Handbook for
Doctoral Students
in Music Education

2020-2021
MUSIC EDUCATION FACULTY

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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. The PhD Program Coordinator will advise the students.

Music Education

Prerequisites:
At the time of admission to the PhD program the department will review the student’s masters-level transcripts to determine if the following 500-level courses will be required.

501 The Psychology of Music Teaching and Learning (3) (Offered in Winter)
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) (Offered in Fall)
Study of music’s role in society and education from historical and philosophical perspectives.

503 Teaching and Learning in the Arts (3) (Offered in Winter)
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.

Required:

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

800 Advanced Qualitative Research in Music Education (3) (Offered in Winter/every other year)
Study of contemporary trends and methodologies in qualitative music education research.
809 Advanced Quantitative Research in Music Education (3) (Offered in Winter/every other year)
Study of contemporary trends and methodologies in quantitative music education research.

810 Seminar in Music Teacher Education (3) (Offered in Fall/every other year)
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.

807 Research Seminar in Music Education (4 semesters, 1 cr. each)
Required for all doctoral students during all semesters while holding a GSI. 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.

990 Dissertation/Precandidate (1-8)

995 Dissertation/Candidate (8)
Prerequisite: Graduate School authorization for admission as a doctoral candidate. Dissertation committee must be chosen. Only a full-term enrollment is permitted for the period in which the candidate takes a final examination on his or her dissertation.

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 PhD Program Coordinator 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 PhD Program Coordinator 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/or 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.

**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**

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<tr>
<th>Fall 1</th>
<th>Credits</th>
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<tr>
<td>MUSED 807 Graduate Seminar</td>
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<td>MUSED 810 or Studies in Music</td>
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<td>MUSED 500 Educational Research in the Arts</td>
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<td>Studies in Music (Theory, History, Other)</td>
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<td>Theory Review (if needed)</td>
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<td>Studies in Music</td>
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<td>MUSED 807 Graduate Seminar</td>
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<td>MUSED 800 or 809</td>
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<td>Cognate</td>
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<td>Qualifying Examination</td>
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<td>990 Dissertation Pre-candidate (register with DGS)</td>
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<th>Winter 3</th>
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<td>995 Dissertation Candidate (register with Dissertation Advisor)</td>
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During the second year 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 PhD Program Coordinator will serve as chair for the presentation. Presentations are to be video recorded and submitted to the PhD Program Coordinator along with any accompanying PowerPoint slides and handouts.

With assistance from the PhD Program Coordinator the student will submit a draft presentation proposal to the PhD Program Coordinator by January 31 of Winter Term in Year 1. The proposal will include: (a) a copy of the chosen conference call for proposals, (b) a 50-word session description, (b) an outline of the presentation (approx. 250 words), and (c) a list of references cited or consulted. 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. 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.

Within two weeks of the presentation delivery, the student will submit a video of the presentation to the Program Coordinator. The faculty will evaluate the presentation (see criteria below). A majority pass constitutes a pass. The PhD Program Coordinator will notify the student of the results via email within 72 hours of the examination.

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.

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.

MID-COURSEWORK EXAMINATION

In the mid-coursework examination the student critically examines a topic of their choice by analyzing, synthesizing and evaluating a diverse range of related literature (e.g. scholarly books, research studies, reports) The student and two faculty mentors appointed by the PhD Program Coordinator will collaboratively draft a 500-word paper proposal that includes a rationale for the need to study the topic, an outline of issues to be addressed, and possible implications and future directions. Proposal should include 5-10 references.

The student will submit the proposal to the PhD Program Coordinator at least 10 days prior to the last faculty meeting of the Winter semester for full faculty approval. After the proposal is approved, the student will write a paper on the topic during the summer months. The paper will be 5,000 words (excluding references) and be written in APA format style.

The final paper must be submitted for faculty review by first day of Fall term classes in year two of the program. 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 PhD Program Coordinator 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.
ANNUAL REVIEW

During the winter semester all PhD 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 student must submit an updated Curriculum Vitae to the PhD Program Coordinator by April 1st. The evaluation will draw on written feedback solicited from faculty and GSI supervisors; a review of the CV, and a discussion of the student’s progress by the Music Education faculty.

The PhD Program Coordinator 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.

QUALIFYING EXAMINATION

The Qualifying Examination includes both written documents and an oral defense of the writing. During the semester of the Qualifying Exam the student should register for MUSED 990 with the PhD Program Coordinator. The document produced in this examination will often provide the student with substantive parts of the student’s dissertation proposal. An outline of the process is below.

