



UNIVERSITY of ST. THOMAS

Graduate Programs in Music Education

THESIS HANDBOOK

The Master of Arts thesis and the research leading up to it are the logical outcomes of a student's graduate study and professional experience. Because of the diverse background and experience of the University of St. Thomas' Graduate Programs in Music Education (GPME) faculty, students are able to undertake research using qualitative, quantitative, descriptive, historical, philosophical, or theoretical methodologies. Consequently, whereas all students demonstrate the ability to integrate ideas and communicate their findings, some will develop, test, and evaluate a music education problem, while others will gather and interpret historical, descriptive, or philosophical data. Writing the thesis is an opportunity to make a significant contribution to the field of music education, with additional goals of providing information that will be a meaningful and relevant resource to colleagues in the program and to the thesis author. A step-wise checklist for preparing the thesis is included in this handbook. **See Appendix A: Thesis Checklist.**

Preparing for the Thesis

Selecting a Research Topic

The final course in the UST Master of Arts in Music Education (MAME) degree program, is *GMUS 875 Introduction to Thesis Writing*. In this course students are introduced to research methods while working individually with the professor in selecting a thesis topic, crafting a problem statement, initiating a review of literature, and devising a research methodology. It is expected that students will arrive at their thesis topic, problem and purpose statements, and have made considerable progress on the review of literature by the conclusion of this course.

Selecting a Thesis Supervisor

The role of the supervisor is to give counsel and direction throughout the thesis process. After successfully passing the final oral comprehensive examination, students: (1) select a thesis supervisor from the MAME core faculty according to topic expertise; (2) inquire about the professor's availability and acceptance of the advisee; (3) obtain the supervisor's signature on the Preliminary Thesis Advising Form, and (4) schedule a preliminary thesis advising meeting with the program director. Non-local students may conduct the preliminary thesis advising

meeting with the program director via telephone or e-mail. Students are reminded that because of availability, teaching load, etc., faculty members do not automatically accept thesis advisees.

GMUS 876

After selecting a thesis supervisor and meeting with the program director for a preliminary thesis advising meeting, students register for *GMUS 876 Directed Research* **each semester** until the thesis has been defended successfully. Students must obtain approval from the thesis supervisor and meet with the program director before registering for *GMUS 876*. The Preliminary Thesis Advising form is available in the GPME office and is included in this handbook. **See Appendix B: Preliminary Thesis Advising Form.**

Students enroll in the section of GMUS 876 matching the thesis supervisor's name, below:

GMUS 876 01 Thesis, Dr. Gonzo
GMUS 876 03 Thesis, Dr. Gleason
GMUS 876 05 Thesis, Dr. Trinka

Graduate faculty in the Master of Arts in Music Education degree program are on staff during two of three semesters each year, as follows: Dr. Gleason is on staff January 1 – October 1. Dr. Gonzo is on staff May 1 – February 1. Students will not be assessed the one-hour tuition fee for the semester in which their supervisor is not on staff, provided the faculty member is not working with the student during that semester. Students who are completing the degree in summers only (as indicated on the student's MAME application form) will enroll in MUS 876 every semester, but will be assessed the one-hour tuition only during the summer semester, provided they are not working with their thesis supervisor during the fall or spring terms.

During the semester in which the thesis is defended successfully, the 1-hour tuition paid for GMUS 876 will be converted to GMUS 890. No additional fees will be assessed at that time, provided the student's degree plan calls for a one-hour credit for thesis.

Working with a Thesis Supervisor

Students actively engaged in the research process need to apprise supervisors of their progress on a regular basis. If approval is secured for each chapter as it is written, the student can feel confident that the final draft submitted to the thesis committee will be acceptable. It is rare that no revisions will be made following the thesis defense.

The thesis supervisor has the responsibility for supervising the writing of the thesis and providing commentary on the chapters in progress. Other members of the examining committee read and comment only on the thesis proposal and completed final draft.

A student's progress depends, in part, upon a timely reading and editing of chapter drafts by the thesis supervisors. Supervisors are responsible for returning drafts of individual chapters, usually within two weeks. It is the student's responsibility to establish and meet an agreed-upon

schedule in working with the supervisor and to allow the supervisor sufficient time to read and respond to the drafts.

