Handbook for Doctoral Students in Music Education

2015-16
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The following people are directly involved in the Music Education doctoral program by providing information and other support to students and faculty:

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PROGRAM DESCRIPTION

The doctoral program in music education leads to the degree of Doctor of Philosophy. It is designed to prepare scholars, researchers, and leaders for positions in music teacher education, music education research, P-12 music teaching and leadership, and music education policy, among others. Students enter the program with a minimum of four years of successful P-12 music teaching. They bring a high level of musical experience and a desire for scholarly pursuits.

The coursework is interdisciplinary in nature, drawing on the expertise of the faculty of the University of Michigan, School of Music, Theatre & Dance as well as cross-campus faculty in a wide array of specialties. Doctoral students have the opportunity to work as graduate student instructors in a variety of ways which may include: (a) assisting in undergraduate music education major courses; (b) observing undergraduate pre-service fieldwork; (c) observing student teachers; and (d) undergraduate music methods course for non-music majors.

ADVISING

The coursework required to complete the program will depend on the background of the individual student, and will be determined through consultation with the Director of Graduate Studies in Music Education. The Director of Graduate Studies will consider evidence such as the student's graduate degree transcript, master's thesis and other scholarly work, along with the student's research interests and career goals in helping the student to plan the student's program. The initial advising meeting with the Director of Graduate Studies takes place prior to the start of the first semester, at which time the student's first-year program is determined. The Director of Graduate Studies will meet with each first-year student following the First-Year Review during the Winter semester to discuss the outcome and to help the student plan for the second year. Students should meet with the Director of Graduate Studies at least once each semester to plan for the next term's coursework.

CURRICULUM

The Ph.D. program offers a variety of options to meet students' diverse interests and career goals. All courses must be approved for graduate credit by the Horace H. Rackham School of Graduate Studies. The abiding principle of the Department has been that the Ph.D. be awarded on the basis of demonstrated competence and knowledge rather than on the basis of courses completed. The courses listed below constitute the minimum requirements, organized by departmental category. Brief descriptions are provided for the courses in Music Education, with the number of credit hours to be awarded. An average grade of “B” must be achieved in the required courses in each department, thus calculated separately, (e.g., Musicology, Music Education, Education), and no course may be counted in which a grade lower than B minus (B-) is received.
Studies in Music Education (minimum 16 credits in coursework)

The student is required to complete a minimum of one 500-level course in Music Education during the Ph.D. program. If the student did not complete a master’s degree in Music Education, the student will be required to complete MUSED 500, 501, 502 and 503.

500 Research Design in Music Education (3)
Study of the music education research literature with an emphasis on framing research problems and evaluating research studies from a wide range or research traditions.

501 The Psychology of Music Teaching and Learning (3)
Study of the psychological foundations of music teaching and learning, including perception, motivation, creative and critical thinking, and musical development.

502 History and Philosophy of Music Education (3)
Critical analysis of the history and philosophy of music education in North America.

503 Music Curriculum and Assessment (3)
Concentrates on the issues involved in developing appropriate music curricula for students in grades K-12.

504, 505, 506 Special Topics in Music Education (3)

800 Advanced Qualitative Research in Music Education (3)
Study of contemporary trends and methodologies in qualitative music education research.

807 Research Seminar in Music Education (4 semesters, 1 cr. each)
Required for all doctoral students during the first four semesters. Weekly seminar involving faculty, students, and invited guests in discussion of current topics in music education and presentations of their research work at various stages of completion.

809 Advanced Quantitative Research in Music Education (3)
Study of contemporary trends and methodologies in quantitative music education research.

810 Seminar in Music Teacher Education (3)
Examination of research and models of instruction in music teacher education with an emphasis on the teaching of undergraduate methods courses in instrumental, choral, and/or general music.

900 Preliminary Examination (1)
May be repeated for credit.

990 Dissertation/Precandidate (1-8)

995 Dissertation/Candidate (8)
Prerequisite: Graduate School authorization for admission as a doctoral candidate. Only a full-term enrollment is permitted for the period in which the candidate takes a final examination on his or her dissertation.
**Required Studies in Music (3-5 courses depending on master’s degree coursework)**

Independent Study Courses will Not Satisfy These Requirements

*Music Theory:* Two graduate courses (500-level or above) of at least two hours. One of the courses may have been elected as a master's student at the University of Michigan or elsewhere.

*Musicology:* Two graduate courses (500-level or above) of at least two hours. At least one of the courses must be in Western music. One of the courses may have been elected as a master's student at the University of Michigan or elsewhere.

