

# **Graduate Handbook**

Department of Music  
Claire Trevor School of the Arts  
University of California, Irvine

last revised August 2013

## **Preface**

The Department of Music is a part of the Claire Trevor School of the Arts at the University of California, Irvine, and as such is bound by all its rules and policies. It is the student's responsibility to be informed about University policies as described in the relevant University publications. The primary location for such information is the Graduate Division website, <http://www.grad.uci.edu>

In addition, it is expected that the student will be informed about the rules and policies of the Department of Music, which are contained in this Handbook. The Faculty in Music, consisting of all departmental members of the Academic Senate, has established the rules and policies set forth in this Handbook. The Faculty retains the right to modify, alter, overrule, or change any of the rules or policies set forth in this Handbook, in accord with its bylaws and established practices for so doing, while adhering to the rules and policies of the Claire Trevor School of the Arts and the University of California, Irvine.

## **1. General Information**

### **1.1 Advising**

All graduate students are officially advised by the Graduate Director, who supervises the graduate program as the agent of the Department in all academic matters concerning graduate students. The Graduate Director interprets the requirements to students, advises the students on which courses to register for each quarter, monitors the progress of students through the program and their satisfaction of requirements on schedule, and acts to enforce Departmental rules and policies. The Graduate Director also offers advice, assistance, and consultation to the students, and acts as an advocate for the graduate students to the Department. In general, all matters involving student advisement can be handled by the Graduate Director; nevertheless, the Graduate Director may refer the student to the Graduate Administrator in the Student Affairs Division of the Claire Trevor School of the Arts.

### **1.2 Registration**

The Graduate Director must approve each student's plan for course enrollment each term. It is the student's responsibility to contact the Graduate Director each quarter to discuss his or her schedule for the forthcoming quarter and then, upon receiving the Graduate Director's approval of the proposed schedule, to register for those courses by using the online WebReg before the close of the course enrollment window. (Note: incoming students should be certain to register prior to the fee deadline, which typically occurs around September 15; any necessary adjustments in the schedule can be made following the student's initial advising session with the Graduate Director during Welcome Week.) Once a student has registered, any proposed adjustments to the schedule should also be approved by the Graduate Director. After the quarter has begun, any petitions regarding changes in academic coursework must be signed by the Graduate Director. Any requests to substitute graduate seminars in other departments for course requirements in the degree program must be approved by both the faculty guiding the student's emphasis and the Graduate Director.

The quarterly calendar with deadlines for Course Registration and Adjustments to Schedule is available through the UCI Registrar's website <<http://www.reg.uci.edu>>. It is the student's responsibility to become familiar with these deadlines and to complete the required actions in accordance with them. The Faculty has no jurisdiction to waive these deadlines or any fees that may be imposed on a student for failing to meet them.

### **1.3 Course Enrollment and Completion**

Official information about the graduate curriculum and courses in Music can be found in the UCI

General Catalog <<http://www.editor.uci.edu/catalogue/arts/arts.5.htm>>. The range in which a course's number falls indicates its approximate level and clientele.

*Zero-level (courses numbered 001–099).*

These courses are introductory undergraduate courses. Graduate students may take such courses, but they will not count toward the required 12 units of full-time registration, nor can these courses count towards any degree requirements.

*100-level (courses numbered 100–199).*

These are primarily advanced undergraduate courses. Graduate students may take them for credit. In particular, certain ensemble and performance courses at this level are required in various graduate-degree tracks, as follows:

*Ensembles and Performance Courses*

Music 160 University Orchestra  
Music 161 Wind Ensemble  
Music 162 Choral Ensembles  
Music 164 Opera Workshop  
Music 176 Chamber Ensembles  
Music 178 Jazz Orchestra  
Music 182 Advanced Jazz Combo

*Other Courses*

Music 135 Post-tonal Theory (*core curriculum for non-ICIT students*)  
Music 156A–B–C Song Literature  
Music 158A–B–C Diction

*Other 100-level courses in Music or other departments may be taken as electives, with the Graduate Director's approval. These include*

Music 140 Studies in Medieval Music  
Music 141 Studies in Renaissance Music  
Music 142 Studies in Baroque Music  
Music 143 Studies in Classical Music  
Music 144 Studies in Romantic Music  
Music 145 Studies in Twentieth-Century Music  
Music 191 Tutorial in Music

