It is the student’s responsibility to refer to this Voice Area Handbook for departmental procedures and policies. Please read this very carefully and keep it where you can refer to it when necessary. It is also your responsibility to check with your voice teachers when you have any questions or concerns.
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APPLIED VOICE LESSONS

All Vocal Music Education majors, and BAM with voice as their primary instrument receive 50-min voice lesson each week. Your grade is determined by progress made, lesson preparation, lesson and class attendance, fulfillment of performance requirements, completion of assignments, and the final jury grade. Non-music majors and minors receive a half-hour lesson each week.

The first week of class is set aside to facilitate making arrangements with your voice teacher. Lessons should begin the second week of the semester. The schedule you set within the first week of the semester will be your set lesson time. If you do not attend the regularly appointed lesson your teacher is not obliged to provide a make-up lesson. At the discretion of your teacher, public holidays and school special/musical events will not be made-up.

Lesson Attendance
Students are required to attend all scheduled lessons. Occasionally, emergencies occur or something prevents the teacher from being present. In that circumstance the teacher is obliged to make up the lesson missed. Each teacher will set their own attendance and make-up policies.

Request to change voice studio
While we highly discourage students from changing voice studio, if for some reason you feel the need to work with another voice teacher, it is your responsibility to communicate that to your current voice teacher. If you have tried to work it out with your voice teacher and you both agree that perhaps you need a different experience, you may approach another teacher to see if he/she has room in his/her studio. Due to space constraints, it may not always be possible to change voice teacher as there might not be room in his/her studio.

VOICE AREA CLASS

In an effort to help you to learn music faster and get used to singing on stage, the vocal area will have about two Voice Area classes each month. These classes are required and will take place on assigned Fridays at 3pm. This is a time that everyone should have available because the 3pm time slot on Wednesday is used by Recital Hour. Each of these classes will have a separate format to further your educational experience here in the UTM Music Department [NOTE: These are separate from any scheduled studio classes on Wednesdays]:

- The first class will be like a mini-voice area recital. We want to hear as many students as possible sing one song in an attempt to give you an additional opportunity to perform.
- The second class will be a master class setting. While comments from students may be asked for, predominantly this will be a time for the studio teachers to
work with each other’s students while everyone watches and takes notes with regards to their own instruments.

An accompanist will be provided for these classes.

Regarding participation, everyone will be required to participate in the large recital-type class. Required participation in the master class setting is a bit different. Because they are further along in their vocal development, all upper division students are required to participate in one (1) master class each semester that is not their senior recital semester. Lower division vocal students, while not required, are strongly encouraged to participate in the master class as time allows.

RECITAL CLASS

Except freshmen in their first semester of study, all Vocal Music Education majors, and BAM are required to sing at least ONCE at the recital hour. Students who plan to perform in the recital hour must fill out the “Student Recital Form” and submit it to Sherry no later than 4:00 on Tuesday, the day before the performance. The form can be obtained on-line, and it must be typed and printed with both the teacher and the accompanist signatures before you submit it to Sherry. You are responsible to confirm with your voice teacher and your accompanist the song you will be performing at least a week before your recital hour performance.

VOICE STUDIO CLASS

Occasionally, an individual studio class is called at the discretion of the individual teacher, which all students from that specific studio are required to attend. This is a class time that allows teachers to distribute the syllabus, take care of studio business, or have another performance opportunity that helps students prepare better for their other performances, such as NATS auditions, senior recital, etc.

VOICE STUDIO RECITAL

Voice studio recital is usually scheduled during the last month of each semester, and all voice students who enroll in one of the voice studios at UTM are required to perform in the recital every semester. If you have to miss the performance, you MUST provide proper notification, or final your grade will be lowered.

CHAMBER MUSIC PERFORMANCE

In the course of the year, there will be opportunities for chamber music performances either in small vocal ensembles or in collaboration with instrumental students. Due to varying levels of development and concert needs, not everyone will have an opportunity in a given semester to participate in a chamber ensemble. If, however, you are asked to participate in one of the chamber performances, you are required to accept. Participating in small ensembles or with instrumental groups is another invaluable performing
opportunity to which vocal students should be exposed. The voice faculty will work to ensure that these opportunities are spread out among the entire voice area and that no one student or group of students is unnecessarily given too much for their schedule.

**JURIES**

The jury is considered the final exam of your Applied Voice Lessons. You will present the faculty-approved required numbers of songs to the Voice Faculty in an audition setting and you receive a grade and constructive comments on your performance. Each teacher will set their own grading policies.

- All BAM and BM Voice Majors (Education and Performance) are required to perform a jury each semester.
- All BM Voice Majors (Education and Performance) who are in their fourth semester are required to audition for upper division. Students who fail the upper division jury will have to take it again in the following semester. No students can take the upper division jury the third time.
- Instrumental Music Education majors who are pursuing dual licensure in the instrumental and vocal areas are required to perform a jury for two semesters.
- Non-music majors and minors are not required to perform a jury, but are required to perform in the studio recital which is treated as their final exam.
- Voice majors who have performed a required degree recital will not be required to sing a jury in the semester the recital was presented.

