

**Department of Music**  
**PROPOSAL FORM**  
**MUSC 704 – SENIOR WORK**

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

**Juniors who wish to propose projects for Fall 2023:**

Project proposals are due by end of April prior to intended semester.

*Consult a music faculty project adviser before you submit a proposal. Proposals without a faculty adviser will be delayed and may not be considered.*

*If you have an adviser but you do not have all details for the proposal, submit the most complete proposal that you can by the deadline. Proposals with advisers, but with areas of questions, will be reviewed.*

*Submit proposal and budget to receive department approval before registering for classes.*

This is an opportunity to develop an individualized piece of work in a field of interest — 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	Senior Work (704)
Performance/Recital With Program Notes and Paper	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. 20-30 pages
Written Thesis	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, we recommend 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** (pages 5-7 of this 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** (see page 7).
  - 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.
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 Arts Center Robison Hall –
  - a. Check in with the music department coordinator to discuss your event within department scheduling.
  - b. Contact Christa Clifford in MAC room 128 [ccliffor@middlebury.edu](mailto:ccliffor@middlebury.edu) to check hall availability 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 can assist with photocopies, given adequate time. Otherwise, you can work with Printing Services.
7. You are responsible for creating the printed program for your event. Program notes are required and your advisor will assess these as part of your grade. 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, contact Technical Director Mark Christensen to discuss your technical and equipment needs (including recording of the event, if desired). 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 on record.

## **Grading**

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

## **Department of Music Project Funding**

**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. You should discuss/negotiate some expenses 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.**

**YOU MUST SUBMIT YOUR FUNDING REQUEST 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/ccj>

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

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

Publicity - poster production costs and distribution

[Return this portion of the proposal to the music department.]

## **Department of Music**

### **Proposal Form for SENIOR WORK – MUSC 0704**

**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  
(generally last week of class, early exam period) completed by\_\_\_\_\_

**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:**

\_\_\_\_\_

**Your Name:** \_\_\_\_\_ **BUDGET REQUEST**

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 .585 per mile

*The Department cannot pay student musicians.*

Music instruction by Affiliate Artist

Fee is waived for semester.

Coaching, # of hours [if assisted by an Affiliate Artist]

Event program [if atypical, requires extensive design]

License/rights

Musical score(s) purchase

Costumes rental/dry cleaning

Props

Software

Sound mixing/editing costs

Professional (other than MAC) 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 6.22.22]