

**UNIVERSITY OF HAWAI‘I AT MĀNOA**  
**Guide for MA in Music, Education concentration degrees, Plan-B project**

**First step:** Students should notify their academic advisor of their intention to start planning the proposal for their Plan-B project. Students may choose the topic of their interest, but the advisor must approve the topic.

Possible topics may include:

- Original research study, including quantitative, qualitative, mixed, or Action Research methods
- Review of literature with practical application
- Other major project with application to the field of music education, with permission from the advisor

**Second step:** Students will work with their advisor to identify members for the examination committee. The Chair of the committee must be a regular member of the graduate faculty from the music education area. The committee will consist of a total of THREE faculty members; TWO (including the Chair) must be from the music education area, and ONE must be from outside the music education area. All committee members must be graduate faculty of UH-Mānoa unless prior arrangements have been made via a petition through the Graduate Chair that is approved by the Graduate Dean.

The student is expected to work closely with the Committee Chair at all stages of research and writing. It is the student’s responsibility to inform the remaining committee members of his/her progress.

**Present Proposal:**

The student must present a proposal of his/her Plan-B project by the end January (spring semester), or August (fall semester). The PowerPoint proposal should outline the first three chapters of a thesis: Chapter 1: Introduction; Chapter 2: Review of Literature; Chapter 3: Methodology; and References. If the format of the project approved by the advisor does not fit these parameters, the student must seek approval from their advisor to present in an alternative format. The paper must be written following APA style. Students must follow the format that was delivered in MUS 652, Introduction to Research in Music Education.

**Oral Examination:** Upon completion of the Plan-B project, an oral examination will be scheduled by the student in consultation with the committee. Students need to arrange the oral examinations for a date not later than April 15 (spring semester), or October 15 (fall semester).

To ensure committee members have sufficient time to read and make comments, committee members must receive a completed Plan-B study a minimum of two weeks before the date of the oral defense.

During the oral examination, the student will defend his/her work in the Plan-B project. The use of PowerPoint or another presentation software as a tool to present is strongly encouraged. The oral examination will be administered and evaluated by all members of the committee.

**Result:** The examination sections will be marked pass or fail. Any student who fails any part of the examination must retake the failed segments within a year.

## **Final Submission**

Once the student passes the oral examination, he/she must complete revisions and amendments as directed by the committee. Students should continue to work closely with the Chair on this process and should consult with the Chair for final preparation guidelines for the final copy. Students must submit two copies of printed Plan-B project: one bound copy, and a USB drive that consists of the presentation file of the oral examination presentation and the final copy of the Plan-B project to advisor, by the end of April (spring semester), and November 15 (fall semester).

## **Time allowed**

MA students are required to complete all requirements within seven years of initial enrollment. In unusual circumstances, an extension may be granted. Please note the Graduate Division discourages multiple extensions. For more details, please visit: <http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree> .