

The Eastman School of Music



HANDBOOK
FOR
GRADUATE STUDENTS
IN
ETHNOMUSICOLOGY

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INTRODUCTORY INFORMATION FOR MASTER'S DEGREE STUDENTS

GENERAL PREREQUISITES FOR THE MA DEGREE PROGRAM

Admission to graduate study depends upon successful completion of an undergraduate degree at a college or music school of good standing. The School expects that all admitted graduate students will possess basic musical skills, a knowledge and understanding of the history of western music, and a command of the English language that will allow them to pursue graduate study. Students' knowledge and skills will be evaluated through placement tests administered as part of their initial graduate enrollment process. If the evaluation indicates remedial courses are necessary, students must successfully complete them during the first semester in which they are offered. The remedial course for music history is MHS 119; for theory, TH 115 (Review Dictation) and/or TH 116 (Form and Analysis Review). **These courses will not count for credit toward the Master's degree, and the cost of the courses will not be covered by any tuition scholarship.**

COURSE LOAD AND TIME LIMIT

All master's students are required to enroll full-time at the school for at least one year and are strongly advised to complete the degree in residence. Full-time enrollment consists of no fewer than 9 credits per semester for students holding a graduate award requiring Departmental Assistant or Teaching Assistant service. For students who do not hold a graduate award (although they may have a fellowship), full-time enrollment consists of no fewer than 12 credits per semester. In both cases the student may opt to take more than the minimum number of credits. In fact, students are advised to take as many credits as practicable (up to the limit of their tuition scholarship), particularly if they do not have teaching responsibilities.

Further information concerning general requirements is available at:
www.rochester.edu/Eastman/registrar/handbook/grad_research05.htm

The time limit for the degree from the date of entry into the master's program is five years. All requests for extensions of time must be addressed to the office of the graduate dean. For information on grading procedures, incomplete grades, and course audits, see the appropriate sections of the Academic Policy Handbook (see link above).

SPECIFIC PREREQUISITES AND RESIDENCE REQUIREMENTS FOR THE MASTER'S DEGREE IN ETHNOMUSICOLOGY

Students should apply to the musicology department for entrance into the ethnomusicology master's degree program. **A prerequisite for entrance to this program is at least one undergraduate course in world music or its equivalent (decided on a case-by-case basis). If the student has not taken such a course, he/she will be expected to sit in on a world music course while in residence.**

At least two consecutive terms of coursework must be completed in full-time residence, with an accrued credit total of 18-24 hours.¹ The student must be enrolled on a *continuing* basis while fulfilling the requirements for the degree, even if she/he is completing the thesis *in absentia*. Should the student be unable to continue coursework in residence, she/he must register for a leave of absence (ESM 985). If thesis work is being conducted *in absentia*, the student registers for Continuation of Graduate Enrollment [ESM 995].) If the program is allowed to lapse for two or more years, the student must reapply to the musicology department for reinstatement.

ACADEMIC ADVISING

Before classes begin, entering students will meet with the graduate adviser for ethnomusicology, Professor Ellen Koskoff, to discuss the results of their placement exams, to register for appropriate courses, and to assign an advisor. One week (usually in November and April) is set aside for all students to meet with their graduate adviser to pre-register for the following semester. Students should also feel free to consult with their adviser on any and all matters pertaining to their program and academic progress at any time.

TRANSFER STUDENTS

The MA in ethnomusicology is designed for students entering with a bachelor's degree in music or another related subject. The program of study for students with some previous background in ethnomusicology may be modified to reflect transfer credit. Modifications will be made on a case-by-case basis, as determined by the graduate adviser, chair of the department, and associate dean of graduate studies.

DOUBLE DEGREES AND DOUBLE MAJORS

The musicology department recognizes that some students may want to combine their ethnomusicological studies with work in other fields, even to the point of earning enough credit for a second degree. Such studies may be particularly appropriate at the Eastman School, with its rich offerings in music history, theory, music education, composition, conducting, and studio lessons; indeed, the department encourages interested students to consider such "double tracks" at the graduate level.

¹ Graduate students must maintain full-time status to be eligible for health insurance through the University, for the opportunity to work within the University, and for deferring repayment of student loans.

