

MUSKINGUM

U N I V E R S I T Y

DEPARTMENT OF MUSIC CAPSTONE POLICIES AND PROCEDURES

MUSIC MAJOR AND MUSIC EDUCATION MAJOR CAPSTONE EXPERIENCE (MUSC 401):

This course serves as the capstone experience for all music and music education majors. The capstone project may take a variety of forms, depending on student interest, academic experience, and artistic/professional goals. These include: a senior recital, a major composition/orchestration, a major conducting experience, an internship, a senior thesis, or alternative project (lecture recital, podcast, community engagement project, major recording experience, etc.), as determined in consultation with the supervising faculty member. Prerequisite: senior status or consent of instructor.

The information below is intended to clarify the procedures, timeline, expectations, responsibilities, and assessment tools appropriate to the senior capstone project. The semester immediately preceding the capstone semester will serve as a planning semester for the capstone experience, with responsibilities described below. During the capstone semester, students will work in close consultation with a faculty mentor on the capstone project.

CAPSTONE PROPOSAL

1. By **Week 5** of the planning semester:

Meet with your advisor to determine a potential format, topic (where applicable), and appropriate faculty mentor.

2. By **Week 8** of the planning semester:

Meet with potential faculty mentor to request mentorship and discuss potential format and topic (where applicable).

3. By **Week 10** of the planning semester:

Submit a capstone proposal to the departmental administrative assistant including format, topic (where applicable), and faculty mentor. The music faculty will review at the following department meeting and approve, reject, or ask for modifications to the proposed project. This information will be subsequently communicated to the student and faculty mentor.

4. By **Week 15** of the planning semester (where applicable):

Work with the departmental administrative assistant to schedule a performance date for a senior recital, major composition/orchestration, major conducting experience, or any other relevant format.

(1) SENIOR RECITAL POLICIES AND PROCEDURES

A senior recital capstone project provides an opportunity for students whose primary focus is performance to navigate the many organizational, research, and artistic tasks required to present a public concert. The recital project is designed to introduce the norms and behaviors of performance as well as the managerial and

administrative requirements of the average working musician.

1. The senior recital normally consists of at least 30 minutes of music.
2. In collaboration with your faculty mentor, you will formulate a recital program, secure an accompanist (if applicable), compose program notes, and complete all administrative tasks associated with the planning, marketing, and production of the recital.
3. The recital may include works that require additional performers (singers or instrumentalists), provided the following conditions are met:
 - a. You must perform one of the principal parts.
 - b. Collaborative works should normally not exceed 20% of the recital repertoire.
 - c. All performers must be willing to dedicate the time necessary to ensure a successful recital, including lessons, rehearsals, recital hearing(s), and the dress rehearsal, and must meet an acceptable level of performance.
4. A recital hearing will be held at least three weeks prior to the recital. The faculty mentor will assemble the two- or three-member hearing committee, which consists of the faculty mentor and one or two additional faculty. At least two faculty must be full-time faculty members. The student will submit a sample program at the recital hearing, including all works performed. There are four possible results from the recital hearing: 1) the recital is permitted to be performed as programmed; 2) The recital is permitted to be performed, with specific cuts to be made; 3) A re-hearing of specific works is required; 4) A postponement of the recital.
5. Electronically submit the recital program information to the departmental administrative assistant at least two weeks prior to the recital. Program notes and translations should also be included in this submission.
6. Coordinate with the departmental administrative assistant, faculty mentor, accompanist (if applicable), and any additional performers to schedule and perform a dress rehearsal. Faculty mentor must be present at this dress rehearsal.
7. There is a \$150 fee for the use of a staff collaborative pianist at student recitals.

(2) MAJOR COMPOSITION/ORCHESTRATION POLICIES AND PROCEDURES

A major composition/orchestration capstone project provides an opportunity for students to navigate the many organizational, research, and artistic tasks required to create a major composition/orchestration and present a public hearing of the work. The composition/orchestration project is designed to introduce skills and creativity necessary for producing a new musical work, as well as the managerial and administrative responsibilities of a composer.

