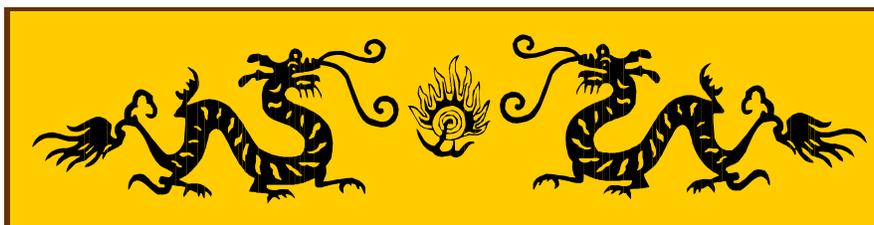


The Eastman School of Music



HANDBOOK  
FOR  
GRADUATE STUDENTS  
IN  
ETHNOMUSICOLOGY

June 2024

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## INTRODUCTORY INFORMATION FOR MASTER'S DEGREE STUDENTS

### GENERAL PREREQUISITES FOR THE MA DEGREE PROGRAM

Admission to graduate study depends upon successful completion of an undergraduate degree at a college or music school of good standing. The school expects that all admitted graduate students will possess basic musical skills, a knowledge and understanding of the history of western music, and a command of the English language that will allow them to pursue graduate study. Students' knowledge and skills will be evaluated through placement tests administered as part of their initial graduate enrollment process. If the evaluation indicates remedial courses are necessary, students must successfully complete them during the first semester in which they are offered. The remedial course for music history is MHS 119; for theory, TH 115 (Review Dictation) and/or TH 116 (Form and Analysis Review).

**These courses will not count for credit toward the Master's degree, and the cost of the courses will not be covered by any tuition scholarship.**

### COURSE LOAD AND TIME LIMIT

All master's students are required to enroll full-time at the school for at least one year and are strongly advised to complete the degree in residence. Full-time enrollment consists of no fewer than 9 credits per semester for students holding a graduate award requiring Departmental Assistant or Teaching Assistant service. For students who do not hold a graduate award (although they may have a fellowship), full-time enrollment consists of no fewer than 12 credits per semester. In both cases the student may opt to take more than the minimum number of credits. In fact, students are advised to take as many credits as practicable (up to the limit of their tuition scholarship), particularly if they do not have teaching responsibilities.

Further information concerning general requirements is available at:  
[www.rochester.edu/Eastman/registrar/handbook/grad\\_research05.htm](http://www.rochester.edu/Eastman/registrar/handbook/grad_research05.htm)

The time limit for the degree from the date of entry into the master's program is five years. All requests for extensions of time must be addressed to the office of the graduate dean. For information on grading procedures, incomplete grades, and course audits, see the appropriate sections of the Academic Policy Handbook (see link above).

## **RESIDENCE REQUIREMENTS FOR THE MASTER'S DEGREE IN ETHNOMUSICOLOGY**

Students should apply via the musicology department for entrance into the ethnomusicology master's degree program.

At least two consecutive terms of coursework must be completed in full-time residence, with an accrued credit total of 18-24 hours.<sup>1</sup> The student must be enrolled on a *continuing* basis while fulfilling the requirements for the degree, even if she/he is completing the thesis *in absentia*. Should the student be unable to continue coursework in residence, she/he must register for a leave of absence (ESM 985). If thesis work is being conducted *in absentia*, the student registers for Continuation of Graduate Enrollment [ESM 995].) If the program is allowed to lapse for two or more years, the student must reapply to the musicology department for reinstatement.

### **ACADEMIC ADVISING**

Before classes begin, entering students will meet with the department graduate adviser to discuss the results of their placement exams and to register for appropriate courses. Students should plan to meet with ethnomusicology faculty prior to this meeting to discuss their plans. One week (usually in November and April) is set aside for all students to meet with their graduate adviser to pre-register for the following semester. Students should also feel free to consult with their adviser on any and all matters pertaining to their program and academic progress at any time.

### **TRANSFER STUDENTS**

The MA in ethnomusicology is designed for students entering with a bachelor's degree in music or another related subject. The program of study for students with some previous background in ethnomusicology may be modified to reflect transfer credit. Modifications will be made on a case-by-case basis, as determined by the graduate adviser, chair of the department, and associate dean of graduate studies.