*Other:* (Theory, Musicology, Composition, Performing Arts Technology or Jazz Studies): At least one other graduate (500-level or above) academic course while in residence at the University of Michigan.

The Director of Graduate Studies in Music Education will assist the student in choosing these courses.

**Cognate Area of Study (3 courses)**

Doctoral students must select one cognate area of study (minimum of 3 courses) from within the School of Music, Theatre & Dance, or from within another program in the University that is closely related to the student’s research interest. Students will work with the Director of Graduate Studies in Music Education in designing and completing the cognate. In most cases, a student will decide on a cognate area during the first term of coursework and will complete cognate courses in the second, third and fourth terms. An audition is required for the cognate in conducting or performance. Students interested in certificate programs in Musicology or Ethnomusicology will work directly with faculty in those areas.

**Required Studies Outside the School of Music, Theatre & Dance (3 courses)**

In addition to the Cognate Area of Study, students are required to elect an additional 3 courses outside the School of Music, Theatre & Dance i.e. School of Education or another school or college at the University of Michigan that relates to the student’s areas of academic interest. The Director of Graduate Studies in Music Education will assist the student in choosing these courses.
SAMPLE COURSE SEQUENCE*

Fall 1

MUSED 807 Research Seminar
MUSED 800 Advanced Qualitative Research
Studies in Music
Studies in Music
Theory Review (if needed)

Credits
1
3
3
3

Winter 1

*MUSED 500-level
MUSED 807 Doctoral Seminar
MUSED 809 Advanced Quantitative Research
Cognate
Outside SMTD

Credits
3
1
3
3
3

*Students must complete one MUSED 500-level course during the first two terms.

At completion of Year 1 (May) – Faculty assigns questions for Mid-Coursework Review

Fall 2

MUSED 810 Seminar in Music Teacher Education
MUSED 807 Research Seminar
Cognate
Outside SMTD

Credits
3
1
3
3

Submit Responses for Mid-Coursework Review
Propose Professional Presentation

Winter 2

807 Research Seminar
Outside SMTD
Cognate
Studies in Music

Credits
1
3
3
3

Professional Presentation

At completion of Year 2 (May) – Approval of Questions for Qualifying Examination

Fall 3

Qualifying Examination
990 Dissertation Pre-candidate

Credits
1-8

Winter 3

995 Dissertation Candidate

Credits
8

*The 800-level course sequence in music education will vary depending on year of entry to the program.
MID-COURSEWORK REVIEW

The purpose of the mid-coursework review is to allow the faculty to assess the scholarly progress of the student and to afford the student the opportunity to experience a synthesis of material learned in coursework in the first year. The Music Education faculty will prepare two questions drawn from the first year coursework and provide these to the student in early May. Responses to the questions will be prepared during the summer after year one of the program. Answers of no more than 5,000 words (excluding references) are expected for each response, in proper scholarly style.

Prior to the exam-writing period, students are encouraged to consult with faculty members to discuss scholarly issues and clarify their thinking, but not to obtain feedback on rough drafts, outlines, bibliographies, or any other form of partially completed exam writing.

The papers must be submitted for faculty vote by the third week of classes in the third term. Faculty will discuss the student’s papers in a meeting and vote pass/fail for each paper. A majority vote of pass will constitute a pass. The Director of Graduate Studies will provide feedback and inform the student about the results within 72 hours of the faculty meeting. Students may have one opportunity to re-write failed questions.

ANNUAL REVIEW

During the winter semester of the first and second years of the program (and third year, if the student is in residence and serves as GSI), students will be evaluated in the areas of scholarship, teaching, and relational capacity.

Scholarship: Academic performance in coursework, ability to engage in scholarly dialogue, openness to new ideas, evidence of engagement and leadership within the field (presentations, publications)

Teaching: Graduate assistant teaching, development of lessons, ability to engage students, interactions with supervising faculty, response/feedback from students

Relational Capacity: Ability to engage effectively and positively with undergraduates, classmates, and faculty; effectiveness of communication, citizenship within the department

The evaluation will draw on several sources: a written Self-Assessment completed by the student in the three areas listed above; feedback solicited from teachers and GSI supervisors; and, discussion of the student’s progress by the Music Education faculty. The Director of Graduate Studies will subsequently meet with the student to discuss the outcome and write a brief, follow-up letter to the student that documents student progress within one week after the meeting.
PROFESSIONAL PRESENTATION

During the fourth or fifth term of residency, the student will present a Professional Presentation on campus for students and faculty. The presentation should be 50 minutes long and be typical of what one might present at a state music conference or other professional meeting. The presentation will be followed by 30 minutes of follow-up and feedback from the faculty. The Director of Graduate Studies (or designee) will act as chair for the presentation and follow-up. If the student makes the Presentation off campus, s/he is required to record the event and submit the video recording to the Director of Graduate Studies.

