

# HANDBOOK/SYLLABUS

**For Applied Voice Students  
(MUAM, MUAC, MUAS 1503, 3503, 5503, 6503)  
University of North Texas  
College of Music  
Division of Vocal Studies**

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## ABOUT THIS HANDBOOK

This handbook serves as the syllabus for all courses in applied voice. Any requirements in the syllabi for individual teachers are in addition to, not in place of, those found in this document. This is intended to be a "living document" that is subject to revision. Therefore, the policies contained herein are considered applicable for the 2009-2010 academic year only. This document should in no way be construed to supercede UNT or College of Music policies.

## LESSON SCHEDULING

There will be a scheduling meeting on the second Thursday of the fall semester between 1:00 and 4:00 pm in the Commons area in the College of Music building. Students who have not scheduled their lessons prior to this time MUST meet their teachers at this time to schedule their lessons. Students who have not scheduled their lessons during the first week of classes risk being dropped from lessons for the semester.

## **LESSONS**

The College of Music has established THIRTEEN as the normal number of lessons per semester, and EIGHT as the minimum number of lessons a student must attend to receive a passing grade. Therefore, students who have missed a total of six lessons, either excused or unexcused, will be asked to drop voice for the semester.

Lessons missed by the student, for whatever reason, are made up at the discretion of the teacher. In general, if students must miss lessons for any reason, the teacher should be notified by phone, e-mail, or by a note in the teacher's mailbox. Lessons missed by the teacher are to be made up, and in a timely manner. Students who feel that their teachers are missing an excessive number of lessons, or that make-ups are not being offered in a timely manner, should contact the chair immediately.

If two lessons are missed without notification, the student will receive a "Notice of Unsatisfactory Progress" report. If an additional lesson is missed without notification, the student will be dropped with a WF.

Major and Concentration lessons will generally be **sixty** minutes in length. Secondary lessons will generally be **thirty** minutes in length. Please allow enough time between classes and lessons to account for travel, especially when coming from or going to classes outside of the Music Building.

## **TEACHER ASSIGNMENTS**

Teacher assignments will be made within the first week of classes and posted on the voice board. Students who wish to study with a particular teacher must contact the chair of the division BEFORE the assignments are posted. Students are encouraged to contact teachers themselves.

## **VOICE BOARD**

Current information and announcements for voice students will be posted on the departmental bulletin board across from Room 216 (near the Choir Room). Voice students are responsible for information posted on this board. Announcements of job openings, competitions, recitals, etc., will be posted on this board. Please check this board frequently.

Do not post anything on this board without permission. Students who wish to post something on the board should take it to Judy Schietroma (room 244) to be initialed and dated. Items which are not approved will be removed from the board.

## **STUDIO CLASSES**

Voice studio classes will be scheduled at the discretion of the instructor. While individual attendance policies will vary, students should not ask to be excused from these classes, as they are considered an important part of applied music instruction.

## **DEPARTMENTAL RECITALS AND RECITAL ATTENDANCE**

Departmental voice recitals are scheduled on Tuesdays at 4:00 pm. Departmental recitals are held every other week at the beginning of each semester and every week the last few weeks of each semester. Attendance at fifteen events per semester is required under College of Music policy. Undergraduate voice majors and concentrations who fail to meet this requirement will have their grade for Applied Voice lowered by one full letter grade. This policy is to be strictly enforced, regardless of major or instructor!

UNT voice faculty recitals, voice degree recitals, choir concerts, and UNT Opera Theatre productions may be counted toward this total. Other events may count toward this total only with the prior approval of the student's voice teacher.

## **PRACTICE ROOMS**

Practice rooms in the North and South Practice Buildings are now open to all music students. Students should not expect to use Music Building rooms for practice or rehearsals.

## **REPERTOIRE**

Repertoire requirements for undergraduate and master's voice majors and concentrations are as follows:

### **VOICE MAJORS and CONCENTRATIONS UNDERGRADUATE**

**FRESHMAN YEAR**-Minimum of six selections, memorized\* each semester.

**SOPHOMORE YEAR**-Minimum of six selections, memorized\* each semester.

**JUNIOR YEAR**-Minimum of eight selections, memorized\* each semester.

**SENIOR YEAR**-Minimum of eight selections, memorized\* each semester

### **GRADUATE**

**MASTER'S STUDENTS**-Minimum of eight selections, memorized\* each semester

**DOCTORAL STUDENTS**-Repertoire at the discretion of the voice teacher

\*One solo from a major choral/orchestral work (oratorio, mass, etc.) may be sung with score. This selection should NOT be the student's choice at the jury.

