



Lionel Hampton School of Music
Graduate Handbook
2024-2025

LHSOM Graduate Student Handbook

INTRODUCTION

Welcome to the graduate program at the Lionel Hampton School of Music (LHSOM) at the University of Idaho. Graduate students are a critical component of the LHSOM and help create the vibrant environment in our school. The LHSOM typically includes approximately 20-25 (both on campus and online) graduate students who serve a variety of roles as performers, scholars and teachers.

Our Director of Graduate Studies is Dr. Javier Rodriguez, who serves as the Associate Director for the Lionel Hampton School of Music and teaches studio bassoon, the undergraduate orientation course (MUSX 101) and the graduate research and bibliography course (MUSX 511). He is your primary resource for any questions you might have about your graduate program. Our office staff may also be able to help you with any other issues you may have including offices, keys, copying, et cetera.

If you are receiving a graduate teaching assistantship, you must complete the required training that the university provides prior to your first semester in residence.

If you are an international graduate teaching assistant, you must register for *Teaching and Learning Strategies for International Teaching Assistants*, INTR508/01 during your first semester of study at the U of I:

<https://www.uidaho.edu/cogs/resources/student-resources/tara-resources/international-ta-institute>

I look forward to getting to know you and seeing you progress through your unique journey. Please do not hesitate to reach out to me if questions should arise.

Sean Butterfield, D.M.A.
Director and Clinical Associate Professor
Lionel Hampton School of Music

PROGRAM OVERVIEW

The Lionel Hampton School of Music offers thesis (Master of Music in Composition) and non-thesis (Master of Music in Performance; tracks listed below) graduate degree programs on campus and online (composition and most performance tracks – detailed below). Our goal is to produce graduates who will be prepared for the next step in their careers as composers, scholars, educators, or performers.

PROGRAM COMPONENTS/DEGREE PLAN OPTIONS/DEGREE REQUIREMENTS

The LHSOM currently offers the Master of Music (MM) degree.

Master of Music (M.M.) degree (on campus or online)

The Master of Music degree is designed to meet the needs of professional performers, composers, and studio or educators who wish to pursue the curriculum as a terminal professional program or to use it as a foundation for doctoral study. Areas of concentration are available in Winds/Brass/Strings/Percussion/Voice Performance, Choral Conducting, Composition, Collaborative Piano, and Piano Pedagogy and Piano Performance. *Choral Conducting, Collaborative Piano, and Piano Pedagogy/Performance studies may be pursued on campus only.*

Prerequisite: A baccalaureate degree in music (or equivalent) from an accredited institution is required. Students who lack this prerequisite may correct deficiencies by passing appropriate courses that will not be applicable toward the advanced degree.

Auditions: An audition of representative repertoire is required for admission for both the on-campus and online MM programs. A live audition is preferred for the on-campus MM, but electronic submissions are accepted. Please contact the prospective studio instructor for specific repertoire information. Audition materials should be of an appropriate length and breadth suitable for graduate admission standards. Electronic submissions are accepted and should demonstrate high audio and visual quality. Only recent

performance/portfolios (for composition) will be accepted for electronic audition submissions. A live electronic (via Zoom/Teams) audition may be requested in lieu of a pre-recorded audition.

Graduate Teaching Assistantship Interviews: All graduate applicants who are also applying for a Graduate Teaching Assistantship with the Lionel Hampton School of Music require an interview with the Director of Graduate Studies, members of the LHSOM Graduate Committee, the Prospective studio instructor, and the Director of the LHSOM School of Music. An on-campus visit/interview is preferred, but an electronic interview via Zoom/Microsoft Teams may be arranged as well.

For Online Graduate Degrees: the distance program will benefit the student who is bound to their current location due to financial or family obligations and is designed for prospective students that have at least three years post-undergraduate professional experience in their field. Along with the prescribed audition requirements for each degree track, an interview will be required with members of the LHSOM graduate committee and the prospective major professor.

