

DMA Document, Lecture Recital, and Examinations Handbook Supplement

All doctoral candidates must take two comprehensive examinations (a core examination and an area examination), give a lecture-recital (MUS 762), and submit an acceptable document (MUS 763) as the final capstone project for the degree. Usually, MUS 762 and MUS 763 are two parts of the same research project, demonstrating the candidate’s ability to perform satisfactory graduate-level research and to report the results in lecture format and scholarly prose in a thesis-length document. Students are encouraged to enroll in 1 credit of the 3-credit MUS 763, Doctoral Document no later than the Spring of the second year to begin to engage in research. They must demonstrate progress in the project in a given semester of enrollment in MUS 763 to receive credit for that semester.

While the intended timeline for the completion of coursework for the DMA degree is three years, the document process in particular often takes longer. Each student’s timeline will vary, depending on progress in the degree as well as individual circumstances. Students should work closely with their advisors to develop a realistic path to completion.

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DMA Comprehensive Examinations Overview

In addition to the document process (culminating in the document defense) and the lecture recital, students engage with two culminating examinations.

1. Written Comprehensive Examination

- Scheduled by the Director of Graduate Studies each spring; to be taken in last semester of coursework—typically in the 6th semester of study.
- Content includes material from two MUS 750 seminars, two theory courses, and MUPED 704.
- Discipline/area faculty members grade answers; the Director of Graduate Studies conveys results to students.

2. Area Comprehensive Examination

- Scheduled by the Advisor
- Content includes area-specific material and knowledge introduced through coursework.
- Committee Chair/Advisor submits Area Examination Evaluation Form to the Director of Graduate Studies

MUS 762 Lecture Recital

The lecture recital should consist of twenty-five minutes of lecture and twenty-five minutes of performance. Typically, students present the lectures with brief illustrative excerpts first, followed by complete performance of the work/s.

The lecture recital committee is typically the same as the document committee (unless the lecture recital topic is not the same as the document topic, in which case the committee does not have to be the same). Note that in cases when the lecture recital is not the same topic as the document, the student needs to submit two separate proposals, one for the lecture recital (MUS 762) and the other for the document (MUS 763).

MUS 763 DMA Document Overview

Students take three semesters of MUS 763 to develop and complete their DMA Documents.

These semesters of MUS 763 do not need to be consecutive.

While individual timelines may vary, advisors and students should complete specific objectives in each semester of MUS 763 as outlined below.

Grading. Grading for MUS 763 is Satisfactory or Unsatisfactory.

- Students who do not complete the objectives in a given semester should not receive a Satisfactory grade and should not enroll in subsequent semesters of MUS 763 until they complete work.
- An advisor may submit an Incomplete grade. The student must complete the incomplete work prior to enrolling in their next semester of MUS 763 and according to the timelines for resolution of incomplete grades set by the university.
- An Unsatisfactory grade will result in dismissal from the program.

MUS 763 Semester	Objectives	Notes
Pre-MUS 763 Enrollment	1. Student should identify a primary document advisor and with them develop a feasible and appropriate topic idea.	
MUS 763 Credit 1	1. Committee Approval Form. Student and advisor identify and secure agreement from at least two other graduate faculty members to serve on the document committee. The student submits a completed Committee Approval Form to the Director of Graduate Studies (See Note 1 regarding supervision). 2. Proposal Development and Committee Approval Meeting. Student prepares and presents a formal proposal per handbook guidelines with their committee members (See Note 2 regarding alternative projects). 3. Advisors Submission. The advisor submits a successful proposal defense rubric to the Director of Graduate Studies.	1. <i>Supervision.</i> Students have the option to enroll in document supervision with a separate research expert rather than their primary advisor for the first two semesters of MUS 763. 2. <i>Alternative Project.</i> Students who wish to complete an alternative project must submit a separate DMA Document Alternative Proposal Form to the Director of Graduate Studies for approval by the GSC prior to the formal defense with the document committee.
MUS 763 Credit 2	1. Document Draft. During the second semester of Document Supervision, the student will complete most research and produce a full draft of the document. The draft should be of sufficient quality that the student can be ready for document defense after one more semester of work.	1. This semester comprises the bulk of the document research and writing. Students should plan to begin writing prior to the semester of finishing their full draft (and possibly take an incomplete to finish

