Master of Music

Student Handbook

The UCLA Herb Alpert School of Music
Department of Music

2015-16
# Master of Music Handbook

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General Information for Masters Students

This handbook is supplementary to the Graduate Division publication “Program Requirements for Graduate Degrees: Music,” available at www.gdnet.ucla.edu -- the Graduate Division publication is the official statement of degree requirements. “Standards and Procedures for Graduate Study at UCLA” also provides extensive and detailed information pertinent to degree progress and is available on the same website. Students are responsible for reading and abiding by all the rules and procedures as set forth in these documents. Students are also responsible for tracking their own degree progress.

Sources of Information

Information about registration policies and procedures (including course numbers), classes, schedules, fees, MyUCLA, Bruin OnLine, financial support, study lists, official notices, and much more may be found online at www.registrar.ucla.edu/schedule. Bruin OnLine software is available to download at www.bol.ucla.edu. BOL can be accessed from off campus by using your own Internet Service Provider (ISP), connect through a virtual private network (VPN) or the BOL proxy server to access UCLA restricted resources such as software and library journals. See the Proxy Server/VPN FAQ for more information.

Information about Leaves of Absence, minimum academic standards, special programs, regulations and policies is in the Graduate Division Publication Standards and Procedures for Graduate Study at UCLA, which is available online at the Graduate Division website: www.gdnet.ucla.edu.

The official university statement of your degree requirements, including courses, recitals, examinations, etc., is in the above-mentioned 2015-16 Program Requirements for Graduate Degrees: Music. Be aware that these official requirements are supplemented in detail in the MM/DMA Handbooks and in official departmental forms, which constitute the final word on all degree requirements.

Faculty Advisor

Dr. Jennifer Judkins is the Faculty Advisor for graduate students in performance. Her office is SMB 2848. You may schedule an appointment with her anytime by sending an email to: jjudkins@ucla.edu. To make sure that you are in compliance with all degree requirements, plan to see the Faculty Advisor at least once per quarter.

Graduate Advisor

Sandra McKerroll is the staff Graduate Advisor for students in the departments of Music and Ethnomusicology. Sandra can be reached by email at sandram@arts.ucla.edu, or by telephone at 310-825-4769. Students may arrange an appointment to meet in her office (SMB 1642B). Sandra is also available for questions on a drop-in basis in the afternoon. The Graduate Advisor works closely with the Faculty Advisor, the Performance Council, and the departmental Graduate Committee and should be able to help answer most questions.
English as a Second Language

All international students entering the program must demonstrate research and writing competence in the English language, determined by and administered through UCLA’s ESL (English as a Second Language) program. Students who are placed into ESL courses by UCLA’s English as a Second Language Placement Exam (ESLPE) must enroll in the appropriate ESL course every quarter until the requirement has been satisfied. If you would like to be considered for a Teaching Assistantship, you will also need to pass the Test of Oral Proficiency (TOP). For more information please visit http://www.oid.ucla.edu/training/top.

Evaluation

During the course of the academic year, students who demonstrate weakness in performance achievement, general musicianship, or academic work will, upon recommendation of the major teacher or other faculty, be reviewed by the Graduate Committee. The Committee will make appropriate recommendations for correcting these deficiencies and may warn the student of possible recommendation for dismissal from the program where major deficiencies become apparent.

Petitions

Before a requirement is due to be fulfilled, students may file a petition to be granted an exception and have the requirement waived (for example, they may have taken a course equivalent to one required by the program). Before filing a petition, the student must confer with the Faculty Advisor, who may be able to help them refine the request or apprise them of the likelihood of its being granted. The Faculty Advisor’s approval on the petition is required. Petition Guidelines and the necessary forms are available on either the Graduate Division or departmental website. The student will need to prepare the petition form and return it to the staff Graduate Advisor, who will submit it to the Graduate Committee for review. All exceptions to any policy or requirement must be formally petitioned and approved by the Graduate Committee well in advance of the fact. Students must not assume that a fellow student whose petition they view as similar to their own and was approved means that theirs will be. Every case is treated on an individual basis. There must be time for all concerned to accommodate a denial of the petition. Late petitions will not be considered.
Graduate Student Petitions – Guidelines