The student will present a draft proposal to the faculty during a Music Education faculty meeting. The final proposal will be submitted to faculty for approval within 4 weeks after the meeting. The proposal will include: (a) a description of the presentation (approx. 250 words), and (b) a list of at least 15 bibliographic references. Students will be notified of proposal approval within two weeks of the proposal submission.

Students will consult with the Director of Graduate Studies regarding logistics of the presentation. Faculty may be consulted as a resource in preparation for the presentation. The presentation must include a handout for participants.

The faculty will evaluate the presentation (see criteria below). A majority pass constitutes a pass. The Director of Graduate Studies will notify the student of the results via email within 72 hours of the examination.

Professional Presentation Criteria (high pass/pass/low pass/fail)

A. Presentation
   Clarity of Presentation/Organization
   Delivery
   Response to Participant Questions

B. Content
   Accuracy
   Depth and Comprehensiveness

C. Handout and References
   Accuracy
   Clarity of Organization/Format/Style
   Depth of Scholarship
   APA Style

Students must pass the Professional Presentation before they submit a proposal for the Qualifying Examination. A student who fails the Professional Presentation may request to present a second presentation, but no more.
QUALIFYING EXAMINATION

The Qualifying Examination includes both a written component and an oral defense of the written document. The document produced in this examination provides the student with substantive parts of the student’s dissertation proposal. An outline of the process is below.

1. With assistance from faculty, the student will develop a rationale for the examination focus and meet with various Music Education faculty to develop examination questions. The student proposes three topics, one for each of the following areas:

   A. Critical Perspectives in Music Education (one question): history, philosophy, psychology, sociology
   B. Research (one question)
   C. Current Issues in Music Education (one question): cognate area, curriculum development, assessment, measurement and evaluation, policy, teacher education, or other current topics in music education

2. The questions and accompanying suggested reference lists (10-12 key sources for each question) will be submitted to the departmental Director of Graduate Studies (DGS) at least 10 days in advance of a Music Education faculty meeting.

3. The DGS will distribute the proposed questions to the Music Education faculty for approval. Students will be given feedback within two weeks after submission. Revisions may be required before the questions are approved.

4. Upon approval of the questions, the student has up to six months to answer all questions and to submit the final document to the Director of Graduate Studies. The written document must be submitted at least three weeks in advance of the scheduled oral examination defense. Oral defense will be scheduled no earlier than three weeks into the semester. Answers of no more than 5,000 words (excluding references) are expected for each response, in proper scholarly style.

5. The Director of Graduate Studies will disseminate the final document to faculty who in turn will respond to the DGS with written comments and questions within two weeks. The DGS will compile the responses (keeping them anonymous) and return them to the student. This process simulates the review process that the student will experience as a Music Education faculty member and will also allow the student to make specific preparations for the oral defense.

6. The oral examination will occur within eight weeks after submission of the written document and will last for approximately two hours. The departmental Director of Graduate Studies (or designee) will serve as chair. The student should prepare a two-minute overview for each of the three questions and then be prepared to answer questions posed by faculty for each question.

7. Evaluation criteria listed below will guide faculty decisions regarding the examination. The student will be notified via email of the exam result within 72 hours of the oral
defense. A majority of the faculty must vote for pass for the student to receive a pass. If a student fails any part of the examination, he/she will have one opportunity to rewrite or re-write and re-defend failed questions.

8. If a student is asked to re-write, he/she will have one month to prepare the revised papers. The student will also prepare a “response to reviewers” which addresses each suggested revision provided to the student. The revised papers should be submitted with changes and revisions highlighted in track changes within a Word document.

**Evaluation of Qualifying Examination (high pass, pass, low pass, fail)**

*Written Document*

A. Presentation
1. Organization of paper
2. Writing style

B. Content
1. Analysis of the data/concepts/ideas
2. Synthesis of the data/concepts/ideas
3. Critique of the data/concepts/ideas
4. Creativity: Express an individual point of view/position that moves beyond simple rehashing of evaluating the content.

*Oral Defense*

A. Presentation
1. Clarity of presentation
2. Engagement with the questions posed by faculty committee

B. Content
1. Detailed knowledge and mastery of content
2. Ability to critique content and express viewpoint in a compelling manner
CANDIDACY

Candidacy status indicates that the student has satisfied all of the requirements for the degree except the dissertation. When a doctoral student has accumulated the necessary fee hours, passed the qualifying examination, and met all of the other requirements, including the residency requirement, the student should apply to the Associate Dean of Graduate Studies for admission to candidacy. The Associate Dean will recommend candidacy to the Dean of the Rackham Graduate School, who will normally approve the application.

