



UNIVERSITY OF CENTRAL FLORIDA

# Music MA Graduate Program Handbook

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# Music MA

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Introduction

The UCF Department of music offers a Masters of Arts in Music. The Master of Arts in Music degree at UCF is a general master's degree, intended to provide additional study and training in music to individuals who already hold a bachelor's degree in music or the equivalent. The general nature of this degree allows students to pursue a variety of interests within music, such as performance, conducting, jazz studies, music education, and composition. The philosophy of this program is to provide graduate students with the advanced education, skills, and credentials to enhance their professional abilities and opportunities.

## Total Credit Hours Required

The Music MA program requires a minimum of 30-34 credit hours beyond the bachelor's degree. Students must take 11 credit hours of required core music courses and 17 credit hours of elective courses. Students must also take a Recital or Research Report course (2 credit hours) or the Thesis option (6 credit hours). Students planning on pursuing a doctoral degree are encouraged to select the Thesis option.

## Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

The Music MA degree is 30 credit hours (34 for the Thesis option). Core courses offer a traditional foundation in music theory and music history:

- Bibliography and Research Methods
- Music History Seminar
- Techniques and Concepts of Musical Analysis

Beyond these core courses, different electives may be chosen to reflect the interests of each student.

A cumulative experience is required; this can be the Graduate Project, the Graduate Recital, or a Thesis. The Thesis option increases the total credits from 30 to 34.

# Thesis Requirements

The thesis is the culminating or comprehensive experience for those who conduct an original research study as part of a thesis-option program. An oral defense of the thesis is required. The approved thesis must be written and prepared in accordance with program, college, and university requirements. Students who wish to complete their degree requirements in a given semester must take their oral defense and submit their final electronic copy to the UCF College of Graduate Studies by the dates shown in the [Academic Calendar](#).

## University Dissertation Requirements

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on [Thesis and Dissertation Services](#) Site.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

**The following requirements must be met by dissertation students in their final term:**

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at [editor@ucf.edu](mailto:editor@ucf.edu).

## Thesis Advisory Committee Membership

A student writing a thesis must have a Thesis Advisory Committee consisting of at least three members who are approved members of the [Graduate Faculty or Graduate Faculty Scholars](#). To learn more about committee membership eligibility and responsibilities, please contact your program advisor or visit the [Graduate Catalog](#).

## Thesis Hour Enrollment

To be considered full-time after completion of coursework, students must be continuously enrolled in three hours of thesis research every semester (including summers) until successful defense and graduation. This enrollment each semester reflects the expenditure of university resources. Students that wish to enroll in part-time hours must consult with their advisor. For more details about enrollment, please refer to the UCF Graduate Catalog: [graduatecatalog.ucf.edu](http://graduatecatalog.ucf.edu) > Policies > Master's Program Policies > Thesis Requirements > Thesis Enrollment Requirement and the UCF Graduate Catalog: [graduatecatalog.ucf.edu](http://graduatecatalog.ucf.edu) > General Policies > Full-time Enrollment Requirements.

## Intent to Graduate

Students must file an online Intent to Graduate form in [myUCF](#) for the term they are planning on graduating. This form should be completed and returned to the student's department or college by the last day of classes in the term preceding their semester of graduation. Students who fail to file their Intent form may have their graduation delayed. If the student does not graduate, for whatever reason, he/she must file another Intent form.

## Defense Announcement

Students must prepare a defense announcement and electronically submit it to the graduate staff in their department at least one week before the defense date. Please consult the [Thesis and Dissertation Site](#) for proper preparation of the defense announcement.

## Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

**Research Policies and Ethics Information:** UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: [research.ucf.edu/](http://research.ucf.edu/) > Compliance.

**UCF's Patent and Invention Policy:** In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: [graduatecatalog.ucf.edu](http://graduatecatalog.ucf.edu) > Policies > General Graduate Policies.

## Financial Support

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see [Funding for Graduate School](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource. Key points about financial support:

- If you are interested in financial assistance, you are strongly encouraged to apply for admission early. A complete application for admission, including all supporting documents, must be received by the priority date listed for your program under "Admissions."
- You must be admitted to a graduate program before the university can consider awarding financial assistance to you.
- If you want to be considered for loans and other needs-based financial assistance, review the UCF Student Financial Assistance website at [finaid.ucf.edu](http://finaid.ucf.edu) and complete the FAFSA (Free Application for Student Financial Aid) form, which is available online at [fafsa.ed.gov/](http://fafsa.ed.gov/). Apply early and allow up to six weeks for the FAFSA form to be processed.
- UCF Graduate Studies awards university graduate fellowships, with most decisions based on nominations from the colleges and programs. To be eligible for a fellowship, students must be accepted as a graduate student in a degree program and be enrolled full-time. Because these awards are made early in the year, only completed applications on file by January 15 can receive full consideration for nominated awards. University graduate fellowships are awarded based on academic merit and therefore are not affected by FAFSA determination of need.