The online MM program includes asynchronous courses in two of the three required graduate courses for all online MM students including: MUSX511 Bibliography and Research and MUSC521 Musical Analysis. A full course catalogue can be found here: <https://catalog.uidaho.edu/>

Tuition rates for the online MM program at the Lionel Hampton School of Music are set at the in-state graduate tuition rate for the University of Idaho no matter of your physical location (for U.S. residents) or full/part time credit load status. Please refer to this link for tuition information:

<https://www.uidaho.edu/current-students/student-accounts/tuition-fees-refunds/tuition-and-fees>

Prerequisites for Online Graduate Degrees:

1. All online MM applicants will interview via Zoom/Microsoft Teams with the Director of Graduate Studies and/or members of the LHSOM Graduate Committee and their prospective studio instructor after a graduate application is complete but before an admissions decision is made. This

meeting focuses on the applicant's academic and professional background and serves as an opportunity for the applicant to ask relevant questions about online degree progression.

2. Requirements for technical competence: Technical competencies for these degrees will be the same as the in-person degrees. All will use the same applications and equipment.
3. Technical equipment requirements: this list is published on our website under student resources as suggested for all students:
<https://www.uidaho.edu/-/media/UIDaho-Responsive/Files/class/departments/lhsom/student-resources/technical-equipment-recommendations.pdf>, found under general resources, technical equipment recommendations (PDF).

Graduate Music Student Orientation and Diagnostic Placement Examination

Orientations: Along with University-wide orientations for graduate students and TAs, the LHSOM holds a graduate student orientation in advance of every semester. This orientation is required for all new graduate students and recommended as a refresher for returning graduate students. Please make sure to check your vandal email for announcements concerning U of I and LHSOM orientation dates.

Music Theory Diagnostic Exam (Required for all incoming MM students on-campus or online): This examination is intended to aid the graduate supervisory committee in determining the student's background in music theory so that the results may be used in making a study plan.

This exam is typically scheduled on the Saturday preceding the beginning of the Fall semester and scheduled in conjunction with the LHSOM Graduate Orientation Session. It is the responsibility of the student to arrive on campus in time to take the placement exam.

For Fall 2024, the LHSOM Graduate Student Orientation will take place on Saturday August 17 at 11:00AM in LHSOM Room 116 (in person for all on-campus and via zoom for all online students).

For Fall 2024, the Music Theory Graduate Diagnostic Placement exams will take place on Saturday, August 17 from 1:00PM-3:00PM.

Students must demonstrate such competency in the subject area, either by passing the exam in Fall 2024 or Spring 2025 before registering for MUSC 521 Musical Analysis. MUSC404 Graduate Theory Review will be offered in Spring 2025 for those that need remediation before registering in MUSC521 for the Fall 2025 semester.

Study guide for Music Theory Diagnostic Link:

<https://www.uidaho.edu/-/media/uidaho-responsive/files/class/departments/lhsom/graduate/music-theory-overview--study-guide-518.pdf?rev=52446b01c9a74ccdbb3689de11012aab>

If a student is directed to take classes to correct deficiencies identified by the diagnostic exam, those classes **MUST** be taken for a grade and the student must receive a grade of C or better to remove the deficiency. Any deficiencies identified **MUST** be completed before a student can graduate. Students may not present lecture recitals or theses until all deficiencies are satisfied.

General Requirements for All Graduate Degrees in Music

- Most master's degrees require a minimum of 30 hours beyond the bachelor's degree.
- For all degree plans, at least 18 credits must be earned in courses numbered 500 or higher.
- At least one-third of the minimum total credit hours must be in an area of concentration, e.g., piano performance, choral conducting, composition, etc.
- Students are required to maintain a cumulative GPA of 3.0 or higher to satisfy the requirements for the graduate degree in music.
- An additional course in either music history (MusH) or music theory (MusC) must be part of the student's study plan.
- A maximum of 6 semester hours in directed study and 3 semester hours in workshop or practicum are applicable toward the total credit hour requirement for the degree.
- No 400-level course may apply to a degree unless a degree plan specifically lists it in lieu of a 500-level course. In such cases, the

specific 400-level course must be included and approved by the College of Graduate Studies (COGS) in the Study Plan.

