

# SENIOR PROJECT EXPECTATIONS & GUIDELINES

March 2024

## A. The “Intent” of the Senior Project (a minimum of 90 hours of work)

- 1) a “capstone” experience, building on things you’ve done AT CAL POLY under faculty supervision
- 2) reflects multiple areas of your development as a music student (not just one aspect)
- 3) must be developed with and supervised by a full-time (tenured or tenure-track) music faculty member
- 4) cannot be professional work (i.e., can’t be something for which you are being paid)

## B. Eligibility for Applying

- 1) **midpoint** passed (musicianship, theory, piano proficiency)
- 2) **concert attendance** current
- 3) **MU 350** level achieved (recitalists are *strongly* encouraged to reach MU 450) [see next page]

## C. Timetable for Applying

- 1) for completion of project in **Spring** quarter: submit proposal to department by **mid-Fall** quarter  
Note: do NOT plan on taking a Spring Break “vacation”—you’ll need that time
- 2) for completion of project in **Winter** quarter: submit proposal to department by **mid-Spring** quarter
- 3) for completion of project in **Fall** quarter: submit proposal to department by **mid-Winter** quarter

## D. Process of Applying

- 1) allow **at least a month** to plan your proposal!! Communicate with your senior project advisor early!
- 2) request the **Senior Project AdobeSign Form** by emailing Daphne (blattman@calpoly.edu). Tell her who your Senior Project Advisor is (and, for recitalists, the names of your MU 400 program notes advisor and applied teacher).
- 3) at least 4-5 days BEFORE THE ADOBESIGN SUBMISSION, **show your paperwork to Dr. McLamore** for feedback
- 4) fill out the **Senior Project AdobeSign Form** and attach the paperwork needed for your type of project:
  - a. **recitals** must include date, location, repertory (+ duration of each piece AND total length of program), all assisting performers [see next page for more info], & total costs. Go to the Music Department Office to pencil in a proposed date in the Black Schedule Book; YOU must verify that your date works for all participants and any needed departmental equipment (i.e., percussion instruments, etc.)
  - b. **projects** must include scope of project & documentation (timetable, bibliography, etc.) [see bottom of this page]
- 5) **completed** proposal (signed AdobeSign copy with completed checkboxes) is due **FRIDAY by NOON** for consideration at the next faculty meeting (give/send to Dr. McLamore). Incomplete/inaccurate forms will not be considered. Especially for recitals, MANY signatures are required, so please do not wait until the last minute to start the process.
- 6) when your proposal is approved, you are issued a permission number for MU 461 (and MU 400 if doing program notes)
  - a. you **enroll** the quarter **before** you plan to complete the project/recital
  - b. “RP” (report pending) grade will be assigned at the end of the quarter you’re enrolled (you don’t enroll a second time)
  - c. your project advisor will submit a change-of-grade form once the project is complete (a reminder never hurts!)

## E. Digital Commons

After your recital/project is finished, visit the [Library’s Digital Commons Senior Projects page](#). After paying the \$12 fee, upload a digital copy of your project (for a recital, your program and media files) via the Digital Commons website (see URL above for more details). Recitalists will receive their A/V materials from Music Department staff.

## F. Department Graduation Ceremony Participation

- 1) there is an “**application form**” to participate; it is due in Winter quarter (signed by your senior project advisor).
- 2) eligibility for participation:
  - a. **all** required major *and* GE courses need to be completed (your form will assert that your courses are on track)
  - b. **concert attendance** has to be in good standing
  - c. senior project must be completed **by noon on Monday of the 10<sup>th</sup> week** of Spring quarter

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## G. Senior Project (Non-Recital Format) Requirements

- 1) your proposal needs to include a clear description of the project’s **purpose and scope**, as well as appropriate supporting documents and a **timetable** for the project’s execution and completion
- 2) you must make the case that you have demonstrated the **expertise** needed for the project. The project must reflect **musical breadth** (i.e., multiple skills from your music curriculum) and must include a **writing component**
- 3) to participate in the departmental graduation ceremony, the **final** version must be finished by Monday (noon) of the 10<sup>th</sup> week of Spring Quarter
- 4) After your project has been approved by your advisor, upload it to the Digital Commons (see Item E above)

## H. Senior Project (Recital Format) Requirements

- reaching MU 450 is strongly advised; if you have had difficulty **reaching** MU 350, a recital is not recommended
- enrollment in applied lessons (& a major ensemble) is **required** during the quarter that you are presenting the recital
- you must ensure that your **senior recital advisor** is available on the date of your recital (s/he assigns your grade!)