1. Faculty will assist the student proposing three distinct paper topics drawn from the fields of history, philosophy, psychology, sociology, policy, curriculum, assessment or other current topics in music education.
   A. Critical research literature review (audience – Update: Applications of Research in Music Education)
   B. Discussion of research framework, methods or analysis techniques
   C. Critical essay/position paper (audience MEJ, AEPR, PMER)

2. Proposals (500 words for each) should include a rationale for the need for the work, a proposed outline of issues to be addressed, possible implications of the work, and 10-12 initial sources (for each question) This must be submitted to the PhD Program Coordinator by May 1st for consideration in the 4th semester. The PhD Program Coordinator will distribute the proposed topics to the Music Education faculty for review at the next meeting. Students
will be given approval or revision feedback within 72 hours of the faculty meeting. Revisions may be required before the questions are approved.

3. The PhD Coordinator will assist the student with needed revisions and the final revised topic proposals must be submitted within five business days. Faculty will communicate regarding approval within five business days.

4. Upon approval of the topics, the student has up to six months to answer all questions and to submit the final documents to the PhD Program Coordinator. The final written documents must be submitted at least 10 working days in advance of the scheduled oral examination. Answers 5,000-6,000 words (excluding references) are expected for each response, in APA format.

5. The PhD Program Coordinator will serve as chair for the two-hour qualifying examination. The student should prepare a two-minute overview for each of the three papers and then be prepared to answer questions posed by faculty for each paper.

6. 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 papers.

7. Students who are asked to rewrite, 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, created the dissertation committee, 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 MUSED 995 (dissertation advisor section), 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.

At the beginning of the proposal meeting the student will be asked to leave the room so the committee can discuss the questioning process. When the student returns they will have 8-10 minutes to present an overview of their work which will be followed by questions from the committee. At the completion of the meeting the student will again leave so the committee can then discuss suggested edits and processes. There is no grade or form for the dissertation proposal meeting. The student and any committee members may attend the meeting virtually.

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 PhD Program Coordinator 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. Committee members will be contacted by Rackham and asked to
evaluate the dissertation and the abstract with Pass/Pass with Revisions/ or Fail 3 days in advance of the meeting. If the majority of the committee were to mark Fail, the defense meeting would be cancelled.


At the beginning of the defense meeting the student will be asked to leave the room so the committee can discuss the questioning process. When the student returns they will have 10-15 minutes to present an overview of their work which will be followed by questions from the committee. At the completion of the meeting the student will again leave so the committee can then discuss suggested edits and processes. An electronic form is completed at the end of the meeting. Committee members may attend the meeting virtually but the student must be present for a final dissertation defense.

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.
DEGREE TIMELINE

YEAR 1 FALL

Advising
- Meet with PhD Program Coordinator in August, October

Professional Presentation
- Meet with PhD Program Coordinator to discuss ideas

YEAR 1 WINTER

Advising
- Meet with PhD Program Coordinator in March and May

Professional Presentation
- By January 31 – Professional Presentation submitted to PhD Program Coordinator
- February attend a faculty meeting to discuss/receive feedback

Mid-Coursework Examination
February - Meet with PhD Program Coordinator to discuss ideas and determine faculty mentor committee
April – work with faculty mentors on paper topic, submit topic to faculty before final meeting
CV – April 1

YEAR 2 FALL

Advising
- Meet with PhD Program Coordinator and Department Chair (GSI Coordinator) in August and October

Mid-Coursework Examination
- Submit paper by first day of classes

Professional Presentation
- Present professional presentation during 807

YEAR 2 WINTER

Advising
- Meet with Program Coordinator in March and May

Professional Presentation
- Delivery Presentation and provide videotape and materials to the PhD Program Coordinator

Qualifying Examination
- Meet with multiple faculty to discuss exam topic ideas
- Secure 10-12 references for each topic
- Meet with PhD Program Coordinator for assistance
- Submit three paper topics 10 days in advance of final term faculty meeting

**Dissertation**
- Begin to secure dissertation project mentors (may want their input on qualifying examination topics)

CV – April 1

**YEAR 3**

Submit Qualifying Examination within 6 months of approval
Secure Dissertation Committee
Apply for Candidacy
Hold Dissertation Proposal Meeting
Dissertate