- MusX 511 Bibliography and Research is a prerequisite to 500-level history courses.
- MusC 521 Musical Analysis is a prerequisite to 500-level theory courses.
- A full-time enrollment includes at least 9 credit hours. The maximum is 16 credits excluding audited courses.
- All graduate students must meet the annual enrollment standard of a minimum of 1 credit every 12 months.
- Active graduate students must enroll for at least one hour of graduate-level credit in any semester when university faculty or facility resources are being utilized. This is also true for any semester(s) in which the student is preparing a recital, conducting thesis research or taking the oral exam.
- All coursework applicable to a master's degree must be completed within eight years immediately preceding the granting of the degree.

Recital Information

See the LHSOM [recital website](#)

Dates and Deadlines

The following dates and deadlines are particularly important:

- **Before end of first semester:**
 - Complete "Appointment of Major Professor and Committee Form" (As assigned in MUSX511).
 - Complete the Study Plan (Log into [MYUI](#) and open the Degree Audit program. Select the Planner tab. You will be entering information into the right-hand side, "Student Educational Planner".)
 - **(Major Professor and Committee Form must be submitted and approved before submission of Study Plan)**
 - Meet with major professor to develop an appropriate schedule for the completion of all recitals, documents and/or thesis (whichever is appropriate for the specific degree plan).
- **Before end of penultimate semester:** apply for graduation.
- **Beginning of recital semester:** Schedule your recital. Refer to current policy, complete the recital audition form by the appropriate date, and put your recital on the calendar as soon as you are eligible to do so.

- **Your advisory (graduate) committee serves as your recital committee.**
- **At least two weeks before recital:** Complete your recital audition with all your supervisory committee members in attendance.
- **For thesis track degrees (Composition):**
 - **Four weeks in advance of thesis defense and orals exam:** Finished draft copies of thesis/work due to all committee members.
 - **Ten days in advance of thesis defense:** Submit “Request of *Proceed with Final Defense of Thesis/Dissertation*” form (not applicable for non-thesis document defenses)
 - **Last day of dead week:** Thesis is complete and final form due to the Dean’s office of the College of Letters, Arts, and Social Sciences (*CLASS*). Document in complete and final form due by email to the *LHSOM* Director of Graduate Studies.
 - **Last day of exam week:** Thesis in complete and final form due to *COGS*.
- **Important:** Please review *COGS* deadlines, found at www.uidaho.edu/cogs/deadlines to ensure you are meeting proper deadlines for graduation in the term you have selected.
- **Please note that it is ultimately your responsibility as a graduate student to be in communication with your professors, Major Professor (MP) graduate committee members, and the College of Graduate Studies about your degree progression and timeline. It is suggested that you ask to meet with your committee (once formed) at least once per semester to check in with your progress.**

Helpful Resources

- [LHSOM](#)
- [College of Letters, Arts & Social Sciences](#)
- [College of Graduate Studies](#)
- [UI Catalog](#)
- [Course Schedule](#)
- [National Association of Schools of Music](#) (NASM)

Note: all graduate students are encouraged to consult the [Undergraduate Handbook](#) for general *LHSOM* policies and procedures that pertain to all students.



Recitals and chamber performances take place in the Haddock Performance Hall.

DEGREE PROGRAMS:

Master of Music: Composition

(Thesis required: On Campus and Online)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires submission of three (3) recent original compositions. It is suggested that recordings to accompany the scores be submitted. Online degree applicants require an interview by members of the LHSOM Graduate Committee and the prospective major professor.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- MusX 511 Bibliography and Research (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
 - MusH 530 History of Musical Theater

Required Major Courses – 12 credits

- MusC 525 Composition (6 credits)
- MusC 500 Master's Research and Thesis (6 credit)
- MusC 590 Recital (0 credit)

(Note: The thesis shall consist of an original, large-scale composition. The recital shall consist of a public recital of original works as approved by the supervisory committee.)

Electives – 9 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC).

Master of Music: Instrumental Performance

(Non-thesis degree: On Campus and Online)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by recorded performance. Online degree applicants require an interview by members of the LHSOM Graduate Committee and the prospective major professor.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- MusX 511 Bibliography and Research (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
 - MusH 530 History of Musical Theater

Required Major Courses – 14 credits

- MusA 534 Individual Instruction in major instrument (12 credits)
- MusA 5XX Ensemble (2 credits)
- MusA 591 Recital (0 credits, taken twice)
- MusA 592 Final Master's Project (0 credits)

Note: Each enrollment in MusA 591 shall consist of a public recital as approved by the supervisory committee. One of these enrollments should be a recital composed primarily of significant chamber music.