*200-level (courses numbered 200–299).*

These courses are designed for graduate students and constitute the bulk of the Department's graduate instruction, as follows:

*Core curriculum (for non-ICIT students)*

Music 200 Bibliography and Research  
Music 201 Analysis

*Tutorials*

Music 210 Choral Conducting  
Music 211 Performance  
Music 212 Composition  
Music 213 Orchestral Conducting  
Music 240 Graduate Projects  
Music 250 Directed Reading

### *Seminars*

Music 215 Music Technology  
Music 220 Seminar in Music History  
Music 230 Seminar in Contemporary Music  
Music 231 Improvisation  
Music 235 Critical Studies in Music  
Music 236 Seminar in Integrated Composition, Improvisation, and Technology  
Music 239 Thesis Colloquium

### *Public Performance*

Music 214 Graduate Recital

### *Graduate Projects (Music 240)*

This course entails the preparation of a substantial project in performance, conducting, or composition under the guidance of an appropriate faculty advisor. Please note that the Department requires (1) that all proposed Graduate Projects be approved by the Faculty in advance, and (2) that the combined basis for evaluation will be the completed project and a summary paper. All proposals should be submitted to the Graduate Director as part of the course enrollment approval process before the end of the term prior to the term in which the proposed Graduate Project will be undertaken.

### *Directed Reading (Music 250)*

Courses in Directed Reading are intended to allow the student (typically in the second year) to undertake significant research in performance, conducting, or composition for which there is no formal course offering. Please note that the Department requires (1) that all proposed programs of Directed Reading be approved by the Faculty in advance, and (2) that the student submit a full-length term paper as the basis of evaluation. All proposals should be submitted to the Graduate Director as part of the course enrollment approval process before the end of the term prior to the term in which the proposed Directed Reading will be undertaken.

### *Courses outside the Music Department*

200-level courses in other departments may also be taken in fulfillment of the 12 units required for fulltime status, with the Graduate Director's approval.

## **1.4 Grades**

The following grades are used:

Passing:

A+ (extraordinary), A, A- (excellent)  
B+, B, B- (good)  
C+, C, C- (fair)  
D+, D, D- (barely passing)  
S (satisfactory)

Not Passing:

F (failure)  
U (unsatisfactory)  
Undetermined:  
I (incomplete)  
NR (No Report)

Although grades lower than B are technically considered "passing", at the graduate level, **no degree credit shall be earned for any course in which the assigned grade is not B or higher.**

A student may repeat only once a course in which a grade below B or a grade of U was received. For the first eight units of repeated Graduate Studies work, only the more recently earned grades shall be used in computing the student's grade point average; thereafter both the earlier and later grades will be averaged.

The grade Incomplete may be assigned when a student's work is of passing quality but is incomplete for good cause. The I grade may be replaced by a passing grade for unit credit provided that the student completes the work of the course in the way authorized by the instructor. The grade Incomplete may only be replaced by another grade or notation subject to the following: (1) The action must be taken prior to the end of the third quarter following the quarter in which the grade Incomplete was originally awarded, or prior to the end of the quarter immediately preceding award of the degree, whichever comes first. *Note: instructors are not, however, obligated to allow the maximum time period.* Additionally, Incomplete grades will automatically turn into an F after one academic year from the time the Incomplete grade was issued, or upon graduation, whichever comes first. (2) Only quarters in which a student is enrolled will be counted in determining the time after which the grade Incomplete can no longer be replaced.

All grades except Incomplete are final when filed by an instructor in end-of-quarter course reports. An exception is made, however, to allow for correction of clerical or procedural errors. No change of grade may be made on the basis of reassessment of the quality of a student's work.

Teaching Assistants who have more than two Incompletes on their record must submit a petition (available in the Student Affairs Office, to be signed by the Graduate Director and Associate Dean) to be allowed to continue in this role. Approval of the petition is not guaranteed.

