

## Department of Music

### Proposal Form for Independent Study and Senior Work

To participate in Independent Study (MUSC 500) or Senior Work (MUSC 704) you must complete a proposal for approval by Music Department Faculty. Steps in the process are described below.

#### MUSC 500 – INDEPENDENT STUDY

Proposal Due Dates:

\* **For fall term: Proposal deadline is the previous academic year by April 1**

\* **For winter term or spring term: proposal deadline is the previous fall semester by October 15**

*Proposal and budget must be submitted by these times in order to get project approval before registering for classes.*

Independent Study can take many forms including a recital, concert, composition, research paper, or other project that you develop with guidance from your music faculty advisor. Each requires a written component. Proposals may be submitted for individual work, or as one member of a collaborative group (a small performing ensemble, for example).

-Sophomores, juniors, and seniors can receive credit for successful completion of MUSC 500 work. First year students may participate in collaborative projects but cannot receive academic credit.

-Students may take more than one Independent Study (but not recommended in the same semester).

-Music minors and non-music majors may register for independent study projects only by approval of Chair of the music department.

-If you are a joint major, consider ways in which your two areas of interest can be brought together in a single project and if so, you will also need approval from both departments.

#### MUSC 704 – SENIOR WORK

Proposal Due Dates:

\***Proposals must be submitted for approval by April 1<sup>st</sup> of junior year.**

*Proposal and budget must be submitted by these times in order to get project approval before registering for classes.*

This is an opportunity to develop an individualized piece of work in music history, composition, theory, ethnomusicology, performance, electronic music, or other project that you create under the guidance from your music faculty advisor. Each requires a written component.

-To be eligible for Senior Work, a grade average of at least B+ in music department courses is required.

-While music majors are not required to do MUSC 704 Senior Work, music majors must complete MUSC 704 Senior Work with at least a B+ to be considered for Departmental Honors.

-Seniors may propose one- or two-semester projects.

-It is the senior's responsibility to apply for Senior Work Funds to cover expenses expected to exceed music department funding. Funding proposals must be submitted before the indicated deadlines. (See Budget Worksheet.)

### Steps in Preparing your Project Proposal

1. To begin, you must secure agreement from a music faculty member to be your advisor who will provide guidance for the duration of your proposed project.
2. Meet with your advisor to discuss your project ideas and review your proposal.

Examples of Projects	Independent Study (500)	Senior Work (704)
Performance/Recital With Program Notes And Paper	30-40 minutes of music Show evidence of research 10-15 pages	As agreed with your advisor. Show evidence of research 20-30 pages
Music Composition And Paper	Substantial work involved, as agreed upon with your advisor. 10-15 pages	20-30 pages
Written Thesis	20-30 pages	50-100 pages

3. Communicate in advance with collaborators (fellow students, professional accompanists, and technical staff) about schedules, fees, and other provisions. If you plan a performance, it is recommended that you ask an Affiliate Artist music instructor (in voice or instrument you intend to perform) to serve as another advisor/coach.

4. Prepare your proposal:

- a. Complete the **Music Department Proposal Form**.
- b. Attach a separate **Project Description**: Provide a 1-2 page detailed narrative description of your proposed project. Be sure to include your reasons for selecting this particular project, preliminary concepts, initial production ideas, a description of the research you propose to do, and a preliminary bibliography. Your

description must include an abstract for the paper and a timeline by which you plan to meet objectives and final deadline (specify).

- c. Attach a completed **Budget Worksheet**.
  - d. Have your advisor review and sign the proposal form.
5. Submit your proposal for consideration by the music faculty. The department cannot guarantee that proposals submitted after the specified deadlines can be considered for approval in time for the student to meet the registration deadline.

## **Steps To Take Once Your Proposal Has Been Approved**

1. Provide a copy of your signed proposal to the music department coordinator in MCA room 307.
2. Check in regularly to discuss your progress with your faculty advisor.
3. If you plan a performance, coordinating with others well in advance is key to the success of your event.
4. If you plan a performance in the Mahaney Center for the Arts Robison Hall –
  - a. Check in with the music department coordinator to discuss your event within department scheduling.
  - b. Stop in to see the Scheduling Coordinator Christa Clifford in MCA room 128 to schedule your concert date, time, and dress rehearsal, if needed.
5. If you plan to hold your concert elsewhere, see the music department coordinator to schedule through Events Management.
6. You are responsible for creating your event publicity poster and posting it on campus. The music department will pay for black and white photocopies. You may work with Printing Services and Information Technology Services to help with design and color printing.
7. You are responsible for creating the printed program for your event. Program notes are required and will be assessed as part of your grade. You should discuss content with your advisor. Notes should show evidence of research and include proper organization (composers, dates, etc.). Include short bios of performers. Check with the music department coordinator for specifics on format and production timelines.
8. If you plan to perform in Robison Hall, your technical and equipment needs (including recording of the event, if desired) should be discussed with Technical Director Mark Christensen (x3174). If you plan to perform elsewhere, you will coordinate technical needs through Events Management and recording needs through Media Services.
9. Upon completion of your project, you must submit two copies of your written work to the music department to be kept on record.

