

Graduate Student Handbook **for MM and DA Students in Vocal Performance** **Revised 2013**

Table of Contents

I.	Admission	2
II.	Applying for Colorado Residency	2
III.	Plan of Study	2
IV.	Advising	3
V.	Applied Voice Lessons	3
VI.	Academic Progress and Music Talent Scholarships	3
VII.	Juries	4
VIII.	Degree Plan Recitals	4
IX.	Voice Performance Policy	5
X.	Repertoire and Performance Expectations.....	6
XI.	Application for Graduation	6
XII.	Language Requirements.....	6
XIII.	Written Comprehensive Examinations – MM	6
XIV.	Written Comprehensive Examinations – DA	6
XV.	Oral Examination – DA.....	7
XVI.	Dissertation – DA	8

Please note that much of the information listed in this document can also be found in the online UNC Graduate Catalog

<http://catalog.unco.edu/2010-10G/wwhelp/wwhimpl/js/html/wwhelp.htm#href=welcome.1.1.html>

I. Admission

A. Application and Audition

1. Prospective graduate students in music must apply for admission through both the University Graduate School and the School of Music. Formal applications for admission to the School of Music must be made through the office of the Director of the School of Music. Auditions and interviews are a part of the admission requirements. Application forms are available online and from the School of Music upon request.
2. Prospective graduate students in vocal performance must audition before the Voice and Opera faculty.
3. If a live audition is impossible, students may audition by sending a high-quality video recording.
 - a. Scholarships are rarely awarded from recorded auditions.
 - b. Applicants for Teaching Assistantships must audition in person.
4. Prospective students must have received an official letter of acceptance from both the School of Music *and* the Graduate School before they may register.

B. Audition Requirements

1. Master of Music Audition Requirements: four pieces from the Classical repertoire. Selections should represent a variety of periods and styles, and at least three languages.
 - a. At least one selection must be in English.
 - b. At least one selection must be an aria from an opera or oratorio.
 - c. At least two selections must be art songs.
2. Doctor of Arts Audition Requirements: six pieces from the Classical repertoire. Selections should represent a variety of periods and styles, and at least four languages.
 - a. At least one selection must be in English.
 - b. At least one selection must be an aria from an opera.
 - c. At least one selection must be from an oratorio.
 - d. At least three selections must be art songs.
 - e. At least one selection must have been written since 1950.
3. Doctor of Arts Secondary Emphasis in Voice: four pieces from the Classical repertoire. Selections should represent a variety of periods and styles and at least three languages.
 - a. At least one selection must be in English.
 - b. At least two selections must be art songs.
 - c. A repertoire list and summary of vocal study and performance experience should be presented at the audition.

C. Doctoral Writing Sample

Prospective candidates for the Doctor of Arts degree in Vocal Performance are required to submit a sample of their academic writing.

II. Applying for Colorado Residency

To apply for Colorado residency, you need to pick up a packet from Sheila Ridenour in the Enrollment Management/Student Affairs office, Carter 3005. Applications may be submitted up to 90 days before the first day of class of the term in question. They must be submitted **BEFORE** the term in question. If you have questions, call Sheila at 351-1840. Here is a list of the documentation you will need:

- A. You must physically live in Colorado for 12 months prior to the term in which in-state tuition is desired. To prove this, you must have rent receipts, cancelled checks or a letter from your landlord for all 12 months.
- B. In addition, within 30 days of your arrival you must
 - Obtain a Colorado Driver's License
 - Register your vehicle in Colorado, even if the title is not under your name.
 - Register to vote in Colorado
 - If employed, pay Colorado state taxes

III. Plan of Study

A. Advisory Examinations

1. All incoming graduate students must take written advisory examinations in the following areas before their first semester:
 - a. Music Theory and Aural Skills
 - b. Music History
 - c. Voice-related topics