**Departmental Petition**
(available on the [departmental website](#))

Use a **Departmental Petition** to request an exception to any item that is under departmental jurisdiction. Instructions for Departmental Petitions are on the Departmental Petition form. This would include the following:

- **Master’s Course substitutions at the same level**, i.e. a 200-level course to substitute for another 200-level course; exemptions from departmental requirements

**Language Petition**
(available on the [Graduate Division website](#))

Masters students in voice and choral conducting may fulfill their European language requirement in the following ways: by coursework at UCLA, by language department placement exam, by music department placement exam, by coursework taken outside UCLA (include transcripts and course description), in a language not on the standard list (“Departmental Petition” also required), or with English or your native language (approved only in exceptional circumstances).

**Master’s Petition**

If you are a Master’s candidate and you wish, for example, to have coursework taken at another university count towards UCLA graduate course requirements, see the [Graduate Division website](#) for the appropriate form. Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the bachelor’s degree may not be applied toward a graduate degree at UCLA.

**Music 401** – (not required, but recommended for MM students)

Music 401, the New Music Forum, provides an opportunity to bring together UCLA students in performance and composition to create a new piece of music under the supervision of both of their major teachers. The resulting new composition may be performed as part of the Master’s Recital or Graduate Composers’ Concert. You must make arrangements for the composition at least two quarters before the performance; the 401 Contract should be completed at the same time. **Register for Music 401 in the quarter of the performance.**
General Recital Information

All recitals are scheduled by the Technical Services Office, Schoenberg 1309 (Michele Eckart, Public Events Manager, 310-206-1095). See Theatre Availability and Reservations on the departmental website. Before any recital can be scheduled, the program must be approved by the Graduate Committee. Voice students in the Master’s program will not be permitted to schedule their recital until the language requirement is fulfilled. The form is available on the departmental website and should be submitted as soon as possible or at least by the stated deadlines. Graduate recitals are normally given in Jan Popper Theater, except for piano recitals, which may be in Schoenberg Auditorium. Organ recitals are presented in the Organ Studio or other appropriate venues as determined by the University Organist. Any exceptions to these policies must first receive departmental approval. Dress rehearsals in the hall must also be scheduled through Technical Services. It is recommended that all scheduling be done well in advance, since the halls are often in use for classes, performances, and rehearsals. In selecting the date and time for the recital, students must remember that all of their Committee must be able to attend. Audio recording for archival purposes is provided.

You must have satisfied all preliminary requirements for a recital, i.e. program and committee approval, at least 30 days before that recital for it to count toward your degree. Masters’ recitals must take place during one of the three regular academic quarters (defined as from the first day of classes to the last day of Exam Week).

In the case of serious illness of the performer or other reason of similar gravity, cancellation or postponement of a recital may be approved. To request approval, a completed Recital Change Petition (available at the Technical Services Office, Room 1309) must be filed. The petition must be approved by the major teacher and by the Chair of the Department. Such approval is not easily obtained due to the limited number of performance dates and times available. A recital canceled without approval may not be rescheduled until the following academic year.

Staff and student piano accompanists are available to students for UCLA related events including vocal studio lessons and recitals, instrumental recitals, master classes, juries, and auditions within the UCLA music program. Instrumentalists may choose their own accompanist from the staff list or use the accompanist assigned to their major teacher’s studio. Up to seven hours of rehearsal time will be allotted for MM or DMA recitals. Three hours will be the maximum for all other events. Music must be given to the accompanist at least one month prior to the first rehearsal. If this courtesy is not observed, the accompanist may refuse to rehearse or perform with a student.
Recital Standards

Repertoire
M.M. students must submit a program of approximately 60 minutes of music (not including an intermission, if you have one), demonstrating their mastery of several styles. You should also include a work by a living composer, or one that was composed after 1970. One chamber work, if deemed appropriate or complimentary to a particular program, can be included. The program you submit should include the composer’s name and dates, complete title, and performing length of each work. Please proofread. Programs with errors will be returned for correction before approval.

