DMA GRADUATE COMMITTEE INTERVIEW

Dossier Guidelines

Before the completion of 16 units beyond the master's degree, and before permission to present a second doctoral recital is requested, DMA students must submit a detailed dossier according to the guidelines detailed below. This dossier will be reviewed at the Graduate Committee Interview (GCI), at which the Graduate Advisory Committee will determine the student's continuation in the DMA program and consider for approval his/her guidance committee members and proposed fields of concentration.

The GCI dossier must include all of the following components IN THE ORDER LISTED.

1. **Appointment of DMA Guidance Committee:** This form must be submitted as the cover page for the GCI dossier. The proposed Chair of the Guidance Committee (a full-time member of the faculty from the department of the student's major program), as well as the faculty member who will serve as a major field advisor (usually the student's major teacher if that person is not the Chair of the Guidance Committee), must sign this form after the academic field form and both elective field forms (described below) have been completed and signed by the respective faculty advisors.

2. **Curriculum Vitae (CV):** Students should carefully prepare this portion of the GCI dossier as if it were for an academic job application. The CV should include the following, as applicable:
   - Education History
   - Professional Employment History (emphasizing music-related work experience)
   - Compositions
   - Conference Presentations
   - Publications
   - Recordings
   - Significant Performances

3. **Academic Field Form:** After applying and being approved for an academic field, the student must finalize a proposed academic field curriculum with the one who will serve as his/her faculty advisor for the academic field. Additional instructions are included on the academic field form.

4. **Elective Field Form (first of two):** The student must finalize a proposed curriculum for each of two elective fields by working with the one who will serve as his/her faculty advisor for each respective field. Additional instructions are included on the elective field form.

5. **Second Elective Field Form (second of two):** Same as for the first elective field. A separate elective field form must be completed for each of the two proposed elective fields.

6. **Proposed DMA Completion Timeline:** In consultation with his/her proposed faculty advisors, the student must create a proposed completion timeline, indicating the specific requirements that have been and will be fulfilled each semester through graduation. More detailed instructions are included on the DMA Completion Timeline template provided by Thornton Student Affairs.

The complete GCI dossier, including all components listed above in the order listed above, must be submitted to the Thornton doctoral advisor by 5:00 p.m. on October 15 for fall interviews or March 1 for spring interviews. The specific date and time of the student’s GCI will be scheduled once a preliminary review of his/her GCI dossier has been completed.
Appointment of DMA Guidance Committee

Student Information
Name _______________________________________________ USCID ____________________________
USC Email Address ___________________________ Phone (_____) ______________________________

Proposed DMA Guidance Committee (PRINTED NAMES ONLY)
The names of faculty advisors printed below must match those who have signed the academic field form
and the two elective field forms in the student’s GCI dossier.

Major Field: ___________________________ Chair of Guidance Committee: ___________________________
   Major Field Advisor: ___________________________

Academic Field: ___________________________ Academic Field Advisor: ___________________________

1st Elective Field: ___________________________ 1st Elective Field Advisor: ___________________________

2nd Elective Field: ___________________________ 2nd Elective Field Advisor: ___________________________

IMPORTANT NOTE: The Guidance Committee Chair and Major Field Advisor should review the student’s entire
GCI dossier before reviewing and signing this form.

Signature of Major Field Advisor
My signature below indicates my endorsement of the proposed curriculum for all fields in this student’s
GCI dossier. I also agree to serve as a major field advisor on this student’s DMA Guidance Committee.

Signature of Major Field Advisor: ___________________________ Date: ________________

Signature of Guidance Committee Chair
My signature below indicates my endorsement of the proposed curriculum for all fields in this student’s
GCI dossier. I also agree to serve as Chair of this student’s DMA Guidance Committee.

Signature of Guidance Committee Chair: ___________________________ Date: ________________

Action of Graduate Advisory Committee
☐ This student is recommended for continuation in the DMA program. The curriculum proposed in
   his/her GCI dossier is approved and the Guidance Committee proposed above is hereby appointed.
   Conditions:

☐ This student is not recommended for continuation in the DMA program.

_________________________________________ Date: ___________________________
Chair of Graduate Advisory Committee
DMA ACADEMIC FIELD FORM

DMA students must apply and be formally admitted to an academic field before completing this form.

