIGNATURE:	The signature indicates the faculty or staff member's availability to attend a potential project at this date and time.
ACCOMPANIST SIGNATURE (if applicable):	The signature of the accompanist (if applicable) indicates his or her availability to attend a potential project at this date and time.
MUSIC OFFICE SIGNATURE:	The signature of a Music Office staff member to verify that the master calendar has been appropriately consulted.

Please consult the Senior Project Guidelines for full details regarding project expectations.



SENIOR PROJECT PROPOSAL:

The Senior Project Proposal should be submitted to the project mentor and faculty supervisor October 1 for spring presentations and March 1 for fall presentations.

Attach a proposal on a separate sheet including the following:

- **Student's name, major/emphasis, today's date, Senior Project Presentation date, CUI e-mail address, cell phone number**
- **Title**
- **Description** of the project
- **Venue**
- **Content:** A thesis statement with supporting detail, outline, and bibliography that indicates the scope and limits of research and presentation plan (i.e. lecture, performance event).
- **Goals:** career goals that motivate the student toward this project
- **Qualifications:** courses and experiences that have prepared the student for this project
- **Participants:** a checklist of all human resources involved from proposal to execution, including the mentor(s) and appointed faculty, other students, other musicians
- **Presentation logistics and materials:** list any materials/equipment that you anticipate using in the presentation
- **Reception plans:** describe any plans for a reception following the event (optional)

<p><u>Summary Checklist for Spring Presentations</u></p> <p>Mentor's Name _____</p> <p>Other Music Faculty _____</p> <p>1. Application due September 1 _____</p> <p>2. Project Proposal due October 1 _____</p> <p>3. Proposal Review Meeting due October 15 _____</p> <p>4. Progress Check due November 15 _____</p> <p>5. Project Appraisal due January 31 _____ (no less than 8 weeks prior to presentation)</p> <p>6. Final Project Submission _____ (no less than 4 weeks prior to presentation)</p> <p>7. Supporting Materials _____ (no less than 2 weeks prior to presentation)</p>	<p><u>Summary Checklist for Fall Presentations</u></p> <p>Mentor's Name _____</p> <p>Other Music Faculty _____</p> <p>1. Application due February 1 _____</p> <p>2. Project Proposal due March 1 _____</p> <p>3. Proposal Review Meeting due March 15 _____</p> <p>4. Progress Check due April 15 _____</p> <p>5. Project Appraisal due September 15 _____ (no less than 8 weeks prior to presentation)</p> <p>6. Final Project Submission _____ (no less than 4 weeks prior to presentation)</p> <p>7. Supporting Materials _____ (no less than 2 weeks prior to presentation)</p>
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