Students whose semester repertoire is lower than required will have their SEMESTER grade lowered by two full letter grades. (i.e. a grade of "A" becomes a "C", a "B" becomes a "D", etc.)

## **JURIES**

Undergraduate and master's degree voice students are required to perform a jury at the end of the semester. (The only exception being semesters in which the student completes a degree recital.) The jury will be approximately 6 to 8 minutes in length. Students will sing one selection of their choice and at least one of the faculty's choice. Students are allowed to record their juries, provided that doing so is not disruptive. Juries may also be recorded by the faculty for archival purposes. Juries are closed to the public, including family and friends.

Faculty members will write comments and give a grade based on the jury performance. The semester grade will be determined by the following formula: Jury Grade \* 75% + the teacher's "studio grade" \* 25%.

A grade of "I" ("Incomplete") will only be given for verified medical reasons. Make-up juries will be held no later than September for the previous Spring, and February for the previous Fall. Make-up juries may not be done after these dates.

Juries will be held during the last week of classes ("Pre-finals week") each semester. Juries are not required during summer sessions.

## **UPPER DIVISIONAL EXAM**

All undergraduate voice majors and concentrations must pass the Upper Divisional Exam (UDE) before advancing to the 3000 level of applied study. The UDE takes place during the regular jury no later than the fourth semester of study at UNT. Transfer students may take the exam in an earlier semester at the discretion of their teachers, but not earlier than the fourth semester of study overall and not later than their fourth semester at UNT.

Students who do not pass the exam will be assigned either one or two semesters of additional study before they re-attempt the UDE. Students must re-attempt the UDE in the prescribed semester. Students who do not pass the exam on the second attempt are “disqualified” from the major or concentration.

## **VOICE CONCENTRATION PROFICIENCY EXAM REQUIREMENTS**

Voice concentrations are expected to attempt the Concentration Proficiency Exam at the end of their sixth semester of applied study. The exam is in lieu of the regular jury. Students generally sing one selection of their choice, and three of the panel’s choice. Students should expect to sing at least one selection in each language represented.

All other Voice Concentrations

8 selections prepared: 2 each in English, Italian, German, and French

## **MINIMUM UNDERGRADUATE DEGREE REPERTOIRE REQUIREMENTS**

These requirements should be met by the end of voice study at UNT. A complete repertoire list must be presented by concentrations and secondaries at the proficiency exam, and by performance majors at the senior recital hearing.

Performance Majors

56 selections total: minimum 12 each in English, Italian, German, and French

All other Voice Concentrations

39 selections total: minimum 6 each in English, Italian, German, and French

Jazz Studies Major,

Voice Concentrations

24 selections total: minimum 6 each in two languages (e.g. English and Italian)

Voice “Required” Secondaries

16 selections total: minimum 2 each in English, Italian, German, and French

## **CONTINUOUS ENROLLMENT**

It is expected that all undergraduate and master’s voice majors and concentrations will enroll in voice each long semester until their requirements are met (either by completing the senior or master’s recital for performance majors or the concentration proficiency for concentrations.) Students who fail to enroll in voice and receive a passing grade (i.e. other than “I”, “W”, “WF” or “F”) for more than one long semester must re-audition for acceptance as a voice major or concentration.

## **ACADEMIC PROGRESS**

All voice students are expected to make progress toward their degrees each semester. If the voice faculty feels that a student is not making sufficient academic progress, that student may be “disqualified” from the voice major or concentration.

## **“DISQUALIFICATION” FROM THE MAJOR OR CONCENTRATION**

Voice students may be “disqualified” from the major or concentration by vote of the voice faculty. Students who have been “disqualified” must re-audition for acceptance at the major or concentration level. There is no guarantee that such students will be allowed to register for secondary voice lessons or that they will be readmitted at the major or concentration level after a period of secondary study.

## **RECITAL REQUIREMENTS**

### **JUNIOR, SENIOR, MASTER’S RECITALS**

Junior, Senior, and Master’s voice majors must perform degree recitals as a graduation requirement. The Junior recital should be a minimum of 30 minutes, and the Senior Recital a minimum of 50 minutes. For the Junior Recital

it is expected that two junior voice students will perform on the same program. Undergraduate recitals should have selections in English, French, German, and Italian. A variety of styles should be represented. Any deviation from this (such as performing a single major song cycle) must be approved in advance by the voice faculty. No more than 25% of the program may be operatic arias and/or ensembles. The senior recital should contain at least one opera or oratorio aria.

The program's content must be approved by at least three voice faculty members prior to the recital hearing. Students must schedule the recital hearing occur no less than two weeks before the scheduled recital. The hearing will generally occur following Departmental Recitals on Tuesdays and must be passed in order for the recital to be presented. Should a student not pass the hearing, the recital will need to be postponed until after the hearing is re-tried and passed.

