

School of Music

Proposal Defense Evaluation Form

Members of the student’s document committee should each fill out a copy of the form on page 1 below and submit it to the committee chair, who will retain copies in their records. If the student has passed the defense, page two should be signed by all committee members and submitted to the Director of Graduate Studies.

Part I. Evaluation of the proposal.

Does the student…

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Yes | No | Comment (optional) |
| Present a feasible topic with a clear thesis? |  |  |  |
| Establish the relevance of the topic to the discipline? |  |  |  |
| Outline the content of each chapter logically? |  |  |  |
| Demonstrate command of relevant literature both within the proposal and via the bibliography? |  |  |  |

Part II. Evaluation of the defense.

Does the student…

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Yes | No | Comment (optional) |
| Demonstrate reasonable command of the topic at this stage? |  |  |  |
| Demonstrate an awareness of the next steps necessary to continue their research/writing? |  |  |  |
| Answer any questions or concerns the committee poses? |  |  |  |
| Appear prepared to see the project through to its completion? |  |  |  |

Part III. Member’s recommendation.

Please select one:

|  |  |
| --- | --- |
|  | I approve the proposal as written. |
|  | I request that the proposal be revised and resubmitted according to the comments above. |

Provide additional comments below as necessary:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Member’s signature) (Date)



School of Music

Proposal Defense Confirmation Form

The following student has successfully completed and defended their document proposal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(student name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(chair’s name) (chair’s signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(reader’s name) (reader’s signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(reader’s name) (reader’s signature)

**Committee Chair: Please keep one copy for yourself (the student’s advisor) and give one copy to the Director of Graduate Studies.**