*One lecture recital of 30 minutes **OR** 25-30 page written document will be presented in conjunction with one enrollment of MusA 592.*

Electives – 7 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC).

Master of Music: Voice Performance (Non-thesis degree: On Campus and Online)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by recorded performance. The audition must demonstrate competence in the English, French, German, and Italian song literature. Selections should be of contrasting vocal line, dynamics, and language. The candidate should provide evidence of having performed an undergraduate public recital. The candidate should have satisfied the undergraduate requirement in voice repertoire, diction, vocal pedagogy, and foreign language, and is expected to be proficient in English, German, French, and Italian diction. Otherwise, students are considered deficient and are expected to complete the undergraduate equivalent. These credits are not applicable to the graduate degree. Online degree applicants require an interview by members of the LHSOM Graduate Committee.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- MusX 511 Bibliography and Research (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
 - MusH 530 History of Musical Theater

Required Major Courses – 14 credits

- MusA 534 Individual Instruction: Voice (12 credits)
- MusA 580 Opera Workshop (2 credits)
- MusA 591 Recital (0 credits, taken twice)
- MusA 592 Final Master's Project (0 credits)

Note: Each enrollment in MusA 591 shall consist of a public recital as approved by the supervisory committee. One of these enrollments should be a recital composed primarily of chamber music or a major role in a major work.

*One lecture recital of 30 minutes **OR** 25-30 page written document will be presented in conjunction with one enrollment of MusA 592.*

Electives – 7 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC).

Master of Music: Choral Conducting

(Non-thesis degree: On Campus Only)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by recorded performance. Students are expected to have either completed diction courses in English, Italian, French, and German at the undergraduate level, or to demonstrate proficiency in these languages and a functional knowledge of IPA. Otherwise, students are considered deficient and are expected to complete the undergraduate equivalent. These credits are not applicable to the graduate degree.

COURSE REQUIREMENTS (31 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- MusX 511 Bibliography and Research (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
 - MusH 530 History of Musical Theater

Required Major Courses – 22 credits

- MusA 587 Advanced Conducting (4 semesters x 2 credits = 8 credits)
- MusH 556/557 Choral Literature I and II (2 semesters x 2 credits = 4 credits)
- MusA 516 Large Choral Ensemble (4 semesters x 1 credit = 4 credits)
- MusA 514 Voice (2 semesters X 1 credit = 2 credits)
- MusT 535 Voice Pedagogy and Materials (2 credits)

- MusA 514 Piano (2 credits)
- MusA 591 Conducting Recital/ Project (0 credits)
- MusA 592 Final Master's Project (0 credits)

A 25-30 page written research document will be presented and defended during the orals examination in conjunction with one enrollment of MusA 592.

Master of Music: Collaborative Piano

(Non-thesis degree: On Campus Only)

ADMISSION REQUIREMENTS

In addition to the College of Graduate Studies (COGS) requirements, the School of Music requires an acceptable audition either in person or by recorded performance. Students are expected to have either completed diction courses in English, Italian, French, and German at the undergraduate level, or to demonstrate proficiency in these languages and a functional knowledge of IPA. Otherwise, students are considered deficient and are expected to complete the undergraduate equivalent. These credits are not applicable to the graduate degree.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- MusX 511 Bibliography and Research (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
 - MusH 530 History of Musical Theater

Required Major Courses – 15 credits

- MusA 524 Individual Instruction: Accompanying (8 credits)
- MusA 555 Performance Practices (1 credit)
- MusA 515 Accompanying (1 credit each, taken 4 times)
- MusA 565 Chamber Ensemble (1 credit each, taken twice)
- MusA 591 Recital (0 credits, taken 4 times)
- MusA 592 Final Master's Project (0 credits)

Note: Each enrollment in MusA 591 shall consist of a public recital as approved by the supervisory committee.

