



Description of Requirements and Procedures for the

MASTER'S DEGREE IN MUSIC EDUCATION

(MMEd)

With specializations in two tracks:

Teaching Emphasis
Research Emphasis

Table of Contents

I. General Information

A. Prerequisites for Application.....	3
B. Application Procedure.....	3
C. Curricula in Master's Degree Tracks.....	4
D. Degree Plans.....	4
E. Academic Standing and Time Limitations.....	5

II. MMed Teaching Emphasis (34 hours)

A. Minimum Degree Requirements.....	6
B. Project Practicum.....	7
C. Project Practicum Defense.....	7
D. Establishing the Committee.....	7
E. Recommended Timeline for Completion.....	7

III. MMed Research Emphasis (34 hours)

A. Minimum Degree Requirements.....	10
B. Thesis.....	11
C. Thesis Defense.....	11
D. Establishing the Committee.....	11
E. Recommended Timeline for Completion.....	11

IV. Appendices

Appendix A: Application Checklist.....	14
Appendix B: Defense Preparation Checklist.....	15
Appendix C: MUED Course Rotations by Semester.....	16
Appendix D: Music Education Faculty.....	17

Revised, August 2012

Nature of the Degree Program

The Master's Degree Program in Music Education offered by the College of Music at the University of North Texas seeks to reflect the variety of interests and specializations of graduate students who enroll in advanced studies in music education. The program is designed to qualify holders of the degree for leadership positions in the teaching of music in a variety of instructional settings.

I. General Information

A. Prerequisites for Application

1. Students must have an earned bachelor's degree in music education prior to entering the Music Education graduate program. Degrees from other areas or students with a degree outside of music can take post-bachelor's degree certification courses to obtain teacher certification. (In this case, contact the certification office in Matthews Hall at 940-565-4947). Prior to applying to the degree program, students should have had a minimum of one (1) year of documented, successful school music teaching experience in an accredited school or equivalent experience as determined and approved by the music education graduate faculty.
2. Acceptable scores on the Graduate Record Examination (GRE) are required. The current sections of the exam to be taken:
 - a. Verbal
 - b. WritingNo quantitative or analytical scores are required.

B. Application Procedure

1. The application procedure begins with the Toulouse Graduate School at the University of North Texas. Information may be found on the Toulouse Graduate School website: www.tsgs.unt.edu.
2. Once a submitted application has been approved by the Toulouse School, a formal application can then be submitted to the College of Music Graduate Office, with all required accompanying materials:
 - a. A current **resume or vitae**.
 - b. A **writing sample** (e.g., an undergraduate paper, project).
 - c. A **personal philosophy statement** that addresses teaching, music, and long-range professional goals.
 - d. **Three (3) letters of recommendation** from three (3) persons qualified to evaluate the applicant's accomplishments and merits. These will be submitted using the online form included on the College of Music application.
 - e. A **teaching DVD or video tape** that highlights classroom instructional episodes, such as rehearsals, warm-ups, or other activities. These are especially important for students who are applying for TA/TF positions.

Detailed application information may be found on the Music Education website: <http://music.unt.edu/musiced/mPrograms.php>.

3. Upon completion of both applications, the application file is processed, and transcripts and GRE scores are evaluated by the College of Music and the Division of Music Education.
4. Upon acceptance to the College of Music:
 - a. Accepted applicants will receive a letter from the College of Music Graduate Office with information about the program advisor, deficiencies, and the schedule of diagnostic entrance exams: the Graduate Placement Examinations (GPE).
 - b. The GPEs are given by the College of Music during graduate student orientation at the beginning of each semester. These examinations cover music theory and music history.

Specific subtests and passing scores are:

 - History before 1750: 49 out of 75
 - History after 1750: 49 out of 75
 - Theory: Analysis: 70 out of 100
 - Theory: Aural skills: 60 out of 100
 - Theory: Dictation: 60 out of 100
 - Theory: Keyboard: 60 out of 100
 - c. A Graduate Faculty member from the Division of Music Education will advise each master's student each semester regarding his or her course options and program requirements.