The works performed by all students are expected to be repertoire that they have learned while in their graduate degree program at UCLA. You may not include a work that you have performed previously in public as part of your study at another institution or at a summer festival, or that you have already studied extensively. A work learned while at UCLA but performed first elsewhere is eligible for inclusion in a graduate degree recital. If you have any questions about whether the repertoire you wish to play satisfies these requirements, we urge you to send your questions to the Graduate Committee, via the staff Graduate Advisor, at the earliest possible date so that you can plan accordingly.

When you submit your recital forms, you must obtain the signature of the major teacher with whom you are studying at that time and the Area Head. When you and your major teacher sign your Recital Approval Form, you are both certifying that all of the above requirements (along with those on the form) have been met. In addition, students upload their program to https://recitals.music.ucla.edu/recital/ for Graduate Committee review.

Memorization
Piano: Everything must be played from memory. (Organ - at least one substantial work from memory)
Other instruments:
   a. It is not necessary to play from memory repertoire that is played with another instrument where the two—or more—instruments are equal, i.e. sonatas, duos, trios, quartets, and certain song cycles.
   b. It is expected that you will play from memory when the work is strictly a solo composition, where the other instrument or instruments, is or are, purely accompaniment, i.e. instrumental concertos, opera or concert arias, art songs, or unaccompanied works. Exceptions may be made at the discretion of the major teacher. N.B. At the discretion of the major teacher, the memorization requirement may be waived for avant-garde compositions or premieres.

Printed Program
The printed program should be in formal recital format and include your biography and the names of all collaborating artists. The cover or face of the program must include the statement that “This recital is in partial fulfillment for the requirements for the MM degree.” Your biography must include the information that you are currently studying with [your teacher] in the MM program at UCLA. The printed program (see following sample) should be approved by your teacher or the Faculty Advisor at least two weeks before your recital. Program notes are encouraged, though they are not required on the MM recital. (See next page for sample format.) A copy of your printed program must be uploaded to https://recitals.music.ucla.edu/recital/ as an ‘additional document’ within 5 days after your recital.
Presentation
The student is expected to treat all degree recitals as formal solo events, both during preparation and at the time of presentation. The student should be dressed in appropriate concert attire and exhibit a professional manner on stage. This includes appropriate acknowledgment of your audience and all collaborating artists. Students may, in consultation with their major teacher and the Graduate Committee, explore alternate concert formats (such as multi-disciplinary) where the circumstances merit. Such projects will require significantly more lead-time and advance planning.

Financial Support Limitations
There are limitations on how long the department will recommend or provide support for a student, and these limitations are based on how many terms the student has been in the program, not on the number of terms of support. These limitations do not have any effect on campus-wide awards you may apply for, nor do they affect need-based financial aid.

MM students will be eligible for departmental financial support only through their sixth quarter in the program.
The Master of Music degree

European Language requirements

For the MM degree, only students in voice and choral conducting must demonstrate proficiency in a foreign language in German, French, Italian, or Spanish. Students are asked to declare how they will complete the requirement by the end of the second week of the 1st quarter of their degree program. If you are a MM student in voice or choral conducting, you are strongly encouraged to begin language study during your first quarter. In order to fulfill your language requirement, you must file the appropriate petition. (See Petition Guidelines on p. 5.) You should finish this requirement by the end of your first year.

To satisfy this requirement, students must do one of the following:

1) Complete three quarters, or up to level three (one year), of regular college language instruction, or the 1G language study course, with a grade of B (3.0) or better, OR

2) Take a language department placement exam (contact the individual department), OR

3) Take the music departmental language exam (offered fall and spring only, drawn from historical or contemporary literature about music, such as a music journal article or preface to an edition), OR

4) Take one of the summer intensive courses offered through Summer Sessions and condense the whole three quarters into one summer.

Students whose native language is not English may, upon the advice of their Faculty Advisor, and after they have passed ESL 33C, petition to use English as their foreign language. Students should be aware that this is granted only in exceptional circumstances. Students specializing in repertoire for which another language is vital may petition to use that language.

Course requirements

There are two areas of specialization within the Performance MM degree:

1) Solo Performance in keyboard, brass, percussion, woodwind, string instruments, or voice

2) Conducting, either instrumental or choral.

