

MIS Senior Project Information (MU4620) - Music Industry Majors

General Introduction

Every music major must complete a senior capstone project. A capstone project should demonstrate a synthesis of all the knowledge the student has learned throughout his or her college career. The project should also prove that the student is ready to move forward academically, whether by entering graduate or professional school, joining the workforce, or starting a business. Depending on the specific major, this project will either be a recital, a presentation, or a combination of the two.

All students will enroll in **MU 4601: Senior Project: Research and Preparation** in the fall of his or her final year. A student enrolled in MU 4601 has the option to present a project in the spring semester of the current academic year, or the fall semester of the following academic year.

Scheduling

Faculty will assign your committee members and chair as well as your presentation date and time during the summer of the year preceding your presentation. If you are unable to complete your project on the assigned date for whatever reason, you will be moved to the following academic year for final presentation. If you are enrolled in MU 4620 and do not pass your qualifying review, you will receive an “F” for the course and will need to repeat it the following year.

You will need to work with your committee to set dates for your Qualifying Review by the assigned deadline, which is usually two weeks prior to your presentation date. Furthermore, you will need to turn in all required documentation by due dates and attend meetings with your committee chair. Your attention to and preparation for these important intermediate dates is part of the “timeliness” part of your grade. See the [Qualifying Review Approval](#) form for further information.

Evaluation

Each Senior Project will be evaluated based upon the following elements:

1. Final Performance or Presentation (70% of grade)
2. Timeliness of Project including following the guidelines of the Qualifying Review Approval documents and completing assignments made by the committee (30% of grade)

For Music Industry Studies (MIS) Majors

The successful completion of a capstone project is a vigorous and long process that takes at least one academic year. Students are required to envision, conceptualize, plan and execute their projects to the best of their abilities.

Committees

Each student is assigned a committee consisting of two full time faculty members. One faculty member will serve as the chair of the committee, and it is with this faculty member that you will have the most contact.

Types of Capstone Projects

The following is a list of the types of projects in which students often engage. It is NOT meant to be exhaustive. Students are encouraged to think outside the box and consider types of projects that are not listed below.

- ✓ Business Plan (Marketing)
- ✓ Business Plan (Promotion)
- ✓ Business Plan (Other)
- ✓ Business Plan (Music Supervision)
- ✓ Recording Project with emphasis on Recording
- ✓ Recording Project with emphasis on Production
- ✓ Recording Project with emphasis on some combination of recording, production and/or songwriting.
- ✓ Production Project (computer-based).
- ✓ Production Project (computer-based) that involves aspects of Recording.
- ✓ Live Sound Project that involves aspects of Recording.
- ✓ Research-based Project

Timeline (*based on Spring Quarter presentation; if presenting in an earlier quarter, make adjustments as needed*)

Spring Semester before final year

1. Begin thinking about your capstone project (if you have not already).
2. Seek out advice and guidance from faculty members who have expertise in the subject areas that you are considering.
3. Research your ideas and consider the most viable options for the capstone project.
4. Meet with faculty to submit your Senior Project Application Form

Fall Semester of final year

1. Enroll in **MU 4601: Senior Project: Research and Prep**. This is a requirement, not an option. This class is only offered in the fall, and must be taken before the student can complete their capstone project.
2. Meet with a faculty member (or two) to discuss the direction your project should take, and solicit any advice.
3. Depending on the date of your project presentation, set up regular meetings with your committee chair. Establish goals for development and practice of your presentation.

Spring Semester of final year

1. Enroll in **MU 4620: Senior Project ONLY IF** this is the semester that the student is presenting his/her capstone project. **NOTE:** If the student is NOT enrolling in MU 4620 this quarter, then that means that the student must enroll in MU 4620 in the Fall Semester of the next academic year.
2. Meet with your committee chair regularly to apprise him/her of how the project is progressing.
The student should begin to consider the logistics of the presentation, such as images, video(s), and PowerPoint slides. The student should begin constructing the slides for the presentation well before the Qualifying Review.
3. The student meets with the committee approximately 2 weeks prior to the presentation date for the Qualifying Review and for approval of program and flyers.
4. Give your presentation on your assigned date. You may invite family and friends to attend. Immediately following your presentation, you will meet privately with your committee for additional questions and an evaluation of your project.

