Handbook for Doctoral Students in Music Education

2018-2019
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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) teaching undergraduate music courses 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 first-year students following the Annual 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 advise and 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)

Each entering Ph.D. student is required to complete MUSED 500 Educational Research in the Arts. At the time of admission to the Ph.D. program the DGS will review the student’s masters-level transcripts to determine if any other 500-level courses will be required.

500 Educational Research in the Arts (3)
Study of research processes in schools and communities, with an emphasis on framing problems and evaluating studies, drawing on diverse modes of inquiry.

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 Music, Society and Education (3)
Study of music’s role in society and education from historical and philosophical perspectives.

503 Teaching and Learning in the Arts (3)
Draw upon related foundational disciplines to examine teaching and learning in group and individual instructional settings. This course addresses topics related to curriculum theory, instructional innovations and assessment strategies.

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

800 Research Design in Music Education I (3)
Study of contemporary trends and methodologies in quantitative 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 Research Design in Music Education II (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.

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.
# SUGGESTED COURSE SEQUENCE

## Fall 1
- MUSED 807 Research Seminar **1**
- MUSED 800 Research Design in Music Education I **3**
- MUSED 500 **3**
- Studies in Music **3**
- Theory Review (if needed)

## Winter 1
- Studies in Music **3**
- MUSED 807 Doctoral Seminar **1**
- MUSED 809 Research Design in Music Education II **3**
- Cognate **3**
- Outside SMTD **3**

At completion of Year 1 (May) – Faculty mentors assist student in designing Mid-Coursework Review question

## Fall 2
- MUSED 810 Seminar in Music Teacher Education **3**
- MUSED 807 Research Seminar **1**
- Cognate **3**
- Outside SMTD **3**

Submit Responses for Mid-Coursework Review
Propose Professional Presentation

## Winter 2
- 807 Research Seminar **1**
- Outside SMTD **3**
- Cognate **3**
- Studies in Music **3**

Professional Presentation

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

## Fall 3
- Qualifying Examination
- 990 Dissertation Pre-candidate **1-8**

## Winter 3
- 995 Dissertation Candidate **8**
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 synthesizing material learned in coursework during the first year. The student and two faculty mentors appointed by the DGS will develop one question drawn from the first year of coursework. Development of the question will take place in May after which the student will write the response to the question during the summer months. The paper will be no more than 5,000 words (excluding references) and be written in proper scholarly style.

The paper must be submitted for faculty review by August 15. Faculty will discuss and vote on the student’s paper at the first faculty meeting of the Fall term. 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. If the paper requires revisions, the student will consult with the two faculty mentors to address the requested revisions.

Once the paper passes the faculty vote, the student will prepare a 20-minute presentation of the findings in the Fall section of MUSED 807 Graduate Seminar, followed by a 10-minute question and answer session with Seminar participants. The student’s grade for MUSED 807 in the Fall Term of Year 2 will be dependent on successful completion of the Mid-Coursework Review assignment.

ANNUAL REVIEW

During the winter semester of the first and second years of the program, students will be evaluated in the areas of scholarship, teaching, and interpersonal skills.

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

Interpersonal Skills: The relational capacity to engage effectively and positively with undergraduates, classmates, and faculty; effectiveness of communication, citizenship within the department

The evaluation will draw on written feedback solicited from faculty and GSI supervisors; and, a discussion of the student’s progress by the Music Education faculty. Students will submit a professional plan for the following year to include 1-3 goals in each of these areas: scholarship, teaching, interpersonal skills and scholarly/professional activity.
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 at a professional conference. The presentation should be 50 minutes long and typical of what one might present at a practitioner music conference or other professional meeting. Faculty may be consulted as a resource in preparation for the presentation. The Director of Graduate Studies (or designee) will act as chair for the presentation and follow-up. Presentation are to be video recorded and submitted to the Director of Graduate Studies along with any accompanying PowerPoint slides and handouts.

Prior to the Presentation, the student will present a draft proposal to the faculty during a Music Education faculty meeting well in advance of the submission deadline for the chosen conference (typically around March 1 of term 2). If revisions are necessary the final proposal will be submitted to faculty for approval within 4 weeks after the meeting. The proposal will include: (a) a copy of the conference call for proposals, (b) a 50 word abstract, (b) a description of the presentation (approx. 250 words), and (c) a list of references cited or consulted. The presentation must include a handout for participants. The student will be notified of proposal approval within ten working days of the proposal submission.

The student will submit a draft proposal to the DGS by January 31 of Winter Term in Year 1. The student will attend a Music Education faculty meeting in February to receive suggestions on the conference proposal. The student will then make any suggested revisions and submit the proposal to the chosen conference (typically around March 1).

The student will be given an opportunity for a practice run of their Presentation during MUSED 807 Graduate Seminar during the semester the Presentation will be given at a conference. The student’s grade in Graduate Seminar that semester will be reliant on successful completion of the Professional Presentation. In the event the proposal is not accepted for a professional conference, the student may present on campus to students and faculty in a course or professional meeting.

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.

POLICY REGARDING STUDENTS PRESENTING AT CONFERENCES AND MEETINGS

Students who present at professional meetings are representatives of the University of Michigan. It is in the interest of the Department of Music Education that all departmental representatives present high-quality scholarly and pedagogical work at professional meetings. Therefore, students should work closely with a faculty mentor to develop poster, paper, and session proposals.

Proposal submission guidelines:

1. Student receives approval from a faculty mentor to develop the proposal.
2. The faculty mentor approves the proposal prior to submission for identification as a University of Michigan proposal.

Students are strongly encouraged to identify and contact a faculty mentor far in advance of the proposal deadline and provide the faculty mentor with adequate time to provide suggestions for revision and improvement. Whenever possible, the student should present the proposal in the graduate seminar for additional feedback from students and faculty prior to submission.

Poster, paper, and session presentation guidelines:

1. If the student’s proposal is accepted to the conference, meeting, or symposium, the student is expected to work closely with the faculty mentor to develop the poster, paper or presentation.
2. Students will have the opportunity to present the poster, paper or presentation in the graduate seminar or other forum on campus for additional feedback from both students and faculty prior to the professional meeting.
QUALIFYING EXAMINATION

The Qualifying Examination includes both a written document and an oral defense of the written component. During the semester(s) of the Qualifying Exam the student should register for MUSED 990 with the DGS. 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 documents to the Director of Graduate Studies. The written documents must be submitted at least 10 working days 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 rewrite 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 enrollment 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 10 working days 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 at least 10 working days in advance of the defense meeting.


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.