### **1.5 First-Year Review**

Each student's progress is reviewed by the Faculty near the end of the Spring quarter of the first year. (If the student's major teacher is not also a member of the Senate Faculty, he or she will be invited to participate in this review.) Topics discussed include instructors' comments, grades received, satisfactory progress or its absence, and reports from the Graduate Director and/or the Thesis Director. Decisions regarding continuation in the graduate program and financial support for the second year are made at this meeting. Because of the importance of these decisions, continuing students are required to meet with the Graduate Director during the period of the Department Review to discuss their status in the program. (This meeting may also include the required course-registration session.) The Graduate Director will report the student's opinions about his or her progress to the Faculty. The Graduate Director informs each student in writing of the result of the Department Review, as well as of any specific recommendations or requirements which the Department may make for the student.

### **1.6 Financial Assistance**

The Department of Music makes every effort to offer financial assistance through internal University sources to all worthy applicants who do not have their own sources of financial support, such as private resources, support by an external institution, and national or independent fellowships or scholarships. This may take the form of a fellowship, teaching assistantship (TA), or graduate-student researcher position (GSR), or some combination thereof. All applicants for admission will be considered for financial assistance; no separate application for financial assistance is required. Admission to graduate status does not carry with it any implication concerning the award of financial aid, and some students may be offered admission without any financial assistance. Only students with full graduate status are eligible for financial assistance.

Continued financial support beyond the first year depends on the student's making satisfactory progress in the graduate program, as determined in the First-Year Review. Students who are

admitted with financial aid from internal University sources and remain in good standing can expect to receive support through the second year of study, pending the availability of funds.

### **1.7 Student Participation in Departmental Governance**

At the beginning of each academic year, the graduate student body elects its student representative to the Department. The person elected to this position meets periodically with the Chair to discuss issues of importance to graduate students and in general serves as a liaison between the faculty and the students. In addition, graduate students are given non-voting representation on faculty search committees and other *ad hoc* committees, as appropriate.

### **1.8 Teaching Assistantships**

Most students will at some point in their study hold a Teaching Assistantship. Currently the Department makes many of these appointments at the level of 25% (which requires an average of ten hours of work per week inclusive of classroom contact hours, preparation, grading, and office hours for each week of the quarter, including the Final Examination period). Specific teaching assignments are made on a quarter-by-quarter and take into consideration both the student's areas of interest and departmental needs. At the end of each quarter, teaching assistants distribute the departmental TA evaluation to his or her students for completion and submission. Teaching assistants should review these evaluations following the end of the grading period. The faculty will also make use these evaluations at the time of the First-Year Review and on other occasions, as appropriate. A copy of the TA Evaluation Form is provided in the Appendix.

### **1.9 Guidelines for Private Tutoring While Employed as a Teaching Assistant**

If you receive a request for private tutoring (i.e. outside of your official duties as a TA) from a student enrolled in a class for which you are a Teaching Assistant, you must follow the following guidelines:

1. All private tutoring should take place outside of your official office hours, and not in School of the Arts buildings.
2. You must inform your faculty supervisor if you are tutoring any student in a class for which you are a TA. If the professor deems it necessary to remove you from a grading task for that student, he/she will do so.
3. Inform the students you are tutoring that you will not enable them to violate the UCI policy on academic honesty. That is, tell them that you cannot sit next to them and correct all mistakes on homework assignments they are supposed to do on their own. If needed, you could create a similar task and work on it with them to demonstrate method, after which the student can complete the course assignment alone.

## **2. MFA Emphases and Curricula**

### **2.1 MFA Emphases and Links to Curricular Requirements**

The Department offers the degree of Master of Fine Arts (MFA) in six emphases:

Choral Conducting  
Collaborative Piano  
Guitar/Lute Performance  
Integrated Composition, Improvisation, and Technology (ICIT)

Piano Performance  
Vocal Arts

The normative time-to-degree in each case is two years. The specialized curricula that distinguish each area of concentration all include private tutorial study every quarter (or small group composition seminars in the case of 1<sup>st</sup>-year ICIT students), completion of one or more research seminars, a substantial performance requirement, and a comprehensive exam; these aspects of the curricula, however, are designed in accordance with the imperatives of the various specialties. For full details on the curricular requirements for each area, please consult the official Degree Requirements as listed in the UCI General Catalog for the year in which you entered the MFA program. In the Music Department section <<http://www.editor.uci.edu/catalogue/arts/arts.5.htm>>, look under "General Degree Requirements" to find the official curricular requirements for each MFA emphasis.

