

To: Junior and Senior Music Concentrators (Class of 2022 and 2023)
From: Prof. Richard K. Wolf
Re: Thesis Proposals, Requirements, and Guidelines
Date: **Tuesday, September 14, 2021**

In order to submit your thesis proposal, complete the following steps *before* 2:00 p.m. on **Friday, April 8, 2022**. For composition or performance-based thesis, the prescreening deadline is **Monday, November 22, 2021**.

1. Confer as necessary with your music faculty advisor (or possible advisors, from whom you select one).
2. On the attached form (see page 6), write up a very brief (!) and succinct description of the proposed project.
3. Have the advisor(s) sign your proposal.
4. Submit the signed proposal to the Undergraduate Coordinator in person or via email.

Sample proposals might be:

- a. "I plan to study the reception of John Cage and his music in Germany during the 1950s, under the supervision of Prof. X." (Signed by you and Prof. X.)
- b. "I plan to compare various methods for automated music analysis, applying machine learning technique to gain insight about the Lieder of Franz Schubert (1797–1828)." (Joint concentration in Music and Computer Science, signed by you and advisors from both departments.)
- c. "I plan to write a string quartet, under the supervision of Prof. Y." (Signed by you and Prof. Y.) ***See prescreening information page 2**
- d. "I plan to perform a piano recital, under the supervision of Prof. Z." (Signed by you and Prof. Z.) ***See prescreening information page 2**

It is OK to change your thesis topic next semester – in a reasonably timely fashion – if it begins veering substantially from what you propose now. However, you must resubmit a revised, signed proposal.

NB: Faculty who will be on leave and therefore unavailable for thesis advising next year:

- Claire Chase
- Christopher Hasty
- Ingrid Monson
- Alexander Rehding
- Richard Wolf

Faculty on leave *this* year who may be available for thesis advising in the fall:

- Carolyn Abbate (fall)
- Vijay Iyer
- Kate Van Orden
- Anne Shreffler (spring)
- Hans Tutschku (spring)

If you are a joint concentrator, please make sure your advisor in the other department will be available to supervise your thesis during both semesters of your senior year.

Prescreening for Non-Written Thesis

Original Composition

Composition thesis candidates must have taken at least one advanced composition related course in the department (see Undergraduate Coordinator for details).

You will need submit a portfolio of recent work for consideration by the composition faculty as part of prescreening. Portfolio should consist of 3-5 compositions showcasing your compositional and creative voice. We expect you to submit your compositions in score form. If you also have live or computer-generated recordings, you are welcome to submit those in addition to your scores, but not in lieu of them. If you have audio-only electronically produced works, you can submit the audio or digital files in your software platform, accompanied by a short statement outlining any compositional technique and/or technology used and inspiration behind the composition.

In addition to your portfolio, please submit the names of 2-3 faculty members with whom you've spoken about your project and who would in principle be willing to serve as your thesis advisor.

Please submit your portfolio to the Undergraduate Coordinator no later than **Monday, November 22, 2021**. If prescreening approval is obtained, you will need to finalize your faculty thesis advisor and submit a thesis proposal (see page 6) by 2:00pm on **Friday, April 8, 2022**.

Performance-based and Creative Honors Project

Students who wish to present a performance-based thesis should submit the following for consideration by the performance committee:

- a. A résumé of training and performance history (including music coursework).
- b. An audition video of at least 15 minutes with three contrasting pieces.
- c. A letter from the principal teacher recommending that the student be permitted to give a thesis recital.
- d. the names of 2-3 faculty members with whom you've spoken about your project and who would in principle be willing to serve as your thesis advisor.

Please submit your portfolio to the Undergraduate Coordinator no later than **Monday, November 22, 2021**. If prescreening approval is obtained, you will need to finalize your faculty thesis advisor and submit a thesis proposal (see page 6) by 2:00pm on **Friday, April 8, 2022**.

Further HUDM guidelines on a performance-based honors project can be found on page 3 of this document.

Performance-based and Creative Honors Project Guidelines

The Department of Music welcomes proposals for honors projects including a substantial element of composition and performance together or strictly performance.

The performance-based honors projects are intended to capture the spirit of a liberal arts education. The goal is for intellectual inquiry and artistic excellence to coexist, and to inform each other. The performance component of such projects is evaluated in relation to the student's intellectual argument and motivating ideas. This understanding encourages, and indeed requires, both the student and the evaluating committee to consider the artistic side of the project in the broader context of the humanities.

Projects should be discussed as early as possible with faculty members who might serve as advisors. The guidelines below are intended for solo performers, but the Department is willing to consider proposals of other kinds on an individual basis.