**Procedures/Forms**

- Generally, all voice students will perform two songs in their jury, the first chosen by the singer and the second chosen by the voice faulty. Vocal Performance majors and students who audition for the upper division might be asked to sing up to four songs at their jury.
- You are required to complete a jury form to give to each voice teacher at your jury. This form lists all of the repertoire you prepared in that semester and has room for comments. Fill this form out and print three copies to bring to your jury. Each voice teacher will give you a numeric score out of 25 points. **(NOTE: The voice jury form and grading rubric is attached at the last page of the handbook.)**

**Incomplete**

In the event one is unable to perform at the jury on the scheduled date, an "I" (Incomplete) will be entered as the grade for that semester. Students are responsible to arrange a make-up jury with the voice faculty and their accompanist as soon as they know that they are unable to perform at the jury, and MUST take the jury within the first week of the following semester. Failure to perform a make-up jury during the first week of the following semester will result an "F" in their jury grade for the previous semester.
REPERTORY REQUIREMENTS

The minimum repertory requirement for all voice students is usually five songs each semester, or is determined at the discretion of the teacher.

DAILY PRACTICE

Daily practice outside the lesson is required to become a proficient vocalist. All vocal students are required to warm-up for at least 15 minutes per day. Music Education, Music Performance, and BAM majors are expected to practice at least seven hours per week. Students who are Non-music majors and minors are expected to practice at least four hours per week.

APPROPRIATE DRESS

When you perform in Voice Area Classes, studio classes, recital hours, recitals, and juries, you are required to dress appropriately. Singers should establish a habit of dressing up for any singing events. That means NO jeans, shorts, cutoffs, t-shirts, polos, tank tops, flip-flops, sandals, sneakers, slippers, or sleepwear. Making yourself presentable is the first step to success.

- **Ladies:** A dress, skirt or nice pants and blouse with dress shoes (no sandals, boots, or over 3-inch high heels). The dress/skirt should be about knee length with panty hose underneath.
- **Men:** A dress shirt with tie, dress pants and dress shoes – a jacket is optional but encouraged.

JUNIOR & SENIOR RECITAL REQUIREMENTS

All students completing a BM in Music Performance will perform a junior recital in their sixth semester and a senior recital in their last semester before graduation. All students completing a BM in Music Education will perform only a senior recital in the semester before they student teach. The recitals will contain a faculty-approved selection of approximately 40 minutes of music (maximum of 1 hour total performance time). A recital hearing must be passed in order to give a recital.

Recital Hearings

The students performing a junior or a senior recital will be required to perform and pass a recital hearing at least two weeks before the scheduled recital. The hearing will consist of no less than one-fourth of the recital material. The Voice Faculty will determine if the recital is sufficiently prepared to be offered. Failure to pass the hearing will result in a cancellation of the recital. Students might be able to reschedule their recital in the same semester. Otherwise, they will reschedule for the following semester.
**Repertoire**
The repertoire performed in a recital should show a variety of styles and technical skills. Repertoire performed in previous juries, recitals, Voice Area Classes, studio and recital classes may be included as part of the junior or senior recital program.

All music MUST be memorized, except for chamber repertoire.

**Program**
Students are required to type out the program that will serve as the written document for their Junior or Senior recital. The finalized program should be submitted to Sherry no later than **fourteen** business days prior to the performance date.

**Dress Rehearsal**
Through Sherry, students should schedule a dress rehearsal in the assigned venue at least **one month** in advance.

**Cancellation/Rescheduling**
Cancellation or rescheduling of a recital is strongly discouraged. It may only occur under extenuating circumstances and must be approved by your teacher and the department chair. Students should bear in mind that the recital date is publicized throughout the campus community. Any cancellation or rescheduling of the date will adversely affect the schedules of the department faculty and community members planning to attend the concert.

**ACCOMPANISTS**

As a voice student, you are required to have an accompanist play for your performances (i.e. recital hour, juries, senior recital, etc.). Attempting to perform your studio music on recital or jury without an accompanist is not an option and will cause you to receive an automatic failing grade for the semester. Further, it is important that you work with that accompanist throughout the semester as you prepare for those performances. It is not enough to meet with them the week or two prior to a performance and “hope for the best.”

In the department, all freshman and sophomores are currently required to find and pay for their own accompanist. At the beginning of the school year, a list will be provided to you with the names of area accompanists who are willing to play for students. It is up to you to contact them and discuss all of the necessary details. It is also up to you to make sure that you pay them PRIOR to your performances.

