

Composition Portfolio Submission Procedures

Deadline

The deadline is **May 1** for the submission of the PhD AND the MA composition portfolio. Students should not wait until the last minute to submit!

What is Included in the Portfolio

- **MA Students:** Your Portfolio should include all of the pieces you wrote at SBU, including pieces written over the summer once you were a student here.
- **PhD Students:** IMPORTANT: Prior to submission, do Contract Revisions if necessary. The PhD Composition Portfolio is supposed to include all of your 'Contract Pieces.' So, make sure your contract and the Portfolio are in agreement.

Preparing the Portfolio (all students)

1) Prepare a Cover Sheet

- This document is a list of the pieces in your Portfolio with titles, instrumentation, duration, and any other relevant information.
- This sheet can contain links to the other files, so that everything comes through one document. However, the cover sheet should not be longer than a page, and must be a PDF.
- The form for this can be found in the Student Resources section of the Music Department's website.

2) Prepare the Portfolio

- This should be a single digital file, folder (or page) which is easily accessible to your committee (i.e. no special software needed).
- All scores should be PDF and downloadable.
- Recordings should be able to be accessed digitally.

3) Have your current Major Teacher look over your Portfolio

- The materials submitted must be at the highest professional level: Scores clean and neat, recordings appropriately edited (no searching around in long videos).
- If you have questions about this, ask your composition teacher.
- NOTE: If you are submitting something other than music with scores, appropriate documentation must be included. Again, ask your teacher.

Submitting the Portfolio and Cover Sheet (all students)

By the May 1 Deadline:

- 1) Send the cover sheet to the Graduate Program Coordinator for placement in your file.
- 2) Send the cover sheet and the full portfolio (or links thereto) to the Convener of Composition who will distribute them to the appropriate faculty.

Effective Spring 2023