- English and American Art Song
 - French, Italian and Spanish Art Song
 - German Art Song
 - Opera History
 - Vocal Pedagogy
 - French, German, Italian and English IPA
2. Students who do not meet minimum standards may be required to take remedial work in Diction, Music Theory and Aural Skills. Otherwise, these exams are purely advisory and allow students to discover weaknesses in these areas so that they may better prepare for the comprehensive examinations.
- B. Classwork
1. MM students should follow the plan of study detailed in the course catalog. Electives should be chosen in consultation with the advisor.
 2. DA students develop a plan of study with the advisor. The plan is presented at the doctoral interview, usually during the second semester in residence. Once approved, it is filed with the Graduate School. And changes may be made to the plan of study only by petition. The plan of study must be signed by the Program Advisor and submitted to the SOM Graduate Coordinator one week prior to the interview.
 3. MUS 622 (Directed Studies) rules:
 - No MUS 622 may be taken for more than 4 credits.
 - Students may only take up to 6 credits of MUS 622 in one semester.
 - No more than 9 credits of MUS 622 may count toward the degree.
 4. Students may challenge any required course in which they feel completely proficient and may be excused by examination from the requirement.
- C. DA Secondary Area
- All DA students must choose a Secondary Area of Study.
1. This may be chosen from Vocal Pedagogy, Opera Stage Directing, Conducting, Music History, Music Theory or Instrumental Performance, subject to audition.
 2. The Secondary Area may also be chosen from subject matter outside of Music.
 3. The student must complete 10 hours of coursework in the Secondary Area. Coursework is determined in consultation with the advisor of the secondary area.
 4. A project integrating one or more subject areas with music education will be part of the secondary emphasis expectation.

IV. Advising

- A. MM students in Vocal Performance
1. All MM students will meet with the Graduate Voice Coordinator at the beginning of their first semester to review the results of the Advisory Examinations and decide on their schedule of classes for that term.
 2. After the initial advising session, the student's applied voice professor will normally be the advisor.
 3. Students should check on URSA to make sure that the proper advisor is assigned.
- B. DA students in Vocal Performance
1. All DA students will have the Graduate Voice Coordinator for their primary advisor throughout their program.
 2. Secondary advisors will depend on the choice of Secondary Area.
 3. Once the student enters the dissertation phase, a Research Advisor must be chosen.
- C. Secondary Area DA Students will normally be advised by the Graduate Voice Coordinator.

V. Applied Voice Lessons

1. Graduate students receive one private lesson each week as follows:
 - a. D.A. Secondary Emphasis and M.M.E. students: one ½ hour lesson (2 credits)
 - b. M.M. and D.A. students: one hour lesson (4 credits)
2. Students must arrange for an accompanist for lessons and weekly rehearsals.
3. Students may be required to sing a jury examination at the end of each semester except in semesters of a degree recital.
4. Students must attend performance class seminars, recitals or master classes deemed necessary by the applied teacher or department.

VI. Academic Progress and Music Talent Scholarships

- A. Policies concerning Grades
 - 1. Any student's program shall be subject to review at any time during the academic career in voice. In order to remain in good academic standing, a voice student must:
 - a. Receive a grade of B or higher in applied voice lessons.
 - b. Make satisfactory progress toward the degree requirements.
 - 2. University policy states that Courses for which "D", "F", "U", "W", "NR", or "I" grades are awarded will not count in graduate degree programs.
 - 3. Termination of Program.
 - a. Students who receive a grade of C or D in applied lessons for two semesters in a row will have their program terminated by the Voice Faculty.
 - b. A grade of F in applied voice will automatically terminate the student's program.
- B. Policies concerning Scholarships
 - 1. Scholarship decisions are based on talent, departmental need and academic performance.
 - 2. All scholarships are awarded for one academic year.
 - 3. Students must apply to the voice faculty for continuation of the scholarship in ensuing years.
 - 4. A student who fails to maintain good academic standing for two semesters in a row will lose his or her scholarship. This may occur in the middle of an academic year.

VII. Juries

Graduate students are required to sing a voice jury examination at the end of each semester. The jury will be considered the final examination for voice lessons. Students may be exempt from singing a jury during the semester of their degree recital(s) or by special permission of the applied teacher.

- A. Jury Sheets
 - 1. The student will bring a completed jury sheet to the exam.
 - 2. All repertoire studied during the semester shall be listed.
 - 3. Students will mark each piece that is memorized with an asterisk (*).
 - 4. Consult Section XI. for repertoire requirements.
- B. Format

The student will select one piece from the semester's repertoire to perform from memory. One or more additional works will be selected by members of the voice faculty from the submitted list of memorized repertoire.
- C. Missed Juries

Failure to sign up for and complete a voice jury will result in a grade of F for the semester. In most instances, this will automatically terminate the student's voice major.
- D. Make-up Juries
 - 1. In very unusual circumstances, the jury may be delayed.
 - 2. Students must receive the approval of the voice teacher *before* the scheduled jury time in order to be allowed to delay the jury.
 - 3. Make-up juries must take place within the first two weeks of the following semester.
- E. End-of-Semester Conference

Students are required to meet with their teachers during finals week to discuss his or her progress during the semester.