MASTER OF ARTS DEGREE - MAJOR IN ETHNOMUSICOLOGY

THE CURRICULUM

The MA degree in ethnomusicology will require a 4-semester sequence of courses to equal 35 credits:

Course Credits

MUY 501 (Introduction to Musicology)	4
MUY 502 (Introduction to Ethnomusicology)	4
ETH 480 (Approaches to Ethnography)	3
ENS 215-216 (World Music Ensembles)—Gamelan, Mbira or Independent Study	4
ETH 495 (MA Thesis)	4
Theory Elective	3
Additional Electives: Course numbers must be at the 200-level or above, taken from a variety of courses offered at Eastman and/or the River Campus according to the student's interests. Students may also enroll in other World Music ensembles for elective credit (to a maximum of two credits) and/or take an ETH independent study. Electives may include up to six credits of applied music study.	
	<u>13</u>
Total Credits	35

A language exam is required in the language appropriate to area of study.

PROGRAM OF STUDY

Sometime in the third semester, the student will submit a Program of Study (POS), outlining the courses he/she has taken and those still to come. The POS should be submitted to Office of the Dean of Graduate Studies and to the student's major advisor.

THE THESIS

The student should be on the lookout for thesis topics from the beginning of graduate study; ethnomusicology seminars may well suggest potential subjects. In the third semester, the student should focus specifically on establishing the thesis topic and in forming a committee consisting of the student's major advisor and at least two other faculty members familiar with his/her work.

The student may wish to enroll in an independent study course with a faculty member who will serve as adviser to the thesis. The goal of this course would be to construct a thesis proposal. The proposal should summarize the state of current research in the field relative to the topic, the methodology to be used, and the questions and issues to be discussed; a bibliography and outline should also be included. When the proposal is completed, the student submits it to the committee supervising his/her work for approval.

HUMAN RESEARCH SUBJECTS BOARD (HSRB)

If the student's thesis topic involves fieldwork, the University of Rochester requires a review of the thesis proposal by the University's Human Subjects Research Board. This is required in order to protect the rights and welfare of human research subjects, as well as the researcher. The Review Board approves the student's proposal and conducts periodic reviews of this research. To find out more about this process, go to <http://www.rochester.edu/rsrb/>. Students are encouraged to work with their thesis advisors in completing this protocol.

COMPREHENSIVE ORAL EXAM

The comprehensive exam is taken after the Program of Study (POS) and thesis proposal have been submitted and approved by the HRSB and the Thesis Committee. The examination will be structured in two parts: one part will focus on the student's course work; the other, on questions pertaining to the thesis.

The degree will be awarded when the exam is completed satisfactorily and the completed thesis has been approved by all members of the committee.

A TIMELINE & DEADLINES FOR COMPLETION OF THE MA IN ETHNOMUSICOLOGY

Sometime in the 3rd and/or 4th semester of your program (i.e. near the end of course work):

1. Form a thesis committee (3-4 members: thesis advisor + 2-3 other readers)
2. Complete a thesis proposal and submit it to committee **by February 1st**
3. Submit a Program of Study (see template) **by end of 3rd semester**; send to Dean Rolf's Office with a copy to your advisor
4. Complete training and receive the OK from the Research Subjects Review Board.
5. Schedule the comprehensive oral exam. If your thesis is not done at the time that you want to take the exam, that's OK. Here are two options for scheduling your exam:
 - a. You can schedule this exam any time from **January—April 15 (deadline for submitting 1st draft of thesis)**; we will discuss the thesis in relation to where you are;
 - b. Or, you can submit your thesis first (**deadline, April 15**) and schedule the exam before graduation, making sure to leave at least 2-3 weeks for the committee to read it.
6. Submit completed thesis (final draft, hard copy, 30-50 pgs.) to committee some time before graduation—**no fixed deadline**, and no need to submit to Dean's Office. Please use the *Chicago Manual of Style* for formatting and citations.
7. If you want to graduate in the same semester as completing the thesis, you must go online to Registrar/Graduate Academic Policy/Graduation Application form. **This form must be filed 3 months before graduation (i.e. it can be completed before the thesis is done).**

8. The Registrar will check everything to make sure all is complete and that your name is added to the graduation list

STUDENT PROGRESS WORKSHEET

The following worksheet is offered as a way for students to track their progress through the ethnomusicology program. Most of the requirements described in this handbook are summarized here.

Core Requirements: 22 credits

Course title	Semester	Instructor	Grade	Credits
Intro. to Musicology				4
Intro. to Ethnomusicology				4
Approaches to Ethnography				3
World Music Ensemble				4
Theory elective				3
Thesis				4

Other Electives: 13 credits

Can include: other MUY seminars, Eastman courses outside MUY (e.g., additional theory courses), River Campus courses, studio lessons (up to 6 credits)

Cannot include: remedial courses, language courses

Course title	Semester	Instructor	Grade	Credits
<i>Total</i>				

Language exam (if needed):

HSRB Approval:

Comprehensive Oral Exam:

Thesis:

ADDITIONAL INFORMATION

GRADUATE AWARDS

Most students entering the M.A program in ethnomusicology at Eastman will have been given a graduate award, a mixture of tuition scholarship and stipend. The financial arrangements for these graduate awards are handled directly by the associate dean of graduate studies, in consultation with the chair of the ethnomusicology programs and the chair of the musicology department, and may vary from student to student. The student must register her/his intentions to apply for an award early in the spring for the following fall semester. Students are normally notified of the nature and amount of their award (in tuition scholarship and stipend) in April or May. As noted above, students holding a graduate award (with teaching duties) must register for a minimum of 9 hours of coursework per semester.