## **Grading**

Your project will be graded by your faculty advisor in consultation with other music department faculty and Affiliate Artist advisor, if appropriate.

# Department of Music

## Proposal Form for Independent Study and Senior Work

Check one:

Independent Study (MUSC500)

Senior Work (MUSC 704)

Date proposal submitted: \_\_\_\_\_

Name \_\_\_\_\_

ID# \_\_\_\_\_

Graduating class \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Campus address/Box \_\_\_\_\_

In what semester(s)/year will you do the proposed work? (Example: Spring/2016)

\_\_\_\_\_

List the music courses you have taken

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List other experiences you have had relevant to the proposed project

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Be sure to attach a copy of your Project Description and Budget Worksheet.

Continued

**Student Name:** \_\_\_\_\_

**Project Working Title:** \_\_\_\_\_

**Primary Music Faculty Advisor:** \_\_\_\_\_

**Timeline: Please specify as much as you are able the approximate milestones in project work such as production schedule, first and second drafts of written pieces, dress rehearsals for performances, approximate final presentation date.**

Goal/phase \_\_\_\_\_ completed by \_\_\_\_\_

Goal/phase \_\_\_\_\_ completed by \_\_\_\_\_

Goal/phase \_\_\_\_\_ completed by \_\_\_\_\_

Goal/phase \_\_\_\_\_ completed by \_\_\_\_\_

Final work \_\_\_\_\_ completed by \_\_\_\_\_

(generally last week of class, early exam period)

**Signature of music faculty advisor**

**Date**

\_\_\_\_\_

**Signature of music coach (Affiliate Artist/music instructor), if applicable**

**Date**

\_\_\_\_\_

**Upon agreement among music faculty that your project has been approved:**

**Signature of Department Chair**

**Date**

\_\_\_\_\_

**Department of Music  
Project Funding**

[check one]

**Independent Project (MUSC 500)**

**Term/Year:** \_\_\_\_\_

**Senior Work (MUSC 704)**

**Term/Year:** \_\_\_\_\_

**Maximum Music Department Funding:**

**\$350.00 - for Independent 500 projects**

**\$425.00 - for Senior 704 work**

Complete the Budget Worksheet below to estimate your proposed project expenses. Some expenses should be negotiated prior to submitting your project proposal for departmental approval. For example, if you plan to hire a professional accompanist, negotiate his/her rate for rehearsals and the performance ahead of time. NOTE: The department cannot pay student accompanists.

**Please speak with your Project Advisor if you have questions.**

**YOUR FUNDING REQUEST MUST BE INCLUDED WITH YOUR PROJECT PROPOSAL.**

**Other Funding Sources**

If you expect your project will cost more than the Music Department maximum funding, it is up to you to cover the expenses.

- Seniors may apply for **Senior Work Funds:** go/srps  
<http://www.middlebury.edu/academics/resources/ctrl/students/uro/funding/srps>
- Additional funding may be available at  
<http://www.middlebury.edu/studentlife/cci>

Note: The impact these awards may have on an individual's annual tax returns varies. Contact the tax office for further clarification.



**Budget Worksheet**

**The Music department will cover the costs for the following:**

Standard programs [black and white only]

Standard performance space, staffing including ushers/crowd control, and facilities charges

Publicity poster production costs and distribution

Continued

**Your Budget:**

While not all will apply, consider the following possible expenses when putting together your proposed budget:

**NOTE: Original Receipts are required for any reimbursements.**

Musician/Accompanist(s) fee(s): \_\_\_\_\_  
    Their per hour rate for rehearsals x total hours \_\_\_\_\_  
    Their performance fee \_\_\_\_\_  
    Travel reimbursed for distances greater than \_\_\_\_\_  
    50 miles (one way); multiply by .575 per mile \_\_\_\_\_  
    *The Department cannot pay student musicians.*

Music instruction by Affiliate Artist \_\_\_\_\_ Fee is waived for semester.

Coaching fee(s) [if assisted by an Affiliate Artist] \_\_\_\_\_

Event program [black & white cost covered] \_\_\_\_\_  
Full color [8.5 x 11, 15 is cents per page] \_\_\_\_\_

License/rights \_\_\_\_\_

Musical score(s) purchase \_\_\_\_\_

Costumes rental/dry cleaning \_\_\_\_\_

Props \_\_\_\_\_

Software \_\_\_\_\_

Sound mixing/editing costs \_\_\_\_\_

Professional recording cost/final copies \_\_\_\_\_

Translation/transcription \_\_\_\_\_

Extra services provided by Facilities [set up/break down] \_\_\_\_\_

Apps purchase \_\_\_\_\_

Equipment Rental (If the dept. does not have in inventory) \_\_\_\_\_

Supplies [List]: \_\_\_\_\_  
\_\_\_\_\_

Travel: [Specify] \_\_\_\_\_

Other [List]: \_\_\_\_\_

[form updated 11.1.15]