



**Master of Music Therapy Degree
Program
College of Health Sciences
Georgia College & State University**

2015-2016

Master of Music Therapy Degree Program Student Handbook

Table of Contents

Welcome.....	2
Faculty and Staff.....	3
Mission Statement, Philosophy, Accreditation and Affiliations, Areas of Concentration	4
Regular & Provisional Admission Requirements	5
Equivalency/Master Admission Requirements.....	6
MMT Program of Study.....	9
Music Therapy Master’s Program Courses	10
Suggested Program of Study Time-Line	13
Steps in Completing the Master of Music Therapy.....	14
Comprehensive Examination, Graduate Committee.....	15
Graduate Committee Guidelines	16
Graduate Thesis/Final Project (Synthesis) Guidelines.....	17
Thesis/Final Clinical Project Proposal	19
Proposal Acceptance	20
Directing Inquiries Regarding Graduate Education in Health Sciences, Master of Music Therapy Degree Program Policies	23
On-Campus Seminars, Goals of the On-Campus Seminars	24
Signature Page Form	25

Welcome

Welcome to Georgia College & State University, College of Health Sciences, and Music Therapy. You have chosen a graduate program that is innovative, individualized and designed to meet your life needs. The competencies you gained in your undergraduate

studies, music therapy or music-related, will be the foundation for preparing you as a clinician, scholar, and a leader in the profession of music therapy.

The core music therapy courses are on-line. This gives you the autonomy to apply your assignments in your natural work environment or to complete them during times that do not interfere with your other responsibilities.

My "door" is always open. Come to me anytime you have questions, want to discuss the course, or just to talk about music therapy. I remember while I was in clinical practice, and the only music therapist at the facility, wanting other "like minds" to talk with about our profession.

I look forward to guiding you as you advance your knowledge and skills.

Sincerely,

Chesley Mercado, Ed.D., LPMT, MT-

BC

*Chair of Department of Creative Arts
Therapies*

Creative Arts Therapy Graduate Faculty

Chesley S. Mercado, Ed.D., LPMT, MT-BC
Professor & Chair of Department of Creative Arts Therapies
Georgia College & State University
Campus Box 067
Milledgeville, Georgia 31061
chesley.mercado@gcsu.edu

Office: Health Sciences, Room 132
Telephone: 478-445-8512
Fax: 478-445-4532

Douglas Keith, Ph.D., LPMT, MT-BC
Professor of Music Therapy
Georgia College & State University
Campus Box 067
Milledgeville, Georgia 31061

Office: Health Sciences, Room 133
Telephone: 478-445-2123
Fax: 478-445-4532

Vicky Robinson, MS, LPMT, MT-BC
Senior Lecturer of Music Therapy
Georgia College & State University
Campus Box 067
Milledgeville, Georgia 31061

Office: Health Sciences, Room 131
Telephone: 478-445-2264
Fax: 478-445-4532

CREATIVE ARTS THERAPIES STAFF

Tammie Burke, Coordinator of Office Services
Room 130
Telephone: 478-445-2645
Fax: 478-445-4532

Master of Music Therapy Degree Program (MMT)

Mission Statement

The Master of Music Therapy degree program prepares students as clinicians, scholars, and leaders in the profession of Music Therapy by providing theoretical, research and practical base for meeting the changing needs of clientele. (2012)

Philosophy

Graduate education provides the opportunity to acquire an advanced theoretical, research, and practical base for meeting the changing needs, nationally and internationally, of the people served by music therapists.

Students may choose to focus on a specific area of concentration or choose a general track of study. The program is offered in an asynchronous learning format designed specifically to meet the needs of music therapists whose practice, family, or other life commitments may preclude the possibility of study on a full-time basis in a fixed time and geographic place. By means of online education, teleconferencing, and videoconferencing, this program permits the establishment of virtual collaborative learning communities not limited by geographic constraints. Periodic on-campus visits are mandatory as part of the degree program.

