Proposal and formation of the MFA committee, end of 1st year:

By the end of 6th week of spring quarter in your first year, you must submit the ICIT Thesis Proposal Form to the ICIT faculty. This form lists: 1) The methodology and concept of your capstone project 2) Three articles or books relevant to your description, with a sentence or two about each 3) Three musicians or specific works relevant to your description, with a sentence or two about each. This information will be the basis for the Research Paper, which is due in 5th week of fall quarter.

By the end of 6th week in Spring quarter of your first year, you are required to submit your first and second preferences for your MFA committee chair (typically one of the core ICIT faculty) and two additional committee members (who can be other UCI faculty). Faculty will take your preferences into account as they assign committee duties. After the faculty assigns you a thesis chair, you should meet with that person before leaving for the summer, to discuss your plans for the thesis and to arrange who will be the additional members on the committee. We strongly recommend that you regularly submit works in progress to all members of your committee and seek their feedback throughout the year.

Below are the requirements for the Research Paper and Capstone Project, followed by the deadlines for the second year. You, not your chair, are responsible for meeting these deadlines.

Capstone Project requirements:

1. A public performance of original music that addresses the three areas of improvisation, composition, and technology.
2. It includes at least one composition for an ensemble.
3. It includes some use of standard notation.
4. It incorporates an element of improvisation by the student, and an application of realtime music technology.
5. Length will vary depending on content, size of forces, and other factors; a normal recital of small ensemble works would consist of roughly 40 minutes of music.
6. The final work is accompanied by program notes directed at a general audience.

Research Paper requirements:

1. Length: Approximately 3,000 words, 4,000 maximum.
2. It analyzes the work of three artists (presumably those listed on your initial proposal) whose work is most relevant to your capstone project.
3. Includes a bibliography and discography, using any standard academic bibliographic citation style.

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Deadlines for 2nd year:

Fall quarter:
1. By end of 5th week, submit the Research Paper to all members of your committee.
2. By end of the fall quarter, submit drafts of all creative work (scores and audio) that you completed in fall quarter to all members of your committee.
3. By end of fall quarter, you should have secured a date in any necessary performance venue (such as Smith Hall) for the spring performance of your capstone project.

Winter quarter:
1. By the end of week 1 in winter quarter, you should submit a revision of the Research Paper to all members of the committee. It must address their feedback on the previous version.
2. During the 2nd half of winter quarter, as part of the ICIT Colloquium course, you will be assigned a date on which you must present a public reading of capstone works-in-progress. This is a chance to get feedback from the entire ICIT community. You are responsible for arranging the necessary performers, and the reading should comprise 20 minutes of music. In addition, before the reading takes place, you must give a 20-minute oral presentation about the works, and you must also hand out a one-page Artist Statement to the audience.
3. Failure to meet either of these winter quarter deadlines will require a meeting with the Graduate Director to evaluate progress towards degree completion.

Spring quarter:
1. At the beginning of Spring quarter, you should coordinate with your chair to set the date of the final committee meeting (typically mid-May).
2. The Capstone Project must be completed before the final meeting.
3. At least one week before the final meeting, you should submit the following items to all members of your committee: 1) All scores and software of the capstone project, 2) Program including program notes, 3) Artist Statement (submitted in winter quarter), 4) Research Paper (submitted in winter quarter).

Notes on paperwork and deadlines:
You will receive via email the precise dates of bureaucratic deadlines for graduation. Approximate deadlines in the second year are as follows:
1. Near the end of fall quarter you should visit the Arts Academic Affairs office for a 30-minute Advancement to Candidacy meeting with the Graduate Program Administrator.
2. February - Submit a signed Advancement to Candidacy form.
3. March - Submit Diploma and Commencement form.
4. April - Register to participate in Graduate Commencement Ceremonies. Order academic regalia from Alumni House.
5. June - Submit final degree paperwork required by the Graduate Division and the Music Department: “Title Page” and 250-word Abstract; Thesis form signed by committee.

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1 You are encouraged to consult with your committee chair to consider alternative venues in the community to present your work for the reading and/or the recital.