MU 4620 Specific RequirementsGeneral Information

Students enroll in **MU 4620: Senior Project** in the semester in which they will present their capstone project. The student must enroll in his/her faculty committee chair's section of MU 4620. For example, if the chair of your committee is Dr. Kopplin, then you enroll in his section of MU 4620. Students cannot enroll in MU 4620 until after they have completed MU 4601.

Components of your grade

Project Outline

A project outline will be requested from the student within the first 2 weeks of the semester in which he/she is presenting. It should outline

everything that the student will cover in the presentation. It is generally worth 10% of his/her grade.

Program Note and Flyer/Poster

A program note is a 3-4 sentence paragraph that summarizes your project and briefly describes how you will be presenting it. The student must create a flyer/poster that serves as a means to promote the presentation. The committee chair must approve the Program Note and Flyer/Poster 2 weeks prior to the presentation. This portion is generally 10% of his/her grade.

Qualifying Review

The qualifying review should take place at least 2 weeks prior to the presentation, and is the student's responsibility to schedule with his/her committee. It is at this meeting that the student is given the green light to present his/her project. The qualifying review is generally worth 10% of his/her grade. See FAQ #6 for more information.

Project Content and Materials

This is the actual content of the presentation. It includes the relevance of the topic, thoroughness with which the topic is considered, and the use of materials including images, videos, music, etc. It is generally worth 30-40% of the grade.

Presentation

This is the presentation itself. Manner of speech, dress, and execution are all considered in the determination of this portion of the student's grade, generally worth 30-40%.

Note: Other components not explicitly listed above may be considered in the calculation of a student's grade. Since every capstone project is unique, all possible aspects cannot be listed in this document.

Tips for Completing a Successful Senior Project

1. An outline must be turned in at the beginning of the quarter in which you are presenting. However, that doesn't mean that you should wait until then to do an outline. Consider doing a rough outline when you first start conceptualizing the project. It may help you to focus the project.
2. From conceptualization to presentation, this project generally takes students about a year to complete. Some students are able to work faster than others, so it can be done in 3 to 6 months. However, do not wait until the semester that you are presenting to begin working on your capstone project. This is one of the quickest ways to earn an F.

3. Please see the department publicist for examples of Programs, Notes, Flyers, and Posters.

FAQ

1. “Do I have to have PowerPoint slides for my presentation?”
Yes. Every student must have a slide presentation. It is highly suggested that you use Microsoft’s Power Point or the equivalent to make your slide show. That way, your committee will be able to review your presentation with you on their computers.
2. “How long do I have to talk?”
Each presentation is one hour long. The student talks for 35-45 minutes, and leaves 15 minutes for questions.
3. “How should I dress?”
Approach this like you would a job interview. Look your best.
4. “Where are presentations made?”
Recording presentations are made in room 131, and all other presentations are made in room 160 or 159.
5. “Will I have use of a computer or do I have to provide my own?”
You only need to provide your own computer if you’re using some special program that is not on the department’s computers. For example, if you use Keynote to make your slides, then you’ll have to present your slide show from your computer, as we don’t have Keynote.
6. “What exactly happens during the qualifying review?”
During the qualifying review, you will present your slides, and talk your committee through your presentation. You will not do the formal presentation, but you will walk the committee through it. So, it does not have to be totally complete, but by this point, you should generally know how each slide will look and what you’re going to say about each slide. We will also cover any last minute details that need to be addressed before your presentation. Passing the qualifying review means that you are cleared to present.
7. “What happens if I fail the qualifying review?”
As this is your capstone project, you should never be in a position to fail MU 4620. If you have closely followed instructions, been in frequent and consistent contact with your committee, and diligently pursued your project, failing will not be an option. Failing the qualifying review means that you receive an F for MU 4620. You will need to re-register for the class in the following year and do the whole process over again.