Accreditation and Affiliations

The Master of Music Therapy Degree Program is accredited by the National Association of Schools of Music (NASM) and approved by the American Music Therapy Association (AMTA).

Areas of Concentration

Developmental Disabilities and Special Education
Mental/Physical Health
Women's Issues
Multicultural/International
General/ Administration

MASTER OF MUSIC THERAPY (M.M.T.)

The Master of Music Therapy degree advances students from competencies achieved in undergraduate studies to competencies which are in-depth, analytic, interdisciplinary, and global. The program prepares students as clinicians, scholars, and leaders in the profession of Music Therapy. Graduate education provides the opportunity to acquire an advanced theoretical, research, and practical base for meeting the changing needs, nationally and internationally, of the people served by Music Therapists. Students may choose to focus on a specific area of concentration. The program is offered in an asynchronous learning format designed specifically to meet the needs of music therapists whose practice, family, or other life commitments may preclude the possibility of study on a full-time basis in a fixed time and geographic place. By means of on line education, teleconferencing and videoconferencing, this program permits the establishment of virtual collaborative learning communities not limited by geographic constraints. On-campus visits twice per semester and one intensive summer residency are mandatory as part of the degree program.

CHANGE IN TUITION RATE:

All students accepted in the Master of Music Therapy Program are eligible for in-state tuition. (This does not apply to Equivalency students.)

REGULAR ADMISSION REQUIREMENTS

- Regular admission 100 points and above.
- Have an undergraduate GPA of at least 2.75 on a 4.0 scale (20 points)
- Completed a bachelor's degree in MT including an internship in an approved program (30)
- In-person or video interview and audition submitted with application (30 points)
- Audition in person or via video (30)
- Provide 2 letters of recommendation (10 points)
- Essay "What is Music Therapy". Use three (3) scholarly references and APA style (30 point).

PROVISIONAL ADMISSION

- Admissions scores lower than 60 points (see regular admission criteria)
- To gain regular admission, provisional students must complete 12 semester-hours of graduate coursework at GC with no less than a "B" in each course approved by the Graduate Coordinator and by the Chair of the Department of Music Therapy.
- Admission to the Music Therapy Program is highly competitive and may be limited based on availability of qualified faculty and maintaining student to faculty ratios required by accreditation standards. All students may not be admitted.
- Many agencies where clinical and practical experiences take place require students to undergo a criminal background check, urine drug screens and to meet the CDC standards for immunizations for health care professionals. Students desiring to enter a Music Therapy Program should consider these requirements. Agencies may refuse any student based on inability to meet these guidelines or other agency guidelines. Refusal of an agency to accept a student may delay or

prevent a student from completing a program. Certification agencies may also refuse to license individuals who have committed certain criminal acts or other acts of moral turpitude.

REQUIREMENTS OF INTERVIEW AND AUDITION (IN PERSON OR VIA VIDEO)

Interview:

- Discuss your motivation for applying to Georgia College Master of Music Therapy Program.
- Discuss your previous experiences in Music Therapy or other helping professions.
- Discuss your professional and/or clinical areas of interest.
- Discuss your experience in areas of research.

Audition:

- Perform three (3) pieces using guitar and singing while playing. Should demonstrate a variety of picking styles and chord structures. Minimum of three (3) different chords and demonstration of barr chords*
- Perform three (3) pieces using piano and singing while playing. Should demonstrate a variety of accompaniment patterns. Minimum of three (3) different chords.
- Perform two (2) pieces on principle instrument.
- Selections should reflect a variety of genres (including but not limited to classical, popular, jazz, and different eras).
- If no guitar experience, please state this during the audition and use another accompanying instrument. Examples include: autoharp, QChord, ukulele

ACADEMIC DISMISSAL POLICY

A graduate student will be placed on graduate academic probation if the student's institutional graduate grade point average falls below a 3.00 at any point during his or her graduate studies.