## **2.2 MFA Committees and Comprehensive Exams**

Membership in the student's graduate committee is determined by the end of the first year in consultation with the faculty in the student's area of emphasis. (ICIT students must complete a form related to committee membership and the thesis process, which will be explained and provided to them by the Graduate Director early in Spring quarter.) Committees have three members, at least two of whom must be members of the Academic Senate; special exceptions to this policy may be requested but must be approved by the Graduate Dean, and requested in writing through the Department Chair. The chair must hold a primary or joint academic appointment in Music. Of the remaining two members, at least one must be Music Department faculty. All students must pass the Comprehensive Examination (normally taken during the fifth quarter in residence) and perform one or more public recitals. Further details on comprehensive exams for each area of emphasis are listed in the UCI General Catalogue. For a list of Music Department faculty who are members of the Academic Senate, see Appendix B.

## **2.3 Language Proficiency Requirements:**

Students enrolled in the emphasis in Choral Conducting, Collaborative Piano, Piano Performance, and Vocal Arts must fulfill a foreign language requirement, as described in the individual emphasis descriptions. This requirement may be met either by attaining a passing score in the departmental examination or by earning a grade of B or higher in level 2A of an approved undergraduate language course. The departmental examination tests reading competency in a language of the student's choice from among those approved for the various graduate-degree tracks in a music-related context. Two hours are allotted, with a dictionary, to translate into formal English a passage of at least 500 words from a longer text, which can be an article, review, record liner notes, a letter, or even a singing text or performance instructions in a score. Normally the Department offers this examination once each year, as scheduled during Welcome Week preceding the Fall Quarter. The examination may be taken a maximum of two times.

## Appendix A: TA Evaluation Form example

### TA Evaluation Form

This form is used by the Music Department to help evaluate the growth, development and performance level of the graduate teaching assistant (TA).

Name of TA: \_\_\_\_\_ Date: \_\_\_\_\_

Quarter: \_\_\_\_\_ Year: \_\_\_\_\_

On a scale of 1 (very poor) to 7 (exceptional) please rate TA on the following:

Please circle only one number.

1. Punctuality. 1 2 3 4 5 6 7  
(Was present and on time)

2. Leadership. 1 2 3 4 5 6 7  
(Led when appropriate and took initiative as necessary)

3. Fulfills Guidelines and is Prepared 1 2 3 4 5 6 7  
(Carried out expected duties and met due dates)

4. Growth and development. 1 2 3 4 5 6 7  
(Met or exceeded expectations in fulfilling duties)

5. Overall rating. 1 2 3 4 5 6 7

Please make any other comments you feel would be useful and relevant. Be as detailed as possible. (Use outside if necessary).

\_\_\_\_\_  
Faculty Signature    TA Signature  
(Signature is acknowledgement that student has read document. Signature does not signify agreement with evaluation)

**Appendix B: List of Academic Senate Faculty in the Music Department  
(updated August 2013)**

**Kei Akagi**, UCI Chancellor's Professor of Music (ICIT, Jazz Studies)  
**Amy Bauer**, Associate Professor of Music (Theory)  
**Haroutune Bedelian**, Professor of Music (Violin)  
**David Brodbeck**, Professor of Music (Musicology), Robert and Marjorie Rawlins Chair  
**Robin Buck**, Professor of Music (Vocal Arts)  
**Michael Dessen**, Associate Professor of Music (ICIT)  
**Christopher Dobrian**, Professor of Music (ICIT)  
**Lorna Griffitt**, Senior Lecturer of Music SOE (Piano)  
**Joseph B. Huszti**, Professor of Music (Choral Conducting)  
**Nicole Mitchell**, Professor of Music (ICIT)  
**Margaret Murata**, Professor of Music (Musicology)  
**Hossein Omoumi**, Maseeh Professor of Persian Performing Arts (Ney)  
**Colleen Reardon**, Professor of Music (Musicology)  
**John Schneiderman**, Senior Lecturer of Music SOE (Guitar/Lute)  
**Nina Scolnik**, Lecturer of Music SOE (Piano), Associate Chair for Performance  
**Cecilia Sun**, Assistant Professor of Music (Musicology)  
**Darryl Taylor**, Associate Professor of Music (Vocal Arts)  
**Stephen Tucker**, Associate Professor of Music (Orchestral Conducting)  
**Kojiro Umezaki**, Assistant Professor of Music (ICIT)