Research Component

All performance-based projects include a substantial intellectual component formulated in collaboration with the advisor, and subject to departmental approval. The research component is due **Tuesday, March 8, 2022**.

Typical research components might be:

- An essay exploring historical and cultural perspectives on the repertoire and the composer(s), issues of performance practice, or details of the development, premiere, and performance history/traditions of specific works.
- An analysis of a work's meaning and impact based on a detailed discussion of its contents.

Booking the Venue

A date for an approved performance should be *arranged by the student* in consultation with the Undergraduate Coordinator, the thesis committee, and the principal teacher. Honors recitals are normally given in the second semester of the senior year and held in Paine Hall, Holden Chapel, or University Hall, subject to availability. The department will cover the staffing fees for the performances taking place in Paine Hall or Holden Chapel. For any other venues, you are responsible for booking the venue and any costs associated with the recital.

The performance must take place on or before **Tuesday, March 8, 2022** during business hours. It is imperative that you contact your committee members and any assisting artists to find out their availability prior to booking the venue.

Performances should last about 45 minutes for singers and 60–70 minutes for instrumentalists. In the current Covid climate, please do not schedule an intermission.

You are responsible for acquiring any assisting musicians.

The performance must be audio or video recorded. The student will be responsible for acquiring any AV equipment and/or technicians responsible for the recording.

Recital Program (if applicable)

Repertoire for the performance should be submitted to the advisor and the undergraduate coordinator by **Friday, October 1, 2021**. Students may revise their program up to four weeks before the recital date with the advisor's approval.

The final program, suitable for distribution to the audience, should be submitted for the advisor's approval **four weeks before the date** of the recital. Suggested recital program template will be provided by the Undergraduate Coordinator.

The final program should include the following:

- Complete repertoire to be performed, include full titles, movements, and composer name(s) and dates using appropriate capitalization, use of italics, punctuation, and abbreviations.
- Works should be verified for accuracy by checking *The New Grove Dictionary of Music and Musicians* for title and catalog information.
- Originally composed program notes.
- All performer names and their instruments.
- Student bio. Assisting musician bios are optional.
- Deviation from these guidelines will be considered upon request in certain circumstances, such as a non-traditional concert format.

Additional Consideration

Make sure to inform the Undergraduate Coordinator of any piano, AV, electronics, equipment, and stage set-up needs at the time of booking the venue.

There may be no reception of any kind in the Music Building, Holden Chapel, or University Hall.

The student is responsible for printing recital programs, flyers, and posters. Any recital flyers and posters must have prior approval from the Undergraduate Coordinator before distribution and must contain "Harvard University Department of Music" and "Senior Thesis Performance." The department will automatically list the performance on our events page. Any other advertising will be up to the student.

Thesis Deadlines: 2021-22

Please note the following regarding deadlines and requirements for your senior thesis. There are four deadlines, valid for all types of theses. All deadlines are effective at 2:00 p.m. that day.

Material for deadlines nos. 1, 2, and 3 should be submitted in electronic or paper format to both

- a) the advisor, and
- b) the Undergraduate Coordinator, Alex Crosett (acrosett@fas.harvard.edu). Materials will be stored and made available to the student and music department faculty for consultation.

Composition, Ethnomusicology, Theory, or Historical Musicology

Performance-based Honors Project

1. Friday, October 1, 2021

Prospectus. For composition theses this should lay out the scope of the proposed project including performance forces, approximate duration, and text to be set (if any). For ethnomusicology, theory, and music history theses this should consist of an outline and a bibliography (approximately 4-5 pages total).

Recital program draft. The program should include the following information: complete work title with movements (if applicable), composition date, composer name, composer birthdate, arranger or transcriber name(s), approximate length of the work, and names of any assisting artists.

2. Thursday, December 2, 2021

Completion of a minimum of 50% of the work. For example, two out of four chapters. The draft should include footnotes as well.

Recital venue reservation and completion of a minimum 50% of the written component. The recital must take place on or before **Tuesday, March 8, 2022** and arranged by the candidate in consultation with the Undergraduate Coordinator, the thesis committee, and the principal teacher. The final program and program notes (and all compositions for creative thesis) are due **four weeks before the recital date.**

3. Friday, February 25, 2022

Complete draft of the work.

Complete draft of the written component.

4. Tuesday, March 8, 2022

Final document.

Final written component.

Additionally, **final documents** (including recital program, program notes, and any audio/visual files for creative composition and performance-based honors projects) must be submitted to the Music Library. If you are awarded summa cum laude or magna cum laude for your thesis, files will also be sent to the University Archives. Finalized Library/Archive files must be submitted to the Undergraduate Coordinator by **Monday, May 9, 2022.**

NOTE: After the due date, no revisions are accepted, except those mandated by the Thesis Advisor (copy editing will be allowed for library and archival copies).