A graduate student will be dismissed if the student is placed on academic probation for more than one semester, receives more than one C during his or her graduate studies, or fails to comply with policy, procedures, and expectations as defined in the current version of the Master of Music Therapy Graduate Handbook.

(<http://www.gcsu.edu/mtherapy/docs/MMTHandbook.doc>)

EQUIVALENCY/MASTER ADMISSION REQUIREMENTS

Students may be admitted jointly to the Degree Equivalency/Master of Music Therapy Program. The Degree Equivalency Program must be completed on the GC campus and consists of undergraduate preparatory music therapy courses. Courses for the Master of Music Therapy Program may be taken concurrently and are limited the first academic year to MUST 5000 and supportive field courses.

Students must:

- Be eligible for admission to the Degree Equivalency Program (See undergraduate catalog for requirements)

- Have an undergraduate grade point average of at least 2.75 on a 4.00 scale
- In addition to meeting the formula for admission, applicants must:
- In person or video interview and audition (submitted with application). *
See above requirements.
- Complete essay “What is Music Therapy” three (3) scholarly references in APA style
- Have completed a bachelor's degree in a music related field.
- Provide 2 letters of recommendation from academic and/or professional references.
- Have access to a computer with Internet connection. Due to rapid changes, specific computer system requirements will be specified upon acceptance.

EQUIVALENCY/MASTER ADMISSION REQUIREMENTS

GCSU Music Therapy Degree Equivalency Checklist

Name: _____ Previous Degree: _____

√	Music Courses	
	Elementary Theory I (MUSC 1500)	3
	Aural Skills I (MUSC 1501)	1
	Elementary Theory II (MUSC 1510)	3
	Aural Skills II (MUSC 1511)	1
	Advanced Theory I (MUSC 2500)	3
	Aural Skills III (MUSC 2501)	1
	Advanced Theory II (MUSC 2510)	3
	Aural Skills IV (MUSC 2511)	1
	Instrumental Survey (MUED 3600)	3
	Class Guitar (or pass proficiency test) (MUST 2250)	2
	Class Piano (or pass proficiency test) (MUSC 1210/20) or MUST 2400	2
	Music History I (MUSC 3600)	3
	Music History II (MUSC 3610)	3
	Intro to Choral/Instrumental Conducting (MUSC 3400/50)	2
	Orchestration or Choral Arranging (MUSC 3550)	2
	Leadership (MUST 4410) or Graduate Level MUST course	2
	Improv (MUST 4420)	2
	Total	37
	Psychology/Special Education/Sociology/Anatomy Courses	
	Intro to Psychology (PSCY 1101)	3
	Abnormal Psychology (PSCY 3040)	3
	Anatomy (BIOL 2160 or PHED 2000)	3
	Electives: choice of one (1) in psychology, special education, sociology, sign language, health. Must be 3000 level or above or area approved by faculty.	3
	Total	12
	Music Therapy Courses	
	Guitar Skills for Recreation & Ther I (MUST 2300)	2
	Piano Skills for Recreation & Ther I (MUST 2400)	2
	Introduction to Music Therapy (MUST 2110)	3
	Music & Recreation (MUST 2121)	2
	Music Therapy Principles with Children (MUST 4011)	3
	Music Therapy Principles with Adults (MUST 4021)	3
	Psychology of Music (MUST 3510)	3
	Research in Music (MUST 3520)	3
	Methods & Materials in Music Therapy I (MUST 2510)	2
	Methods & Materials in Music Therapy II (MUST 2520)	2
	Music Therapy Practicum with Children (MUST 4110)	1
	Music Therapy Advanced Practicum (MUST 4030)	1
	Music Therapy Practicum with Adults (MUST 4120)	1
	Music Therapy Service Learning and Clinical Hours Total:	180 hours
	Music Therapy Clinical Internship (MUST 4990)	var. 1-12
	Total	29

Total Credit Hours for Equivalency	74
In addition, documentation of Applied Lessons and Ensembles completed	

