

Name: _____

Senior Project Checklist
Complete the following items *in order*.

Semester Prior to Enrollment

Initials Date

Complete a transcript evaluation. Hannah Harrell: _____

Meet with Dr. Allemeier to discuss your topic and suitable committee members. John Allemeier: _____

Type a 200–250-word abstract describing the topic, methodology, and final product. Append a timeline that indicates when each individual component (e.g., chapter, movement, etc.) will be completed.

- Full drafts of all written work—as well as any public event (e.g., lecture, lecture-recital, etc.)—must be completed within the first thirteen weeks of a fall or spring semester.

Select a Senior Project Committee.

- Dr. Allemeier will chair your committee.
- At least one member of the committee must be a member of the B.A. Committee.

John Allemeier: _____
Committee Member: _____
Committee Member: _____

Print Name Initials Date

If your project will include a public event such a lecture or lecture-recital, you must use the top half of the Recital Checklist (available on the departmental website) to:

1. Schedule the date, time, and venue of the event.
2. Schedule a date, time, and venue for a hearing at least two weeks prior to the event.

Bring this checklist, along with a copy of your abstract and timeline, to the Music Office. The abstract, timeline, and a photocopy of this checklist will be placed in your file.

Enroll in MUSC 4800 (Senior Project Preparation).

Semester of Enrollment

Submit each component of your project to your Senior Project Committee in accordance with the deadlines specified in your timeline.

If your project includes a public event such a lecture or lecture-recital, you must use the bottom half of the Recital Checklist (available on the departmental website) to secure confirmation from your Senior Project Committee that you are adequately prepared for the event:

John Allemeier: _____
Committee Member: _____
Committee Member: _____

Print Name Initials Date

In the event of a recital cancellation, you must email the following individuals: Lisa Newman (lnewman@uncc.edu), Beverly Lueke (bbblueke@uncc.edu), Ben Stickles (bstickels@uncc.edu), and Chris Buess (cbuess@uncc.edu).

Submit a full draft all written work to your committee by no later than the thirteenth week of classes, following the formatting guidelines in the Senior Project Template (available on the departmental website).

Each committee member will respond to the full draft within five business days.

Submit this Senior Project Checklist along with four copies of the final version of the Senior Project by no later than the last day of classes. Each committee member will receive a copy, and will initial below to indicate that they approve the final version. The fourth copy of your Senior Project will go into your file in the Music Office.

John Allemeier: _____
Committee Member: _____
Committee Member: _____

Print Name Initials Date

The Senior Project and any ancillary items are on file in the Music Office. MUSC 4900 (Senior Project) has been added to the student's transcript.

Associate Chair: _____