

# MUSIC EDUCATION AND MUSIC THERAPY (MEMT)

## MEMT MASTERS HANDBOOK - MME DEGREES

The degrees Master of Music Education (ME-MME) with a major in music education and Master of Music Education (MT-MME) with a major in music therapy are 2 of several degrees that Music Education and Music Therapy (MEMT) has been authorized to offer by the University and the Kansas Board of Regents.

### Requirements for Regular Admission

1. Undergraduate grade-point average of 3.0 or higher on a 4.0 scale.
2. An appropriate baccalaureate degree to support the individual's goals for master's study. Students seeking entrance into the graduate initial certification program in music education or the graduate equivalency program in music therapy should have substantial backgrounds in music regardless of the undergraduate major.

Degree patterns:

- a. A bachelor's degree with a major in music education (for the MME in music education) or music therapy (for the MME in music therapy).
- b. A bachelor's degree with any music major plus any state certification as a music teacher (for MME in music education) or professional music therapy credential for the MME in music therapy).
- c. The equivalent of a music minor plus a bachelor's degree in an appropriate related field.

Final Official degree conferred transcripts must be sent directly from all previous colleges or universities.

3. Three (3) letters of recommendation regarding applicant's qualifications for graduate study in their selected program.
4. Submission of a video recording appropriate to degree of application.
5. Resume
6. Other supporting materials are required.

*For detailed admission requirements and information see the MEMT Graduate Application Procedure document located on our website [here](#).*

### Process Requirements

Students who wish to take graduate level studio lessons must contact the division director of the appropriate major performance medium area for an audition and approval. Contact information for all School of Music (SOM) faculty is available [here](#).

Information about provisional admission is detailed in the University of Kansas [Graduate Studies Policy Library](#). Graduate credit remains valid for 10 years; after that time it will not count toward the master's degree.

Graduate students are expected to know current University policies with respect to, 1) requesting a leave of absence in a timely fashion, if not enrolled continuously for contiguous semesters and, 2) procedures for readmission. This information is found in the MEMT Graduate Application Procedure and MEMT Leave of Absence Request LOA/RFA/Readmit documents located [here](#).

The ultimate responsibility for understanding and fulfilling all degree requirements is upon the student, who periodically should study this handbook and the appropriate sections of the Academic Catalog.

## **Requirements for the MME with a Major in Music Education**

Students may elect to earn the MME with a major in music education using the thesis or the non-thesis option. The degree requires a minimum of 30 hours of graduate credit. At least one-half of the required credit hours must be in courses open only to graduate students. At least 20 of the hours must be in regularly scheduled classes excluding directed study, research, and thesis or comprehensive examination (as applicable). The work must be distributed as indicated in the categories shown on the appropriate [Master's Degree Program Plan](#).

### **Course Distribution:**

1. At least one-third of the total requirement in the major.
2. At least one third of the total requirement in "other studies in music" related to the objectives of the program.
3. At least 17 graduate hours in MEMT including MEMT 812, Research in Music Education and Music Therapy (3 hours); MEMT 899 Master's Thesis (3-5 hours) or MEMT 898 Comprehensive Exam (1 hr) and additional hours to reach the minimum elected from MEMT 700 and 800 level courses, subject to advisor's approval, with the stipulation that at least 2 courses must be at the 800 level.
4. At least 10 graduate hours outside of MEMT, including at least 2 hours in applied music or conducting; at least 3 hours in music history, theory, or composition; at least 3 hours in a supportive elective area, and additional non-MEMT hours necessary to reach the minimum. All of these selections are subject to advisor's approval.

### **Music Education Thesis Option:**

Each master's student, with the advice and consent of the advisor and thesis committee, may select from the following options to complete the thesis requirement.

1. Research Thesis. The research thesis reports the result of theoretical, experimental, historical, clinical, or applied research. The research thesis may be on a "new" topic, or it may replicate, extend, and review earlier research.
2. Research and Development (R&D) Thesis. The R&D thesis reports the use of the best available research to develop and test an extensive instruction/activity package or product for specific uses in music education. The product may include reading materials, technology applications, and audio-visual aids. The complete product must be deposited permanently with the division, and the thesis will document the rationale for, development of, proposed application, and field trials of the product.

No instructor may assist a student with thesis research unless the student is enrolled for thesis credit. Graduate students must complete the course MEMT 812, Seminar in Research Methods, or its equivalent, and pass the bulk of their program coursework before enrolling in thesis. With the guidance of the thesis advisor, the student prepares a formal thesis proposal. Once the formal proposal has been approved in writing by the advisor and 2 other members of the MEMT graduate faculty, the student must apply and receive permission from the university HSCL Committee if the proposed research involves human subjects, before proceeding with the thesis proper. During work on the thesis the student should be enrolled in sufficient thesis credit hours each term to reflect the demands on the advisor and other staff members, and demands on other university resources.

