**Procedures to Submit Proposals for Honors Project**

**Revised September 16, 2018**

1. In the first week of October and the first week of November a “Call for Proposals for Honors Projects” is sent to all junior music majors with a 3.5 GPA or above.
2. By January 15th of the Junior year, student should schedule a meeting with the Honors

Coordinator to go over the Emory College Honors Program as it is fulfilled in the

Music Department. In this meeting the student should have a general idea about the research project, recital repertoire, or composition portfolio and should have approached the faculty member who will serve as the primary advisor for the honors project. Artist Affiliates are not to be named primary advisors but may serve on the committee. The primary advisor will need to agree to provide regular guidance and input to the student. In the case of performance honors where the applied instructor is an artist affiliate, the primary advisor and artist affiliate will work together in advising the student and assuring that appropriate deadlines are met. In every case the student should inform any faculty involved about the time and commitment required.

1. By March 1st of the Junior year, prospective honors students must submit a written proposal (detailed below) to the Honors Coordinator for distribution to the full faculty of the Music Department. **The Honors proposal must be signed by the primary advisor and artist affiliate, if applicable.** Faculty consideration of an honors proposal will be based on student eligibility, the merit of the proposed recital program, portfolio, or research project, and the faculty advisor’s assessment of the student’s work at that juncture. The music faculty will approve or deny the project by May 1. Approval is given based on the vote of the music faculty. Any changes of personnel, including primary faculty advisor or applied music instructor, will void approval of the proposed project. Once approved the student must meet with the Honors Coordinator and agree to meet all deadlines associated with the project. Performance and Composition Honors students must schedule dates and times with the appropriate Schwartz Center staff, keeping in mind that all honors projects must be complete before the second week of April.

**For Performance Honors:** Repertoire for Honors recitals should have a minimum of 70% solo repertoire. Solo repertoire is defined as works for no more than two players. Changes in repertoire must be approved by the primary advisor, and artist affiliate, if applicable. Changes in repertoire cannot be made after October of the Senior year and must be approved by the full faculty. The proposal for Performance Honors must include the following: **1)** a listing of repertoire included on the recital with timings (total timings should be approximately 60 minutes), **2)** a timeline for learning and memorizing (if applicable) each piece, **3)** a short written paragraph on each piece that details why the work was chosen and its significance within the repertoire for the instrument or voice, **4)** name of accompanist, **5)** names of any others involved in the recital, and **6)** a budget sheet that details any costs associated with the recital such as accompanist fees, extra player fees, purchase of scores, etc. Fees for pianists and other performing musicians are the responsibility of the student. Student may apply for funding assistance through other sources, such as the Friends of Music or the SIRE Research Program. Consult the departmental honors coordinator for more information.

**For Research Honors:** The Proposal for Research Honors should include **1)** either an abstract or articulation of the research question(s) addressed in the thesis, **2)** a paragraph about the methodology to be employed, **3)** an outline and timeline of research, **4)** a listing of any travel involved (such as to foreign libraries or collections held by other universities), **5)** a budget for the entire project, and **6)** a preliminary bibliography. Student may apply for funding assistance through other sources, such as the Friends of Music or the SIRE Research Program. Students should consult the departmental honors coordinator for more information.

**For Composition Honors**: The Proposal for Composition Honors should include **1)** a Table of Contents of the portfolio, even if the works are as yet untitled or incomplete, with estimated timings for each work, **2)** a timeline that details when work on each composition will be completed and if a preliminary performance has been scheduled prior to the honors recital, **3)** a short paragraph describing each work, and **4)** a budget that details expenses such as fees for performers, costs of copying parts, and purchase of scores. Student may apply for funding assistance through other sources, such as the Friends of Music or the SIRE Research Program. Consult the departmental honors coordinator for more information.

**For Research/Performance Honors:** It I assumed that the two areas represented in the honors project will be related and reflect one another in both the performance and thesis. Most hybrid projects culminate in in a type of lecture/recital. Repertoire for the Hybrid Honors recital portion should be carefully chosen to illustrate the points of the thesis and duration should be no more than 30 minutes. Changes in repertoire must be approved by the primary advisor(s), and artist affiliate, if applicable. Changes in repertoire cannot be made after October of the Senior year and must be approved by the full faculty. The proposal for Research/Performance Honors must include the following: **1)** an abstract or articulation of the research question(s) addressed in the thesis, **2)** a paragraph about the methodology to be employed, **3)** an outline and timeline of research, **4)** a listing of any travel involved (such as to foreign libraries or collections held by other universities, **5)** a preliminary biography, **6)** a timeline for learning and memorizing (if applicable) each piece, **7)** a short written paragraph on each piece that details why the work was chosen and its significance to the written material or lecture, **8)** name of accompanist, **9)** names of any others involved in the recital, and **10)** a budget sheet that details any costs associated with the recital such as accompanist fees, extra player fees, purchase of scores, etc. Fees for pianists and other performing musicians are the responsibility of the student. Student may apply for funding assistance through other sources, such as the Friends of Music or the SIRE Research Program. Consult the departmental honors coordinator for more information.

**For Composition/Research Honors**: Most hybrid projects culminate in a type of lecture/recital. The Proposal for Composition/Research Honors should include **1)** a Table of Contents of the portfolio, even if the works are as yet untitled or incomplete, with estimated timings for each work, **2)** a timeline that details when work on each composition will be completed and if a preliminary performance has been scheduled prior to the honors recital, **3)** a short paragraph describing each work, **5)** an articulation of the issues and ideas to be included in the thesis portion of the project, **6)** a listing of any proposed travel expense related to the research, **5)** a rehearsal schedule of the compositions, **6)** a listing of personnel required to perform the recital portion of the project, and **4)** a budget that details expenses such as fees for performers, costs of copying parts, and purchase of scores. Student may apply for funding assistance through other sources, such as the Friends of Music or the SIRE Research Program. Consult the departmental honors coordinator for more information.