**Master of Music Therapy
PROGRAM OF STUDY**

CORE MUSIC THERAPY COURSES		20 semester hours
MUST 5110	Gender and Cultural Issues in Music Therapy	(3 semester hours) On-line
MUST 5120	Qualitative Research in Creative Arts Therapies	(3 semester hours) On-line
MUST 5130	Quantitative Research in the Creative Arts Therapies	(3 semester hours) On-line
MUST 5600A	Independent Study In Music Therapy	(3 semester hours) On-line
MUST 5300	Graduate Seminars: Special Topics in Music Therapy	(3 semester hours) On-line with an intensive on-campus
MUST 5400	Music Therapy Graduate Equivalency Skills	(1 semester hour) Repeated 3 semesters- total 3 hours: Only for students requiring equivalency courses; on-line/hybrid
MUST 5981	Study Abroad	(1-3 semester hours) (May substitute for a supportive field course)
MUST 5600 B	Independent Study in Music Therapy	(1-3 semester hours) On-line
MUST 6000	Music Therapy Collegiate Teaching and Supervision	(3 semester hours) On-line * For students with undergraduate degree in music therapy only
Post course Requirements		1 semester hour
MUST 6490	Comprehensive Exam	(0 semester hours) On-line
MUST 6500	Graduate Clinical Project	(1-6 semester hours) On-line or
MUST 6600	Thesis	(1-6 semester hours) On-line
MUST 6610	Project or Thesis Defense	(0 semester hours) On-campus or via skype
Supportive Field Courses Options MUST 5981: Study Abroad (1-3 semester hours) MUST 5410: Leadership & Management in Music Therapy (3 semester hours) Online MUST 5600C: Independent Study (3 semester hours) Online MUST 5210: Music and the Exceptional Child (3 semester hours) Online MUST 5000: Music Therapists and Technology (3 semester hours) Online MUT 6010: Advanced Graduate Practicum (1-6 semester hours) Online		9 semester hours *Required for Equivalency Students

Students may choose transient courses to meet the minimum of 9 credits from supportive fields in consultation with advisor.	
---	--

MUSIC THERAPY (MUST) COURSES

MUST 5000 Music Therapists And Technology

Prerequisite: Admission in the Master of Music Therapy Degree Program or permission of the instructor. This on-line distance education course provides the student with an overview of the use of technology in the field of music therapy and practical applications for clinical practice, research, communication, and presentation.

3

MUST 5110 Gndr/Cltl Iss Crtye Arts Ther

This on-line course examines gender and cultural issues facing music therapists and other creative arts therapists during the therapeutic process and the impact of different race, culture, age, sexual orientation, or nationality in the lives of therapists and consumers.

On-line. Prerequisite: Admission into Master of Music Therapy degree program or permission of instructor.

3

MUST 5120 Qualitative Research

Prerequisite: Admission into Master of Music Therapy degree program or permission of instructor. This course introduces students to the philosophy and methods of qualitative (naturalist, postpositivist) research in the creative arts therapies. Students explore a topic from the qualitative paradigm and design a research study in an area of interest, planning for all stages of data gathering, analysis, and interpretation. On-line

3

MUST 5130 Quantitative Research

Prerequisite: Admission into Master of Music Therapy degree program or permission of instructor. This course examines issues and skills in quantitative research in the creative arts therapies, including a critical review of literature, designing a study, analyzing and interpreting existing literature, and ethical issues in research. On-line.

3

MUST 5210 Music & the Excep Child

Focuses on the identification and basic techniques of teaching exceptional students in the regular classroom and examines special uses of music with students.

3

MUST 5300A Grad Sem In Spec Top in Mus Th

Prerequisite: Admission in the Master of Music Therapy Degree Program or approval of instructor is required. This course will explore pertinent topics and contemporary issues in music therapy and related areas. A specific focus will be determined prior to each course.