All Master of Music students are required to complete a minimum of 68 units, 16 of which must be at the 200 level, 40 units at the 400 level, and 6 units at the 500 level. 62 of these units are specified below. The remaining 6 elective units must be from 200, 400, or 500 series courses. Course Music 595A serves to guide the preparation of the Master’s Recital and should normally be taken during the last quarter of residence. The Department will provide a maximum of six quarters of enrolled private instruction in performance or conducting. Students not completing the degree within that period and who wish to continue instruction in performance must do so at their own expense on a non-credit basis.
Some MM students have found that they are lacking or “rusty” in the writing skills demanded by their coursework. One option to improve your writing is to take Music History 12W (“Writing About Music”), given by the Department of Musicology. Another option is to contact the Graduate Writing Center. The GWC offers workshops and personal weekly appointments. They also have consultants who specialize in helping non-native English speaking students. (http://gsrc.ucla.edu/gwc/faq.html).

Course of Study

In addition to the following list of courses, you must complete a final MM recital. This serves as the Comprehensive Examination for the degree.

The normal period required to complete the MM degree is six academic quarters, with a minimum of three quarters and a maximum of nine quarters in residence. (Petitions for extensions beyond the six quarters will be approved only under exceptional circumstances.)

Note: For those MM students considering a future doctoral degree in performance: please know that in addition to excellent MM grades, doctoral programs also often require that you submit a sample of your written work at a graduate (i.e. Masters) level. We encourage you to regard all written assignments in the MM program as potential evidence of your skill in writing on performance–related topics. If you have difficulty in this area, we encourage you to consider taking Musicology 12W “Writing About Music.” The Graduate Writing Center on campus (B11 Student Activities Ctr) also has consultants available for one-on-one appointments. They are oriented toward the general graduate student looking to improve her writing, and they also welcome non-native English speakers.
Course requirements for both areas of specialization for the MM degree are as follows:

Music 204  Bibliography for Performers and Composers
Music 203  Notation and Performance
Music 202  Analysis for Performers
Music 261  Problems in Performance Practices (one course required)
    A. Medieval
    B. Renaissance
    C. Baroque
    D. Classical
    E. Romantic
    F. Contemporary
Music 595A  Master’s Recital preparation

400 level performance or conducting instruction (five quarters required)
400 level performance organizations (three quarters on your major instrument chosen from the list below. *Note: orchestral strings must play for 6 quarters.*)
Music C470  Opera Studio for Graduate Students
Music C480  UCLA Chorale
Music C481  Symphony Orchestra
Music C482  Wind Ensemble

Music C485, 400-level chamber ensembles (two quarters required, may be same ensemble)
Conducting students may substitute an additional two quarters of 400-level performance organizations for the C485 requirement. Keyboard specialists may substitute three additional quarters of C485 for the 400-level performance organization requirement.
*Note: The Gluck Ensembles do NOT fulfill this chamber requirement.*

In addition, 6 units of elective to be selected under advisement from the following list: (*Note: Students in orchestral strings may use their second year of orchestra toward this requirement.*)

Music 261 A-F  Problems in Performance Practices
Music C267  Selected Topics in Keyboard Literature
Music 270  Seminar in Music Education
        E. Choral Literature
        F. Instrumental Literature
Music 401  New Music Forum
Music C485  Chamber Ensembles
Music 596D  Directed Individual Studies in Performance Practices
Music 469 or 471  Instrumental or Vocal Pedagogy
Musicology 250 A-B  History of Music Theory
Musicology 269  Seminar in the History of European Instruments
Ethnomusicology 271  Acoustics of Music
Ethnomusicology 275  Aesthetics of Music
Ethnomusicology 279  Seminar in Systematic Musicology
Music, Ethno, Musicology  Other 200- or 500-level courses as appropriate
## Typical Course of Study for the MM Degree at UCLA