MUS 763 Credit 3	<ol style="list-style-type: none"> 1. Revisions. If the student has worked with the separate research expert, the primary advisor will oversee revisions in this semester to develop an acceptable final draft. The student provides their committee members with the final draft of the document. Based on committee feedback, the student makes revisions. 2. Defense. If the committee agrees that the document is close to completion, the advisor schedules a defense date during this term (See Note 1 regarding TGS Submission). 3. Advisor Submission. The advisor submits the successful proposal defense rubric to the Director of Graduate Studies. 4. Student Submission. Students submit their completed and approved documents to the Graduate School (See Note 2 regarding TGS Submission). 	<p>after).</p> <ol style="list-style-type: none"> 1. TGS Submission. The Graduate School has deadlines for submission of documents that are earlier in the semester (typically mid-April and mid-November). Advisors should plan defenses at least 10 days in advance of the deadlines to allow time for any further revisions. This requires detailed advance planning to meet those deadlines.
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Committee Information. Members of the DMA document committee serve important roles to help students develop and refine ideas and writing during their process; they should be chosen carefully according to the project.

Selecting an Advisor. Primary applied professors typically serve as DMA students' document advisors; however, a student may ask any School of Music graduate faculty member to advise their document.

Research Specialist Option. In addition, a student, in consultation with their document advisor, may elect to take the first two semesters of MUS 763 with a designated research specialist who will help develop initial ideas and drafts. The primary advisor consults during those semesters and steers the final semester.

Committee Considerations.

- Students ask two more graduate faculty members to serve on their document committee. Once they gain affirmative responses, they may complete the Committee Approval Form.
- Students and advisors need to communicate closely with committee members regarding timelines. Committees should agree upon how and when the student will provide work to committee members (full draft, individual chapters, etc.).
- Committee members should identify the length of lead time they need to read and evaluate work; students and advisors should plan their work accordingly and should not place members under pressure to meet unreasonable deadlines to provide feedback and revisions.
- Committee members shall not be expected or obligated to assess work or participate on defenses on breaks or over the summer. Students are responsible for timely submission of work; late work that members cannot review in time may result in a delay of up to a semester for completion.

Formatting. All forms/deadlines of the Graduate School must be followed (see the Graduate School website <https://www.jmu.edu/grad/current-students/scholarly-documents/index.shtml>). The document must be scholarly with footnotes and bibliography following the format given in the approved style manuals used in MUS 600 Research Methods. The document should be of substantial, thesis length (not including illustrations, front matter, bibliography) typed in a word-processing program, double-spaced with a 12-point font. For examples of DMA documents completed at JMU, please see the JMU scholarly commons site: <http://commons.lib.jmu.edu/diss201019/> (if the link does not work, search for JMU scholarly commons).¹

Defense. The final step in the comprehensive exam process is the defense of the document. Once the advisor/chair of the committee has deemed that the student's project is well enough advanced, he/she should schedule the defense of the document with the student and committee. Please note that the defense should take place at least ten days before the deadline given by the Graduate School for submission for that semester. The document should be in the final stages of editing when the defense takes place.

¹ Students may submit a proposal to do an alternative document project to the research document for MUS 763 credit. Alternative projects must include a substantial written component. Students must complete the DMA Document Alternative Proposal form, obtain permission from their committee and area (and signatures) and submit to the Director of Graduate Studies for GSC review and approval. Students may be denied at any level of that process, which would require them to complete a typical research document instead. Faculty at each level of approval must judge the alternative project as being equal in rigor to a research document. Projects that simply include more of the components of the degree (such as additional recitals, classes, or seminar-length papers) will be rejected. If the alternative proposal is approved, the student will complete a full proposal and defend it with their committee.

Not all areas allow alternative projects.

