

UTA

Music Department

Vocal Arts Division

Policies and Procedures

Handbook

(Revised fall 2007)

Dear UT Arlington Voice Student:

Welcome! This handbook has been prepared to give you helpful information about your studies. Specific policies, procedures, and degree requirements are delineated. Your careful study of these pages should answer many of the questions and concerns facing you, both as you begin this exciting journey. The members of the Voice Faculty are here to assist you. Should any policy or statement need clarification, don't hesitate to ask any of us for assistance. The Vocal Arts Division emphasizes a thorough class and private vocal instruction, providing sound training in vocal/choral repertoire, pedagogy, diction, and artistry. We hope that your studies at UT Arlington will be enjoyable and rewarding.

I. Audition and Placement

The audition consists of the following elements.

1. The student will present two songs (one in English and one in a foreign language) preferably from memory.
2. In addition, the student will be asked to sight sing and tested on tonal memory. The panel may make some technical or dramatic suggestions.
3. Lastly, the student will be interviewed to ascertain their musical history and interests.

Students must perform and audition and receive placement for appropriate level for private lessons before registering. The student must fill out two forms for this process: The Departmental Audition Form and a Placement form. These forms are found on the Vocal/Choral Division Website <http://www.uta.edu/music/vocal/>.

Transfer students must pass the barrier examination and will be placed no higher than level 2241.

II. Applied Lessons

Students enrolled in 1240,1241,2240,2241,2222,3240,3241,3350,3351,4240,4241,4350,4351 will receive 50 minutes per week of instruction for private lessons. Students enrolled in 0171, 0175 will receive one 25-minute lesson per week. 24-hour notice must be given by the student for cancellation to ensure that a lesson will be made up. Teachers will make a reasonable attempt to reschedule lessons they miss.

All voice majors taking a 2 or 3 hour credit course and other music majors taking 0175 are required to take **final examinations or juries (see Sec. V)**. Students will be expected to have the following basic knowledge about his/her repertoire:

- i. Brief biographical knowledge of composer
- ii. Name of poet/librettist
- iii. Meaning of the text
- iv. Context of the aria (in the opera, show, or oratorio) or song (in a song cycle.)
- v. The correlation of music and text
- vi. If the student is obviously unprepared to perform a selected piece from memory, 20 points will automatically be deducted for each piece from his/her jury grade.

The Mid-term jury is required for all levels except 1240, 0171, and 0175. The student is expected to have prepared **half of their required song repertoire for the semester by memory.**

A. Grading

1. Semester grades except for Barrier
 - 50% Final Jury
 - 10% Mid-Term
 - 40% Studio Grades
2. Barrier Semester (**See Section VII below**)

There are approximately 15 lessons per semester. Each non-excused missed lesson will be given a grade of zero and will count towards the final studio grade.

Students must attend a minimum of 80% of lessons. If students fail to meet this threshold, they will not be allowed to take final jury exam and will receive a failing grade for the semester.

B. Studio grades will be based upon:

- a. Evidence of consistent vocal/musical **progress**
- b. Regular lesson **attendance**.
- c. Each semester, students must
 - 1) attend all Vocal Division Classes and perform at least once in the Vocal Division Class
 - 2) attend at least one Honor Recital and submit signed to program to applied professor
- d. Musical and vocal **preparation** in compliance with the student's instructor's studio policies.

III. Teacher Assignment

The number of openings in the studios will vary from year to year, but a student's teacher request is honored if at all possible. An applicant may contact and audition for a particular teacher prior to matriculation. The teacher may

then request that this student be placed in his or her studio if he or she wishes. Teacher assignments will be made by the Coordinator of the Vocal Arts Division in consultation with the Voice Faculty. Studio assignments will be posted in a timely fashion on the bulletin board outside of the Vocal Arts Coordinators Office.

IV. Syllabus

Individual studio teachers will issue a syllabus at the beginning of each semester. In addition, it will be posted on line <http://www.uta.edu/music/vocal/>. The syllabus clearly delineates the course procedures, expectations, student outcomes, and grading policies for applied voice lessons. **It is the individual student's responsibility to understand and abide by the syllabus.**

V. Juries

There are two juries per semester: a mid-term and a final jury. Dates are listed in the individual studio syllabus.

A sign-up sheet will be on the bulletin board approximately two weeks prior to the exams. Students must sign-up for a jury time **by noon three days prior to the examinations**. Jury sheets are to be downloaded from the Choral/Vocal Division website <http://www.uta.edu/music/vocal/>.