VIII. Degree Plan Recitals

Each student graduating with a voice emphasis degree will be required to present a recital. The voice faculty will determine the extent of involvement (half recital or full recital, public or jury performance). Normally, the recital will be given in the last semester of residence. Except in rare cases, students must be enrolled in voice lessons during the semester of the recital.

- A. Guidelines:

The following guidelines should be followed. However, exceptions may be made at the discretion of the voice faculty in individual cases.

 - 1. M.M. Vocal Performance Emphasis: One hour recital (42 – 46 minutes of music*)
 - 2. D.A. Vocal Performance Emphasis: Two hour recitals (42 – 46 minutes of music*)
 - 3. D.A. Secondary Emphasis in Voice: 45-minute solo, lecture or chamber recital (30 - 36 minutes of music).

*In special cases, MM and DA students may petition the voice faculty to sing up to 50 minutes of music.

4. Repertoire
 - a. The repertoire should represent a variety of languages and styles and should be selected in consultation with the voice teacher.
 - b. The final approval of the recital program rests with the voice faculty.
- B. Scheduling
 1. Graduate recitals may be scheduled at 6:15 on Tuesdays and Thursdays or during a Voice Departmental Recital as space is available.
 2. If a 6:15 time is desired, students should follow these steps before the recital hearing, ideally *the semester before* the intended recital:
 - a. Consult the voice teacher, School of Music calendar, family and friends to determine three possible dates.
 - b. Consult with the voice faculty for availability
 - c. Choose a space. Graduate recitals may be scheduled in Milne Auditorium or off campus, subject to the approval of the voice faculty.
 - d. Regardless of the time and location, students must clear the recital with the School of Music calendar by filing a Recital Request Form in the Music Office. This *may* be done before the recital hearing and *must* be done at least 5 weeks before the date of the recital.
 - e. Recitals may not be rescheduled for the same semester once they have been placed on the school of Music calendar without special permission from the School of Music Council.
- C. Recital Hearings

Students must sing a recital hearing before the voice faculty at least two months before the intended date of performance.

 1. Students must bring four typed copies of the intended recital to the hearing. Exact timings for each piece, as well as the total time for all music in the program must be included.
 2. Students must bring a completed Recital Hearing Form to the hearing.
 3. In consultation with the voice teacher, students should select *one half* of the repertoire from the recital and be prepared to sing this repertoire from memory at the hearing. These selections should be made from a cross section of the repertoire to be presented at the recital.
 4. The student will choose two songs to sing at the time of the hearing. The voice faculty will ask for additional selections from the memorized recital repertoire.
- D. Programs
 1. Programs must be turned in to the PVA office for formatting no later than 3 weeks before the recital.
 2. The applied voice teacher must proofread the final program before printing.
 3. Students are responsible for picking up the programs from the PVA office and bringing them to the recital.
- E. MM Correlative Paper

All MM students are required to register for MUS 693, "Recital and Correlative Paper," for at least one credit during the semester of their degree recital.

 1. Obtain a "Unscheduled Course Form"
 2. Submit a document no later than the date of the recital containing the following:
 - a. A program (with composer's dates) accurately representing the pieces performed.
 - b. Idiomatic translations of all foreign-language texts (with credit given to the translator).
 - c. A five-page paper discussing the historical context, stylistic analysis, and interpretation of each recital group.
- F. Recording
 1. All degree recitals must be recorded.
 2. Students are responsible for all scheduling and costs associated with recording.
 3. One copy must be given to the applied voice teacher before the end of the semester in which the recital was performed.
- G. Evaluation
 1. All degree recitals will be evaluated by the voice faculty on a pass/fail basis.
 2. Should the voice faculty deem any part of the recital deficient, the student may be asked to repeat all or part of the recital.

IX. Voice Performance Policy

A. Performance Permission

All voice scholarship students must fill out a Performance Permission Form, signed by the applied voice

teacher *prior to* auditioning for or accepting singing engagements for public appearance. This policy affects both on-campus and off-campus activities and includes the following:

1. On-campus productions *other than* Opera or Opera Scene productions.
2. Any off-campus performance activity.

B. Performance Conflicts

No student will be allowed to audition for a performance opportunity that is in conflict with a scheduled voice department, opera or choral ensemble event in which the student is required to take part.