MUST 5400 Music Therapy Graduate Equivalency Skills (1 semester credit hour: Repeatable)

This on-line hybrid course augments the equivalency core music therapy courses using intensive practice in specific skills areas. These areas include music foundations, music therapy theory and practice and exceptionalities. Prerequisites: Master of Music Therapy students without a bachelor's degree in music therapy or equivalency.

MUST 5410 Leadership, Supervision & Mgmt

Prerequisite: Admission in the Master of Music Therapy Degree Program or approval of instructor. On line delivery. The course Leadership, Supervision, and Management in Music Therapy will examine the components of effective leadership and administration of creative arts therapy departments or other healthcare agencies. Foundational and theoretical concepts will be discussed. Concepts will be practiced in experiential exercises. Applications for current employment will be explored.

3

MUST 5600A Ind Study in Music Therapy

Prerequisite: Admission in the Master of Music Therapy Degree program and approval of instructor: This course will provide students the opportunity to explore a specific topic or area in music therapy independently. A clinical, academic or research project may be chosen.

1 - 3

MUST 5600B Ind Study in Music Therapy

Prerequisite: Admission in the Master of Music Therapy Degree program and approval of instructor: This course will provide students the opportunity to explore a specific topic or area in music therapy independently. A clinical, academic or research project may be chosen.

1 - 3

MUST 5600C Ind Study in Music Therapy

Prerequisite: Admission in the Master of Music Therapy Degree program and approval of instructor: This course will provide students the opportunity to explore a specific topic or area in music therapy independently. A clinical, academic or research project may be chosen.

1 - 3

MUST 5980 In'tl Topics in Music Therapy

This course will explore music therapy outside of the United States. Travel to a specific country or territory will be mandatory. The course content will be the history of music therapy in the country, populations served, and techniques both musically and clinically.

3

MUST 5980X Study Abroad

3

MUST 6000 Music Therapy Collegiate Teaching and Supervision

3

This on-line course will explore trends in higher education, course design, methodology, technology, assessment and evaluation of courses for undergraduate preparation of music therapists. Models of supervision of student and best practices in academic and clinical settings will be investigated. Prerequisite: Graduation from an accredited undergraduate music therapy program or equivalency completed.

MUST 6010 Music Therapy Graduate Advanced Practicum

1-6

This clinical on-line course will use advanced music skills, verbal skills, and documentation skills to complete clinical experiences with community consumers. On-line supervision by Music Therapy graduate faculty will be individual or in groups. Each credit = 40 clock hours. Prerequisite: Graduation from an accredited undergraduate music therapy program or equivalency completed.

MUST 6500 Graduate Clinical Project

1 - 6

Approval of the Coordinator of Graduate Programs in Music Therapy. This course is a clinical alternative to the thesis. Students will develop and implement a clinical music therapy program of extensive and intensive nature at a community facility.

MUST 6600 Music Therapy Thesis

3

Approval of the Coordinator of Graduate Programs in Music Therapy. An individual research study in which the student presents an original research idea, surveys the literature, formulates a specific research problem statement, designs the research methodology, collects and analyzes the results, and submits the results in a comprehensive written report. Directed by a major professor in music therapy.

Suggested Program of Study Timeline (MMT Only)

YEAR	FALL SEMESTER	SPRING SEMESTER	SUMMER
One	Supportive Field Elective (3) MUST 6000 (3) Collegiate teaching & supervision (3) MUST 5130 (3) Quantitative Research	MUST 5210 (3) Music for the Exceptional Child or 5600A (3) Independent Study I MUST 5120 (3) Qualitative Research Supportive Field Elective	MUST 5300 (3) Special Topics (on-campus) MUST 5980 (3) Study Abroad may be substituted as supportive elective MUST 5110 (3) Gender & Cultural Issues
Two	Supportive Field Elective (3) MUST 5600 B (Var. 1-3) Independent Study II Comprehensive Examination	MUST 6500/6600 (1-6) Clinical Project/Thesis	Defense

AREAS OF CONCENTRATION

- Developmental Disabilities and Special Education
- Mental/Physical Health
- Women's Issues
- Multicultural/International
- General/Administration

Courses required in the M.M.T. degree program must be completed within a period of 6 years from the date the student begins taking courses at Georgia College & State University. Courses completed more than 6 years prior to completion of the requirements for the MMT degree will be regarded as outdated and will not be applied toward the degree program. This includes courses that may be transferred in from other institutions.