C. Curricula in the Master's Degree Tracks Offered by the Division of Music Education

The Division of Music Education at UNT offers two degree tracks that lead toward a master's degree. Requisite for both tracks is a bachelor's degree in music education and at least one (1) year of successful music classroom teaching experience. Both degree tracks are 34 semester credit hours and include the **Teaching Emphasis** and the **Research Emphasis**. The required hours do not include hours to fulfill deficiencies in coursework. Both tracks culminate in the passing of a comprehensive examination, which takes the form of an oral defense of a student's Project Practicum (in the Teaching Emphasis) or a Thesis (in the Research Emphasis). Defenses will be scheduled during the proposal stage and during the final semester of study.

D. Degree Plans

The degree plan is a contract between the student and the University as to the courses that must be successfully completed before the desired degree will be conferred. After completing **12 hours of graduate coursework**, the student is required to file a degree plan with the College of Music Graduate Office. A faculty advisor will help the student determine these courses. After the courses are agreed upon, the advisor submits the plan to the College of Music Graduate Office, and an approved copy of the plan is put on file in the Toulouse Graduate School. (*Note: Any alterations made to the original degree plan must be filed no later than the semester prior to expected graduation.*) Upon the student's application for graduation, the Toulouse School will compare the degree plan with the

student's transcript. If there are discrepancies, the student will be notified so that the proper action can be taken. Discrepancies should be rectified prior to scheduling the final project/thesis defense.

E. Academic Standing and Time Limitations

Students must receive a grade of B or better for all courses counting toward the degree, including deficiency courses. Students not meeting this standard will be placed on probation. Students not fulfilling the conditions of probation may be dismissed from the program. All work to be credited toward the master's degree must be completed within a period of 5 years from the date master's credit is first earned.

II. MMed Teaching Emphasis (34 hours)

The Teaching Emphasis track is recommended for experienced teachers in school music programs who seek to advance their knowledge in the practice and theory of music instruction. This degree allows students choices in different areas of specialization.

A. Minimum Degree Requirements

Minimum course requirements, beyond the fulfillment of deficiencies in course work, are as follows:

MUED Required - 12 hours

MUED 5120: Applied Research in Music Education (3)

MUED 5280: Admission Seminar (3)

MUED _____ * (selected from the list below) (3)

MUED _____ * (selected from the list below) (3)

Non-Music Education courses in Music - 10 hours

These courses must be non-music education (non-MUED) music courses. Students may choose classes in music history, theory, musicology, applied lessons, conducting, jazz, performing laboratories and/or ensembles, or other areas of interest *outside* the Division of Music Education.

Electives - 9 hours

Electives should be linked to professional development and should be connected to the major. Students may choose classes in string methods, band methods, choral methods, performing laboratories and/or ensembles, or other areas of interest as approved by students' music education faculty advisors.

Final Project - 3 hours (2&1)

MUED 5890: Project Practicum (2 credits during the proposal semester; 1 credit during the final defense semester)

***Music Education courses available for MUED Required and Electives**

MUED 5100: Music Supervision (3)

MUED 5500: History of Music Education (3)

MUED 5510: Philosophical Foundations (3)

MUED 5520: Psychology of Music (3)

MUED 5880: Teaching Strategies in General Music (3)

MUED 6434: Principles of Music Learning (3)

MUED 6450: Qualitative Research in Music (3)

MUED 6470: Sociology of Music (3)

MUED 6580: College Teaching of Music (3)

**A full list of course descriptions can be found in the Graduate Catalogue*

B. Project Practicum (comprehensive examination)

Because this degree track focuses on teaching, the final comprehensive exam will be in the form of a practical project designed to be of use in the candidate's future teaching. The topic of this project will be decided by the candidate with the guidance of a faculty member, who will serve as the project advisor. The candidate will then submit in writing a project proposal to the music education graduate faculty for approval. Upon approval, the candidate will work toward completion of the project, which will include the following components:

- 1) an introduction to the content that will be covered in the project;
- 2) an extensive review of the research literature on the content that will be covered in the project;
- 3) a handbook, curriculum guide, lesson plan scaffold, or some other “real world” application of the knowledge gained through the review of the research literature.

