Application for a Graduate Award

School of Music – Ball State University

Assistantships:

A number of master's, artist diploma, and doctoral assistantships are available each year to students in the School of Music. There are full-time and half-time assistantships. Full-time assistants are assigned 20 hours of work per week; half-time assistants, 10 hours. Full-time assistants receive a stipend for the academic year, remission of the graduate course fee and the contingent portion of the general fee. Half-time assistants receive a half stipend and a waiver of one-half of the contingent fee. Often there are a limited number of tuition waiver awards available as well. For these awards the students are assigned 10 hours of work per week and receive remission of the graduate course fee and the contingent portion of the general fee, but no stipend. Students holding the assistantship for an entire academic year are given an equivalent tuition waiver for the following summer. Assistants pay the dedicated fee, health fee (when applicable), technology fee, recreation fee, workshop fee, and the applied music fee (when applicable). The tuition waiver is limited to 12 credit hours per semester and 3 credit hours per summer term. The tuition wavier does not include undergraduate courses.

Assistants are given teaching, performance, and administrative duties that supplement the work of the faculty of the School of Music. Master's and Artist Diploma assistantships are renewable for a second year; doctoral assistantships for up to three years. When students hold the assistantship for two programs of study, the total number of years on the award usually is limited to four.

Assistants are not granted on the basis of the student's financial need. Information concerning the availability of need-based financial aid in the form of government-subsidized student loans is available from Ball State University's Office of Scholarships and Financial Aid (765/285-5600).

Instructions for Assistantship Applicants

- 1. Select up to five work areas from the list below for which you wish to be given consideration for a graduate assistantship. Your letter of introduction to the Graduate Music Coordinator should contain a statement about your qualifications for the work areas that you have selected. Usually you will select work areas in which you have had prior experience. However, you may select an area where you may have limited or no experience, yet you believe you have considerable potential for success.
- 2. Your letters of reference should speak to your experiences and successes in the work areas for which you are qualified. If it is likely that your letters will not include such references, then please send the names and phone numbers of referents who are familiar with and competent to evaluate your skills.
- 3. Plan to visit Ball State University to perform for and/or interview with faculty supervisors in the work areas selected. Faculty supervisors are reluctant to recommend candidates for positions of responsibility unless they have had an opportunity to meet and evaluate those candidates. If possible, send this form (and your other applications materials) to the Graduate Music Coordinator well in advance of your visit to our campus.
- 4. Students interested in teaching music appreciation or music theory must take the entrance tests before March 1; all other students should plan to do so when they visit campus, but no later than two weeks before classes begin for the upcoming semester.

Area assistant:	Classroom teacher of:	Studio teacher of/
music education	music appreciation	ensemble participation:
music history/musicology	music theory	voice
music theory/composition	electronic music, acoustics	flute
band conducting	jazz studies	oboe
choral conducting	commercial arranging	clarinet
orchestra conducting	piano lab (group piano)	bassoon
jazz ensemble conducting	ear-training/sight-singing	saxophone
entertainment arts conducting	(basic piano and singing skills	trumpet
electronic music studio	are required)	horn
computer lab supervisor	music education methods	trombone
(both Mac and PC)	(usually limited to certified,	low brass
Sursa Hall supervisor	experienced teachers)	percussion
concert/recital recording		violin
technician	Accompanying:	viola
web and social networking	studio/recital accompanist	cello
design and monitoring	choral accompanist	double bass
	dance accompanist	harp
	opera coach	guitar
	harpsichord	piano
	theatre keyboard accompanist	organ
Name		Date
Preferred phone	email address	

Return this form to: Coordinator, Graduate Programs in Music, School of Music, Ball State University, Muncie, IN 47306