STEPS IN COMPLETING THE MASTER OF MUSIC THERAPY

- Submit a complete application for graduate study and all supporting documents to the Graduate Admission Office
- Consult with the faculty advisor for development of a program of study and area of concentration.
- Complete courses with 3.0 GPA
- Complete the comprehensive written examination
- Choose a graduate committee
- Submit a proposal for the clinical project or thesis
- Complete the Final Clinical Project or Thesis defense
- Submit a written application for graduation by the date specified in the official University calendar.

Comprehensive Examination

The Comprehensive Examination is required after the completion of all the core music therapy coursework, prior to officially choosing a Graduate Committee and beginning the Thesis/Final Project.

The purpose of the Comprehensive Examination is to evaluate the synthesis of material covered in each course and the extent this information meets the mission of the Master of Music Therapy Program to advance competencies which are in-depth, analytic, interdisciplinary, and global.

You will be asked to answer a question in essay form from each course. You will have one week to complete the examination and may use any and all materials from each course. Each answer will be based on scholarly references and your own reflections and interpretations. Questions will have a minimum length and references required. The Examination will be submitted to your faculty advisor for review in collaboration with other music therapy faculty teaching graduate courses. You will be notified of the results and comments in writing. You will then proceed with choosing your committee and completing your proposal or you will be asked to revise the Comprehensive Examination and submit to your advisor.

Graduate Committee

You will ask each prospective member of your committee to serve (See *Thesis/Final Clinical Project Committee* section for criteria). Upon acceptance by members, you will submit the names and contact information to Dr. Chesley Mercado, Graduate Coordinator. You may submit your Thesis/Final Clinical Project Proposal to at this time.

Music Therapy Graduate Committee Guidelines

Chair of the Committee

The Chair of the student's graduate committee is a Music Therapy graduate faculty. The duties and responsibilities are as follows:

- 1) The student reports directly to the Chair. This person will formally invite in writing the 2 members of the committee to participate. One member is a Music Therapy graduate faculty. The second member is chosen by the student.
- 2) The Chair and the student will set a defense date and time in conjunction with the committee.
- 3) The student will send the Proposal directly to the Chair. The Chair will distribute the proposal to the committee and request that revisions and recommendations be sent to the chair. The chair will send all documents and suggestions to the student with approval to continue or request for revisions before progressing.
- 4) The student will send a minimum of 4 progress reports to the Chair. This schedule is determined by the student in conjunction with the Chair. The Chair may respond to the progress reports individually or if questions or concerns arise send these to the full committee.
- 5) The student will send a copy of the first draft of the document to the Chair no later than 6 weeks before the scheduled defense date. The Chair will send the document to the full committee for review with a requested turn around time of 1 week.
- 6) The Chair will send all committee members' revisions and editing to the student as attachments or in the mail if needed.
- 7) The student will send the Chair a second revision no later than 4 weeks before the defense date. The Chair will make any necessary revisions and return to the student. Other committee members may be consulted if needed but not mandatory.

Committee Members

- 1) Committee members will receive from the Chair of the Committee the student's proposal and a proposal acceptance form. The committee member will make any recommendations and suggestions and return the proposal acceptance form to the Chair.
- 2) Committee members will receive the first draft of the student's document from the Chair no later than 6 weeks before the scheduled defense date. Committee members are asked to edit, make recommendations, and comments and return the document with edits to the Chair in a timely manner (1 week is suggested).
- 3) The Chair will consult with Committee members as needed throughout the process.
- 4) Committee members will attend the defense in person or via video conferencing. Committee members will receive a copy of the bound document.