Writing a thesis is a scholarly endeavor. The writing should be clear, concise, and scholarly. The student is responsible for ensuring that correct grammar, punctuation, and spelling are used throughout the document. The supervisor will inform the student if there are problems with any aspect of the thesis, but it is the student's responsibility, not the supervisor's, to correct identified problems.

Institutional Review Board

The UST Institutional Review Board (IRB) must approve all research involving human subjects. The IRB research form is submitted to the board under one of three categories: (1) exempt review; (2) expedited review, or (3) full board review. Research involving children and adolescents is typically classified as requiring full board review. IRB proposals must be approved by the thesis supervisor before being submitted to the Institutional Review Board. Students who are unsure of the proposal category should consult their thesis supervisor. IRB forms are available at <http://www.stthomas.edu/irb/>. Note that while there are some similarities between the document submitted to the Institutional Review Board and the thesis proposal submitted to the thesis committee, they are not the same.

Thesis Committee

The thesis committee is typically comprised of the thesis supervisor and two other UST MAME faculty members. The thesis committee is responsible for approving the thesis proposal, as well as the final draft of the completed thesis. All committee members must hold earned doctorates and be chosen for their expertise in the thesis subject area. Other UST faculty members, or in unusual circumstances, faculty from other approved institutions, may be substituted according to experience, availability, etc., subject to the approval of the thesis supervisor and program director.

Thesis Proposal

The thesis proposal usually consists of the first three chapters of the thesis—although this will vary, especially with theses that use non-qualitative and non-quantitative methodologies. In descriptive, experimental, and qualitative studies, the thesis proposal generally consists of the first three chapters of the thesis: Introduction, Review of Literature, and Methodology. The components of historical, theoretical, and philosophical thesis proposals will be determined by the thesis supervisor and student based on the nature of the proposed study. **See Appendix C for Request for Thesis Proposal Approval.**

Students work with their thesis supervisor to complete and refine the research proposal, which stems from their work in *GMUS 875 Introduction to Thesis Writing*. The official academic style

guide used by Graduate Programs in Music Education is the latest edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*, also known as *The Chicago Manual of Style*.

Once the thesis supervisor approves the thesis proposal, it is submitted with a Proposal Approval Form (signed by the student and thesis supervisor) to the other thesis committee members. Proposals not approved will require revision and resubmission. Revisions must be completed and resubmitted to the thesis committee for approval before the study is undertaken.

When the Institutional Review Board and the thesis committee have approved of the study, the student may commence the thesis research. Note that some work on the study (to be determined by the thesis supervisor) may continue while the student waits for the necessary approvals.

A Thesis Model

In general, the thesis consists of three parts: front matter, text, and back matter.

Front Matter

Front Matter is arranged in the order shown, below. The first three pages (Title, Copyright, and Committee Signature) are not numbered. The remaining front matter pages are number in lower-case Roman.

Title Page
Copyright Page (optional)
Committee Signature Page
Dedication (optional)
Epigraph (optional)
Acknowledgements
Preface (optional)
Abstract
Table of Contents
List of Tables
List of Figures

Title Page

The title appears in capital letters and each line is centered. The author's name is the student's name as it appears in the registrar's records at the time of graduation. It appears in upper and lower case with no reference to academic or other degrees or titles.

The thesis supervisor entry includes the name of the person who supervised the thesis. Include the academic title (but not academic degrees) of the faculty member (e.g., Professor Clappen Patschen). **See Appendix D: Title Page.**

Copyright Page

Copyright registration of the thesis is optional and according to the U.S. Copyright Web site (see url below), by U.S. law, written works are automatically copyrighted upon being written. The following statements are basics concerning U.S. copyright:

1. From the time a work created is in fixed form, copyright protection exists and the copyright immediately becomes the property of the author who created the work.

2. Copyright is secured automatically when the work is created, i.e., when the work is fixed in a copy or phonorecord for the first time.
3. Copyright registration (a legal formality that publicly records the basic facts of the particular copyright) is not a condition of copyright protection.