- Please note that select fellowships do require students to fill out a fellowship application (either a university fellowship application, an external fellowship application, or a college or school fellowship application). For university fellowship applications, see [UCF Graduate Fellowships](#).
- For information on assistantships (including teaching, research, and general graduate assistantships) or tuition support, contact the graduate program director of your major.

## Graduate Student Associations

Student organizations are an integral part of the student experience. Although these organizations are primarily for undergraduate students, graduate students are welcome to join.

- **Pi Kappa Lambda** - A music honor society
- **Phi Mu Alpha Sinfonia** - A professional music fraternity for men which promotes music in America
- **Sigma Alpha Iota** - A music fraternity for women
- **Tau Beta Sigma** - A co-ed honorary service sorority for bands in America
- **Kappa Kappa Psi** - A co-ed service fraternity for bands in America
- **National Band Association** - UCF Collegiate Chapter, for instrumental students interested in music education
- **University Vocal Society** - An organization of individuals interested in singing and vocal music, who are members of one of the university choral ensembles
- **Gospel and Cultural Choir at UCF** - A student organization dedicated to the gospel genre
- **NAfME** - A student chapter of the National Association for Music Education (formerly MENC)
- **American Choral Directors Association (ACDA)** - Student Chapter
- Additional clubs for individual instruments are available

For additional information, please visit [music.cah.ucf.edu/studentorganizations.php](http://music.cah.ucf.edu/studentorganizations.php).

### Graduate Student Association (GSA)

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/).

## Professional Development

### Teaching and Learning

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. They offer several programs for the professional development of Graduate Teaching Assistants at UCF.

- **GTA Training (mandatory for employment as a GTA):** This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.
- **Preparing Tomorrow's Faculty Program:** This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information: [fctl.ucf.edu/](http://fctl.ucf.edu/) > Events > GTA Programs or call 407-823-3544.

## Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](http://graduate.ucf.edu/pathways-to-success/).

## Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines. It is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information, contact [researchweek@ucf.edu](mailto:researchweek@ucf.edu).

## Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

**Award for Excellence by a Graduate Teaching Assistant** – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

**Award for Excellence in Graduate Student Teaching** – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

**Award for the Outstanding Master's Thesis** – It recognizes graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.

For the nomination process and eligibility criteria, see the College of Graduate Studies website: [graduate.ucf.edu/awards-and-recognition/](http://graduate.ucf.edu/awards-and-recognition/).

## Other

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit the Graduate Travel Fellowship section at [graduate.ucf.edu/](http://graduate.ucf.edu/).

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: [csgs.org/](http://csgs.org/) > Awards.

For grant-proposal writing resources, visit: [uwc.cah.ucf.edu](http://uwc.cah.ucf.edu).

## Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [career.ucf.edu/](http://career.ucf.edu/).

For specific services or resources provided by the academic program, please contact the graduate program director or academic advisor.

## Forms

- [Arts and Humanities Graduate Forms](#)  
A list of forms and files for the College of Arts and Humanities.
- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Music Program Forms](#)  
List of forms for the Music MA program.
- [Traveling Scholar Form](#)  
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Music MA Website](#)
- [College of Arts and Humanities Website](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Ask UCF](#)
- [Bookstore](#)
- [Campus Life](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Course Listings](#)
- [Ensemble Information](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [Music Camps and Clinics](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)



- [Register for Classes](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Student Technology Services \(Computer Labs\)](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

## Grad Faculty

### **Almeida, John**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [jalmeida@ucf.edu](mailto:jalmeida@ucf.edu)

### **Anderson, Thad**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Research interests: Percussion, music composition, music technology, new or contemporary music

Contact Info: [thad@ucf.edu](mailto:thad@ucf.edu)

Websites: [thadanderson.com/](http://thadanderson.com/); [music.ucf.edu](http://music.ucf.edu); [music.ucf.edu/percussion](http://music.ucf.edu/percussion)

### **Boukobza, Laurent**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Research interests: Concert Pianist Chamber music, part of the Sirba Octet, Romantic music Messiaen (student of Yvonne Loriod at the Paris Conservatory), Participation in International Piano Competition

Contact Info: [Laurent.Boukobza@ucf.edu](mailto:Laurent.Boukobza@ucf.edu)

### **Brunner, David**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [David.Brunner@ucf.edu](mailto:David.Brunner@ucf.edu)

### **Casimir, Yun-Ling**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Yun-Ling.Hsu@ucf.edu](mailto:Yun-Ling.Hsu@ucf.edu)

### **Chicurel-Stein, Steven \***

College: College of Arts and Humanities

Disciplinary affiliations: Music

Research interests: Musical theatre history, theory, literature, voice performance, clinical voice, music theory, piano, George Gershwin, voice science, singing health, musical theatre (performance, history, literature)

Contact Info: [steven.chicurel@ucf.edu](mailto:steven.chicurel@ucf.edu)

**Danielsson, Per**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Research interests: Jazz improvisation, jazz arranging, jazz composition