### **DOUBLE DEGREES AND DOUBLE MAJORS**

The musicology department recognizes that some students may want to combine their ethnomusicological studies with work in other fields, even to the point of earning enough credit for a second degree. Such studies may be particularly appropriate at the Eastman School, with its rich offerings in music history, theory, music education, composition, conducting, and studio lessons; indeed, the department encourages interested students to consider such "double tracks" at the graduate level.

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<sup>1</sup> Graduate students must maintain full-time status to be eligible for health insurance through the University, for the opportunity to work within the University, and for deferring repayment of student loans.

## MASTER OF ARTS DEGREE - MAJOR IN ETHNOMUSICOLOGY

### THE CURRICULUM

The MA degree in ethnomusicology will require a 4-semester sequence of courses to equal 35 credits:

#### Course Credits

MUY 501 (Introduction to Musicology)	4
MUY 502 (Introduction to Ethnomusicology)	4
ETH 480 (Approaches to Musical Ethnography) ( <i>offered alternate fall semesters</i> )	3/4
ENS 215-216 (World Music Ensembles – 1 credit each)—Gamelan, Mbira, African Dance and Drumming or Independent Study	4
ETH 495 (MA Thesis)	4
Theory Elective	3
Additional Electives	<u>13</u>
Total Credits:	<b>35</b>

#### Electives:

Course numbers must be at the 200-level or above, taken from a variety of courses offered at Eastman and/or the River Campus according to the student's interests. Students may also enroll in other World Music ensembles for elective credit (to a maximum of 2 credits). Electives may include applied music study (up to 6 credits).

Elective credits cannot include remedial courses or language courses.

A language exam is required in the language appropriate to area of study. This should take place no later than the Spring semester of the first year.

#### PROGRAM OF STUDY (See Appendix 2)

Sometime in the third semester, the student will submit a Program of Study (POS, see Appendix 2) outlining the courses he/she has taken and those still to come. The POS should be submitted to Office of the Dean of Graduate Studies and to the student's major advisor.

#### THE THESIS

The student should be on the lookout for thesis topics from the beginning of graduate study; ethnomusicology seminars may suggest potential subjects. By the end of the second semester, the student should focus specifically on establishing the thesis topic. While doing so, the student will work with their primary advisor; however, they may also wish to cultivate relationships with other faculty members with relevant expertise in their topic area and who may serve as the second reader for the thesis.

The thesis proposal should summarize the state of current research in the field relative to the topic, the methodology to be used, and the questions and issues to be discussed; a bibliography and outline should also be included. When the proposal is completed, the student submits it to their advisor for approval.

The completed thesis will consist of 2-3 chapters, Acknowledgements, an Introduction, Conclusion, and Bibliography. It may also include appendices and supplementary multimedia materials. The thesis should be double-spaced and formatted according to *The Chicago Manual of Style*; this should include a Title Page and a Table of Contents.

The degree will be awarded when the completed thesis has been approved by the student's primary advisor and a second reader.

### **HUMAN RESEARCH SUBJECTS BOARD (See Appendix 3)**

If the student's thesis topic involves fieldwork, the University of Rochester requires a review of the thesis proposal by the University's Human Subjects Research Board. This is required in order to protect the rights and welfare of human research subjects, as well as the researcher. The Review Board approves the student's proposal and conducts periodic reviews of this research. To find out more about this process, go to <http://www.rochester.edu/rsrb/>. Students are encouraged to begin the review process early and to work with their thesis advisors in completing this protocol.

## STUDENT PROGRESS WORKSHEET

The following worksheet is offered as a way for students to track their progress through the ethnomusicology program. Most of the requirements described in this handbook are summarized here.