Copyright registration is secured with the Library of Congress, U.S. Copyright Office, 101 Independence Avenue S.E., Washington, D.C. 20559-6000. Forms are available at <http://www.copyright.gov/circs/circ1.html#wccc>

An example of the copyright entry is:

Copyright by
ELVIN BISHOP
1995
All Rights Reserved

Committee Signature Page

Thesis committee members sign at least four Committee Signature Pages (provided by the candidate on the same weight paper as that of the final bound copies of the thesis) following the thesis defense. Dark, black ink is used so that the signatures can be reproduced and microfilmed.

These signature pages are released to the candidate by the supervisor after all final revisions are made; they are included in the hardbound copies submitted to the University of St. Thomas. **See Appendix E: Signature Page.**

Dedication

The dedication is brief and centered on the pages, single-spaced. No heading is necessary.

Epigraph

The epigraph is centered on its own pages, single-spaced. The source of a quotation used as an epigraph is given below the epigraph and is aligned to end with it at the right margin. Bibliographic information is usually limited to author's name and title of the work.

Acknowledgements

This section begins with the title ACKNOWLEDGEMENTS centered in all capital letters 2 inches down from the top of the page. The text begins on the fourth line below the heading and is double-spaced.

The text is limited to thanks for, or recognition of, special assistance, but it may also include recognition of permissions granted to the author to use published or copyrighted material.

Preface

Some thesis topics warrant a further explanation and introduction to help readers understand the background of a research topic, or the background of why or how an author formulated the idea, etcetera.

Abstract

The abstract is a 350-word (or less) summary of the study. The title is centered two inches down from the top of page ii in capital letters. The student's name is placed one half-inch below the title. University of St. Thomas and the year of the thesis is centered on the next line. One half-inch below the title of the institution and the year the thesis is completed is the line for Thesis Supervisor followed by the candidate's name.

The abstract begins with the problem statement and sub-problems or research questions, followed by the procedures used to investigate the problem, results of the study, and salient conclusions and implications. The abstract is presented to the thesis committee with the final draft of the thesis prior to the defense, and becomes a part of the bound thesis.

To assist in the compilation of abstracts from completed theses, students are required to **submit a copy of the abstract by e-mail attachment to the program coordinator.**

Table of Contents

The heading TABLE OF CONTENTS in capital letters is centered without punctuation 2 inches down from the top of the first page only; neither a continuation notice nor any part of the heading appears on subsequent pages. The listing of titles begins at the left margin on the fourth line below the heading.

All titles in the thesis following—but none preceding—the Table of Contents are included in this listing. The titles of major divisions that follow the Table of Contents (list of tables, list of figures, chapters, appendices, and references) and at least first-order subheadings must be included in the table of contents. **See Appendix F: Sample Table of Contents.**

List of Tables and List of Figures

The heading LIST OF TABLES and LIST OF FIGURES, appears in capital letters centered on the page 2 inches down from the top of the page on the first page only; neither a continuation notice nor any part of the heading appears on subsequent pages. The listing begins on the fourth line below the heading at the left margin. If the thesis contains tables and figures, the listing of each begins on a new page.

Text

Each chapter of the thesis is a major division and is captioned. Each major division begins on a new page, but subdivisions must always follow one another immediately without gaps in the text.

Major division headings are centered in capital letters 2 inches from the top of the page and the text begins on the fourth line below the last line of the heading. In the text, the heading generally consists of a chapter designation, a number in Arabic numerals, which is usually preceded by the word CHAPTER, the chapter number, and a descriptive title.

The text may be organized according to the following generic outline. Please note that each thesis is an original work. As such, the following is intended only as a guide. Individual studies will deviate from this summary (especially non-quantitative and non-qualitative studies), depending on the design of the project.

CHAPTER I: INTRODUCTION

Introduction and Rationale

Statement of the Problem (statement or Research Question form)

Sub-problems or Research Questions

Assumptions

Delimitations (State the boundaries around which the study is structured.)

