

## Keyboard Department

### DMA Research-Lecture Procedures

#### Proposal

- In the semester preceding the presentation, the student must create a proposal including
  - the title of the project
  - a one- or two-paragraph description of the scope of the project including what question(s) the student is seeking to address
  - an outline of the proposed document
  - preliminary bibliography showing the state of existing work in the topic area.
- The proposal must be distributed to the student's committee, and three members of that committee must approve the proposal. Feedback from the committee prior to final approval will help the student improve the proposal early in the research and writing process.
- Once the proposal has been accepted, the student should identify those committee members who will serve as primary reader (1) and secondary readers (2).

#### Written Document

- The student will work with the primary reader to prepare the written document.
- The document should conform to the guidelines set by the Office of Graduate Studies.
- Upon the approval of the primary reader, the completed document should be distributed to the two secondary readers. The secondary readers should receive the document at least three weeks in advance of the scheduled lecture performance. The secondary readers may provide feedback, questions, or suggestions for improvements.

#### Lecture presentation

- The student is responsible for scheduling the lecture presentation and informing the committee members of the date at least three weeks in advance. In general, the readers should be able to attend the presentation. Readers may also evaluate the presentation based on a DVD or other high-quality video recording of the event.

#### Grading

- The final grade, by at least three committee members, is based on both the paper and the presentation. Final grades should not be submitted until all aspects of the project are complete and the paper is ready for submission to the graduate office.
  - The paper should be completed and submitted within the same semester as the lecture presentation.
  - Three signatures (those of the readers) are required on the paper at the time of submission to the graduate office.