CAREER PLANNING AND PLACEMENT

The Career Planning and Placement Office (Room 103 in the Eastman Student Living Center) maintains a dossier service for graduate students. Students normally deposit letters of recommendation in their dossiers. When they then apply for academic positions, the service will send out whichever letters the student directs to prospective employers. By this means, the student is freed from asking faculty members for a new letter for each application. In addition, this service insures that letters of recommendation remain confidential. Students are advised to secure letters of recommendation for their dossier throughout their graduate career, although older letters should be updated before being sent out. There is a fee to initiate the placement file and a continuing fee per year thereafter to keep it active. The student should also remain in contact with the Placement Office, the musicology department secretary, and faculty members concerning job opportunities that may arise.

THE GRADUATE MUSICOLOGY ASSOCIATION

The Graduate Musicology Association (GMA) was formed by graduate musicology students to encourage communication among students and between students and faculty. The GMA provides a collective voice for graduate students in matters of curriculum, work load, and other concerns. The GMA president meets periodically with the chair of the musicology department on such matters, and the association has also arranged student-faculty meetings at which graduate students as a group provide feedback to the faculty on the program. In addition, the GMA sponsors events such as guest lectures, presentation of papers by graduate students, discussion forums, and orientation activities for new applicants to the program. It also holds regular meetings to discuss, plan, and supervise the activities mentioned above.

MUSICOLOGY SYMPOSIA AND COLLOQUIA

Each year a committee of faculty members and a representative from the GMA meet to choose a slate of musicologists/ethnomusicologists to invite to speak in a series of symposia. Normally, around four such guests are finally scheduled, speaking on a range of topics. Their presentations represent an important opportunity for intellectual stimulation and for the department to come together as a whole. Students should plan to attend all of these symposia

(usually on Thursday afternoons). The theory and composition departments sponsor similar series in their respective fields to which musicology students are welcome.

In addition, the GMA and the musicology department jointly sponsor a series of colloquia, presentations by Eastman musicology/ethnomusicology students and faculty for each other (around six or seven per semester). These presentations can range from formal papers (often in preparation for conferences) to more informal talks about particular research problems or interests. Students are encouraged to volunteer, sharing work from their dissertations, theses, seminar projects, or other research; regular attendance at the colloquia (again, on Thursday afternoons) is expected. The present coordinator of the colloquium series is Roger Freitas.

CONFERENCES AND SOCIETIES

Students are encouraged to attend regional and/or national ethnomusicological conferences as often as possible to keep abreast of recent developments and to make contacts with other scholars. The Graduate Student Association (for the entire Eastman school, not to be confused with the GMA) reimburses a certain percentage of the costs associated with such conferences, as does Eastman's Professional Development Committee (see below). Students should also consider giving papers at these events: superior seminar projects often make good conference papers. The student should consult with a faculty member to get advice on writing a successful proposal. Reading papers at conferences is an important element of professional development and adds much to one's *curriculum vitae*. Many of the regional ethnomusicological conferences now offer prizes for outstanding graduate student papers.

To participate in these conferences, and to be aware of their schedules and proposal deadlines, students should strongly consider joining one or more ethnomusicological societies. (Most have a reduced rate for student dues.) The largest and most comprehensive organization is the Society for Ethnomusicology, and the SEM annual conference, Usually in October or November is one of the most important national ethnomusicological events each year.

SOURCES OF FUNDING FOR TRAVEL AND RESEARCH PROJECTS

All Eastman Students may apply (in advance) to the school's Professional Development Committee for funds to travel to conferences or to acquire research materials. (Details and application forms are available in the office of the associate director for academic affairs.) Daniel Zager, head librarian of the Sibley Music Library, also administers a fund for purchase of important research materials, such as microfilms.

E-MAIL ACCOUNTS

Each student is given an e-mail account by the University of Rochester. If the student prefers to use a different account (e.g., Hotmail), she/he must make sure to forward all messages from the University account, so as not to miss important announcements from the musicology department, the GMA, Sibley Music Library, or the Eastman or University administration.

For further information, consult the Academic Policy Handbook