Definition of Terms

Purpose of the Study

CHAPTER II: REVIEW OF RELATED LITERATURE

Through discussion of extensive library research, this chapter points to why the present study is being proposed by summarizing the current literature (research and other writings) related to the thesis topic. Broadly, in identifying what has been done in the selected field, this section, in turn, implies what hasn't been done, and indicates a need for the proposed study. More specifically, the review of related literature supplies information to more accurately describe the problem, and to aid in developing the research design, selecting the setting, and appropriate

terminology. The Review of Literature chapter concludes with a final section: *Need for the Study*.

CHAPTER III: METHODOLOGY

Introduction explaining the organization of the chapter

Research Design - as appropriate to the particular study describing:

- research context
- role of the researcher
- development of materials
- experimental design
 - selection of participants
 - methods of observation
 - description of how data will be collected and analyzed
- qualitative design
 - selection of participants
 - structure of interviews
 - methods of observation
 - description of how data will be collected and analyzed
- historical research design
 - structure of interviews
 - description of how data will be collected and analyzed
- descriptive design
 - survey methodology
 - description of how data will be collected and analyzed

CHAPTER IV: RESULTS

Introduction explaining the organization of the chapter

Presentation of the data

Data analysis and interpretation

CHAPTER V: SUMMARY, DISCUSSION, CONCLUSIONS AND RECOMMENDATIONS

Restatement of the research problem and sub-problems or research questions

Summary

Discussion

Conclusion (including implications)

Recommendations for Further Research

Back Matter

Back Matter includes the Appendices and the References/ Bibliography/Works Consulted, the latter of which is the last section of the thesis. Pages are numbered in Arabic numerals that continue the series begun on page 1 of the text.

Appendices

Examples of material that may be appropriate for appendices include explanations helpful to a reader but too long for inclusion in footnotes or the text, texts of original documents such as letters, questionnaires, listings of material, original data, and computer programs. The heading consists of the word APPENDIX followed by the appendix designation (a letter or number), followed by the descriptive title. If there is only one appendix, the letter (or number) is omitted and the word APPENDIX, with or without a descriptive title, constitutes the heading. Depending upon the appropriateness with regard to length, these sections may be captioned throughout the thesis.

Ethics Statement

Provide a sample of the letter a participant signs to indicate a willingness to take part in the research.

Institutional Review Board Approval

The UST Institutional Review Board must approve all research using human subjects before data are collected. IRB approval must accompany the submitted proposal.

References/Bibliography/Works Consulted

According to the particular study and to the reference contents, this section is titled:

References – if listing only works cited in the study.

Bibliography - if listing all appropriate references as agreed on with the thesis supervisor.

Works Consulted - if listing all references consulted.

All theses that make use of other sources either by direct quotation or by reference must have a reference listing of these sources at the end. The title, REFERENCES, or BIBLIOGRAPHY, or WORKS CONSULTED appears in

capital letters two inches from the top of the first page of the section; neither a continuation notice nor any part of the heading appears on subsequent pages. The listing begins four lines (a double double-space) below. *References are the last item in the thesis.*

The referencing system must correctly and consistently follow established practices of the discipline as found in the Turabian or the *Chicago Manual*. Only one system of referencing is to be used throughout, culminating in a single reference list. Individual entries are to be single-spaced, with double spacing between items.

Footnotes may be used and placed at the bottom of the page. A footnote must appear in its entirety at the bottom of the page on which it is referenced. Individual notes are to be single-spaced, with double spacing between notes.

Thesis Guidelines

Theses must be in compliance with format and style standards as outlined in this *Thesis Handbook*. Questions about the interpretation of these regulations or their application should be addressed to the thesis supervisor.

Style Guide References

For amplification of points in this section, consult the official MAME academic style guide, Kate Turabian's *A Manual for Writers of Term Papers, Theses and Dissertation*. If points differ from any rules in the *MAME Thesis Handbook*, the *Handbook* takes precedence.

Please Note: Previous theses are not necessarily models to be followed due to the differences in material, changes in rules and policies, and revisions in the various editions of style manuals. The student is responsible for writing and editing the thesis document. Matters of structure, content, and length are decided by the student and the thesis supervisor. All references and documentation must be complete.

