DEPARTMENT OF MUSIC
SENIOR PROJECT GUIDELINES

APPROVAL OF PROJECT AND PROSPECTUS

The Senior Project is a major research or creative undertaking which can culminate in a paper, a lecture-demonstration and paper, or a music composition portfolio.*   The nature and scope of the project must be determined by the student and a faculty member qualified to supervise the study.

The proposed project must be approved by the student's advisor, and a written prospectus (a formal summary of the proposed project) must be submitted to the Department Chair by the first week of classes in the semester prior to the expected project completion date.

The typed prospectus must include:
1. Project title: the title should be descriptive and informative, not overly long or complex
2. Statement of the problem: suitable limitations must be imposed on the scope of the study. Avoid allowing the problem to become so general that it is impossible to research
3. Summary: a one- or two-page summary should indicate the significance of the study and expected outcomes
4. Bibliography: the bibliography should include a list of research materials pertinent to the subject

Upon approval of the prospectus, the Chair will assign a 3-member faculty committee to guide and evaluate the project. The project would normally be due one month prior to the last class day of the final semester.

See Senior Project Comprehensive Schedule attached to this document for timelines. All dates must be filled in at the first meeting with the project advisor.

*Please refer to separate guidelines for the Music Composition Portfolio

ORGANIZATION OF THE PROJECT PAPER

1. Title Page: prepared in accordance with the attached example. The date shown should be the term and year in which all degree requirements were completed. Titles should be concise and descriptive. Abbreviations are unacceptable.

2. Signature Page: prepared in accordance with the attached example. Original handwritten signatures *must* appear on all copies submitted to the Department.

3. Table of Contents: is normally double-spaced. Single-spacing may be used for a Table of Contents that would exceed two pages if double-spaced.

4. Body of the paper: this consists of the study itself typed and organized in conformity to this document and to the information and guidelines on style format as outlined in Kate Turabian's <u>A Manual for Writers</u>, current edition, University of Chicago Press.

5. Appendix (if applicable): Each appendix must have a title and a description of its contents presented on the first page. The title must be listed in the Table of Contents.

6. Bibliography and/or List of References: The bibliography lists the sources used in writing the paper, not necessarily every work examined, but those that were found relevant. The style format used for the paper determines the arrangement of the bibliography, which should be single-spaced within each reference, but double-spaced between references.

A List of References contains only those references used in the paper.

SUBMISSION OF COMPLETED PROJECT

The student shall submit two bound copies, one for the department file and one for the student, by the established deadline. Spiral binding is acceptable.

CALIFORNIA STATE UNIVERSITY, STANISLAUS

Turlock, California

TITLE OF THE PROJECT

A Project Submitted in Partial Fulfillment
of the Requirements for the Degree of
Bachelor of Music

Name of Student

College of the Arts
Department of Music
Month, Year

THIS PROJECT WAS SUPERVISED BY

[Name of Faculty Member]

Project Committee Chair

[Name of Student]

DEPARTMENT COMMITTEE APPROVAL

[Name of Committee Chair]   _____
   Committee Chair

[Name of Committee Member]   _____

[Name of Committee Member]   _____

[Name of Department Chair]   _____
Department Chair

Date of Approval   _____