Two of these recitals will involve vocal accompaniment and two will involve instrumental accompaniment. Among the four recitals, two should include chamber music.

*One lecture recital of 30 minutes **OR** 25-30 page written document will be presented in conjunction with one enrollment of MusA 592).*

Electives – 6 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC). Piano Repertoire and Piano Pedagogy/Materials and Vocal Literature are recommended.

Master of Music: Piano Pedagogy and Performance Studies

(Non-thesis degree: On Campus Only)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by recorded performance.

COURSE REQUIREMENTS (32 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- MusX 511 Bibliography and Research (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
 - MusH 530 History of Musical Theater

Required Major Courses (17 credits)

- MusA 524 Individual Instruction: Piano (8 credits)
- MusA 591 Recital (0 credits)
- MusA 555 Performance Practices (1 credit)
- MusT 536 Pedagogy & Materials: Keyboard I (2 credits)
- MusT 537 Pedagogy & Materials: Keyboard II (2 credits)
- MusT 538 Practicum: Class Piano Teaching (2 credits)
- MusT 538 Practicum: Studio Teaching (2 credits)
- MusA 592 Final Master's Project (0 credits)

Note: The recital shall, as approved by the supervisory committee, consist of at least three pieces of contrasting style periods.

*One 30-minute lecture demonstration on a topic related to piano pedagogy **OR** a 25-30 page written document will be presented in conjunction with one enrollment of MusA 592.*

Two credits in any combination from: (2 credits)

- MusA 515 Collaborative Piano (Accompanying)
- MusA 565 Chamber Ensemble

Electives (3-4 credits)

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC). Keyboard Repertoire is recommended and should be taken for one semester if it is not included in the undergraduate transcript.

Master of Music: Piano Performance

(Non-thesis degree: On Campus and Online)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by recorded performance. Online degree applicants require an interview by members of the LHSOM Graduate Committee.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- MusX 511 Bibliography and Research (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
 - MusH 530 History of Musical Theater

Required Major Courses – 15 credits

- MusA 534 Individual Instruction: Piano (12 credits)
- MusA 555 Performance Practices (1 credit)
- Two credits in any combination from:
 - MusA 515 Collaborative Piano (Accompanying)
 - MusA 565 Chamber Ensemble

- MusA 591 Recital (0 credits, taken twice)
- MusA 592 Final Master's Project (0 credits)

Note: Each enrollment in MusA 591 shall consist of a public recital as approved by the supervisory committee. One of these enrollments should be a recital composed primarily of significant chamber music.

*One lecture recital of 30 minutes **OR** 25-30 page written document will be presented in conjunction with one enrollment of MusA 592.*

Electives – 6 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC). Piano Repertoire and Piano Pedagogy/Materials are recommended. If Piano Repertoire is not part of the undergraduate transcript, it should be taken for two semesters. If Piano Pedagogy/Materials is not part of the undergraduate transcript, it should be taken for at least one semester.

SELECTION OF THE MAJOR PROFESSOR

The major professor is appointed by the LHSOM Director of Graduate Studies when a student is admitted to the LHSOM. In the case of performance candidates, the major professor is usually a student's studio teacher. In the case of composition candidates, the major professor will be a member of the composition faculty. Any major professor must be a member of the university's graduate faculty. If the major professor needs to be changed for any reason, a student may select a new major professor in conjunction with the LHSOM Director of Graduate Studies. In this case, a student must complete the COGS change of major professor form.

THE SUPERVISORY COMMITTEE

The Supervisory Committee is responsible for the guidance and direction of the student's graduate program. Each graduate student will have a major professor assigned by the Director of Graduate Studies. Together, the major professor and the graduate student will nominate a supervisory committee to be chaired by the major professor. The supervisory committee, of which at least half are members of the graduate faculty, is constructed as outlined below.

