Memo

To: Junior Music Concentrators
From: Mary MacKinnon
Re: Thesis Proposals, Requirements, and Guidelines
Date: February 1, 2016

In order to submit your thesis proposal, complete the following steps before 4:00 p.m. on April 1, 2016.

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

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 write a string quartet, under the supervision of Prof. Y.” (Signed by you and Prof. Y.) *See note below
c. “I plan to perform a piano recital, under the supervision of Prof. Z.” (Signed by you and Prof. Z.) **See note below
d. “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 your music adviser. Be sure it’s OK with the Computer Science department!)

*Students who wish to submit a musical composition as a thesis project should submit a portfolio of recent work for consideration by the composition faculty. Please submit all materials to the Undergraduate Coordinator no later than February 29, 2016. The faculty will evaluate this work to determine whether you are prepared to pursue a thesis in composition.

**Students who wish to present a recital as a thesis project 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.

Please submit all materials to the Undergraduate Coordinator no later than February 29th. Further HUDM guidelines on a recital as thesis can be found on page 3 of this document.

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:

- Emily Dolan
- Vijay Iyer
- Ingrid Monson
- Carol Oja

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

- Chaya Czernowin
- Kay Kaufman Shelemay
- Thomas Forrest Kelly

As a reminder, all Honors candidates should plan to take the Senior Tutorial course in the primary concentration area. For Music this is 99r.
Undergraduate Honors Thesis Proposal Form

1. Complete, sign & date the form
2. Have your Thesis Adviser approve & sign
3. Turn in the form to Mary MacKinnon
4. Plan to take the Senior Tutorial (99r) in the primary concentration area both semesters of your senior year.

Deadline is April 1, 2016

Please PRINT CLEARLY

Name: __________________________________________

Class: _____

___ Music Concentrat or only

___ Joint Concentration with __________________________________________

Proposed Thesis Title: ___________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

(Circle one) Original Composition   Written Thesis   Performance Thesis

Proposed Thesis Description:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

____________________________________  ____________________________________
Student Signature                      Date                                     __________     ____________________________   ______
Music Thesis Adviser Signature         Date
Guidelines for Students Considering a Performance-based Honors Project

The Department of Music welcomes proposals for honors projects including a substantial element of performance. The performance-based honors project is 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 member who might serve as advisers. The guidelines below are intended for solo recitalists, but the Department is willing to consider proposals of other kinds on an individual basis.

Guidelines for Honors Recitals

Recitals are evaluated by a committee of three persons designated by the Music Department: your thesis adviser and two readers assigned by the Music Department. The principal studio teacher is not normally a member of this group, but will be invited to attend the recital and to submit a written evaluation to the committee.

Students wishing to present a recital as a thesis project should submit the following for consideration by the performance committee no later than February 29, 2016:

a. A proposal explaining the theme or focus of the recital, with a résumé of training and performance history (including music coursework).

b. An audition video of at least 15 minutes with three contrasting pieces; the video should be unedited.

c. A letter from the principal teacher recommending that the student be permitted to give a recital.

If preliminary approval is obtained, the student identifies a thesis adviser from among the Music faculty and submits a thesis proposal (according to distributed departmental guidelines) for consideration at the Department’s April meeting.

Booking Your Recital

A date for an approved recital should be arranged by the candidate 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, either in Paine Hall or Holden Chapel, subject to availability. If your recital takes place in Paine Hall or Holden Chapel, the department will cover the expenses of the Hall/Chapel booking and recording. If you wish to have another venue, then you are responsible for booking the venue and any costs associated with booking and recording — you must also ensure that your committee are aware of the different venue and are able to get there.

Your recital must be take place by March 6, 2017. The recital may take place any time during the Spring semester up to that date. Also, keep in mind that your recital can take place during the day. It is imperative that you contact your committee members and any assisting artists to find out their availability prior to consulting with the Undergraduate Coordinator to book Paine or Holden.

Recitals ordinarily last 65 minutes for singers, 80–90 minutes for instrumentalists with intermission.

Assisting artists are the responsibility of the degree candidate.