Graduate Thesis/Final Project (Synthesis) Guidelines

1. The student's Graduate Committee is chosen following the successful completion of the MT Comprehensive Examination. The committee will be the GCSU Graduate Faculty and one professional the student recommends. The 3rd member may be a professor, colleague familiar with the project or research, or a professional in Music Therapy or a related field.
2. The chair of the committee will be appointed by the Chair, Department of Music Therapy. This faculty will be the contact person for the student throughout the Synthesis process. The chair of the committee will formally invite the 3rd external person to be on the committee.
3. The student will register for MUST 6500 (1-6 credits) for the Final Project or MUST 6600 (1-6 credits) for the Thesis option. The student will determine the defense date in conjunction with the chair of the committee. The Defense is mandatory for both the Thesis and the Final Project.
4. The student will complete the Proposal for Thesis/Final Project found in the GCSU Music Therapy Graduate Handbook. This includes the Proposal Acceptance Form. The student will send the proposal to the Chair of the committee. The chair of the committee will send to other committee members. A date for return of the Proposal Acceptance Form will be included. The Chair of the committee will send all comments to the student with a summary of revisions and suggestions and notification to proceed with the Thesis/Final Project.
5. The student will complete a minimum of 4 Progress Reports during each semester. Exact dates are determined by the student in conjunction with the Chair of the committee. Progress reports will be read by the Chair of the committee and comments sent to the student. Reports may be distributed to other members of the committee as decided by the Chair.
6. The document will be organized according to the type of project or study. The Chair of the committee will give the student the instructions for chapters, headings, and format. This format will be sent to all committee members.
7. The first draft of the Thesis/Final Project must be sent to the Chair of the Committee no later than 6 weeks before the scheduled Defense date. The Chair will distribute the document to all committee members for review and edits. Committee members should return changes and recommendations to the Chair in

- a timely manner (1 week is suggested). The Chair will send each document to the student.
8. The student should send the second draft to the Chair no later than 4 weeks before the Defense date. The Chair will make any additions and corrections at this time in a timely manner (1 week is suggested). The Chair may if necessary send to other committee members but this is not mandatory.
 9. The student will present the research or project during the defense. The document will not be bound at this time. If the defense is accepted, then the student will follow the *Technical Services Thesis Binding* <http://www.gcsu.edu/library/technicalservices/theses.htm> instructions within 7 days of the acceptance of the thesis or Final Project. There must be one copy for the library and one copy for the Department of Music Therapy library.

Thesis/Final Clinical Project Proposal
(Submitted to Faculty Advisor with 3 copies for committee)

INSTRUCTIONS

I. Introduction and Background Information: This includes a basic literature review related to the proposed project or study to establish the background, feasibility and other work completed.

II. Statement of problem: Define the issue or question to be addressed: Use at least one reference to substantiate. Should be one or two paragraphs.

III. Purpose of Project/Study: What is the rationale for completing this project/study? What will be gained, learned, or established?

IV. Goal of the Project and Outcomes: Clearly state your goal(s) and outcomes. For the Thesis, state hypotheses.

V. Design, Data Collection, Methods for Thesis, and Steps/methods for completing the project. Example for Project:

Step/Methods	Responsibility	Responsible Person	Target Date	Completion Date	Comments
Literature Review					

VI. Potential facilitators for completing the project/study (Internal and external). Internal facilitators are the factors within your work or school environment that will assist you in completing the project/study. An example may be adequate space to complete the project. External facilitators are the factors outside of your work or school environment that will assist you in completing the project/study. An example may be a grant or volunteer help from the community.

VII. Potential hindrances for completing the project/study (Internal and External). Internal may be things like internal budget cuts or reassignment of job duties. External may be scheduling issues of other people or changes outside of your control.