Further Details for the DMA Document Process

Investigating Potential Topics

- Your DMA is, in part, the chronicle of your path to discovering and delivering your unique contributions to the body of knowledge of our field. What are you passionate about? What excites you about things that can improve within your specific area of study? What do you want to see over the course of your own career as growth, next steps and developments within your chosen field of study? How will you bring those next steps and unique contributions forward into usable forms, while drawing on the foundations of your chosen field of study as a strong research base? Your document will compile both existing research with your own original thinking.
- Consider the repertoire you like to perform and pieces you enjoy hearing, as well as the research areas within your field of study that fascinate you, especially from within the coursework you pursue during your first year.
- Discuss your interests with your major professor, your colleagues, and other faculty members who specialize in your interests or who may have a unique perspective to offer to your tentative topic. Watch for things that ‘pop up’ as well as things you are actively researching.
- Try to focus yourself by creating research questions: what will you investigate within the topic you have chosen?
- Your topic, your questions, and your goals are likely to change as you work toward a completed document, and that’s okay! What’s important is to choose a starting point, find resources, and develop relationships with the faculty members who you think may support you as you complete your research.
- Read and take notes as you go, be sure to include your original ideas on your subject as well as your thoughts about the literature you review.
- Schedule meetings with your chair to discuss your readings. These meetings should help you narrow your topic in preparation for preparing the outline and **proposal** for your document.
- Compile an annotated bibliography using the resources you have learned about in your research methods class. Include any literature that is related to your project, even if tangentially.
- If you wish to propose an alternative document project, you must submit that form to the Graduate Studies Committee for approval before completing the full proposal process.
- You need to choose a document advisor/document committee chair prior to enrolling in the first semester of MUS 763. The chair can be any graduate faculty member with whom you feel you will work well and whose expertise relates to your topic. It is usually, but not always, a student’s major professor. While the chair is the person with whom you will work the closest on the document, remember that their role is not the same as an editor. They will guide you in forming complete sections of the document that you should submit as drafts to your readers for additional feedback. Your committee will comment as necessary on the level of the writing, but it is not their responsibility to correct grammar, spelling, and sentence structure.
- With your chair’s permission, you have the option of working with a research specialist for the first two semesters of MUS 763 to develop and draft your document.

MUS 763, Semester 1: Committee Form, Proposal, and Proposal Approval

1. Committee Approval Form

- Your committee consists of a chair and two readers, all of whom are graduate faculty in the School of Music. A fourth, outside committee member, may be added (see below). While each committee is different, the general responsibilities of those involved are described below:
- Your two School of Music readers are additional voices in the document process. They are not the primary point of contact for completing the document. They will offer feedback on the drafts you complete under the guidance of your chair and they will help you with questions you have that relate to their specialties.
- In consultation with your chair, you may choose an additional, fourth person from outside the School of Music. This additional fourth person must be justified. For example, they may offer expertise that is directly related to your topic.
- Once you have chosen your committee, fill out the Graduate School's Committee Approval Form and collect the signatures of your chair and your readers in addition to the required administrative signatures.

2. Document Proposal developed with your document advisor

- Three parts
 - 3-5 page descriptive essay that details the scope, significance, and justification of your topic with a brief literature review.
 - Outline that provides information regarding how you intend to structure your document and the planned contents of your chapters.
 - Bibliography of sources
- **If the project requires interaction with live individuals, students should submit an IRB proposal for evaluation.**
<https://www.jmu.edu/researchintegrity/irb/irbsubmit.shtml>

3. Proposal Approval

- This should happen in the last couple of weeks of the semester. Your document advisor will arrange a meeting with your entire committee to discuss your proposal.
- This is similar to a recital hearing. During the proposal approval meeting you will be asked to describe your topic and walk your committee through the plan for your document. Your committee will ask clarifying questions. Your committee may ask you whether and how your lecture recital will relate to your document.
- At this point your committee will either approve your proposal or ask you to revise and resubmit.
- If approved, your advisor will complete the proposal defense evaluation form and submit it to the Director of Graduate Studies.
- A student should not enroll in the second semester of MUS 763 until they have an approved document proposal.

MUS 763, Semester 2: Document Draft

- Finish investigating your research questions by completing your literature review and synthesizing your original ideas working with your document advisor.
- This is the semester to write your draft, which should be completed prior to enrollment in your final credit of MUS 763. Drafting may continue over winter/summer break; however, a student should not enroll in their final MUS 763 credit until they and their advisor are reasonably sure the student is ready for revisions to the draft.

MUS 763, Semester 3: Revisions, Defense, and Document Submission

- Plan to revise your document many times before it is finalized.
 - Committees should have an understanding of when they will receive work. In some cases, they may receive a chapter at a time; in other cases, they may wish a full draft. These are conversations to have prior to this semester. Regardless, whereas the initial drafting is largely between the advisor and student, committee members should be involved in the revision process.
 - Students and advisors must keep Graduate School submission deadlines in mind in order to complete projects on time. Refer to the Registrar's dates and deadlines for submissions (typically mid-November and mid-April).
- After submitting your defense draft of your document to your committee, the document advisor should schedule a defense of the document with your committee members. **Your defense must be scheduled no later than 10 days prior to the Graduate School due date in November or April.** Check the graduate school's website for the specific due date. It is common for committees to require further revisions following the document defense, and this allows time for those prior to submission
- The document advisor provides the defense rubric to the Director of Graduate Studies following the successful defense.
- Once a student completes revision and obtains committee signatures, they should submit their document to the Graduate School: <https://www.jmu.edu/grad/current-students/scholarly-documents/etd.shtml>