C. Project Practicum Defenses (oral examinations)

There will be two separate defenses: one for the project proposal, and one for the final defense. During the hearings, the student is expected to evidence a thorough knowledge of all related literature, materials, methodological steps, and findings documented in the proposal or completed project. No more than three defense attempts will be allowed. Failure to successfully defend a project after the third try will automatically remove the student from further consideration for master's degree candidacy.

D. Establishing the Committee

Make-up of the Committee

The Committee is made up of three (3) music education faculty members. The student will select a major professor (the project advisor), who will be the first point of contact in establishing the project topic and sources. The two remaining committee members, also selected by the student, will serve as resource persons and will help as the student needs.

Role of the Committee

The role of the Committee is to provide professional guidance in the creative process. The members will provide insight into the choice of the project topic, sources of material and other resources, and guidance in the actual writing, analysis, interpretation, and development of the project.

E. Recommended Timeline for Completion

The following timeline serves as a guide for this process:

1. **Throughout the degree program**, the student should consider possible topics based on his or her interests.
2. **Next-to-last semester before graduation**
 - a. **Course registration** - Register for 2 of the 3 project practicum hours of credit (MUED 5890; the section number will be based on the project advisor). Two hours will go toward the completion of the project proposal, and the remaining 1

credit will be applied during the final semester of study, when the project defense is scheduled.

b. No later than Week 3 - At the beginning of the next-to-last semester, and no later than the third week of that semester, the student should contact his or her faculty advisor and discuss (in consultation with the Master's Coordinator) which faculty member might be best suited to be the project advisor. With input from the project advisor, the student should finalize the project topic and begin writing the proposal.

The proposal will typically be 10-15 pages in length (or more) and should include the following sections:

- 1) Statement of the problem (the topic) to be studied, including a basic review of literature
- 2) Purpose of the project
- 3) Scope of the project
- 4) Methodology
- 5) Expected outcome

c. No later than Week 5 - The candidate will turn in a draft of the proposal to the faculty advisor for editing and suggestions. The faculty advisor will return the draft to the student within 1 week with suggested revisions. The student and faculty advisor may need several more editing cycles to ensure a sound proposal.

d. No later than Week 7 - The candidate will turn in the final proposal, with all revisions made. The faculty advisor will distribute the proposal to the graduate faculty members.

e. Week 9 - The candidate will hold a proposal defense with the Committee, and the Committee will notify the candidate as to the status of the proposal:

- “proceed as is;”
- “proceed with minor revisions;”
- “proceed with revisions to be re-submitted to the committee;” or
- “not recommended to proceed, submit again in a full hearing.”

The student will be informed of this decision immediately following the deliberation. If recommended to proceed, it is the student's responsibility to assure that all suggested changes are carefully considered and implemented in the project to the fullest degree possible.

f. The remainder of the semester - The student will meet weekly with the faculty advisor and turn in sections of the written project according to the timeline agreed upon by both.

3. Semester of expected graduation

a. Course registration - Register for the remaining project practicum hour of credit (MUED 5890); as before, the section number will be based on the project

advisor). Check on the deadline for comprehensive exam results to be reported to the Toulouse Graduate School.

b. No later than Week 5 - Turn the final project in to the faculty advisor for editing. The faculty advisor will return the project to the student within 1 week with final suggestions for revision.

c. No later than Week 6 - The candidate will make all revisions and turn the completed project in to the Committee by placing a printed hard copy in each member's mailbox or by hand-delivering it.

d. Week 6 - The candidate will reserve an appropriate room (e.g., Graham Green Room, Dean's Conference Room) for the defense of the project. The defense date must be at least 2 weeks after the project was submitted to the Committee.

e. Week 8 - The candidate holds the project defense with the Committee. Suggestions and revisions for improvement will be provided.

f. Week 9 - The candidate will make all suggested revisions and turn the final project in to the project advisor, who will take care of submitting the necessary documents required by the Toulouse Graduate School. An additional copy of the completed project must be filed in the graduate archives of the Music Education Resource Room (MU307) in the Music Building, either in hard copy form or as an electronic copy that is emailed to the Master's Coordinator.

