



Music Department

Vocal Arts Division  
Policies and Procedures  
Handbook

*Revised August 2013*

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 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 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.

This handbook serves as the general syllabus for all courses and sections of applied 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 2013-2014 academic year only. This document should in no way be construed to supersede UTA Music Department policies.

### **Audition and Placement**

The audition for admission to the Department of Music is separate from university admission and consists of the following elements.

- The student will present two songs: one in English and one in a foreign language. Memorization is preferable. An accompanist will be provided.
- The student will perform a prepared sight-singing exercise.

The admission audition determines the student's placement in the appropriate level of applied lessons. Freshmen generally are placed in level 1240 (first semester of lessons). Transfer students will be placed no higher than level 2241 (fourth semester of lessons). In rare cases, transfer students with substantial voice lesson credits from another institution, who pass the barrier exam prior to enrolling in applied lessons at UTA may be placed higher than MUSI 2241 at the discretion of the voice faculty, vocal arts coordinator, and department chair. Transfer credits are subject to verification by the music advisor.

### **Applied Lessons**

Students enrolled in 1240, 1241, 2240, 2241, 2222, 3240, 3241, 3350, 3351, 4240, 4241, 4350, and 4351 will receive 50 minutes per week of instruction for private lessons. Students enrolled in 0171 or 0175 will receive one 25-minute lesson per week.

All applied voice students except for those enrolled in 0175 are required to perform a jury, which constitutes the final examination for applied lessons. In addition, a midterm jury is required for all levels except 1240, 0171, and 0175 (see Jury section below).

### **Grading**

Semester grades are given by the applied teacher according to the following:

- 50% Final Jury
- 10% Midterm Jury
- 40% Studio Grades

Studio grades will be based upon:

- Evidence of consistent vocal/musical progress
- Regular lesson attendance
- Attendance and participation in Vocal Division classes
- Attendance at a minimum of one Honor Recital, with signed program submitted to applied professor
- Musical and vocal preparation in compliance with the instructor's studio policies.
- Additional requirements as outlined in instructor's syllabus.

### **Attendance**

There are approximately 15 lessons per semester. Each unexcused 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.

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.

### **Syllabus**

Each studio teacher will issue a syllabus at the beginning of each semester. 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. Syllabi are also available for download under faculty profiles: <https://www.uta.edu/ra/real/>

### **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 registration. The teacher may then request that this student be placed in his or her studio. Teacher assignments will be made by the Vocal Arts Coordinator in consultation with the voice faculty, and posted in a timely fashion on the Vocal Arts bulletin board.

### **Studio Classes**

Individual studio classes are scheduled on a regular basis at the discretion of the instructor. 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.

### **Voice Division Recitals**

Voice Division Recitals are scheduled on Mondays at 12:00 pm, approximately four times per semester. 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. All voice majors are required to perform on one division recital each semester. Dates and the procedure for signing up will be announced at the beginning of each semester.

### **Additional Recitals and Concerts**

It is expected that voice students will attend voice faculty recitals, voice student recitals, guest artist recitals and master classes. Dates will be provided at the beginning of the semester when possible, with updates via email throughout the semester. All students enrolled in applied voice lessons are required to attend 15 classical concerts during the semester. Voice Division recitals and one Honors Recital are

mandatory and count toward the final 15 concerts. Students may also count their performance in UTA choral ensemble concerts toward the 15. The remainder of the requirement may be met by attending other UTA ensemble concerts, faculty and student recitals, guest artist concerts, and off-campus classical concerts. For the remaining concerts, students should provide copies of the programs to the voice teacher as evidence of attendance.

### **Juries**

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

Approximately two weeks prior to each jury, a sign-up sheet will be posted on the Vocal Arts bulletin board. Students must sign up for a jury time by noon three days prior to the examinations. The student must bring completed jury grading sheets to the examination. These forms are available on the Vocal Division website under "Links": [www.uta.edu/music/vocalarts](http://www.uta.edu/music/vocalarts). The student must bring five two-sided copies, filled out correctly and completely, to the jury. Failure to bring forms to the jury will result in the lowering of the jury grade by one-letter. Incorrect forms will result in the lowering of the grade by one-half letter. Students are also required to provide one copy of each piece listed on the jury sheet, given to the faculty panel at the beginning of the jury.

### **Required repertoire**

The student must prepare and memorize repertoire each semester according to the guidelines below (see Repertoire Requirements: Quantitative). For the midterm jury, the student is expected to have prepared half of their required song repertoire for the semester. If the required repertoire for the semester is an odd number, the student should prepare half of the lower even number (ex. for MUSI 1241 the student should prepare two pieces out of the total of five required for the semester).

### **Preparation**

Students will be expected to have the following basic knowledge about his/her repertoire:

- Brief biographical knowledge of the composer
- Name of poet/librettist
- Meaning of the text
- Context of the aria (in the opera, show, or oratorio) or song (in a song cycle.)
- The correlation of music and text

### **Grading of Jury**

90-100 = A: Excellent

Artistic performance, diction idiomatic, appropriate musical style, dramatic interpretation, and obvious understanding of the meaning of the text.

80-89 = B: Better than average

The beginnings of some sophistication shown in the areas of diction, style, dramatic presentation and understanding of text.

70-79 = C: Average

Pitches, rhythms, and diction learned.

60-69 = D: Less than average

Significant weaknesses in the areas mentioned above.