Performance majors – major professor (chair) and additional faculty members from education or similar area/performance interests, and/or a member of the academic music faculty (music education, music history and/or music theory)

Piano Pedagogy and Performance Studies – major professor (chair), additional faculty member from education or similar area/performance interests, and/or a member of the academic music faculty (music education, music history and music theory)

Collaborative piano majors – major professor (chair), additional faculty member from the keyboard area, and/or a member of the academic music faculty (music education, music history and music theory)

Composition – major professor (chair), additional faculty member from theory/composition area, and an additional active University of Idaho faculty member from outside the School of Music faculty

****Supervisory Committee Form-** It is important that Supervisory Committee Form be submitted to COGS before the end of a candidate's first semester of study. This form nominates a candidate's supervisory committee and can be found at:

https://www.uidaho.edu/-/media/UIIdaho-Responsive/Files/cogs/COGS-Forms/Guides/Add-or-Change-Committee-members-7_2022.pdf?la=en&hash=DEC9547803EFC2A470D3D8D30F5FE2ACCF01C9E9

STUDY PLAN:

- The Study Plan form is to be completed on MYUI degree audit website.
- ****The Supervisory Committee Form MUST be submitted and approved by COGS before completing a Study Plan.**
- The first Study Plan is completed in consultation with major professor during FIRST semester (after the Supervisory Committee form is submitted to COGS) and at the time of registration for the second semester
- Your Major Professor remains your major course advisor throughout your progress as a graduate candidate; though registration hold is not placed on the next semesters' registration, you should advise for courses with your major professor every semester.
- You will plan all semesters of course study through your Study Plan
- It is your responsibility (in conjunction with your major professor) when registering for future semesters to adhere to your submitted study plan.
- If changes need to be made to a study plan, a FULL study plan needs to be submitted through the MYUI degree audit website
- All Study Plans are approved by your Major Professor and the Director of Graduate Studies, then forwarded electronically to COGS
- Do NOT include undergraduate classes taken to remedy deficiencies in your Study Plan
- Only courses that satisfy degree progression requirements should be listed on the Study Plan.

SAMPLE STUDY PLAN

Graduate students are typically on campus for four semesters or study online beginning any non-summer semester (Fall/Spring). Here is a sample study plan for the Master of Music in Performance:

Semester 1:

MusX 511 Bibliography and Research	3 credits
MusC 521 Musical Analysis	3 credits
MusA 534 Individual Instruction	3 credits
MusA 517 University Choir	1 credit

Semester 2:

MusA 534 Individual Instruction	3 credits
MusH 504 Special Topics	3 credits
MusA 517 University Choir	1 credit
MusA 591 Recital	0 credits
MusH 551 Repertoire and Materials	2 credits

Semester 3:

MusA 534 Individual Instruction	3 credits
MusH 510 Jazz History	3 credits
MusA 565 Chamber Ensemble	1 credit
MusA 517 University Choir	1 credit
MusA 515 Collaborative Piano	1 credit
MusA 591 Recital	0 credits

Semester 4:

MusA 534 Individual Instruction	3 credits
MusA 565 Chamber Ensemble	1 credit
MusH 519 Studies in 20 th Century Music	3 credits
MusA 523 Jazz Ensemble	1 credit
MusA 517 University Choir	1 credit
MusA 592 Final Master's Project	0 credits

THESIS TRACK (Composition Candidates ONLY):

A composition candidates' Thesis for the MM Degree in Composition is a large-scale work of music that serves as the equivalent to a Master's Thesis for all other MM Thesis degrees at the University of Idaho which are extended written documents in which the author thoroughly examines a subject and provides and offers a perspective or position that contributes to knowledge.

All theses, in final draft form, must be delivered in individual copies (digital) to all committee members at least four weeks prior to the document defense and/or oral exam. Once the defense and/or oral exam is passed, theses are submitted to the College of Letters, Arts, and Social Science for approval one week before the published deadline for submission to the COGS. Documents, once approved by the committee, are submitted to the LHSOM Director of Graduate Studies for archive.

NON-THESIS TRACK:

Instrumental Performance/Vocal Performance/Collaborative Piano/Piano Pedagogy and Performance Studies/Piano Performance/Choral Conducting

Note: These are considered "non-thesis" degrees for all students, regardless of the two options below.

Students have two options:

A. Document option:

A document is a written project, in the range of 25-30 pages long, which is related to an area of the candidate's research and approved by the major professor and supervisory committee. The document should be of a depth that would be appropriate for publication in a professional journal.

