

Yale Institute of Sacred Music
Colloquium Guidelines for Student Presentations in 2016-2017
(revised August 26, 2015)

These guidelines govern the joint presentations given by ISM students in their senior year. They reflect the Institute's commitment to enhancing interaction among its students. Note the special guidelines for MMA or STM students on page two.

Important 2016 Deadlines:

March 11	Partner and Topic Request Form and/or Questionnaires due
April 1	Students notified of their approved presentation partners
April 22	Topic Proposal Form due to ISM office
May 11	Students notified of faculty response to topic proposals
June/July	Colloquium schedule finalized and distributed

Overview

Each student will work collaboratively with a student from another discipline, on a topic related to the ISM's mission of sacred music, worship and the related arts. Students work in pairs comprised of one Music student and one YDS student in the ISM. When numbers in the senior class are uneven, as in next year, we permit students to work in trios. **In 2016-2017, we anticipate there will be 14 pairs, and 1 slot for a trio presentation.**

The faculty will welcome topic proposals related in the broadest possible way to sacred music, worship and the arts. As you think about your partner for this project, think first about whom it would be enjoyable to work with, and less about finding someone who wants to work on something you want to work on. You should choose a topic **together**, to which you can both contribute something equally. It's a good idea to concentrate on some question or theme that can provide a topic of conversation between disciplines. Consider this an opportunity not only to learn from another discipline, but also as a chance to develop teaching skills. The presentation will be advised by two faculty members from the ISM: one in Music, the other in Divinity. The presentations will be graded no credit, credit and (in extraordinary cases) credit with distinction. Students are required to offer a substantial bibliography. Excellent examples of past presentations can be found on this website: <https://vimeo.com/album/2515513>. The faculty will conduct a workshop early in the fall to offer guidelines for the preparation and delivery of your presentations.

How to Find Your Partner

You are encouraged, first, to make your own pairing with one another. Please use the Partner and Topic Request Form on the Web site to submit your request for review by the faculty. The ISM Student Council usually organizes a mixer in order to facilitate these pairings. Stay tuned for details. If you have not found a partner, please complete the Questionnaire on page two of the request form to indicate your academic interests and ideas for a possible topic. Please be sure to return the form/questionnaire by March 11. A faculty committee will make matches on the basis of this information. The more information you can provide us, the easier the task of pairing will be.

****STM, MMA, or transfer students***

MAR and M.Div students who transfer to the ISM in their final year, STM and MMA students will present by themselves. The topic and bibliography are approved by the faculty advisor and the Director.

The Presentation

Presentations done by pairs will be 30 minutes long, with a further 10 minutes for discussion. There will be two presentations per session. The first will begin promptly at 3:30. After a short break, the second presentation and response will commence. Thus, the Colloquium time each week will look like this:

- 3:30 – 4:00** First presentation
- 4:00 – 4:10** Discussion
- 4:10 – 4:20** ISM announcements and set-up change
- 4:20 – 4:50** Second presentation
- 4:50 – 5:00** Discussion

Solo presentations (for example MMA, DMA or STM presentations) are 20 minutes long, with 10 minutes for discussion; presentations by groups of 3 are 45 minutes followed by 15 minutes for discussion.

Advising

Two faculty members will serve as advisers for each student team working on a single presentation. You must obtain agreement from both faculty advisors before submitting your final Topic Proposal. (Keep in mind, we may need to shift some advising if any faculty have overloads.) Students will meet jointly with both advisors early in the fall semester, and must submit a bibliography and an outline of the presentation to both at least two months prior to the presentation date. A complete script is due two weeks before the presentation. All members of the student team and faculty advisors should be part of every consultation throughout the development of your presentation.

Grading

Student presentations will be graded by the entire faculty on the system: fail, credit and credit with distinction. All ISM faculty members will grade your presentation and submit one or two remarks. The Director will collate all the information, adjudicate the grade and convey their comments to the students.

Timetable

You will request a partner (or have one selected for you by the faculty) and propose a topic by mid-term of the spring semester before your final year. The faculty will deliberate on these requests and respond shortly after spring break. You will then have very little time to submit the full proposal for your topic, which must include a **title, thesis, methodology, and bibliography**. Either you will request your faculty advisors or they will be assigned to you. (Use the “Topic Proposal Form” on the Colloquium website.) Dates for presentations will be assigned in June or July in coordination with the schedules of guest speakers.