III. MMed Research Emphasis (34 hours)

The Research Emphasis track is recommended for experienced music educators who seek to advance their knowledge in the theory of music instruction and who may be contemplating college-level teaching at a later point in their careers. Because this track requires the writing of a thesis, which includes original research, enrollment is highly recommended for individuals preparing for possible doctoral work in music or music education. This particular track is commensurate with other Master's of Music degrees offered by the UNT College of Music that require a thesis.

A. Minimum Degree Requirements

Minimum course requirements, beyond the fulfillment of deficiencies in course work, are as follows:

MUED Required - 12 hours

MUED 5280: Admission Seminar (3)

MUED _____ * (selected from the list below) (3)

MUED _____ * (selected from the list below) (3)

MUED _____ * (selected from the list below) (3)

Research Required - 6 hours

MUED 5120: Applied Research in Music Education (3)

EPSY 5210: Educational Statistics (3), MUED 6450: Qualitative Research in Music (3), or an alternate 3-hour research course chosen in consultation with the Master's Coordinator

Electives - 10 hours

Electives must be non-music education (non-MUED) music courses that are connected to the major and are linked to professional and/or research development. Students may choose classes in music history, theory, musicology, conducting, jazz, performing laboratories and/or ensembles, or other areas of interest as approved by students' music education faculty advisors.

Thesis - 6 hours (3&3)

MUGC 5950: Thesis (3 credits during the proposal semester; 3 credits during the final defense semester)

***Music Education courses available for MUED Required and Electives**

MUED 5100: Music Supervision (3)

MUED 5500: History of Music Education (3)

MUED 5510: Philosophical Foundations (3)

MUED 5520: Psychology of Music (3)

MUED 5880: Teaching Strategies in General Music (3)

MUED 6434: Principles of Music Learning (3)

MUED 6450: Qualitative Research in Music (3)

MUED 6470: Sociology of Music (3)

MUED 6580: College Teaching of Music (3)

**A full list of course descriptions can be found in the Graduate Catalogue*

B. Thesis (comprehensive examination)

Because this degree track focuses on research, the final product is a scholarly thesis. The thesis should be related to both the student's area of professional expertise and interest, and to the field of music education. It should reflect the student's ability to carry out a research project that, although limited in scope and size, may be considered a valid approach toward the research question at hand as well as serving as a contribution to the music education research community.

C. Thesis Defenses (oral examinations)

There will be two separate defenses: one for the thesis proposal (the student and the Committee), and one for the final defense (the student, the Committee, and others). During the hearings, the student is expected to evidence a thorough knowledge of all related literature, research materials, methodological steps, and findings documented in the pilot study or completed thesis. The first segment of the final thesis defense (a presentation of the findings) will be an open defense that may include family, friends, and peers within the UNT graduate student community. The second segment of the final thesis defense will be a private exchange between the student and the Committee. No more than three defense attempts will be allowed. Failure to successfully defend a thesis after the third try will automatically remove the student from further consideration for master's degree candidacy.

D. Establishing the Committee

Make-up of the Committee

The Committee is made up of three (3) music education faculty members. The student will select a major professor (the thesis advisor), who will be the first point of contact in establishing the thesis topic and sources. The two remaining committee members, also selected by the student, will serve as resource persons and will help as the student needs.

Role of the Committee

The role of the Committee is to provide professional guidance in the research process. The members will provide insight into the choice of the research topic, sources of material and other resources, and guidance in the actual writing, data gathering, analysis, and interpretation of the data for the research project.

E. Recommended Timeline for Completion

The following suggested timeline serves as a guide for the thesis process:

1. Throughout the degree program, the student should consider possible topics based on his or her interests. The student should contact his or her faculty advisor to discuss (in consultation with the Master's Coordinator) which faculty member might be best suited to be the thesis advisor. With input from the thesis advisor, the student should finalize the thesis topic and begin writing the proposal.