Format

All pages of the thesis are to be of one size (8 1/2 inch x 11 inch), one reproduction process, and one type of paper unless prior approval of variances is granted by the thesis committee. Text and illustrations may appear on only one side of page.

Standard typing practices (whether done on a typewriter or word processor) must be observed throughout, including matters of spacing following punctuation marks.

Use only black toner to ensure a sharp, high-contrast black-on-white copy.

The typeface must be a standard, serif bookface type, e.g., Times, Times New Roman, Palatino, New Century, or Courier, produced on a laser or liquid ink printer. Script typefaces are not acceptable. It is recommended that students with questions about their choice of typeface or printer bring a sample to their thesis supervisor early in the writing process.

Italics are used as a substitute for underlining book titles or foreign terms and are to be used consistently. Consult Turabian for headings styles.

Paper and Reproduction Processes

Final copies of the paper should be produced by laser printer, or photocopy on good quality, twenty-pound weight paper. Use of a high-quality recycled paper is encouraged.

Corrections

Corrections cannot be made with ink or pencil. In the case of replacement pages in reproduced copy, the same duplication method and paper must be used for corrected pages. Crossouts, strikeovers, raised or dropped letters, piled-up letters, extra spaces, and insertions are considered typographical errors and must be eliminated. Adhesive tape (non-reflective transparent) can be used in the construction of pages only if the paper is to be photocopied and the copies do not show evidence of its use.

Margins

The margins for each page—front matter, text, reference material—must be no narrower than the following, measuring from the edge of the paper to the type:

Left (binding edge)	1 1/2 inch
Right	1 inch
Top	1 1/4 inch
Bottom	1 1/4 inch

Wider margins are acceptable if used consistently. Text alignment should be left justified with a ragged right. Holes are not permitted in any of the margins.

Typing may extend a single line below the bottom margin in order to complete the last line of a paragraph, chapter, subdivision, table, or figure.

Spacing

The text of the paper must be double-spaced throughout. Long quotations must be indented and single-spaced. Footnotes to text are single-spaced. Tables may be double-spaced or single-spaced, depending on the layout on the page. Single-spacing can be used for tables, titles, headings, and figure captions. Reference entries may be single-spaced, provided that each entry is separated by a double space. Consult Turabian for spacing guidelines.

Pagination

Front Matter pages are to be numbered consecutively in lower case Roman numerals beginning with “ii” on the first page of the Abstract, which follows the Signature Page. The Title Page is considered “i” but the number is not placed on the page. Neither the copyright page nor the Signature Page is counted or numbered. All numbers are centered without punctuation 3/4 inch from the **bottom of the page**.

Text and **Back Matter** pages are numbered consecutively in Arabic numerals, beginning with the number 1 on the page following the Front Matter. Numbers are placed without punctuation in the upper right-hand corner, 1 inch from the right and 3/4 inch from the **top of the page**.

If a musical manuscript is included, page numbers may be hand-lettered using a lettering guide so that the numerals are neat and uniform.

Illustrations

Photographs must be scanned into the final copy. Large maps, charts, and other materials unable to be reduced to a size for binding are to be folded for insertion in a packet at the rear of the bound volume. Each item should be numbered and captioned according to the instructions for figures. In some cases, large maps or charts are labeled as Plates, in which case a LIST OF PLATES must be prepared and placed following the LIST OF TABLES, if applicable, at the beginning of the thesis.

The Thesis Defense

When the thesis is in final draft form, the thesis examining committee meets with the student to review the project for substance and clarity. The formal title of this meeting is the Thesis Defense and is open to all interested members of the University of St. Thomas community, as well as other interested parties. If family and friends have been invited to the defense, it is the student's responsibility to inform the program director, who will then reserve a room of an appropriate size.