Students should use the [MEMT Master's Thesis Timeline](#) and [MEMT Master's Format and Submission](#) documents located on our [website](#) for detailed instructions to help prepare by planning and scheduling processes well in advance from the start of the thesis through the final exam and graduation.

### **Final Master's Examination (Thesis)**

Upon completion of the thesis document, the student must pass the final master's examination, which includes a defense of the thesis. The student submits the [GPTD Exam Authorization](#) form located at <http://music.ku.edu/memt/documents#graduate> for approval to hold the Final Master's Examination at least

3 weeks in advance of the scheduled exam. It is the student's responsibility to present the final thesis copy to each committee member 2 weeks in advance of the scheduled exam date.

The student must be enrolled at the time the final master's exam is held. The exception to this policy is master's students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester.

The exam will be scheduled for a period of 2 hours. The examination committee shall be comprised of the student's major advisor and 2 other graduate faculty members jointly selected by the student and major advisor.

The candidate will begin by giving a twenty-minute oral presentation on his or her thesis, but the exam is not confined to that topic. Thereafter, the candidate will address questions posed by the committee arising from the candidate's presentation and the thesis document.

### **Music Education Non Thesis Option:**

The non-thesis option typically functions as a terminal degree and the work must be distributed as indicated in the categories shown on the appropriate Degree Program Plan. This option culminates with enrollment in a 1-credit hour comprehensive final examination (MEMT 898 Comprehensive Examination) course and the subsequent portfolio and presentation.

#### **Final Master's Examination (non-thesis)**

Each master's student, with the advice and consent of the advisor and examination committee, will submit the portfolio and complete the presentation in partial fulfillment of the non-thesis degree requirement. The student must be enrolled at the time the final portfolio presentation is held. The exception to this policy is master's students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester.

##### **1) Non-thesis Comprehensive 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.

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 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 and its application.

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. 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*.

## 2) Non-thesis Comprehensive Presentation

The non-thesis master's exam includes presenting a portfolio and will be scheduled for a period of 1 hour. The examination committee shall be comprised of the student's major advisor and 2 other graduate faculty members jointly selected by the student and major advisor. The student submits the [NTMCPA Authorization Form](#) located at <http://music.ku.edu/memt/documents#graduate> for approval to hold the final portfolio presentation. This submission occurs at least 2 weeks in advance of the scheduled exam. It is the student's responsibility to present the final portfolio to each committee member 2 weeks in advance of the scheduled examination date.

The candidate will begin by giving a twenty-minute oral presentation relating the portfolio materials and the candidate's course of graduate studies overall to her or his professional context and career goals. Thereafter, the candidate will address questions posed by the committee arising from the candidate's presentation and assembled portfolio.

Students should use the [MEMT Master's Non-thesis Timeline](#) and [MEMT Master's Non-thesis Format and Submission](#) documents located on our [website](#) for detailed instructions to help prepare by planning and scheduling processes well in advance from the start of the Master's Comprehensive Examination course through the final presentation and graduation.

### **Requirements for the MME with a Major in Music Therapy**

Students may elect to earn the MME with a major in music therapy using the thesis or the non-thesis option. The degree requires a minimum of 30 hours of graduate credit. The work must be distributed as indicated in the categories shown on the appropriate [Master's Degree Program Plan](#). Course selections must be approved by the committee.

Proficiency as a performing musician must be demonstrated before the degree may be awarded. This proficiency normally is demonstrated through the video audition described in the [MEMT Graduate Application Procedure](#) document located [here](#).

Individuals who hold baccalaureate degrees in a related field such as music education, music performance, or psychology, enter the music therapy profession through the "graduate equivalency" program. This program leads to eligibility to take the board certification exam given by The Certification Board for Music Therapists. Professionals who pass the exam are granted the credential, Music Therapist-Board Certified (MT-BC). The equivalency can be earned without completing the master's degree. The master's degree may be earned in addition to the graduate equivalency components but will not be awarded to individuals who are not eligible for professional music therapy certification. For details concerning the graduate equivalency program, please review those documents on our [website](#).

### **Music Therapy Thesis Option:**

Each master's student, with the advice and consent of the advisor and thesis committee, may select from the following options to complete the thesis requirement.

1. [Research Thesis](#). The research thesis reports the result of theoretical, experimental, historical, clinical, or applied research. The research thesis may be on a "new" topic, or it may replicate, extend, and review earlier research.
2. [Research and Development \(R&D\) Thesis](#). The R&D thesis reports the use of the best available research to develop and test an extensive instruction/activity package or product for specific uses in music therapy. The product may include reading materials, technology applications, and audio-visual aids. The complete product must be deposited permanently with the division, and the thesis will document the rationale for, development of, proposed application, and field trials of the product.