2. Three semesters before graduation

- a. Course registration** - Register for 3 (half) of the 6 thesis hours of credit

(MUGC 5950; the section number will be based on the thesis advisor). Three hours will go toward the completion of the thesis proposal, and the remaining 3 credits will be applied during the final semester of study, when the thesis defense is scheduled.

b. No later than Week 2 - At the beginning of the third-to-last semester, and no later than the second week of that semester, the student should contact the thesis advisor to finalize the thesis topic and begin writing the proposal.

The proposal typically consists of the following sections:

- 1) Chapter One: an introduction to the content that will be covered in the study;
- 2) Chapter Two: an extensive review of the research literature; and
- 3) Chapter Three: the methodology that will be used to conduct the study, including validity and reliability results.

c. IRB - Application must be made to the Institutional Review Board for permission to work with human subjects. This process may take up to 4 weeks for approval.

d. Pilot study - Upon guidance from the faculty advisor, it may be necessary to conduct a pilot study, depending on the candidate's chosen methodology.

e. No later than midterm - The candidate will turn in a draft of the proposal to the faculty advisor for editing and suggestions. The faculty advisor will return the draft to the student within 2 weeks with suggested revisions. The student and faculty advisor may need several more editing cycles to ensure a sound proposal.

f. No later than Week 14 - The candidate will make all revisions and turn the completed proposal in to the Committee by placing a printed hard copy in each member's mailbox or by hand-delivering it.

g. By the end of the semester - The candidate will hold a closed proposal defense with the Committee. Along with the proposal, and if applicable, the student must submit the completed human subject consent form that is required before any data are gathered either for the pilot study or the main study.

Following the proposal hearing, the Committee will notify the student as to the status of the proposal:

“proceed as is;”

“proceed with minor revisions;”

“proceed with revisions to be re-submitted to the committee;” or

“not recommended to proceed, submit again in a full hearing.”

The student will be informed of this decision immediately following the deliberation. If recommended to proceed, it is the student's responsibility to assure that all suggested changes are carefully considered and implemented in the study to the fullest degree possible.

3. Two semesters before graduation

- a. Throughout the semester** - The student will spend time refining and conducting the study.
- b. Consultation with the advisor** - The student will meet with the thesis advisor periodically for assistance with drafts and edits.

4. The semester of expected graduation

- a. Course registration** - Register for the remaining 3 thesis hours of credit (MUGC 5950; as before, the section number will be based on the thesis advisor).
- b.** Check on the deadline for comprehensive exam results (the thesis defense) to be reported to the Toulouse Graduate School.
- c.** Conduct all data analysis and complete the thesis, guided by the faculty advisor in regular meetings.
- d. No later than Week 5** - Turn the final thesis in to the faculty advisor for editing. The faculty advisor will return the thesis to the student within 1 week with final suggestions for revision.
- e. No later than Week 6** - The candidate will make all revisions and turn the completed thesis in to the Committee by placing a printed hard copy in each member's mailbox or hand-delivering it.
- f. Week 6** - The candidate will reserve an appropriate room (e.g., Graham Green Room, Dean's Conference Room) for the defense of the thesis. The defense date must be at least 2 weeks after the project was submitted to the committee members.
- g. Week 8** - The candidate holds an open final defense with the Committee. Suggestions and revisions for improvement will be provided.
- h. Week 9** - The candidate will make all suggested revisions and submit the final thesis to the Toulouse Graduate School. The thesis advisor will submit all other necessary documents required by Toulouse. An additional copy of the completed project must be filed in the graduate archives of the Music Education Resource Room (MU307) in the Music Building, either in hard copy form or as an electronic copy that is emailed to the Master's Coordinator.