Student Information

Name ____________________________________________ USCID ________________

USC Email Address ______________________________________ Phone (______) ______________________________

Proposed Curriculum

The DMA academic field must consist of 8 – 12 units of coursework, culminating in a written comprehensive examination. In addition to the written exam, an oral examination and/or a project may also be required. The academic field advisor should complete all information below.

Academic Field (check one box):  Academic Field Advisor: ______________________________

- Choral Music  - Music Teaching and Learning  - Musicology  - Theory and Analysis  - Sacred Music

<table>
<thead>
<tr>
<th>Course Number &amp; Course Title</th>
<th>Units</th>
<th>Semester during which the course was completed or will be completed</th>
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<tbody>
<tr>
<td>(Example) MUSC 700 Music for Doctoral Students</td>
<td>2</td>
<td>Fall 2020</td>
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</tbody>
</table>

Academic Field Capstone:  Proctored Written Exam*  Academic Paper(s)*

- Alternative Project Capstone  - Other:

* All students participate in an Oral Exam as the final gate toward the DMA. After all coursework is complete, during the Comprehensive Exam semester, but before the Oral Exam date, all students must have one or more of the preceding field capstones. Those in the Theory and Analysis Academic Field must check both Proctored Written Exam and Academic Paper.

Signature of Academic Field Advisor

My signature below indicates my approval of the proposed academic field curriculum listed above. I also agree to serve as the academic field advisor on this student’s DMA Guidance Committee, and to create and administer the comprehensive examination for this student’s academic field.

Signature of Academic Field Advisor: ______________________________ Date _______________
DMA ELECTIVE FIELD FORM

DMA students must declare two elective fields. One form must be completed for each field. The DMA elective field must consist of 6 – 8 units of coursework, culminating in a capstone that is submitted during the same semester as the comprehensive examinations and demonstrative of mastery of the predetermined elective field curriculum. Of the two elective fields chosen, at least one must yield a written capstone that is attempted after all of the classwork has been completed. (A written capstone can take the form of a proctored exam, an academic paper, or other clearly identifiable elective field submission.)

Student Information

Name ___________________________________________ USCID __________________________
USC Email Address _______________________________ Phone (______) ___________________

Elective Field: ____________________________    Elective Field Advisor: ________________________________

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<td>(Example) MUSC 700  Music for Doctoral Students</td>
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<td>Fall 2020</td>
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</table>

Qualifying Examination Type: ☐ Proctored Written Exam ☐ Recital ☐ Paper(s)
☐ Composition ☐ Recording ☐ Other: __________________________

Signature of Elective Field Advisor
My signature below indicates my approval of the proposed elective field curriculum listed above. I also agree to serve as the advisor for this elective field on the student’s DMA Guidance Committee, and to create and assess a capstone project which will be submitted as part of the comprehensive examinations. I will also attempt to participate in the student’s two-hour oral exam as a representative of this field.

Signature of Elective Field Advisor: ___________________________ Date __________________
DMA ELECTIVE FIELD FORM

DMA students must declare two elective fields. One form must be completed for each field. The DMA elective field must consist of 6 – 8 units of coursework, culminating in a capstone that is submitted during the same semester as the comprehensive examinations and demonstrative of mastery of the predetermined elective field curriculum. Of the two elective fields chosen, at least one must yield a written capstone that is attempted after all of the classwork has been completed. (A written capstone can take the form of a proctored exam, an academic paper, or other clearly identifiable elective field submission.)

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Name ____________________________________________________________ USCID _________________________
USC Email Address ____________________________ Phone (_____) _______________________

Elective Field: ___________________________ Elective Field Advisor: ________________________________

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<td>Fall 2020</td>
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Qualifying Examination Type: □ Proctored Written Exam □ Recital □ Paper(s)
□ Composition □ Recording □ Other: _______________________

Signature of Elective Field Advisor

My signature below indicates my approval of the proposed elective field curriculum listed above. I also agree to serve as the advisor for this elective field on the student’s DMA Guidance Committee, and to create and assess a capstone project which will be submitted as part of the comprehensive examinations. I will also attempt to participate in the student’s two-hour oral exam as a representative of this field.

Signature of Elective Field Advisor: ____________________________ Date _______________
PROPOSED DMA COMPLETION TIMELINE

Include in this plan all required coursework (basic DMA curriculum, review courses, and all four fields), as well as all required recitals, qualifying examinations, and dissertation. Incorporate all course information provided by faculty advisors on the academic and elective field forms. All coursework must be completed first (often by the sixth semester), then qualifying examinations (often in the seventh semester), then dissertation (if required).

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