For juniors and seniors, the department currently provides you with a staff accompanist. This is a luxury and a privilege and should be treated as such. ANY abuse or misuse of the staff accompanist will result in your loss of that privilege and you will be required to find and pay for your own accompanist.
Once you have secured your accompanist and worked out the details of payment, it is important that the accompanist receives your music **within 24 hours** of your getting it from your teacher. Think of it like this: you will have all of that time to work on your music, why can’t they. In all likelihood, they may not need all of that time to practice your particular music, but remember that they are not just playing your music. More than likely, they will have many more students to play for and will appreciate having all of the music they will need to practice, as soon as possible. If, for some unforeseen reason, it is not possible to get your accompanist the music within the first 24 hours, at the very least they MUST have it **no less than one month prior to a performance**. Always remember, it is NEVER a solo on that stage if you have an accompanist. It is always a duet and you only get to sound as good as the person sitting at the keyboard allows you to sound. A great accompanist can make a mediocre performance sound great or a great performance sound awful. This is a collaboration in artistry. This is not to be rushed. It is not to be taken for granted. It is not to be abused. It is to be mutually respected, nurtured and enjoyed. **THIS is what making music is all about.**

**LYRIC OPERA THEATRE**

Each spring semester, the Department of Music presents a full opera or scenes from the standard opera repertoire. Lyric Opera Theatre (MUEN 367) is open to all vocal majors. Instrumental majors and other UTM students who possess adequate vocal skills are welcome to audition. Please be advised, however, that the course will require that you learn and memorize music quickly and in a timely manner. You are encouraged to discuss your readiness for this course with your teacher. Students whose concentration is Instrumental Music Education may also take MUEN 367: for them, the course will provide an opportunity to assist with musical or stage directing, stage managing, building sets, and the like.

The goal of the course is to provide the opportunity for the students to gain knowledge and experience in operatic/musical theater repertoire for the stage and development of techniques for role preparation and performance. After successful completion of the course, the students will be able to think in character, to move on stage and to function as a singing actor. They will also have a working knowledge of stage directions and many of the technical aspects of producing a staged production.

Lyric Opera Theatre meets two days each week: Monday and Wednesday from 4:00-6:00. Extra rehearsals may be scheduled the month before the production.

**VOCAL HEALTH**

As singers, your voice is your instrument. As humans, it is your means of communication. It is the only voice you get, therefore it is imperative that you take care of it. But what does that mean? It means consciously avoiding those things that are detrimental to your voice and embracing those things that are beneficial. Below are two lists. One list contains items that, at best, can fatigue your voice and, at worst, create
major vocal trauma. The other list is a list of things you should do to take care of your voice (both while healthy and while ill) to keep it working properly for as long as possible.

**Vocal Don’ts**
- Overuse (including overpracticing)
- Not properly warming up
- Yelling
- Screaming
- Coughing
- Clearing the throat
- Whispering

**Vocal Do’s**
- Vocal Rest (Most important!)
- Drink plenty of water
- Exercise
- Get plenty of sleep
- Bundle up in warm weather including a scarf
- Use a humidifier, especially in dry winter months
- Gargle with warm salt water
- Drink warm tea (with honey and lemon)
- See a doctor when you start to get sick NOT when you feel you are at death’s door.
- Wash your hands often

Here are some additional links that you can follow for further guidelines and assistance with vocal health:

- **The Texas Voice Center**
  http://www.texasvoicecenter.com/advice.html

- **Duke Voice Care Center (Most Comprehensive: Downloadable pdf)**
VOICE JURY FORM

Student Name: _____________________  Date of Jury: _________________________
Major: ___________________________  Applied Teacher: _____________________
(BM Vocal Ed./BM Perf./BAM)
Semester(s) of Study: 1  2  3  4  5  6  7  8  Is this an Upper Division Jury?  Yes  No

List ALL the required pieces studied during the semester:
Composer  Title  Memorized?  Performed?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

TOTAL: ______  ______
Comments:

Teacher's Signature: _____________________  Date: _________________________

A/5 (Outstanding)  B/4 (Proficient)  C/3 (Satisfactory)  D/2 (Marginal)  E/1( Unsatisfactory)

MUSICIANSHIP
Polished vocal technique, including resonance, breath management, intonation, projection, and volume
Fundamentally good technique; continue to strengthen and refine
Tone production generally consistent; few intonation problems
Inconsistent vocal production and/or intonation
Generally poor production in most of the range

VOCAL TECHNIQUE
Refined diction, including word stress
Most aspects of diction are precise; few misarticulations
Minor pronunciation errors and inconsistent articulation
Diction is not well articulated
Diction is unrecognizable

DICTION
Phrasing, dynamics, vocal expression and stylistic choices are executed with musical understanding and sophistication
Most aspects of musicality executed with musical understanding and sophistication
Vocal expression is intended but tentative or inconsistent
Greater use of phrasing, dynamics, and vocal expression required
No attempt at use of phrasing, dynamics, and expression of text

VOCAL ARTISTRY
Consistently communicates text physically with energy and confidence
Communicates facially, but not in the rest of the body; energy level could be greater
Mood established; facial and physical communication too general or inconsistent
Limited or tentative use of physical and facial expression; overall mood unclear
Incapable to communicate physically; extremely nervous or unfocused

STAGE PRESENCE

TOTAL: ______________

Comments:

Teacher's Signature: _____________________  Date: _________________________