While degree recitals may be given during the summer, the recital hearing must be completed no later than the last week of classes in the Spring semester.

#### DMA RECITALS

Doctoral students should consult the DMA Handbook for their recital requirements.

#### DMA "RELATED FIELD" RECITALS

Doctoral students who choose Voice Performance as their related field are expected to perform a public recital of between 50 and 60 minutes. There is no hearing for this recital, but it should be similar in content to the Master's degree recital.

#### NON-DEGREE RECITALS

Voice students who are not required to perform recitals as a degree requirement, or students who wish to do recitals in addition to those required, may do so with the consent of their applied voice teacher. While these recitals do not have a recital hearing, the standards for degree recitals should be applied. As a reminder, College of Music policy prohibits the scheduling of non-degree recitals during November and April.

### **COLLABORATIVE PIANISTS**

Students are expected to find pianists for their lessons and juries. While it is most common for students to locate and pay their pianists themselves, it may be possible for a pianist to be provided free of charge for some voice students for a semester either through TF accompanying loads or through the Accompanying Lab.

The point in the semester at which students must have a pianist is determined by the teacher, but will never be later than mid-term. Under NO circumstances are teachers allowed to accompany students at their juries. The few weeks prior to the jury students can expect to spend more time with their pianists. A list of pianists will be available within the first few weeks of the semester. Students should also check with their teachers for specific recommendations.

### **PURCHASING MUSIC**

Purchasing music for lessons is required and should be planned for each semester. Students should expect to purchase at least one or two new anthologies each semester. Music can be purchased in Denton at Pender's Music Company on Elm Street or from an online source such as:

[www.tismusic.com](http://www.tismusic.com)

[www.classicalvocalrep.com](http://www.classicalvocalrep.com)

## **CHANGING VOICE TEACHER**

The following is taken from the College of Music Policy Manual:

1. The College of Music recognizes the individual rights of all students to act independently in the pursuit of knowledge and to seek varying points of view.
2. Students have the right to change teachers for the types of study listed above, but should follow the recommended procedure, i.e., the present teacher should be notified in a timely fashion, no later than the final day of the semester before the change is to occur. A student may notify his/her teacher solely in writing, if desired. Faculty are requested to wait until this notification has taken place before promising acceptance. It is understood that students shall suffer no negative repercussions as a result of changing teachers.
3. Faculty members are expected to respect extant major-professor relationships and thus are not permitted to solicit a student directly or through any other person for the purpose of influencing a change of major professor.
4. The relationship between teacher and student should be established, maintained, and terminated in a professional manner. Faculty members should respect the personal integrity and privacy of students at all times, while recognizing their responsibility to promote principles of ethical and professional conduct throughout the College of Music community.

## **ACADEMIC INTEGRITY**

Students are expected to abide by UNT's "Student Standards of Academic Integrity" document found at:

[http://www.unt.edu/policy/UNT\\_Policy/volume3/18\\_1\\_16.pdf](http://www.unt.edu/policy/UNT_Policy/volume3/18_1_16.pdf)

Furthermore, students enrolled in any section of Voice are expressly forbidden from studying with another voice teacher, either on- or off-campus, without the consent of their applied voice instructor. Violation of this policy is considered grounds for removal from the Division of Vocal Studies.

Any falsification of official documents, including the Repertoire Sheets and Departmental Attendance slips, is considered a violation of this policy. This includes, but is not limited to, listing repertoire as memorized that is not, listing previously studied repertoire as new, and signing another student's name to a Departmental Attendance slip.

## **STUDENTS WITH DISABILITIES**

All sections of Applied Voice comply with the guidelines of the Americans with Disabilities Act. For complete information see:

[http://www.unt.edu/policy/UNT\\_Policy/volume3/18\\_1\\_14.html](http://www.unt.edu/policy/UNT_Policy/volume3/18_1_14.html)

## **EMPLOYMENT**

It is expected that voice students will seek appropriate outside employment singing and teaching voice. Students should only accept such employment, however, with the full support of their voice teachers. If the teacher should disapprove of the employment (whether it is ongoing or short-term) then the student should not accept such employment. In these cases the individual teacher's decision is final. Students who fail to follow these guidelines are subject to disciplinary action, including removal from their teacher's studio or from the Division of Vocal Studies.

## **REGISTRATION CODES**

All sections of Voice and Vocal Coaching require permission of the Division of Vocal Studies. Students who are eligible to enroll will be given the four or five digit "Class Number" for the appropriate course and section. These numbers should only be distributed by individual voice teachers, advisors, the Division Administrative Assistant, and the Division Chair. Students who register without permission will be dropped from Voice.