**Requirements: 35 credits**

Course title	Semester	Instructor	Grade	Credits
Intro. to Musicology				4
Intro. to Ethnomusicology				4
Approaches to Musical Ethnography				3/4
World Music Ensemble (1 credit x 4 semesters)				4
Theory elective				3
MA Thesis				4
Electives:				
<i><b>Total</b></i>				35

Language exam (if needed) completed? Date: \_\_\_\_\_

RSRB Approval Received? Date: \_\_\_\_\_

Thesis Proposal Submitted? Date: \_\_\_\_\_

Final Thesis Submitted to Readers: Date: \_\_\_\_\_

## ADDITIONAL INFORMATION

### GRADUATE AWARDS

Most students entering the M.A program in ethnomusicology at Eastman will have been given a graduate award, a mixture of tuition scholarship and stipend. The financial arrangements for these graduate awards are handled directly by the associate dean of graduate studies, in consultation with the chair of the ethnomusicology programs and the chair of the musicology department and may vary from student to student. The student must register their intention to apply for an award early in the spring for the following fall semester. Students are normally notified of the nature and amount of their award (in tuition scholarship and stipend) in April or May. As noted above, students holding a graduate award (with teaching duties) must register for a minimum of 9 hours of coursework per semester.

### CAREER PLANNING AND PLACEMENT

Students are encouraged to take advantage of Eastman's [Office of Careers and Professional Development](#) as well as the University of Rochester's [Greene Center](#) as they consider their plans after the MA. Both centers offer assistance with locating appropriate jobs as well as preparing strong job application materials. If students are considering applying for PhD programs, they should begin a conversation with their primary advisor no later than the start of fall semester in their second year.

### THE GRADUATE MUSICOLOGY ASSOCIATION

Incoming students should ensure that they are added to the Graduate Musicology Association (GMA) email list: [graduate\\_musicology@u.rochester.edu](mailto:graduate_musicology@u.rochester.edu). The GMA was formed by graduate musicology students to encourage communication among students and between students and faculty. The GMA provides a collective voice for graduate students in matters of curriculum, workload, and other concerns. The GMA president meets periodically with the chair of the musicology department on such matters, and the association has also arranged student-faculty meetings at which graduate students as a group provide feedback to the faculty on the program. In addition, the GMA sponsors events such as guest lectures, presentation of papers by graduate students, discussion forums, and orientation activities for new applicants to the program. It also holds regular meetings to discuss, plan, and supervise the activities mentioned above.

### E-MAIL ACCOUNTS

Each student is given an e-mail account by the University of Rochester. If the student prefers to use a different account, she/he must make sure to forward all messages from the University account, so as not to miss important announcements from the musicology department, the GMA, Sibley Music Library, or the Eastman or University administration.

### SYMPOSIA AND COLLOQUIA

Each year a committee of faculty members and a representative from the GMA meet to choose a slate of musicologists/ethnomusicologists to invite to speak in a series of symposia. Normally, around four such guests are finally scheduled, speaking on a range of topics. Their presentations represent an important opportunity for intellectual stimulation and for the

department to come together as a whole. Students should plan to attend all of these symposia, which are held at 4:30 on Thursdays. The theory and composition departments sponsor similar series in their respective fields to which musicology students are welcome.

In addition, the GMA and the musicology department jointly sponsor a series of colloquia, presentations by Eastman musicology/ethnomusicology students and faculty for each other. These presentations can range from formal papers (often in preparation for conferences) to more informal talks about particular research problems or interests. Students are encouraged to volunteer, sharing work from their dissertations, theses, seminar projects, or other research; regular attendance at the colloquia (again, on Thursday afternoons) is expected. On occasion, the GMA may schedule professional development events during the Symposium/Colloquium time.

Finally, students are encouraged to sign up for the email list of the [Humanities Center](#), the hub for interdisciplinary intellectual conversations at the University of Rochester. Their weekly email highlights colloquia, talks, events, and opportunities offered by departments at the University of Rochester and beyond.

## **CONFERENCES AND SOCIETIES**

Students are encouraged to attend regional and/or national ethnomusicological conferences as often as possible to keep abreast of recent developments and to make contacts with other scholars. Eastman's Professional Development Committee reimburses a certain percentage of the costs associated with such conferences (see below). Students should also consider giving papers at these events: superior seminar projects often make good conference papers. The student should consult with a faculty member to get advice on writing a successful proposal. Reading papers at conferences is an important element of professional development and adds much to one's *curriculum vitae*. Many of the regional ethnomusicological conferences now offer prizes for outstanding graduate student papers.