0-59 = F: Failure

Repertoire not learned or vocal development not at a level to warrant a passing grade.

For the midterm jury, the panel will select one piece from the student's list. For the final jury, the student will select one piece and the panel will select one piece. The faculty panel will request a third piece from students enrolled in upper division lessons. If the student is obviously unprepared to perform a selected piece from memory, 20 points will automatically be deducted for that piece from his/her jury grade. Any student receiving an F for a final jury can receive no higher than a C for the semester.

In the event a student is unable to perform the jury due to severe illness, family tragedies, or accidents, s/he must notify the studio teacher prior to the jury or as soon as possible afterward, AND must submit a letter of appeal with appropriate documentation to the studio teacher within one week of the missed jury. 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.

### **Barrier examination**

All music students must pass a "barrier" exam in order to declare a music major and enroll in upper division voice lessons. This exam will occur at the end of the MUSI 2241 semester, which is generally the fourth semester of applied study. The barrier examination is performed during the final jury. The student must receive a grade of 85% or higher to pass the barrier.

Students will perform a minimum of four songs. The student will select the first song, with additional selections made by faculty.

Students who do not pass their barrier exam on their first attempt will receive a grade of incomplete "I" and be placed in MUSI 2222 the following semester to prepare for the second attempt. If a student does not pass the barrier on the second attempt, s/he will receive an F for the semester and will not be accepted to the applied area (vocal) as a major.

### **Performance Majors**

Students passing the barrier and wishing to declare a major in Vocal Performance must additionally receive written approval of the voice faculty. A student may not receive credit as a performance major without written approval of the voice faculty.

### **Repertoire Requirements**

**Quantitative** (minimum requirements of works memorized for juries)

Freshmen

MUSI 1240 - 4 songs

MUSI 1241 - 5 songs

MUSI 0171,0175 - 3 songs

Sophomores

MUSI 2240 - 6 songs

MUSI 2241 - 6 songs

Barrier Exam

Four languages (English, Italian, French, German)

Three stylistic periods (i.e. Baroque, Classical, 20<sup>th</sup> Century)

#### Juniors

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

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

#### Seniors

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

Senior Recital (40 minutes minimum)

#### **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	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, MUSI 4391)

#### 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

#### **Additional Performing Opportunities**

##### **Honors Recitals**

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

##### **Ensembles**

All voice majors are required to be in a large ensemble each semester. Ensemble assignments are made by the Director of Choral Activities following placement auditions each fall.

##### **Opera/Music Theatre Workshop**

Repertoire includes lab projects, scenes programs and fully staged operas.

##### **UTA Theater Department Musicals**

See <http://www.uta.edu/theatre/> for audition information.

#### **Junior and Senior Recital/Music Theater Projects**

Vocal Performance Majors are required to give two recitals to attain their degree: the junior recital, which consists of a minimum of 25 minutes of music, and the senior recital, which consists of a minimum of 40 minutes of music. The junior recital should be completed during the MUSI 3351 semester, and the senior recital should be completed during the MUSI 4451 semester. Music Education majors will give a 25-minute half recital during their MUSI 4240 semester. Music Theatre majors complete a music theatre project, which consists of a minimum of 40 minutes of material. This project requires registration for MUSI 4391.

##### **Procedure**

- Select and prepare recital repertoire with the applied teacher.
- Reserve a performance date in Irons Recital Hall.
- Secure a committee of three voice faculty members including the studio teacher.

- Choose a tentative recital hearing date, at least three weeks prior to the recital, and confirm the hearing date and time with committee members.
- Complete the Recital Proposal/Hearing form and submit it to the Vocal Arts Coordinator no later than four weeks prior to the proposed recital. The form may be found under “links” at [www.uta.edu/music/vocalarts](http://www.uta.edu/music/vocalarts).
- The Vocal Arts Coordinator will distribute the proposal to the committee members, who will contact the student if there are required changes. If changes are required, the student must resubmit the proposed repertoire prior to or at the hearing.
- The hearing serves as the final jury for the semester and a numerical grade will be given. The entire program must be fully prepared and memorized by the hearing date. If the hearing committee requires a second full or partial hearing, the student must coordinate the re-scheduling of both the hearing and the recital if necessary.
- In the event that the recital program does not meet the repertoire requirement for the semester, the student must perform a separate final jury.

### **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 voice teacher. While these recitals do not have a recital hearing, it is expected that they be similar in content to degree recitals.

### **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, which is based on constructive criticism and making small steps toward long-term progress. Ideally, student and teacher adjust to each other’s style and develop a productive working relationship. Occasionally, however, either student or teacher reaches an impasse where true learning and growth are not happening. If this is the case, and open dialogue has not helped, then the student may request a release from that teacher’s studio. If the present teacher approves the request, the student may approach another teacher, or ask the Vocal Area Coordinator to assign a new teacher. The student must complete the “Request to Change Voice Studio” form and provide copies to both teachers and the Vocal Area Coordinator.

#### **Collaborative Pianists**

Vocalists 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 basis. Freelance pianists set their own fees, typically from \$10 to \$20 per half hour, depending on the level of experience of the pianist and the amount and difficulty of the repertoire to be prepared. A list of pianists is available from the Keyboard Division Coordinator.

Students should display professional behavior in dealing with collaborative pianists. Contact the pianist and provide music well in advance. Honor scheduled rehearsals and go to rehearsals prepared. Work out a payment agreement prior to beginning.