The student must bring *these forms* to the jury (making five-two -sided copies) filled out correctly and completely. Failure to bring forms to the jury will result in the lowering of a jury grade by **one-letter grade**. Incorrect forms will result in the lowering of the grade by **one-half letter grade**.

***Be advised that all "Incomplete" grades automatically become a "F" after one semester.**

Grading of Jury (What to Expect)

A=excellent a performance, music learned, diction idiomatic, musical style dramatic interpretation, and a well exhibited understanding of\.

B= better than average, beyond the music being learned, the beginnings of some sophistication shown in the areas of diction, style, dramatic presentation and understanding of text.

C=average, pitches rhythms and diction learned.

D=less than average significant weaknesses in the areas mentioned above

F=Failure to learn repertoire or Vocal development not as of yet to the to the level that warrants a passing grade.

Any student receiving an F for a jury can receive no higher than a C for the semesters work.

Any student unable to perform the jury due to sever illness/family tragedies/accidents must submit a letter of appeal and attach appropriate documentation to the Division Coordinator for a rescheduling of the jury examination.

VI. Barrier examination

Barrier exams will occur at the end of the fourth semester of vocal studies for ALL voice majors .

Students who do not pass their barrier exam(s) will receive:

1. an incomplete “I” for first attempt (students will be placed in MUSI 2222 to prepare for the second attempt)
2. an F for second attempt and not accepted to the applied area (vocal)
3. The grade is based entirely on the final jury grade.
4. The student must receive a grade of 85% or higher to pass.

Performance Majors

Students wishing to declare a major in Vocal Performance will be subject to the approval of the voice faculty at the final jury of their sophomore year (2241.) This will coincide with the Barrier Examination as described above. A student may not receive credit as a performance major without written approval of the voice faculty

VII. Repertoire Requirements

1. Quantitative (minimum requirements of works memorized for juries)

Freshmen

Music 1240 - 4 songs
Music 1241 - 5 songs
Music 0171,0175 - 3 songs

Sophomores

Music 2240 - 6 songs
Music 2241 - 6 songs

Barrier Exams

1. Four languages (English, Italian, French, German)

2. Three stylistic periods (i.e. Baroque, Classical, 20th Century)
3. Students will perform four songs. First song selected by student, three additional selections made by faculty.

Juniors

Music 3240	Concentrations	6 songs
Music 3350	Performance Majors	8 songs
Music 3241	Concentrations	7 songs
Music 3351	Performance Majors	8 songs

Junior Recital (25 minutes minimum) or Music Theatre Recital Project (40 minutes minimum)

Seniors

Music 4240	Concentrations	8 songs
Music 4450	Performance Majors	8 songs
Music 4241	Concentrations	8 songs
Music 4451	Performance Majors	8 songs

Senior Recital (40 minutes minimum)

2. Linguistic and Genre (recommended minimum repertoire requirements)

Performance and Performance/Pedagogy

English	12 selections
French	12 selections
German	12 selections
Italian	12 selections
Oratorio	Minimum of 3 selections
Operatic	Minimum of 5 selections.
Others	5 selections in any language
Total of	53 songs/arias

Plus

Junior Recital 25 minutes of music, minimum

Senior Recital 40 minutes of music, minimum

Music Education

English	10 selections
French	10 selections
German	10 selections
Italian	10 selections
Oratorio	Minimum of 3
Operatic	Minimum of 3
Others	5 selections in any language

Total of 43 songs/arias

Music Theater

English	20 selections
French	5 selections
German	5 selections
Italian	5 selections
Others	2 selections in any language

Total of 37 songs/arias

Plus

Music Theatre Project (40 minutes minimum, a separate 3 hour-credit course, syllabus available through project advising faculty consult Musical Theater Coordinator <http://www.uta.edu/music/fac-staff/fac.php?key=46>)

Music Business

English	7 selections
French	6 selections
German	6 selections
Italian	7 selections
Other	1 selection in any language

Total of 27 songs/arias

Music Media

English	5 selections
French	5 selections
German	5 selections
Italian	5 selections
Other	1 selection in any language

Total of 21 songs/arias

ALL REQUIRED REPERTOIRE MUST BE MEMORIZED.

VIII. Performing Opportunities

A. Division Class

These classes provide students the opportunity to perform the repertoire in preparation for the juries or recitals. All students are encouraged to attend and participate. These are usually scheduled the last Wednesday of each

month from 12:00 PM-1:00 PM. A sign-up sheet will be placed on the Vocal Division Board one-week prior.