To participate in these conferences, and to be aware of their schedules and proposal deadlines, students should strongly consider joining one or more ethnomusicological societies. (Most have a reduced rate for student dues.) The largest and most comprehensive organization is the Society for Ethnomusicology, and the SEM annual conference, usually held in October or November, is one of the most important national ethnomusicological events each year. Students should be sure to join SEM's email lists – [SEM Announcements](#) and [SEM Discussions](#) – as well as the email lists of [other professional musical societies](#) in order to stay abreast of relevant conferences and opportunities.

## **SOURCES OF FUNDING FOR TRAVEL AND RESEARCH PROJECTS**

All Eastman Students may apply (in advance) to the school's [Professional Development Committee](#) for funds to travel to conferences or to acquire research materials.

Other sources of funding may be available for fieldwork. Students should check with ethnomusicology faculty and the department chair for funding availability in a given year.

**For further information, consult the Academic Policy Handbook**

## **APPENDIX 1:**

## A TIMELINE FOR COMPLETION OF THE MA IN ETHNOMUSICOLOGY

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester
<ul style="list-style-type: none"> <li>• Get through it! Set up work/life routines; locate resources.</li> <li>• Start thinking about a possible thesis topic and advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Work on thesis proposal</li> <li>• Apply for summer fieldwork funding</li> <li>• Submit RSRB (see Appendix 2)</li> <li>• Complete language exam</li> <li>• Submit final thesis proposal by May 1</li> </ul>	<ul style="list-style-type: none"> <li>• Submit POS to Dean of Graduate Studies and Advisor (see Appendix 3)</li> <li>• Begin work on thesis</li> <li>• Line up second reader for thesis</li> <li>• Optional: Apply to conferences to present thesis research.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit Graduate Application Form*</li> <li>• Submit completed thesis to primary and secondary reader by April 15<sup>th</sup>**</li> <li>• Submit thesis approval form and final thesis to Graduate Office by last day of classes.</li> <li>• Graduate!</li> </ul>

\* If you want to graduate in the same semester as completing the thesis, you must go online to Registrar/Graduate Academic Policy/Graduation Application form: <https://www.esm.rochester.edu/registrar/degree-application-form/>

**This form must be filed 3 months before graduation (i.e. it should be completed before the thesis is done).** The Registrar will check everything to make sure all is complete and that your name is added to the graduation list.

\*\* Submit completed thesis (final draft) to primary and secondary reader around April 15<sup>th</sup> (a deadline should be agreed upon with each advisor). Please use the *Chicago Manual of Style* for formatting and citations.

## APPENDIX 2: PROCEDURES FOR CONDUCTING RESEARCH ON HUMANS

When you have decided upon a group of people with whom to work, you must register your project with the Research Subjects Review Board (RSRB) at the University of Rochester. Below are the procedures to follow:

1. Go to the RSRB webpage: <http://www.rochester.edu/rsrb/>
2. On left, click on Researcher Education Certification/Ethical Principles in Research Program (EPRP);
3. Follow the steps and take the exam; you will be asked to send a hard copy of the exam to the RSRB office;
4. The RSRB office will look at the exam; if you pass, they will give you approval and directions to the RSRB Electronic Submission System (ROSS);
5. Fill out templates and e-mail to the ROSS Office; you will get an account; establish a user name and password; here is the address for templates:  
<http://www.rochester.edu/rsrb/submission-documents/index.html>;

Here are the templates you will need:

- Protocol Template
- Consent Form for Behavioral Study
- Permission Form
- Information Letter

You will also need the following if you are working with children:

- Assent Form for 13-17 year olds
- Assent Script for 8-12 year olds

Create your application

You will receive approval within a couple of weeks

**APPENDIX 3:  
PROGRAM OF STUDY FOR  
THE MASTER OF ARTS DEGREE IN ETHNOMUSICOLOGY**

NAME: \_\_\_\_\_ DEPARTMENT: Musicology

Courses marked with an asterisk (\*) have been completed or are in progress.

COURSE NUMBER

COURSE NAME

CREDITS

TOTAL CREDITS FOR MASTERS:

Foreign language requirement:

Remediation requirement, if relevant

Comprehensive oral exam anticipated:

Thesis submission anticipated:

Advisor's approval \_\_\_\_\_ Date: \_\_\_\_\_