

Application for a Graduate Assistantship

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 and remission of the graduate tuition as determined by the Graduate School. Half-time assistants receive a half stipend and a waiver of approximately one-half of the tuition as determined by the Graduate School. Students holding the assistantship for an entire academic year are given an equivalent tuition waiver for the following summer. The tuition waiver does not include undergraduate courses, without special advanced approval. To receive and retain an award, students must have and maintain a minimum cumulative graduate grade point average (3.0 for Master's and Artist Diploma students and 3.2 for doctoral students).

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.

Assistantships 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 (also see the School of Music Graduate Handbook)

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.
2. Your three letters of reference should speak to your experiences and successes in the work areas for which you are qualified.
3. **Plan to visit Ball State University to perform/audition 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.
4. It is **preferable that your application file is complete by February 15;** students interested in teaching music appreciation or music theory must take the placement tests before February 1. All other students should plan to take the tests when they visit campus, but no later than two weeks before classes begin for the upcoming semester.

Area assistant:

music education
 music history/musicology
 music theory/composition
 electronic /music technology
 band (conducting)
 choral ensembles (conducting)
 orchestra (conducting)
 jazz ensemble (conducting)
 opera
 Sursa Hall supervisor
 concert/recital recording technician
 web and social media
 prospective student host
 alumni office networking
 University Singers
 special-needs music

Classroom teacher of:

music appreciation
 music theory
 ear-training/sight-singing
(basic piano and singing skills are required)
 electronic music, acoustics
 jazz studies
 commercial arranging
 piano lab (group piano)
 music education methods
(usually limited to certified, experienced teachers)

Accompanying:

studio/recital accompanist
 choral accompanist
 dance accompanist
 stage accompanist

Studio teacher assistant/ ensemble leadership

voice
 flute
 oboe
 clarinet
 bassoon
 saxophone
 trumpet
 horn
 trombone
 low brass
 percussion
 violin
 viola
 cello
 double bass
 harp
 guitar
 piano

Name (print clearly) _____ Date _____

Preferred phone _____ Email address (print clearly) _____

Return this form to: Coordinator, Graduate Programs in Music, School of Music, Ball State University, Muncie, IN 47306 or email gradmusic@bsu.edu.

A reminder that faculty begin making recommendations around March 1; it is important that your application file is complete before Feb. 15th.