B. Studio Classes

Individual instructors may hold master-classes to help in preparation for their students as well.

C. Honor Recitals

Outstanding students are recommended to perform on the UT Arlington Honor Recitals. These concerts will consist of student as well as faculty performers.

D. Ensembles

1. A Cappella Choir (Professor Jing Ling Tam, by audition only)
2. Men's Chorus (Professor Jing Ling-Tam by, audition only)
3. Women's Chorus(Mr. Ron Montgomery, by audition only)
4. TheVocal Jazz Ensemble (Dr. Daniel Cavanaugh, by audition only)
5. Opera Workshop(Dr. Soo Hong Kim/Dr. Sam Savage, by audition only)
6. UTA Theater Department Musicals (Contact Kim LaFontaine for information)

IX. Junior and Senior Recital/Music Theater Projects

- a. Vocal Performance Majors are required to give two-recitals to attain their degree. A junior recital that consists of 25 minutes of music, and a senior recital that consists of 45 minutes of music.
- b. A Recital Hearing and Proposal Form must be filled out and given to the Vocal Division Coordinator by the third week of the semester that the recital will be given for scheduling and approval by the Coordinator. **Failure to do so will result in a hearing not being granted and a corresponding delay in graduation.** It is the student's responsibility to ensure that the forms are submitted in a timely basis. If the program is not approved by the Coordinator or other members of the committee adjustments can be made and the student is given two-weeks to resubmit. Forms may be downloaded <http://www.uta.edu/music/vocal/>.

The hearing constitutes a jury and a numerical grade will be given. The student must notify the entire voice faculty of both dates no later than the 3rd week of class. The entire program must be fully prepared/memorized by the hearing date.

Other Information

Changing Studios

The study of voice is a very personal and sometimes subjective process. It may take time for a student to adjust to the professional study of singing. Frequently, a beginning student may go into his/her lesson with the highest expectation of positive reinforcement only to face considerable suggestions as to how to improve on what he/she is doing. In any study, advancement may require change. There is an adjustment period. Occasionally, however, the student and the teacher reach an impasse where true learning and growth are not happening. If this is the case, sometimes the teacher or sometimes the student will initiate discussions on what is the state of their progress. If there is dissatisfaction, it is proper to discuss this openly and to request a release from that teacher's studio. The student's next step will be to speak with the Coordinator of the Vocal Arts. **If a change has been approved by the present teacher, and after speaking with the Coordinator of Vocal Arts, the student may approach another teacher about studying with him/her.** If another teacher has room in his/her studio and accepts the student, the change may be made.

Collaborative Pianists

Vocalists and instrumentalists who are studying applied music must engage the services of a collaborative pianist in a timely fashion to play for lessons, rehearsals, and performances.

Collaborative pianists are available on a private, free-lance basis. A list of pianists is available from Dr. John Solomons, Keyboard Division Coordinator solomons@uta.edu.

Fees for free-lance pianists typically range from \$10 to \$20 per half hour, depending on the level of experience of the pianist, and the amount and difficulty of repertoire to be prepared. The school provides a list of pianists; however, all arrangements with these pianists (scheduling and payment) are the exclusive responsibility of the student. Please e-mail the Keyboard Division Coordinator with any questions regarding collaborators or collaborative services.

Advise for working with Collaborative Pianists

It is essential to plan ahead.

1. Allow for adequate preparation; contact the pianist well in advance. This professional behavior considers the pianist's busy schedule and ensures a quality musical experience.
2. Music should be provided as soon as assigned to ensure the pianist is prepared prior to rehearsing.

Practice and Educational Opportunities

- 1) In order to build and maintain an acceptable vocal condition and to properly prepare assigned repertoire, the student is expected to fulfill a minimum number of hours per week of vocal practice as prescribed by the studio teacher in addition to memorization of music and core study. It is imperative that students arrive for their lessons warmed up! Students are asked to make the appropriate adjustments to their daily routines in order to provide the necessary time to accomplish this. In their scores, students must pencil in a complete literal English translation of all songs he or she is singing in a foreign language. (English versions printed with the music are insufficient.)
- 2) A major portion of your vocal and musical education includes:
 - Attendance and performance in concerts/recitals/master classes sponsored by the UTA Music Department
 - Attendance at off-campus concerts/recitals/operas./musicals and other related events.
 - Listening to recordings and radio/TV broadcasts of