Once the document has been successfully presented and defended and orals examination passed, the major professor digitally signs a “non-thesis completion form” in Banner for submission to COGS. **Major professors only receive the “non-thesis completion form” when a candidate applies for graduation.**

B. Lecture-Recital Option

- 1) The lecture recital is to be presented by the final day of the semester for graduation (or by dates listed on the COGS website, whichever occurs FIRST). It is the major professor’s responsibility to ensure that the student is ready to make a professional presentation.
- 2) Students will schedule a date for their lecture by October 1 in the fall semester and by February 15 in the spring semester.
- 3) The date for the lecture must be selected so that all members of the student’s graduate/supervisory committee can attend.
- 4) At least two weeks prior to the lecture, the student must provide a proposal abstract (100-200 words) with a title and bibliography (Humanities format, per Turabian or Chicago) to each member of their graduate committee.
- 5) Visitors may attend the lecture recital only (if lecture recital and orals examination are scheduled on the same day) if space permits.
- 6) The format of the lecture will consist of a lecture recital or demonstration of approximately 30 minutes.
- 7) If there are significant deficiencies in the lecture presentation, the student’s graduate committee will identify them and give the student specific directions for correcting the deficiencies. Any deficiencies must be corrected before the “non-thesis completion form” is submitted by the major professor.
- 8) Once the lecture recital has been successfully completed and orals examination passed, the major professor digitally signs a “non-thesis completion form” in Banner for submission to COGS. **Major professors only receive the “non-thesis completion form” when a candidate applies for graduation.**

For theses and documents: The Lionel Hampton School of Music uses the most recent edition of "A Manual for Writers of Research Papers, Theses, and Dissertations" by Kate L. Turabian (University of Chicago Press) as the standard reference work for issues of form and procedure for theses and documents in most areas of music.

All students are strongly urged to consult with their major professors about the timeline recommended to ensure timely completion of the document or thesis.

ORAL EXAMINATIONS:

Oral examinations are required for **ALL** master's candidates (on campus and online). It is advised that they are completed no later than May 1 during the spring semester or December 1 in the fall semester. This exam focuses on the document/thesis/lecture recital materials that the candidate has prepared, but it may also cover other areas that the committee members deem appropriate including any course materials covered during a candidate's time during their degree program. Following the exam, each committee member will vote to pass or fail the candidate. Majority rule will prevail. **ONLY THE SUPERVISORY COMMITTEE AND/OR DIRECTOR OF GRADUATE STUDIES ARE ALLOWED PRESENT WITH THE CANDIDATE DURING THE ORALS EXAMINATION.**

The oral examination must take place during the student's last semester of study. It may be scheduled in conjunction with the MusA 592 lecture recital / document defense and serves as a composition candidate's thesis defense. Should the MusA 592 project take place on a previous semester, the student must schedule an additional time with the supervisory committee for the oral examination.

The oral examinations, if failed, may be repeated once. The interval before the second attempt may not be less than three months or longer than one year. A student must be registered for at least one semester hour credit when the oral examinations are taken.

ACADEMIC PERFORMANCE AND ANNUAL REVIEW

Each student will be evaluated annually for their performance and progress toward degree completion. Students will be prompted by COGS during the spring semester to meet with their major professors in order to complete the COGS Annual Evaluation report. The form will be signed by the student, the major professor, and the Director of the School of Music. If there is a recommendation for dismissal or a warning, a copy of the form will also be sent to COGS.

All Graduate students are **required** to maintain a cumulative GPA of 3.0 or better. Students earning less than a 3.0 GPA will be placed on probation. If a student on probation does not achieve a 3.0 GPA in the next term they will be disqualified. If the student gains a 3.0 in the subsequent term but their cumulative GPA is still under 3.0 they will remain on probation.

Incomplete grades: A grade of "Incomplete" is assigned only when the student has been in attendance and has done passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student's desire to do extra work to raise his/her grade, allowing a student to retake the course, etc.). Graduate students on probation, see College of Graduate Studies section on Probation, Disqualification, and Reinstatement. If a grade of "Incomplete" is submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify to the student the conditions and requirements for completing the deficient work.