Important note for joint concentrators: *Deadlines for other departments may be different. If the Department of Music deadline happens to be earlier, you must submit your complete, final thesis by our deadline. Likewise it is required that you follow our preliminary deadlines. This rule applies whether Music is your primary or allied concentration. If your other department's deadlines are earlier, their deadline prevails. The thesis submitted to each department must be the same. Additionally, the allied department usually defers to the primary department with regard to format requirements. The student should confer with the allied department to confirm this.*

Thesis Deadlines 2022-2023

To be determined early Fall 2022 but roughly equivalent to the dates for this year:

Junior Year

Late November – Pre-screening materials for non-written thesis due
Spring Semester – Enroll in Music 98 (required for full concentrators)
Early April – Thesis proposal due

Senior Year

Late September/early October – Prospectus due
Late November/early December – 50% of the thesis due
Late February – Complete draft due
Early March – Thesis due

Undergraduate Honors Thesis Proposal Form

1. Complete, sign & date the form
2. Have your Thesis Advisor(s) approve & sign
(Electronic signatures are accepted. A fillable PDF of this form is available.)
3. Send the completed form to the Undergraduate Coordinator
4. Plan to take the Senior Tutorial (99r) in the primary concentration area both semesters of your senior year.

Deadline is 2:00pm on Friday, April 8, 2022

Please PRINT CLEARLY

Student Name: _____

____ Full Music Concentrator

____ Joint Concentrator with _____ My primary is _____

Proposed Thesis Title: _____

(Circle one) Written Thesis Original Composition Performance-based Thesis Creative Thesis

Proposed Thesis Description:

Student Signature

Date

Music Thesis Advisor Signature

Print Name

Date

Joint Department Thesis Advisor Signature

Print Name

Date

Undergraduate Thesis Formatting Guidelines

Deadlines

- The final version of your thesis must be submitted to Advisor(s), Reader(s), and the Undergraduate Coordinator **Tuesday, March 8, 2022.**
- Music Library files are due to the Undergraduate Coordinator by **Monday, May 9, 2022.**
- Students receiving summa or magna honors will automatically have their theses cataloged in the University Archives.

Format

- Format for title page is illustrated on the following page.
- Thesis assembly order: Title Page (see page 8), Honor Code Insert (see page 9), Table of Contents (optional), Main Text, Tables and Figures (if not included in text), Appendices (if applicable), References. For performance-based honors project, the recital program should be included last and the recital CD must be included in a sleeve on the inside of the back cover.
- Top, bottom, and right-hand margins should be one inch; the left-hand margin should be 1.5 inches. This allows for a small margin once pages are put in the binder. These measurements should be consistent on every page
- All text pages should be numbered.
- Times New Roman 12 point, or another serif font comparable in size.
- The thesis must be double-spaced (except footnotes).
- For theses submitted by joint concentrators, the second department usually defers to the first department with regard to format requirements. The student should confer with the second department to confirm this.
- For compositions, it is not recommended that you submit a thesis in pencil. If a software program is not feasible, then a high-quality photocopy of a penciled work should be submitted. Please confer with your advisor to determine the best format.
- For joint concentrators, the allied department usually defers to the primary department with regard to format requirements. The student should confer with the allied department to confirm this.

Length

- For theses submitted by joint concentrators, the second department usually defers to the first department with regard to length requirements. The student should confer with the second department to confirm this.
- Depending on the topic, most theses range from 45 to 100 pages. Theses of any length will be accepted.
- Research component for creative composition and performance-based honors project tend to range from 25 to 50 pages.

A New Music Building: Why We Need One

by John Knowles Paine

submitted in partial fulfillment of the requirements
for an AB degree with honors in Music (and your joint field)

Department of Music
(and your joint field)
Harvard College

March 8, 2022

DEPARTMENT OF MUSIC
HARVARD UNIVERSITY
SPRING 2022

“In submitting this thesis to the Department of Music in partial fulfillment of the requirements for the degree with honors of Bachelor of Arts, I affirm my awareness of the standards of the Harvard College Honor Code.”

Name: _____

Signature: _____

The Harvard College Honor Code

Members of the Harvard College community commit themselves to producing academic work of integrity – that is, work that adheres to the scholarly and intellectual standards of accurate attribution of sources, appropriate collection and use of data, and transparent acknowledgement of the contribution of others to their ideas, discoveries, interpretations, and conclusions. Cheating on exams or problem sets, plagiarizing or misrepresenting the ideas or language of someone else as one’s own, falsifying data, or any other instance of academic dishonesty violates the standards of our community, as well as the standards of the wider world of learning and affairs.