APPENDIX A
Application Checklist

Prerequisites

- Earned Bachelor's degree in Music Education
- Record of at least 1 year of full-time classroom music teaching experience

Applying

- Take the GRE
- Apply to the University and the Toulouse Graduate School
- Apply to the College of Music and the Division of Music Education

Supporting application materials (uploaded to the College of Music online application system)

- Current resume or vitae
- Writing sample (e.g., an undergraduate paper, project)
- Personal philosophy statement
- Three letters of recommendation
- Teaching DVD or video tape (mailed separately to the Music Graduate Office)

APPENDIX B
Defense Preparation Checklist

No later than the semester before you plan to graduate

- ___ Confirm degree plan status with the College of Music Graduate Office
- ___ File the Committee Designation form
- ___ Register for and prepare the proposal

8 weeks before the defense

- ___ Contact the Committee and schedule a tentative date and time for the defense
- ___ Obtain the Application for Comprehensive Examinations from the College of Music Graduate Office
- ___ Reserve the Graham Green Room or the Dean's Conference Room for the defense (a 1-hour time slot)

7-8 weeks before the defense

- ___ File the application for the defense with the College of Music Graduate Office

2 weeks before the defense

- ___ Confirm the room reservation
- ___ Confirm defense date and time with the Committee

After receipt of the results of the defense

- ___ Make revisions to the document
- ___ Submit materials to the Toulouse Graduate School by the designated date
- ___ Submit an additional copy of the document to the music education graduate archives in MU307 and/or to the Master's Coordinator

APPENDIX C
MUED Course Rotations by Semester

(Offerings, instructors, and rotation of courses subject to change)

Fall courses

- MUED 5280: Admission Seminar (Ramsey)
- MUED 5510: Philosophical Foundations (Emmanuel)
- MUED 5880: Teaching Strategies in General Music (Taylor)
- MUED 5900: Pedagogy in Practice (Rohwer)

Spring courses

- MUED 5100: Music Supervision (*even years only*) (Henry)
- MUED 5120: Applied Research in Music Education (Rohwer)
- MUED 5520: Psychology of Music (*odd years only*) (Ramsey)
- MUED 6434: Principles of Music Learning (*even years only*) (Ramsey)
- MUED 6580: College Teaching in Music (*odd years only*) (Henry)

Summer courses

- MUGC 4890/5890: Cultural Competence through Music (Emmanuel)
- MUGC 4890/5890: Piano Skills for Educators (Taylor)
- MUGC 4890/5890: Teaching Strategies in the Choir Classroom (McClung)
- MUED 5120: Applied Research in Music Education (Taylor)
- MUED 5500: History of Music Education (Ramsey)
- MUED 6450: Qualitative Research in Music (*odd years only*) (Kruse)
- MUED 6470: Sociology of Music (*even years only*) (Kruse)

A full list of course descriptions can be found in the Graduate Catalogue

APPENDIX D
Music Education Faculty

Dr. Donna Emmanuel, Associate Professor of Music (Elementary)
BA, University of West Florida
MME, University of Michigan
Ph.D., Michigan State University

Dr. Warren Henry, Professor of Music (Elementary)
BM and MM, Crane School of Music
Ph.D., Michigan State University

Mr. Karrell J. Johnson, Principal Lecturer (Instrumental - Strings)
BM, University of at Texas, Austin
MS, University of Illinois, Urbana

Dr. Nathan B. Kruse, Assistant Professor of Music (Instrumental - Band)
BME, Butler University
MM, University of New Mexico
Ph.D., Michigan State University

Dr. Alan McClung, Associate Professor of Music (Choral)
BME, West Virginia University
MM, University of Illinois, Urbana
Ph.D., Florida State University

Dr. Darhyl S. Ramsey, Professor of Music (Instrumental - Band)
BM, Carson-Newman College
MA and Ph.D., University of Iowa

Dr. Debbie Rohwer, Professor of Music and Chair (Instrumental - Band)
BM, Northwestern University
MM, Eastman School Music
Ph.D., The Ohio State University

Dr. Donald Taylor, Assistant Professor of Music (Elementary)
BM, University of Texas, San Antonio
MM, Indiana University
DMA, University of Cincinnati
Ph.D., University of Texas, Austin