Defense Scheduling

The defending student makes arrangements for the defense with the thesis committee members, program director, and program coordinator and, under certain circumstances, outside committee members. Students are responsible for arranging a meeting time convenient for all committee members at least one month in advance of the date and time of the defense by **communicating with committee members**. The GPME program coordinator reserves the examination room, and sends reminder letters (e-mail messages) to all committee members. **If defense schedule changes are necessary, students must communicate with committee members only after speaking with the thesis supervisor.** *Students may schedule the defense only after the thesis supervisor has determined that the thesis is ready to be defended.*

Defense Format

The format of the defense generally includes a brief welcome and introduction of each examining committee member by the thesis supervisor followed by the candidate's ten-minute description of the study. This statement typically consists of introductory remarks about the study, including elements that led to the proposal and a brief discussion of the methodology, procedures, and results. The thesis supervisor then asks one of the committee members to begin posing questions, which are then addressed by the candidate with possible follow-up questions posed by the committee members. The colloquy between the candidate and the thesis committee is often exploratory and analytical in nature; the intended tone is collegial.

The defense is one hour in length. The thesis committee members participate equally in the adjudication of the thesis and defense and to accept the thesis: (1) as presented; (2) with minor revisions; (3) with major revisions, or (4) the work does not meet the standards of the university for the master's degree. It is highly unusual for a thesis to be approved "as presented." Students should expect to make some revisions after the defense and before the work is submitted for binding.

Students who pass the defense with minor revisions complete all revisions in consultation with their supervisor and then submit the thesis for binding. Students who pass with major revisions complete their revisions in consultation with their supervisor and, under certain circumstances,

the thesis committee. The thesis supervisor reviews final revisions before the paper is submitted for binding. **See Appendix G: Guidelines for Binding the M. A. Thesis.**

The grade for the thesis project is assigned by the thesis committee and submitted by the supervisor after the defense has been successfully completed and after any necessary revisions have been made. Theses are graded on a Pass (S), Incomplete (I), No Credit (R) basis. High Pass (HP) may be awarded in rare cases for a thesis that merits special distinction.

If a student receives a No Credit (R) grade for the thesis, he or she will be permitted to register again after receiving the approval of the program director and the thesis supervisor. Additional courses or other remedial work may be required prior to registration.

The final thesis draft must be distributed to the members of the student's thesis committee at least two weeks before the date of the defense. **Students are advised to schedule the thesis defense as early as possible in the term and are expected to follow the scheduling guidelines stated in Appendix H, Planning for Thesis Defense and Graduation.** *It is the student's responsibility to have thesis corrections and revisions completed by December 1 (fall graduation), May 1 (spring graduation), or July 1 (summer graduation).*

APPENDICES

APPENDIX A

THESIS CHECKLIST

- _____ Successfully complete GMUS 875 *Introduction to Thesis Writing*.
- _____ Select thesis supervisor and obtain the supervisor's signature on the Preliminary Thesis Advising Form.
- _____ Schedule a preliminary thesis advising meeting with the Program Director.
- _____ Register for GMUS 876.
- _____ Obtain thesis topic approval by thesis supervisor.
- _____ Select thesis committee in conjunction with thesis supervisor.
- _____ Communicate directly with each committee member, asking them to serve on the examining committee.
- _____ Obtain thesis proposal approval from the thesis committee.
- _____ Obtain Institutional Review Board approval for study.
- _____ Collect data.
- _____ Write thesis in consultation with the thesis supervisor.
- _____ Obtain thesis defense approval from the thesis supervisor.
- _____ Communicate with each committee member directly to arrange and confirm the date, time, and place for the thesis defense.
- _____ Deliver the completed thesis draft to each committee member, allowing them a minimum of two complete weeks before the defense to read the thesis.
- _____ Successfully defend thesis.
- _____ Revise thesis according to committee's suggestions.
- _____ Register for GMUS 876 during the term in graduation is anticipated.
- _____ Apply for graduation with GPME program coordinator.
- _____ Obtain thesis supervisor's signature on graduation application.
- _____ Deliver four hardbound copies of the thesis to the GPME office *within thirty days following the successful thesis defense*.
- _____ Submit a copy of the thesis thesis abstract by e-mail to GPME program coordinator *within thirty days following the successful thesis defense*.
- _____ Walk across stage and commence.

