

HANDBOOK/SYLLABUS

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

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Teaching Fellows (Fall, 2012)

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ABOUT THIS HANDBOOK

This handbook serves as the general syllabus for all courses and sections of studio voice. Any requirements in the syllabi for individual teachers are in addition to those found in this document. This document is subject to revision; therefore the policies contained herein are considered applicable for the 2012-2013 academic year only. This document should in no way be construed to supersede UNT or College of Music policies.

LESSONS

Students are required to schedule lessons no later than the first full week of classes, or risk being dropped from lessons for the semester. 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.

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, as well as lessons missed due to "University Excused Absences" Students should respond to offers of make-up lessons 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.

TEACHER ASSIGNMENTS

Teacher assignments will be made within the first full 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 division 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

Faculty studio classes are scheduled on Tuesdays at 3:00 pm. Teaching Fellow studio classes will be scheduled at other times. While individual studio attendance policies may vary, students should not ask to be excused from these classes, as they are considered an essential component of voice training.

DEPARTMENTAL RECITALS AND RECITAL ATTENDANCE

Departmental Voice Recitals are scheduled on Tuesdays at 4:00 pm. Attendance is required of all voice students. Voice students should NOT schedule classes, lessons, work, etc. during this time. Students are expected to attend the entire program. Students who leave before the end of the program will not be given credit for attendance. Departmental recitals may run as long as one hour and fifty minutes, so students should plan accordingly.

Voice performance majors are expected to perform on Departmental Recital at least once each semester (first semester freshman at the discretion of their teachers). Students intending to sign up to perform on Departmental Recital (with the approval of their instructor) must log on to:

<http://music.unt.edu/voice/form>

Each semester a list of Departmental Recitals and other voice events will be posted on the Voice Board. Attendance is required at all these events unless a specific request is made to the student's voice instructor IN ADVANCE of the event. These events will include all Voice Departmental Recitals, Voice Faculty recitals, and voice guest recitals and master classes. There should be student attendance monitors at each such event. It is the responsibility of students to check in with the appropriate monitor at each event.

The College of Music expects each student with a major in music to attend a variety of concerts and recitals in addition to required departmental recitals as a graduation requirement. Voice students are expected to attend fifteen such programs each semester, in addition to the Departmental Recitals. Additional programs may include UNT recitals, concerts, and UNT Opera Theatre productions. Other events may count toward this total only with the prior approval of the student's voice teacher. Voice students who fail to meet these requirements will have their grade for Studio Voice lowered by one full letter grade. This policy is to be strictly enforced, regardless of major or instructor!

PRACTICE

Voice students at all levels are expected to practice a minimum of three hours per week **PER CREDIT HOUR** of voice.

Practice rooms in the North and South Practice Buildings are 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 four selections, memorized each semester.

SOPHOMORE YEAR-Minimum of five selections, memorized each semester.

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

SENIOR YEAR-Minimum of six selections, memorized* each semester

GRADUATE

MASTER'S STUDENTS- Repertoire at the discretion of the voice teacher

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.

Jury repertoire lists must reflect repertoire assigned and prepared that semester. The student's voice teacher must approve the list and sign on the jury form prior to the jury. Students whose repertoire list is not so certified will not be allowed to do their jury for the semester. Any falsification of the jury repertoire list is grounds for a failing grade ("F") in voice for the semester.

Faculty members will write comments and give a grade based on the jury performance. The jury comment sheets must be distributed to students before the end of the semester. In the case of a “negative result” (such as failure of the UDE or Concentration Proficiency Exam) the teacher must retain the original comment sheets and have them placed in the student’s file in the Advising Office. Copies may be given to students.

The semester grade will be determined by the following formula: Jury Grade * 50% + the teacher’s “studio grade” * 50%. The studio grade should not be more than 10 points lower or higher than the jury average. Teachers will not grade their own students’ juries.

A grade of “I” (“Incomplete”) will only be given for verified medical reasons. Students should contact the Dean of Students office who will send official documentation to the Division. 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.

UPPER DIVISIONAL EXAM

All undergraduate voice majors and concentrations must pass the Upper Divisional Exam (UDE) before advancing to the 3000 level of voice study. The UDE takes place during the regular jury no later than the fourth semester of study at the major or concentration level. 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 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 voice study. The exam is in lieu of the regular jury. Students prepare eight selections, two each in English, Italian, German, and French. They will sing one selection of their choice, and three of the panel’s choice, for a total of one selection in each language.

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

42 selections total: minimum 8 each in English, Italian, German, and French

Voice Concentrations

30 selections total: minimum 5 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 may be required to 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 finds 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 or private 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 25 minutes of music, and the Senior and MM Recital a minimum of 50 minutes of music. Senior and MM recitals should have selections in English, French, German, and Italian. A variety of styles and historical periods 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.

Junior recitals do not require a recital hearing. For the Junior Recital it is expected that two students will perform on the same program.

The program's content must be approved by at least three voice faculty members at least one month prior to the recital hearing. Students must schedule the recital hearing occur no less than eighteen days 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. The recital hearing is graded "pass/fail" and the recital itself is graded by the voice teacher.

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. All repertoire on BM and MM degree recitals is expected to be performed from memory. Requests for exceptions to this policy must be made in writing at least one week prior to the recital hearing.

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 must perform a public recital of between 50 and 60 minutes. A hearing is required. See the rules for degree recitals above for details. Content should be similar to the Master's degree recital.

NON-DEGREE RECITALS

Voice students who are not required to perform on-campus 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 voice teacher. While these recitals do not have a recital hearing, it is expected that they be similar in content to degree recitals. 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 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.

A student's collaborative pianist MUST be approved by the voice teacher.

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.classicalvocalrep.com

www.amazon.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://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.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 voice instructor. Violation of this policy is considered grounds for removal from the Division of Vocal Studies.

Any falsification of official documents, including Repertoire Sheets, is considered a violation of this policy. This includes, but is not limited to, listing repertoire as memorized that is not and listing previously studied repertoire as new. It is also considered a violation to give another student's name to a student assistant taking attendance at a voice event.

Membership in a voice studio is a privilege, not a right. It is expected that students will behave in a professional manner at all times. Individual teachers have the right to grant or deny membership in their own studios.

STUDENTS WITH DISABILITIES

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

http://policy.unt.edu/sites/default/files/untpolicy/18.1.10_Reasonable%20Accommodations%20and%20Auxiliary%20Aids%20for%20People%20with%20Disabilities.pdf

EMPLOYMENT AND MUSICAL PARTICIPATION

It is expected that voice students will seek appropriate outside employment singing and teaching voice. Students are expected to get the approval of their teachers BEFORE accepting such employment. Students who fail to do so are subject to disciplinary action, including removal from their teacher's studio or from the Division of Vocal Studies. In addition, students should consult with their teachers before accepting any public appearance, whether paid or not, or participating in any musical organization, either on or off-campus.

REGISTRATION INFORMATION

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, or the Division Chair. Students who register without permission will be dropped from Voice.