Your recital must be professionally recorded.

Recital Program

Repertoire for the recital should be submitted to the adviser and to the undergraduate coordinator by September 30, 2016 using the template provided in a separate document. Students may revise their program up to one month before the recital date with the adviser’s approval.
The final program, including program notes suitable for distribution to the audience, should be submitted for the adviser’s approval one month before the date of the recital.

**Research Component**

All honors recitals include a substantial intellectual component formulated in collaboration with the adviser, and subject to departmental approval. This component is due **March 6, 2017**.

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.
Thesis Deadlines: 2016–17

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 4:00 p.m. that day.

Material for deadlines nos. 1, 2, and 3 should be submitted to both:

a) the adviser, in electronic or paper format;

b) the Undergraduate Coordinator, Mary MacKinnon. The material should be in electronic format (sent to mackinnon@fas.harvard.edu), although those submitting compositions have the option of doing so in hard copy. The material will be stored and will be made available to both the student and music department faculty other than the Adviser, for consultation.

Deadlines:

<table>
<thead>
<tr>
<th>Composition, Ethnomusicology, Theory, or Historical Musicology</th>
<th>Performance-based Honors Project</th>
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<tr>
<td><strong>1. Friday, September 30, 2016</strong></td>
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<tr>
<td><strong>Prospectus.</strong> 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).</td>
<td><strong>Recital program.</strong> 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.</td>
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<td><strong>2. Friday, December 2, 2016</strong></td>
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<td><strong>Completion of a minimum of 50% of the work.</strong> For example, two out of four chapters—the draft should include footnotes as well.</td>
<td><strong>Schedule recital date and 50% of written component.</strong> The recital must take place on or before March 6, 2017 and arranged by the candidate in consultation with the Undergraduate Coordinator, the thesis committee, and the principal teacher. The final program and program notes are due one month before the recital date.</td>
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<tr>
<td><strong>3. Tuesday, February 21, 2017</strong></td>
<td></td>
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<tr>
<td><strong>Complete draft of the work.</strong></td>
<td><strong>Complete draft of the written component.</strong></td>
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<tr>
<td><strong>Final document.</strong></td>
<td><strong>Final written component.</strong></td>
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<tr>
<td><strong>4. Monday, March 6, 2017</strong></td>
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Additionally, a **bound copy** of the final thesis (with the recital program, program notes, and CD for performance-based honors project) is required for submission to the Music Library. If you are awarded summa cum laude or magna cum laude for your thesis, you will also be responsible for submitting an unbound copy for the University Archives. This is a requirement for receiving the final award on the thesis. The Library and/or archive copies must be submitted to the Undergraduate Coordinator by **Monday, April 24, 2017**.

NOTE: After the due date, no revisions are accepted, except those mandated by the Thesis Adviser (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, that 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.
UNDERGRADUATE THESIS FORMAT REQUIREMENTS

• All copies should be submitted to the Undergraduate Coordinator by the stated deadlines.

• Deadline for the final version of thesis to the readers and the Department is March 6, 2017.

• The final readers’ copies of the thesis should be bound and fully formatted (i.e. footnotes, appendices, bibliography, etc.). Either single- or double-sided copies are acceptable. Three-ring binders are acceptable.

• The Undergraduate Coordinator should be provided with one single-sided, bound copy on acid-free paper, for cataloging in the Music Library, by April 24, 2017.

• The Music Library prefers undergraduate theses bound with ACCO press binders or glued binders like the Sourcebook. The binding must stand upright on the shelf (for example, spiral plastic binding, which tends to slump and fall apart in a short time, is not acceptable).

• Students receiving summa or magna honors for their theses (notification late April) should also submit one single-sided, unbound copy on acid-free paper directly to the Undergraduate Coordinator by April 24, 2017. This copy will be cataloged in the University Archives.

• Format for title page is illustrated on the following page.

• Format of the body of the document: 1” margins top and bottom, and 1.5” on the left and right; single-sided pages.

• 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 adviser to determine the best format.

• For performance-based honors project, the recital program with program notes and recital CD must accompany the written component.