



**SCHOOL OF  
THE ARTS  
AND ARCHITECTURE**

# **Master of Music in Jazz Performance**

## **Student Handbook**

*The UCLA Herb Alpert School of Music*  
**Department of Music**

**2014-15**

# Master of Music Handbook

## Table of Contents

### General Information for all Graduate Students

Sources of Information .....	3
Faculty Advisor .....	3
Graduate Advisor .....	3
English as a Second Language .....	4
Evaluation .....	4
Petitions .....	4
General Recital Information .....	6
Recital Standards .....	7
Financial Support Limitations .....	8

### The Master of Music in Jazz Performance Degree

Course Requirements .....	8
Course of Study .....	8
Typical Course of Study for the MM Degree at UCLA .....	9
MM Committees .....	9
Recital .....	10
Advancement to Candidacy .....	10
MM Schedule of “When to Do What” .....	10

# 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](http://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, computer access to ORION and Bruin OnLine, financial support, study lists, official notices, and much more may be found online at [www.registrar.ucla.edu/schedule](http://www.registrar.ucla.edu/schedule). Bruin OnLine software is available to download at [www.bol.ucla.edu](http://www.bol.ucla.edu).

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](http://www.gdnet.ucla.edu).

The official university statement of your degree requirements, including courses, recitals, examinations, etc., is in the above-mentioned 2014-15 Program Requirements for Graduate Degrees: [Music](#). Be aware that these official requirements are supplemented in detail in the [MM/DMA Handbook](#) 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 hours are posted on her office door, SMB 2678. You may schedule an appointment with her anytime by sending an email to: [jjudkins@ucla.edu](mailto: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](mailto:sandram@arts.ucla.edu), or by telephone at 310-825-4769. Students may arrange an appointment to meet in her office (SMB 1642B) at any time after 10 am. 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 [www.oid.ucla.edu/units/top/index.html](http://www.oid.ucla.edu/units/top/index.html).

## 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 <i>at the same level</i> , i.e. a 200-level course to substitute for another 200-level course; exemptions from departmental requirements
----------	---

### 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.

### General Recital Information

All recitals are scheduled by the Technical Services Office, Schoenberg 1309 (Michele Eckart, Public Events Manager, 310-206-1095). Before any recital can be scheduled, the program must be approved by the Graduate Committee. 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. 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.

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 without charge 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 recitals. Three hours will be the maximum for all other events. Names and telephone numbers of accompanists will be posted on the bulletin board outside of the accompanying studio, B144. 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.

The Department of Music will provide a stage manager and appropriate crew for degree recitals, providing all deadlines are met and forms completed and turned in on time. Audio recording for archival purposes is also provided. Students wishing to have a copy of the recording (for a fee) should request the appropriate form in the Department of Music Office. Students wishing to arrange a reception room after their recital should make arrangements with the Technical Services Office (there is a fee).

## **Recital Standards**

### **Repertoire**

M.M. students in Jazz must submit a program of 30 minutes duration, showcasing your ability as a jazz musician. The program you submit should include each composer's name, complete title, and approximate length of each piece.

The works performed by all students are expected to be works that they have developed while in the graduate degree program at Thelonious Monk Institute of Jazz at the UCLA Herb Alpert School of Music. You may not include a work that you have performed previously in public as part of your study at another institution.

When you submit your recital forms, you must obtain the signature of Thelonious Monk Institute of Jazz Artist-in-Residence and the head of the jazz department. When you and the Artist-in-Residence sign your Recital Approval Form, you are both certifying that all of the above requirements (along with those on the form) have been met.