SAFETY AND INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

Students must take care to follow all relevant guidelines and regulations in the conduct of their research. Before beginning research for a thesis or non-thesis project please review the following link:

<https://www.uidaho.edu/cogs/student-resources/research/before-starting>

Regarding the responsible conduct of research policy, plan, and training requirements:

<https://www.uidaho.edu/apm/45/21>

Please also see:

<https://www.uidaho.edu/research/faculty/research-assurances>

Regarding policies on conflicts of interest please see:

<http://www.webpages.uidaho.edu/fsh/5600.html>

<http://www.webpages.uidaho.edu/fsh/5650.htm>

STUDENT CONDUCT AND CONFLICT RESOLUTION

If a conflict occurs between a student and their major professor or one of their committee members, the LHSOM Director of Graduate Studies will serve as arbitrator to seek a resolution with the parties involved. If the Director of Graduate Studies is in conflict with a student because they are serving as a committee member for the student or as the student's major professor, the Director of the School of Music shall serve as arbitrator. Students may also use the Office of the Ombudsman to resolve conflicts (<https://www.uidaho.edu/faculty-staff/ombuds>).

GRADUATE ASSISTANT EMPLOYMENT POLICIES

Graduate Teaching Assistants will be assigned approximately twenty hours per week of duties specified by the Lionel Hampton School of Music. All Teaching Assistants are **REQUIRED** to attend the TA training provided by the University of Idaho prior to their first semester in residence. In addition, Teaching Assistants must attend the orientation session conducted by the LHSOM on the Saturday preceding the fall semester.

Assistantships are awarded on an annual basis and can be renewed for a second year. Decisions for renewal or termination of assistantships will be made based on the annual review conducted during the spring semester each year. The use of university resources (offices, phones, copiers, mailboxes, etc.) is for official use only.

Graduate Teaching Assistants are expected to maintain the same standards of behavior as faculty and are subject to the rules of conduct specified by the office of the Dean of Students (<https://www.uidaho.edu/student-affairs/dean-of-students/student-conduct/academic-integrity/students>).

Graduate Teaching Assistants are expected to carry out the duties specified in their contracts in a timely manner and to refrain from having romantic or sexual relationships with students over which they have supervisory obligations as this inevitably raises concerns for objectivity, fairness and exploitation. Failure to act in a professional manner may result in the termination of a student's teaching assistantship.

International Graduate Assistants must enroll and pass *INTR 508: Teaching and Learning Strategies for International Teaching Assistants* during their first semester of graduate enrollment at the University of Idaho.

UNIVERSITY/DEPARTMENT RESOURCES AND OPPORTUNITIES

The University, the College of Graduate Studies, and the Lionel Hampton School of Music provide a multitude of resources for our students. Award and Scholarship opportunities may be accessed through any of the links listed below.

- [LHSOM](#)
- [College of Letters, Arts & Social Sciences](#)
- [College of Graduate Studies](#)
- <https://www.uidaho.edu/cogs/awards-grants>
- [UI Catalog](#)
- [Course Schedule](#)
- [National Association of Schools of Music](#) (NASM)

FREQUENTLY ASKED QUESTIONS

1. Who is my major professor?
Your major professor is typically your studio teacher. Your major professor is appointed by the Director of Graduate Studies. If your studio teacher is ineligible to serve as your major professor, another professor, typically in your area, will be appointed as your major professor.
2. How do I form my supervisory committee?
Your committee is formed in consultation with your major professor and its exact constitution depends upon your specific degree program. Your enrollment in MUSX511 Bibliography and Research serves as an assignment point for forming your supervisory committee.
3. What do I do if I am experiencing a problem with my assigned duties?
You should first discuss this issue with your assignment supervisor and/or the LHSOM Director of Graduate Studies. If a solution cannot be reached, the issue will be brought to the attention of the Director of the LHSOM.
4. What if I need to make a change in my supervisory committee?
You can get the necessary form from the COGS website:
<https://www.uidaho.edu/cogs/forms>
5. How do I schedule a recital?
Visit the LHSOM website under student resources:
<https://www.uidaho.edu/class/music/student-resources>