No instructor may assist a student with thesis research unless the student is enrolled for thesis credit. Graduate students must complete the course MEMT 812, Seminar in Research Methods, or its equivalent, and pass the bulk of their program coursework before enrolling in thesis. With the guidance of the thesis advisor, the student prepares a formal thesis proposal. Once the formal proposal has been approved in writing by the advisor and 2 other members of the MEMT graduate faculty, the student must apply and receive permission from the university HSCL Committee if the proposed research involves human subjects, before proceeding with the thesis proper. During work on the thesis the student should be enrolled in sufficient thesis credit hours each term to reflect the demands on the advisor and other staff members, and demands on other university resources.

Students should use the [MEMT Master's Thesis Timeline](#) and [MEMT Master's Format and Submission](#) documents located on our [website](#) for detailed instructions to help prepare by planning and scheduling processes well in advance from the start of the thesis through the final exam and graduation.

### **Final Master's Examination (Thesis)**

Upon completion of the thesis document, the student must pass the final master's examination, which includes a defense of the thesis. The student submits the [GpTD Exam Authorization](#) form located at <http://music.ku.edu/memt/documents#graduate> for approval to hold the Final Master's Examination at least 3 weeks in advance of the scheduled exam. It is the student's responsibility to present the final thesis copy to each committee member 2 weeks in advance of the scheduled exam date.

The student must be enrolled at the time the final master's exam is held. The student must be enrolled at the time the final master's exam is held. The exception to this policy is master's students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester.

The exam will be scheduled for a period of 2 hours. The examination committee shall be comprised of the student's major advisor and 2 other graduate faculty members jointly selected by the student and major advisor.

The candidate will begin by giving a twenty-minute oral presentation on his or her thesis, but the exam is not confined to that topic. Thereafter, the candidate will address questions posed by the committee arising from the candidate's presentation and the thesis document.

### **Music Therapy Non Thesis Option:**

The non-thesis option typically functions as a terminal degree and requires a total of 30 hours of credit. The work must be distributed as indicated in the categories shown on the appropriate [Degree Program Plan](#) which culminates with enrollment in a 1-credit hour comprehensive final examination (MEMT 898 Comprehensive Examination) course and the subsequent portfolio and presentation.

#### Final Master's Examination (non-thesis)

Each master's student, with the advice and consent of the advisor and examination committee, will submit the portfolio and complete the presentation in partial fulfillment of the non-thesis degree requirement. The student must be enrolled at the time the final portfolio presentation is held. The exception to this policy is master's students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester.

#### 1) Non-thesis Comprehensive 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.

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 and its application. .

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. 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*.

## 2) Non-thesis Comprehensive Presentation

The non-thesis master's exam includes presenting a portfolio and will be scheduled for a period of 1 hour. The examination committee shall be comprised of the student's major advisor and 2 other graduate faculty members jointly selected by the student and major advisor. The student submits the [NTMCPA Authorization Form](http://music.ku.edu/memt/documents#graduate) located at <http://music.ku.edu/memt/documents#graduate> for approval to hold the final portfolio presentation. This submission occurs at least 2 weeks in advance of the scheduled exam. It is the student's responsibility to present the final portfolio to each committee member 2 weeks in advance of the scheduled examination date.

The candidate will begin by giving a twenty-minute oral presentation relating the portfolio materials and the candidate's course of graduate studies overall to her or his professional context and career goals. Thereafter, the candidate will address questions posed by the committee arising from the candidate's presentation and assembled portfolio.

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### **Requirements for the MA or MS in Special Studies**

Students interested in interdisciplinary studies which do not follow the traditional patterns in music education or music therapy may wish to explore possibilities offered by the special studies degree program. Information describing the intent of this program, and guidelines for implementation, may be obtained from Graduate Studies at <http://policy.ku.edu/graduate-studies/ma-ms-phd-interdisciplinary-studies>.

### **Grievance**

Should the student have a grievance in MEMT, the graduate student must consult the MEMT Graduate Director or

the MEMT Director. If informal measures do not resolve the case, a MEMT grievance committee will be selected to consider the case. The committee will include both student and faculty members. Should the MEMT committee be unable to resolve the problem, the case will be directed to the School of Music grievance process.

**MEMT master's degree advisors include:**

Cynthia Colwell, Ph.D.  
Jacob Dakon, Ph.D.  
Abbey Dvorak, Ph.D.  
Melissa Grady, Ph.D.  
Deanna Hanson-Abromeit, Ph.D.  
Debra G. Hedden, Ed.D.  
Christopher Johnson, Ph.D.  
William Matney, Ph.D.

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Notice from the University of Kansas:

Safety and Crime on Campus

The annual security report about KU safety policies, crime statistics, and campus resources is available online at <http://www.ku.edu/safety> or on paper by contacting the Dean of Students, 133 Strong Hall, (785.864.4060). This notification is required by the federal Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Nondiscrimination Statement

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: for the Lawrence, Edwards, Parsons, Yoder and Topeka campuses, contact Executive Director of the Office of Institutional Opportunity and Access, [IOA@ku.edu](mailto:IOA@ku.edu), 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY