

## Chairing a MUS 702 Committee

### First Semester

- When a student begins their graduate program, they enroll in core courses along with other members of their cohort. These courses include MUS 560 (Introduction to Graduate Studies in Music), MUS 553 (Seminar in Music Theory), and other relevant courses. Full-time status requires an enrollment in 10 credits, which is also the minimum course load required for Academic Student Employees (ASEs). During their first semester, a graduate student's advisor is the Graduate Program Coordinator.
- In the Introduction to Graduate Studies in Music course, students begin generating potential ideas for their MUS 702 project. They are encouraged, but not required, to use MUS 560 assignments as a springboard for their subsequent MUS 702 project. Students are urged to consult with their primary teacher in their first semester to discuss content for a MUS 702 project. The MUS 702 project can take many different forms, so this is the chance to customize a project to the student's interests and professional goals.
- A global campus student may be enrolled full-time or part-time depending on their personal and professional obligations. Their enrollment status determines their individual timeline for degree completion. As per Graduate School policy, all MA students have 6 calendar years to complete their degree.

### Program of Study

- During each Pullman-based student's second semester, they complete a Program of Study that outlines all the courses they will take to complete their degree. Faculty mentors (studio teachers, etc.) should be active in this process. Review the Program of Study Instructions document on the Graduate Studies resources page. Faculty mentors might recommend specific coursework, Independent Studies (MUS 600), or a Topics in Music course (MUS 596 with a syllabus describing expectations of student work, assignments, and how the student will be graded) to support a student's professional goals. The Program of Study must be submitted to the Graduate School (by the Graduate Program Coordinator) at the end of the Pullman-based student's second semester of study.
  - A student's Program of Study must be returned to the Graduate Program Coordinator before prep week in the spring semester.
  - Global campus graduate students may be on separate timelines for degree completion. Each global campus student will be advised on a timeline appropriate for their individual degree.
- After a Program of Study is approved by the Graduate School, the MUS 702 committee chair becomes the student's advisor and is responsible for submitting MUS 702 grades (S or U) for the rest of the student's degree.

### Formation of the MUS 702 Committee

- Pullman-based students form their MUS 702 committee in their second semester of study. Committee formation is described in the Forming a Committee Instructions document on the Graduate Studies resources page.
  - Students often reach out to ask for committee membership early in the second semester before formalizing it with faculty signatures on their MUS 702 Proposal. Both the Program of Study and the signed MUS 702 proposal are due before prep week in the spring semester.
  - First-time committee chairs will co-chair with a faculty member who has already chaired a committee. You might recommend committee members for students you are mentoring, recognizing the student selects the final committee.
  - The Graduate Studies resources page contains a MUS 702 proposal template students will use for this important step in their degree.

### Guidelines for Scheduling MUS 702 Work

- Pullman-based graduate students are advised to start their research process over the summer between their second and third semesters of study. Assignments from the Introduction to Graduate Studies in Music (MUS 560) course may be related to a topic central to each student's research interests, and a MUS 702 project may naturally evolve out of that coursework. Regardless, it is wise for students to start the research process as early as possible to give time for the project to be conceptualized, organized, and completed.
- Faculty often recommend the first draft be distributed only to the committee chair, who then supplies edits leading to a second draft. Often that first draft is scheduled to be delivered in early November.
  - All faculty members have **30 calendar days** to supply written commentary to students after receiving MUS 702 drafts.
- Second drafts are usually read by the full committee, ideally in January or before, to provide time for edits, conversations, and a final draft.

### Scheduling Final Examinations

- A student may wish to reserve a date/time for their final examination at the start of their final semester. This can be done informally with all committee members penciling in a date/time. The committee chair should review instructions and requirements outlined on the Examination Scheduling Form (Graduate School Forms page) to understand student enrollments, pre-requisites, and timelines for completion of the MUS 702 project.
  - **The student must be enrolled in 2 credits of MUS 702 the semester in which they complete their final examination.**
- When all committee members are satisfied with the **final draft** of a MUS 702 project, the Examination Scheduling Form can be completed by the student with full information about the requested date/time/location for the examination. This form (with all the required signatures) is given to the Graduate Program Coordinator for review and submission to the Graduate School.

- *This signed form must be submitted to the Graduate Program Coordinator with an attached copy of the MUS 702 project no later than 11 business days (2 weeks + 1 day) before the desired examination date and is submitted to the Graduate School to reserve the date/time.*
- *The Graduate School will reject an examination request form if it is not received by the 11-business day window.*
- **Signatures:** Documents are submitted electronically and need to have electronic signatures added. Adobe “fill and sign” cursive writing options are not accepted as real signatures. Instead, students and faculty must upload an image of their real signature into Adobe.
  - Take a picture of your ink signature and upload to your computer. In Adobe, click on the Sign (quill pen) image, then use the “+” symbol to upload your signature’s image, Adobe will save this signature for future use.
  - Here is a sample tutorial: (<https://www.youtube.com/watch?v=m7k6WM2jb8E>).

### **Format of Final Examinations**

- Normally these are conducted face-to-face. The Graduate School requires that at least one faculty member be in the room with the student. If any committee members do not attend the examination or need to leave the space, the examination must be paused/stopped and restarted when all committee members are present. Final examinations are open to the public, and their dates/times are posted in the School of Music workroom to invite students and faculty to observe/participate.
- Exams may not exceed 2.5 hours in length.
- Final Examination formats are determined by the committee chair in consultation with committee members. Most examinations include a discussion of the MUS 702 project with more general questions that follow. Some students may be encouraged to create a brief presentation or PowerPoint to guide their examination.
  - In many circumstances, students talk with committee members separately a month prior to the desired examination date to ask what types of questions/areas of interest might be discussed in the final examination. This gives the student time to study or review in depth.
  - As a committee chair, it may be useful for you to reach out to committee members at the start of the examination semester to ask about their preferred final examination formats/areas of conversation so you can better prepare the student for success.
- Before starting the final examination, the student and any non-balloting faculty members and observers are asked to step out of the room so committee members can discuss the format of the examination and have any necessary conversations. At the end of the examination, students and any non-balloting faculty members and observers are asked to leave the room for balloting.

## **Balloting a Final Examination**

- The Graduate School sends the Graduate Program Coordinator the electronic balloting instructions approximately two weeks before the student's Final Examination.
- All balloting takes place in myWSU.
  - The official ballot often appears in your myWSU account within 24 hours of the examination time.
- Committee members are advised to bring a laptop or tablet to access myWSU at the end of the Final Examination.
  - If a non-committee member anticipates casting a ballot, that can be arranged in advance with the Graduate Program Coordinator.
- Committee chairs submit their own electronic ballot like other committee members.
- Ballots must be submitted to the Graduate School via myWSU within 10 business days of the examination.
  - Some faculty members may hold their ballot until all requested edits are completed on the final project.
  - Students have 10 business days to incorporate any final edits to their MUS 702 project.
- The School of Music requires electronic submission for the final version of the MUS 702 project.
  - Students and faculty may access the electronic submission instructions document on the School of Music Graduate Studies resources page.