VIII. Evaluation methods for the Project (Must have at least 2 forms). Data analysis methods for Thesis

**Proposal Acceptance
Signature Page**

I. Introduction and Background:

Accept as is: ___ Accept with the following revisions: ___

II. Statement of Problem:

Accept as is: ___ Accept with the following revisions: ___

III. Purpose of Project:

Accept as is: ___ Accept with the following revisions: ___

IV. Goal of Project and Outcomes: or Hypothesis

Accept as is: ___ Accept with the following revisions: ___

**V. Steps or Methods for Completion: Time Table: or Design, Data
Collection**

Accept as is: ___ Accept with the following revisions: ___

VI. Facilitators

Accept as is: ___ Accept with the following revisions: ___

VII. Hindrances

Accept as is: ___ Accept with the following revisions: ___

VIII. Evaluation Methods

Accept as is: ___ Accept with the following revisions: ___

Signatures

Faculty Advisor (print name) (signature) Date:

Committee Member (print name) (signature) Date:

Committee Member (print name) (signature) Date:

Student (print name) (signature) Date:

Directing Inquiries Regarding Graduate Education in Health Sciences

1. Inquiries concerning admission to graduate work in the university and majors in the health sciences should be directed to Kate Marshall, email: kate.marshall@gcsu.edu, or phone 478-445-1184, Campus Box 107, GCSU, Milledgeville, GA 31061
2. Inquiries concerning the nature of the graduate program in music therapy should be sent to the Chair, Music Therapy Department, Graduate Coordinator, Campus Box 067, GCSU, Milledgeville, GA 31061. Email: chesley.mercado@gcsu.edu
3. Inquiries concerning financial assistance should be sent to the Director of Financial Aid.
4. Inquiries concerning graduate assistantships should be directed to Chair & Graduate Coordinator, Chesley Mercado, Department of Creative Arts Therapies.

Master of Music Therapy Degree Program Policies

- GCSU policies concerning plagiarism will be followed.
- GCSU policies concerning alcohol and drugs will be followed.
- Diversity Policy:
The Department of Creative Arts Therapies recognizes that society is a unique mixture of diverse individuals. Diversity encompasses issues of gender, race, age, ethnicity, socioeconomic status, sexual orientation, ability, color, country of origin and more. The Department of Music Therapy values and respects the diversity of individuals and seeks to prepare students who will be capable of working effectively with individuals of varying characteristics.
- The on-campus seminars held each semester are mandatory. Unexcused absences will result in grades of all core master level music therapy courses lowered by 25%, and may result in suspension from the program.

On-Campus Seminars

On-campus seminars are held 1x each semester. These seminars are mandatory. Seminars are held Friday 9:00 a.m. – 9:30 p.m. through Saturday. Housing can be arranged with local students or local hotels.

The purpose of the seminars is to facilitate the learning community through face-to face interactions. This is necessary due to the asynchronous format of the Master of Music Therapy Degree Program. Course content is presented via distance education through Georgia View. The seminars provide the part of graduate study that is traditionally acquired during class meetings such as forming positive relationships, participation as a group, and understanding individual strengths and needs. There will be a clinical component to each seminar.

Exceptions to attendance will be considered on an individual basis according to level in degree program and classes taken during a specific semester. Students will send requests for exceptions in writing to Chair, Department of Creative Arts Therapies.

Goals of the On-Campus Seminars:

1. To develop group cohesiveness
2. To form positive working relationships
3. To clarify course expectations and assignments
4. To increase oral presentation skills
5. To augment advanced competencies

STUDENT HANDBOOK RECEIPT

I have read the Georgia College & State University, College of Health Sciences, Music Therapy Graduate Student Handbook and agree to adhere to the policies stated herein.

Student Signature

Date

*When requested, signed form must be submitted to:

---For Music Therapy Students – Dr. Chesley Mercado

It is required that a signed copy of this sheet be placed in your files in the Department of Creative Arts Therapies Office.