Candidacy will be granted only at the beginning of a term. A candidate may enroll only for course 995, which is elected for eight hours (except that one additional course may be elected, if desired, for no additional fee). This additional course must be elected for credit. A candidate who does not elect a “free” course during the term of 995 enrolment may “bank” that course entitlement and elect two free courses during a subsequent term of 995 enrollment. If other additional courses are elected, the appropriate additional fee will be charged.

THE DISSERTATION COMMITTEE

The work of every doctoral candidate is supervised by a dissertation committee. The dissertation committee must be appointed prior to achieving candidacy. It should be organized early enough to monitor the dissertation from the earliest stages, including the dissertation proposal. The student should ensure that every committee member is kept informed of his or her progress at every stage.

The dissertation committee must consist of at least four members. The student will choose a dissertation chair (or two co-chairs) and then the chair(s) will assist the student in forming the rest of the committee. Each committee should include a chair (or two co-chairs) and three additional members, at least one from outside the School of Music, Theatre & Dance (SMTD). At least two members must be from the Music Education Department.

A regular member of the graduate faculty is a person holding an unmodified appointment (i.e., not visiting, adjunct, etc.) at The University of Michigan as a professor or an associate professor or an assistant professor with an earned doctorate from an accredited institution. (Information concerning rank and the possession of a doctorate is available in The University of Michigan Directory, a copy of which is available in 2277 Moore.) The outside member must be a regular member of the graduate academic faculty in a Rackham doctoral program outside the School of Music, Theatre, & Dance. Such a person is assumed to be familiar with the standards for doctoral work. (Programs offering Rackham doctoral degrees are listed in the Rackham Bulletin Program Information and Course Offerings, a copy of which is available in 2277 Moore.) It is the function of the outside member to represent all other Rackham programs and to provide the intellectual stimulus of a faculty member in a field related to the student’s program or dissertation topic.
Persons who are not regular members of the graduate faculty but who can contribute significantly to the dissertation may be nominated for service on specific doctoral committees using the form “Nomination for Special Assignment,” which is available from the graduate office and should accompany the “Nomination of Dissertation Committee” form. A person serving on this basis should be an additional member of the committee, not one of the required members, and may not serve as chair or sole outside member. The student will submit the names of the prospective members to the Associate Dean of Graduate Studies using the “Nomination of Dissertation Committee” form. The Associate Dean will forward the recommendation to the Dean of the Graduate School, who will appoint the committee. The student should check later with the graduate office to ensure that the appointments have been made by the Rackham School. The same procedure should be used if it should become necessary to revise the committee membership.

THE DISSERTATION PROPOSAL AND DEFENSE

Before submitting the dissertation proposal, the student must have secured the agreement of the departmental faculty member to serve as chair of the dissertation committee. The name of the chair should be indicated on the proposal. The dissertation proposal should provide the reader with the context for the author’s research interest as well as convince the reader that the author’s intentions are fully achievable.

A copy of the dissertation proposal must be submitted to each member of the dissertation committee at least three weeks before the date of the proposal defense meeting. The student should consult with each member of the dissertation committee to determine a mutually agreeable date and time for the defense, and should report the date and time to the Graduate Office administrator, who will send an official notification to each member. The proposal meeting will be a 2-hour block of time.

THE DISSERTATION AND DEFENSE

The Ph.D. program requires a dissertation, a dissertation abstract of not more than 350 words, and a final oral examination on the dissertation. The final oral examination or defense is a two-hour examination scheduled in consultation with the Chair and all dissertation committee members. Either the Chair or the student will notify the Director of Graduate Studies after the oral examination is scheduled. All committee members should receive a copy of the dissertation three weeks in advance of the defense meeting.

Each candidate should obtain a copy of the *Dissertation Handbook* at the Dissertation Office, Room. 0120 Rackham Building. The *Handbook* provides complete information concerning the physical specifications of the dissertation, and the procedures for preparing and submitting the dissertation.

It is important to consult with the Graduate Office for the dates of the pre-dissertation defense meeting and for the deadlines for submitting the dissertation. Each student must schedule Pre- and Post-dissertation Defense meetings with the Rackham Dissertation
Office. There is an online/remote option. For details about meetings and submission of the dissertation, go to the Rackham website at:
http://www.rackham.umich.edu/help/graduating/completing_the_doctoral_degree_requirements/

It is crucial that these instructions be followed precisely and that the deadlines are strictly observed.