<table>
<thead>
<tr>
<th>Units</th>
<th>Units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td><strong>Winter Quarter</strong></td>
<td><strong>Spring Quarter</strong></td>
</tr>
<tr>
<td><strong>Year One</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>203: Notation and Performance</td>
<td>202: Analysis for Performers</td>
<td>204: Music Bibliography</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>46x: Instruction in Perf.</td>
<td>46x: Instruction in Perf.</td>
<td>46x: Instruction in Perf.</td>
</tr>
<tr>
<td>48x: Performance Org.</td>
<td>48x: Performance Org</td>
<td>48x: Performance Org</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Units Total</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td><strong>Vocalists and choral conductors begin foreign language study</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have foreign language completed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units</th>
<th>Units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year Two</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>261A-F: Seminar in Performance Practices</td>
<td>46x: Instruction in Perf.</td>
<td>595A: Master's Recital</td>
</tr>
<tr>
<td>46x: Instruction in Perf.</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>485: Chamber Ensemble</td>
<td>485: Chamber Ensemble</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Units Total</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Have program approved and schedule recital. Form recital committee</td>
<td>Perform Final Recital</td>
<td></td>
</tr>
</tbody>
</table>

The program above consists of 36 units each year, for a total of 72 units, though only 68 units are required for the degree. The Department recommends that students continue to enroll in 400-level performance organizations during the second year of residence. (Note: Students of orchestral strings must take a second year of orchestra.)

### MM Committees

The departmental Graduate Committee supervises the MM program. It approves petitions and recital requests, and oversees degree policies and procedure. This committee consists of five people: the Head of the Performance Council, the Faculty Advisor, two other professorial faculty members-at-large, and a member from the Department of Musicology.
It is the responsibility of the student to put together the faculty committee to evaluate her or his Master’s Recital program. The committee must be composed of three faculty members: one must be the major teacher; the other members are nominated by the student. At least two (of the three) faculty must be members of the Academic Senate. (The staff Graduate Advisor will have a list of Senate faculty members.) You must contact all of your committee members personally. Committee members must be able to attend the recital itself, as they will be evaluating the concert on a Pass/No Pass basis. Once the recital date has been set, you should return to https://recitals.music.ucla.edu/recital/ and provide the rest of the information regarding your recital. After your recital performance, your invited faculty will provide an online recital review and grade your recital. The master’s recital, along with satisfactory recital evaluations from three faculty members, are required for the degree. (This is what is referred to as the comprehensive exam for the degree.)

**Recital**
The Master’s Recital for instrumentalists and vocalists will display a range of styles, the program of which (containing at least 60 minutes of music) is proposed by the candidate and his or her major teacher and approved by the Graduate Committee. The programming should be imaginative and make sense as a whole. (See full “Recital Standards” on p. 7.) Because of limited time available with the large performing organizations, the conducting requirement in Orchestral and Wind Ensemble conducting may be fulfilled by participation in more than one concert or event (with the designation of a capstone recital for faculty review). Choral conducting students will be provided a minimum of 40 minutes of performance podium time (plus corresponding rehearsal time) divided as evenly as possible between the two years.

**Advancement to Candidacy**
This is the process of certifying that you either have or will have satisfied the degree requirements by the end of the quarter. The NEW Master’s Advancement to Candidacy Petition must be filed with the staff Graduate Advisor no later than the second week of the quarter in the student expects the award of the degree. Guidelines for completing this petition are available on the Graduate Division website.

**MM Schedule of “When to do What”**
N.B. This schedule illustrates the “normal progress” students in the program are expected to maintain.

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
</tr>
<tr>
<td>Complete foreign language, if</td>
<td>By November 15</td>
</tr>
<tr>
<td>required</td>
<td></td>
</tr>
<tr>
<td>Complete basic core seminars</td>
<td></td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
</tr>
<tr>
<td>Submit recital program</td>
<td>By November 15</td>
</tr>
<tr>
<td>Set recital date</td>
<td>As soon as program is approved</td>
</tr>
<tr>
<td>Apply for DMA (if you wish)</td>
<td>By December 1</td>
</tr>
<tr>
<td>Submit proposed recital</td>
<td>By February 15</td>
</tr>
<tr>
<td>committee</td>
<td>form</td>
</tr>
<tr>
<td>Submit Advancement to Candidacy form</td>
<td>First week of Spring Quarter</td>
</tr>
</tbody>
</table>