

# MEMT Master's Non-Thesis Portfolio Presentation Format & Submission

## REVIEW TO PREPARE FOR FINAL TERM & PORTFOLIO PRESENTATION:

### MEMT STUDENT FILE:

Students must check their file and update their MEMT Checklist and Degree Requirement Program Plan. All items must be completed and appropriately filed as per the checklist before a student may schedule their Master's Comprehensive Exam Presentation.

Students should review the MEMT Master's Non-Thesis Timeline document found on the MEMT website in [Documents & Forms](#), to assist in this process.

## GENERAL REQUIREMENTS FOR PORTFOLIO:

For the portfolio portion of the comprehensive examination, the student will prepare in consultation with a faculty advisor a portfolio of materials representative of the candidate's graduate work overall and demonstrative of the candidate's ability to reflect critically upon and apply the concepts and techniques acquired during graduate studies to his or her professional practices in music education or music therapy.

- 1) This portfolio may contain, but is not limited to: (a) selected papers written for particular courses; (b) practica evaluations; (c) completed course projects; (d) audio-visual examples of teaching and/or clinical work directly related to the candidate's graduate studies; and/or (e) any other materials that convey the breadth and depth of the candidate's graduate work.
- 2) In addition, the portfolio must contain (a) an 8-12 page essay reflecting upon, evaluating, and integrating these materials in terms of the candidate's academic journey, professional goals, and professional behaviors, including an organizing statement within the essay whereby the candidate shows inter-connections she or he has explored throughout the program of graduate studies in general and in assembling the portfolio in particular, and (b) critical evaluations of 2 studies of the candidate's choice published in research journals within the past calendar year in terms of their relevance and potential applications to the candidate's professional work and interests.
- 3) The essay, the 2 research evaluations, and the overall organizing statement must demonstrate an ability to think critically, synthesize and connect ideas, communicate professionally, and make practical transfers to real-life, professional situations. In other words, the portfolio is not a simple "scrapbook," and preparation and defense of the portfolio should not be considered a mere "show and tell" exercise.

The portfolio must be submitted *in hard copy to the committee two weeks prior to the scheduled presentation.*

## NOTE TO MEMT 898 MASTER'S COMPREHENSIVE EXAM INSTRUCTOR:

Please submit a grade or change of grade as quickly as possible upon signing the NTMCPA authorization form documenting completion of the portfolio presentation. The instructor may assign a grade online for the current term once the grade rosters are available for use and a past term immediately. Anytime online submission of a grade is not available, a paper change of grade may be done.

## AFTER COMPLETION:

### Transcripts:

Students should order 2 official transcripts to be sent to themselves once their MME conferral shows. This allows the student to open 1 copy to be sure it is accurate and complete and retain a sealed transcript (official) to

be available if needed at a later date. Information and the forms for enrollment certification, degree verification, diploma distribution, and diploma replacement are available through the [Registrar's web site](#).

**Degrees:**

Degrees are awarded 3 times a year, May, August and December, to graduate students who have met all the requirements as of the date specified by [Graduate Studies Policy Library](#).

**Commencement:**

The SOM has only 1 commencement/convocation ceremony, which is in May of each year. A student scheduled to go through commencement should receive an e-mail or letter from the School of Music regarding the process about mid spring term. General [University Commencement](#) information is usually available early in the spring term.

**Address/Phone/Email:**

The student should check that the most current address, phone, and email information is shown in Enroll and Pay prior to leaving. If the student worked on campus be sure that Payroll also has the most current information. The 2 systems do not “talk” with each other.