1. The composition/orchestration normally consists of at least 20 minutes of music.
2. In collaboration with your faculty mentor, you will create a plan for critique and completion of the work, recruit performing musicians or design an alternate means of performance, undertake score preparation, proof-reading, and individual part extraction (if applicable), attend all ensemble rehearsals (if applicable), compose program notes, and complete all administrative tasks associated with the hearing.
3. Electronically submit the hearing program information to the departmental administrative assistant at least two weeks prior to the hearing. Program notes and translations should also be included in this submission.
4. Coordinate with the departmental administrative assistant, faculty mentor, accompanist (if applicable), and any additional performers to schedule and perform a dress rehearsal. Faculty mentor must be present at this dress rehearsal.
5. There is a \$150 fee for the use of a staff collaborative pianist at composition/orchestration hearings.

(3) MAJOR CONDUCTING EXPERIENCE POLICIES AND PROCEDURES

A major conducting experience capstone project provides an opportunity for students to navigate the many organizational, research, and artistic tasks required to conduct a large-scale work for chorus, band, or orchestra at a

public concert. The conducting project is designed to introduce the norms and behaviors of musical direction as well as the managerial and administrative responsibilities of a conductor.

1. The conducting experience normally consists of at least 20 minutes of music.
2. In collaboration with your faculty mentor, you will research, select, and procure a score for the major work to be performed, participate in weekly rehearsals of the ensemble, compose program notes, and help with all administrative tasks associated with the planning, marketing, and production of the public concert.
3. Electronically submit the concert program information to the departmental administrative assistant at least two weeks prior to the concert. Program notes and translations should also be included in this submission.

(4) INTERNSHIP POLICIES AND PROCEDURES

An internship capstone project provides an opportunity for students to work closely with music professionals in audio and recording, arts management, music therapy, instrument construction and repair, or other relevant disciplines. In addition to a faculty mentor, the student will work with an on-site internship supervisor. The internship project is designed to introduce experiential skills and responsibilities related to a career in music.

1. In collaboration with your faculty mentor, you will determine an appropriate field, identify a location and on-site internship supervisor, and coordinate the specific schedule and responsibilities for the internship.
2. In addition to the daily responsibilities of the internship, you will complete a regular log of activities and experiences, a culminating report detailing the complete experience, and a final thank-you letter to the on-site supervisor.
3. The faculty mentor will observe the intern at least twice during the period of the internship. Visitations should be scheduled at least a week in advance.

(5) SENIOR THESIS POLICIES AND PROCEDURES

A senior thesis capstone project provides an opportunity for students to complete an in-depth research project and express findings through written analysis. The thesis project is designed to introduce the types of reading, thinking, and writing a working scholar would typically undertake. The purpose of this process is to communicate the ideas, methodologies, and research findings of the music discipline, including archival, ethnographic, empirical, sociocultural, or theoretical research methods.

1. The senior thesis normally consists of at least 4000 words, not including notes and bibliography.
2. In collaboration with your faculty mentor, you will determine an appropriate topic, create a plan for completion, collect resources, and complete all tasks associated with research and written analysis.
3. Coordinate with the departmental administrative assistant to schedule a thesis defense date. At least two full-time faculty members must be present at the thesis defense, which is open to the public. The thesis defense normally consists of a 30-minute presentation of the research project or a reading of the paper, followed by questions.
4. Electronically submit the completed thesis to the departmental administrative assistant at least two weeks prior to the defense date.

(6) ALTERNATIVE PROJECT POLICIES AND PROCEDURES

An alternative capstone project may take a variety of forms, including a lecture recital, podcast, community engagement project, major recording experience, or other experience. Students interested in pursuing an alternative project should coordinate ideas and appropriate processes with their faculty mentor. This project is designed to allow students to develop a project best suited to individual interests, abilities, and career goals. Be creative!