APPENDIX B



UNIVERSITY *of* ST. THOMAS

Graduate Programs in Music Education

PRELIMINARY THESIS ADVISING FORM

Date _____

Name _____

Semester and Year of Matriculation into MAME _____

_____ I intend to work on the thesis only during summers.

_____ I intend to work on the thesis year-round.

Expected Semester and Year of Graduation _____

Thesis Supervisor _____

Thesis Supervisor Signature _____ Date _____

Program Director Signature _____ Date _____

APPENDIX C

THESIS PROPOSAL APPROVAL FORM

Name of Student: _____

(Please print)

Signature: _____ Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Date of Successful Oral Comprehensive Examination: _____

Date of Acceptance to the University of St. Thomas Master of Arts in Music Education
Degree Program: _____

Anticipated Date for Thesis Completion: _____

Working Title of Thesis: _____

Thesis Supervisor and Committee

I have read the final draft of this thesis proposal (Chapters 1 through 3) and recommend it for approval.

Thesis Supervisor: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

APPENDIX D

TITLE PAGE

**THESIS TITLE
CENTERED IN
CAPITAL LETTERS**

by

Author

THESIS

Presented in Partial Fulfillment of the
Requirements for the Degree of

MASTER OF ARTS IN MUSIC EDUCATION

THE UNIVERSITY OF ST. THOMAS

November 2007

APPENDIX E

COMMITTEE SIGNATURE PAGE

**THESIS TITLE CENTERED
IN CAPITAL LETTERS**

Approved by the Thesis Supervisory Committee:

Thesis Supervisor

APPENDIX F

Sample TABLE OF CONTENTS

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APPENDIX G

GUIDELINES FOR BINDING THE THESIS

Following the thesis defense, and after the thesis supervisor has approved any corrections required by the thesis committee, the student will prepare copies of the manuscript for binding. **Two** hardbound copies become the property of the University of St. Thomas O'Shaughnessy-Frey Library (one for circulation and one for the archives); a **third** hardbound copy will be housed in the GPME office, and a **fourth** hardbound copy will be provided for the thesis supervisor. Thesis committee members may also request a bound copy.

Students are responsible for all arrangements according to the following requirements:

Color of binding: Burgundy

Type of Paper: 20-lb. High quality stock

Stamping:

Down the spine: M.A.M.E. Student's Name Year

On the front: Thesis title

Ink color of binding stamp: Gold

There are several companies in the Twin Cities that provide binding services. Most UST MAME students use the services of the University of Minnesota University Bindery, which offers complete binding services by mail, which we have found is considerably less expensive than comparable services. Students are reminded that all binderies charge for photocopying.

University of Minnesota
University Bindery
Printing Services Building
Room 180
2818 Como Avenue South East
Minneapolis, Minnesota 55414
(612) 626-0507

All duplicating and binding costs are the student's responsibility. Students must deliver the bound thesis copies to the graduate music office within thirty days following the successful thesis defense.

APPENDIX H

PLANNING FOR THE THESIS DEFENSE AND GRADUATION

Thesis defense and graduation deadlines are determined by university deadlines for graduation filing. In general, students must plan four months out from their intended semester of graduation. MAME degree program deadlines are as follows:

For Spring Graduation

- File for graduation by March 1 with the Program Coordinator.
- Schedule thesis defense by March 31 with thesis supervisor and committee members.
- Report defense date and time to the Program Coordinator.
- Submit final thesis draft to committee members at least two weeks prior to the scheduled defense.
- Thesis must be defended by April 15.
- Thesis corrections and revisions completed by May 1.

For Summer Graduation

- File for graduation by May 1 with the Program Coordinator.
- Schedule thesis defense by May 31 with thesis supervisor and committee members.
- Report defense date and time to the Program Coordinator.
- Submit final thesis draft to committee members at least two weeks prior to the scheduled defense.
- Defend thesis by June 15.
- Thesis corrections and revisions completed by July 1.

For Fall Graduation

- File for graduation by October 1 with the Program Coordinator.
- Schedule thesis defense by October 31 with thesis supervisor and committee members.
- Report defense date and time to the Program Coordinator.
- Submit final thesis draft to committee members at least two weeks prior to the scheduled defense.
- Defend thesis by November 15.
- Thesis corrections and revisions completed by December 1.