Contact Info: [perdanielsson@ucf.edu](mailto:perdanielsson@ucf.edu)

Websites: <http://www.music.ucf.edu/staff.php?id=244>

**Ellis, Ronald**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Ronald.Ellis@ucf.edu](mailto:Ronald.Ellis@ucf.edu)

**Garasi, Michael**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [mgarasi@ucf.edu](mailto:mgarasi@ucf.edu)

**Garcia, Nora Lee \***

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [NoraLeeGarcia@ucf.edu](mailto:NoraLeeGarcia@ucf.edu)

**Gay, Kirk**

College: College of Arts and Humanities,

Disciplinary affiliations: Music

Contact Info: [Kirk.Gay@ucf.edu](mailto:Kirk.Gay@ucf.edu)

**Gennaro, Joe**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [joe.gennaro@ucf.edu](mailto:joe.gennaro@ucf.edu)

**Holcomb, Al**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [aholcomb@ucf.edu](mailto:aholcomb@ucf.edu)

**Hunt, Jeremy \***

College: College of Arts and Humanities,

Disciplinary affiliations: Music

Contact Info: [Jeremy.Hunt@ucf.edu](mailto:Jeremy.Hunt@ucf.edu)

**Kelly, Ryan**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Ryan.Kelly@ucf.edu](mailto:Ryan.Kelly@ucf.edu)

**Koons, Keith \***

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Keith.Koons@ucf.edu](mailto:Keith.Koons@ucf.edu)

**Li, Si-Yan**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [sdli@ucf.edu](mailto:sdli@ucf.edu)

**Marosi, Laszlo**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Laszlo.Marosi@ucf.edu](mailto:Laszlo.Marosi@ucf.edu)

**Miller, Kelly**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Kelly.Miller@ucf.edu](mailto:Kelly.Miller@ucf.edu)

**Moore, Jeffrey**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Research interests: History of the Western Art, Percussion Ensemble, Percussion in Musical Cultures, Performance Anxiety, Musical Assessment

Contact Info: [Jeff.Moore@ucf.edu](mailto:Jeff.Moore@ucf.edu)

**Pherigo, Johnny**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Johnny.Pherigo@ucf.edu](mailto:Johnny.Pherigo@ucf.edu)

**Pickering, Roy**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [rpickeri@ucf.edu](mailto:rpickeri@ucf.edu)

**Potter, Thomas**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Research interests: Music, Voice, Opera, Acting, Lieder, Chanson, Classical Music, Singing, Vocal Pedagogy, Theater

Contact Info: [Thomas.Potter@ucf.edu](mailto:Thomas.Potter@ucf.edu)

Websites: [thomaspotteronline.com/](http://thomaspotteronline.com/); [music.cah.ucf.edu/](http://music.cah.ucf.edu/); [music.cah.ucf.edu/opera.php](http://music.cah.ucf.edu/opera.php), [facebook.com/UCF-Op-Shop-130281800691/](https://facebook.com/UCF-Op-Shop-130281800691/), [music.ucf.edu/graduate.php](http://music.ucf.edu/graduate.php)

**Ro, Sun**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Sun.Ro@ucf.edu](mailto:Sun.Ro@ucf.edu)

**Rupert, Jeffrey**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Jeffrey.Rupert@ucf.edu](mailto:Jeffrey.Rupert@ucf.edu)

**Scharron, Eladio**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Eladio.Scharron@ucf.edu](mailto:Eladio.Scharron@ucf.edu)

**Stephenson, Joanne**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Joanne.Stephenson@ucf.edu](mailto:Joanne.Stephenson@ucf.edu)

**Thornton, Robert**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Robert.Thornton@ucf.edu](mailto:Robert.Thornton@ucf.edu)

**Tobias, Scott**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Scott.Tobias@ucf.edu](mailto:Scott.Tobias@ucf.edu)

**Warfield, Scott \***

College: College of Arts and Humanities

Disciplinary affiliations: Music

Research interests: Music history and literature, especially: music of the 18th, 19th and 20th centuries, orchestral music, programmatic music, Richard Strauss, American music, Broadway, and related topics

Contact Info: [Scott.Warfield@ucf.edu](mailto:Scott.Warfield@ucf.edu)

Website: [pegasus.cc.ucf.edu/~swarfiel/](http://pegasus.cc.ucf.edu/~swarfiel/)

**Weremchuk, George**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [George.Weremchuk@ucf.edu](mailto:George.Weremchuk@ucf.edu)

**Wilkinson, Michael**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Michael.Wilkinson@ucf.edu](mailto:Michael.Wilkinson@ucf.edu)

**Yonetani, Ayako**

College: College of Arts and Humanities

Disciplinary affiliations: Music

Contact Info: [Ayako.Yonetani@ucf.edu](mailto:Ayako.Yonetani@ucf.edu)

## Contact Info

- **Keith Koons**  
Professor  
PAC M208  
Phone: 407-823-5116