## 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 sample below) 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 sample format below.) *A copy of your printed program must be filed with the Student Services Office within 30 days after your recital.*

<p style="text-align: center;"><i>The UCLA Herb Alpert School of Music</i> Department of Music</p> <p style="text-align: center;">presents</p> <p style="text-align: center;">LAURA WILLIAMS Bass</p> <p style="text-align: center;">in a</p> <p style="text-align: center;">Master of Music in Jazz Performance Final Recital</p> <p style="text-align: center;">Wednesday, May 16, 2014 8:00 pm Jon Popper Theater</p> <p style="text-align: center;">This recital is in partial fulfillment of the requirements for the Master of Music Degree</p>	<p style="text-align: center;">PROGRAM</p> <p style="text-align: center;">[YOUR PROGRAM HERE]</p> <p style="text-align: center;">Laura Williams is a student of [her teacher] in the Masters of Music in Jazz Performance at UCLA.</p> <p style="text-align: center;">[You may also include program notes, and you should include a biography of yourself.]</p>
---	---

## Presentation

The student is expected to perform recital pieces either solo or with all or some members of the Thelonious Monk Institute of Jazz Performance Ensemble. Other personnel arrangements can be made with approval from an Artist-in-Residence. 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 an Artist-in-Residence and the Graduate Committee, explore alternate concert formats where the circumstances merit.

## 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. MM students will be eligible for departmental financial support only through their sixth quarter in the program.

# The Master of Music in Jazz Performance degree

## Course requirements

All Master of Music in Jazz Performance students are required to complete a minimum of 68 units, 16 of which must be at the 200 level, 42 units at the 400 level, and six units at the 500 level. Sixty-four of these units are specified below. The remaining 4 elective units must be from upper division or graduate coursework (selected with advisement) from Ethnomusicology, Music, or Musicology. 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.

## 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.)

## Course requirements MM in Jazz Performance degree are as follows:

Music 204	Bibliography for Performers and Composers
Music 203	Notation and Performance
Music 202	Analysis for Performers
Music 261J	Problems in Performance Practices (Jazz)
Music 466	Performance Instruction: Jazz (five quarters required)
Music 486	Graduate Jazz Ensemble (six quarters required)
Music 595A	Master's Recital preparation

In addition, one 4-unit elective (to be selected under faculty advisement) from upper-division or graduate courses in Ethnomusicology, Music or Musicology.

## Typical Course of Study for the MM Degree in Jazz Performance at UCLA

<u>Fall Quarter</u>	Units	<u>Winter Quarter</u>	Units	<u>Spring Quarter</u>	Units
<b>Year One</b>					
204: Music Bibliography	4	203: Notation and Performance Direction	4	202: Analysis for Performers	4
466: Instruction in Perf.	6	466: Instruction in Perf.	6	466: Instruction in Perf.	6
486: Jazz Ensemble	2	486: Jazz Ensemble	2	486: Jazz Ensemble	2
Units Total	12	Total	12	Total	12
<b>Year Two</b>					
261J: Seminar in Performance Practices (Jazz)	4	466: Instruction in Perf.	6	595A: Master's Recital	6
466: Instruction in Perf.	6	Elective	4	Elective	4
486: Jazz Ensemble	2	486: Jazz Ensemble	2	486: Jazz Ensemble	2
<i>Have program approved and schedule recital. Form recital committee</i>				<b><i>Perform Final Recital</i></b>	
Units Total	12	Total	12	Total	12

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

### MM Committees

The departmental Graduate Committee supervises the MM program. It approves petitions and recital requests, and oversees degree policies and procedure.

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 a minimum of three faculty members: 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.) Additionally, at least one (of the three) must be affiliated with jazz studies, and at least one (of the three) must be a faculty member of the Department

of Music. Committee members *must* be able to attend the recital itself, as they will be evaluating the concert on a Pass/No Pass basis. Recital evaluation forms for the faculty committee are available on the departmental website and will be made available to the student once they are all submitted.

### **Recital**

The Master's Recital for jazz performance students will display musical concepts and ideas developed during the course of the student's study in the master's program. The program will be proposed by the candidate and an Artist-in-Residence and approved by the Graduate Committee. The programming should be imaginative and display the artistic individuality of the student. (See full "Recital Standards" on p. 6.)

### **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 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 [departmental website](#).

## **MM Schedule of "When to do What"**

N.B. This schedule illustrates the "normal progress" students in the program are expected to maintain.

<b><u>What</u></b>	<b><u>When</u></b>
<i>First Year</i>	
Complete basic core seminars	
<i>Second Year</i>	
Submit recital program	By November 15
Set recital date	As soon as program is approved
Submit proposed recital committee	By February 15
Submit Advancement to Candidacy form	First week of Spring Quarter