### 1. Repertory

- a. the repertory should be at least 40 minutes and no more than 50 minutes (excluding optional encore)
- b. indicate **whether or not** there will be an encore (it’s **not** required); if ‘yes,’ include its title and duration
- c. we strongly **discourage** ensembles (due to problems in rehearsal coordination and uneven preparation)

- d. vocal recitals must contain repertory in at least **three** languages
- e. you need to own legal scores for all the pieces you plan to perform (including the encore)

## 2. Program Notes

- a. **program notes** are required for all senior recitals (along with text/translations for vocalists) (encores are exempt)
- b. customarily, a musicologist guides the program notes as a 1- or 2-unit MU 400 project; you'll need that faculty member's signature on your Senior Project form
- c. your program notes + repertory page (+ texts/translations if required) must be **COMPLETELY FINISHED one week before your pre-recital**, or the pre-recital will be cancelled. It will not be rescheduled until your notes are finished; if the new pre-recital is not at least four weeks before your recital date, you will have to reschedule your recital
- d. **acknowledgments** are optional (350-word max), but—if desired—must be completed by the same **2.c.** deadline
- e. see **3.c** below for the items that you should print & bring to the pre-recital
- f. after passing the pre-recital, email all materials (in MS Word format) to Michele Abba no later than the next **Monday** (after working with your MU 400 advisor to make any adjustments that your pre-recital jury may have required)
- g. if Michele has editorial questions about items in your program, respond **immediately** with any necessary changes (failure to respond promptly will hurt your MU 400 grade)
- h. your **grade** for MU 400 is completely separate from your MU 461 (Senior Project) grade

## 3. Pre-Recital

- a. the department will schedule your **pre-recital**; it will occur between 4 and 6 weeks before your recital date
- b. all assisting performers **MUST** participate (notify them **immediately** when your pre-recital is assigned)
- c. bring a **printed copy** of your program notes, to your pre-recital, along with at least **3 copies of the sheet music** and **5 copies** of your **program page** (which includes a copy for your accompanist) (see 1.e. above)
- d. any proposed **encore** must be performed at the pre-recital (and must be a legal composition)
- e. if the pre-recital is failed, it can be attempted a second time; at least one week must elapse between attempts, and the actual recital still must be no sooner than **4 weeks** after the successful attempt
- f. after passing the pre-recital, you will pay for your programs, recording services, and piano-tuning via the portal's Money Matters tab by the following **Monday**; you pay your accompanist directly

## 4. Venue

- a. **Room 218** can be used at no cost by music majors; all other facilities require you to pay rental fees. For Room 218, a \$50 key deposit is required, payable by check (the check is given back to you when the key is returned)
- b. all recitals must take place **within** San Luis Obispo city limits at **approved** locations
- c. all recitals involving **piano** must use an instrument of **acceptable** quality (check with Dr. McLamore)
- d. all recitals involving piano **must** pay for piano-tuning (the Music Department will schedule the piano tuner)

## 5. Advertising

- a. announcements of your recital will be added to the Music Department Events advertising
- b. **flyers** advertising senior recitals are NOT required, but if you wish to create one, Michele is glad to assist. If you develop your own design, it **must be approved** by the Music Department prior to printing

## 6. Recital Day

- a. recital **attire** should be modest and comfortable (keep the audience's focus on the music)
- b. you should designate an experienced friend (who is NOT the recital proctor nor the recording engineer) to act as **stage manager** (to handle logistical issues: the lights, chair/stand set-up, rug for brass players, etc.)
- c. the department discourages long, oral "thank-yous" at the end of the recital; save those for the reception
- d. if you have a **reception** (NOT required), you should delegate set-up responsibility to a crew of friends or family
- e. if Room 126 is used, a separate \$50 key deposit is required, payable by check (returned to you when you return the key, but contingent upon leaving the room in good (clean) shape—advise your crew to take photos of the room set-up before moving any furniture)
- f. afterward, you will upload your recital recording & program to the Digital Commons (see *Item E on the previous page*)

## • Links:

- Library's Digital Commons Senior Project page: <https://guides.lib.calpoly.edu/digitalcommons/SeniorProjects>