X. Repertoire and Performance Expectations

A. D. A. Secondary Emphasis in Voice

1. Level I: Repertoire selections and preparation will be left to the discretion of the student and the applied teacher. Every attempt should be made to give the student a strong foundation in all languages, periods and styles. Weaknesses in literature should be remedied through repertoire selection.
2. Level II: Recital preparation and performance.

B. M.M.

1. Level I: At least eight memorized selections.
Repertoire selections and preparation will be left to the discretion of the student and the applied teacher. Every attempt should be made to give the student a strong foundation in all languages, periods and styles. Weaknesses in literature should be remedied through repertoire selection.
2. Level II: Recital preparation and performance.

C. D.A. Vocal Performance

Since recital preparation is nearly always in progress, repertoire selection will be left to the discretion of the student and applied teacher. Every attempt should be made to give the student a strong foundation in all languages, periods, and styles. Weaknesses in literature should be remedied through repertoire selection.

XI. Application for Graduation

- A. Graduate students must submit an application for graduation to the Graduate School.
- B. Normally, the deadline is very early in the semester of the proposed graduation. Check the Deadlines page on the Graduate School Website for the latest information: <http://www.unco.edu/grad/forms/deadlines.html>

XII. Language Requirements

- A. Master of Music students in the area of vocal performance must have one year of foreign language study at the college level in French, German, Italian or Spanish. Skills in translation of vocal literature in one of these languages, as well as diction mastery of French, German, and Italian, are required to graduate.
- B. Doctor of Arts students in voice performance must have two years of foreign language study at the college level in French, German, Italian, or Spanish. Reading knowledge and translation skill in one of these languages is required, as well as mastery of French, German and Italian IPA and pronunciation. Examination of reading, translation, and diction skills will be part of the student's comprehensive examinations.
- C. Any student may challenge any portion of the language requirement through examination.

XIII. Written Comprehensive Examinations -- MM

All MM students in Vocal Performance must take a written comprehensive examination in Voice. The following topics will be included: English, Italian, French and German IPA, British, American, Spanish, Italian, French and German Art Song, Opera History and Vocal Pedagogy.

- A. The date, place and time are set by the Graduate Coordinator in Music. Exams must take place early enough in the semester so that they may be graded in time to meet the deadline of the Graduate School. Because of this exams are usually scheduled 6-8 weeks before graduation on a Friday in March.
- B. Students must obtain a Comprehensive Exam Permit, have it signed by the Graduate Voice Coordinator, and file it with the Graduate School at least 2 weeks before the date of the exam.
- C. The exam period is 4 hours.
- D. Students must reserve a computer in library for that morning.
- E. Grading Policies for MM comprehensive exams
 1. A student may fail one section and still pass the exam as a whole.
 2. A student who fails two or three sections will be given follow-up questions during the same semester.
 3. The student must do satisfactory work on all follow-up questions in order to pass the exam.
 4. If the student fails more than three sections, he or she must retake the exam in a subsequent semester.
 5. Students are allowed to retake the exam up to 3 times.

XIV. Written Comprehensive Examinations -- DA

All DA students in Vocal Performance must take written comprehensive exams in Music History, Music

Theory, Voice and Vocal Literature, their Secondary Area, and Foreign Language Translation.

- A. Normally the comprehensive exams are taken after class work is completed. However, they can be taken any time after the student has
 1. A plan of study on file,
 2. Has completed 36 semester hours with a GPA of 3.0 or better,
 3. Has formed the doctoral committee, and
 4. Obtained the approval of his or her advisor.
- B. Students must file a valid Comprehensive Exam Permit at least two weeks before the first exam. Only one permit is needed for the entire series.
- C. Scheduling
 1. Students should contact the appropriate representative on the doctoral committee to schedule the exam for that area.
 2. Candidates should keep in mind that all comprehensive exams (Music History, Music Theory, Voice, Secondary Area and Language Translation) should be taken within two consecutive semesters, not counting the summer sessions. In practice, this rule is treated with considerable flexibility.
 3. For the Voice Area Written Comprehensive, students must reserve a computer in the library for the exam period and bring a USB memory device to the exam.
- D. Voice Exams
 1. The written comprehensive exam in Voice is an 8-hour exam.
 2. Subjects will include: Vocal Literature (French, German, American, British, Spanish and Italian), Vocal Pedagogy, Opera History, and Foreign Language IPA and Pronunciation. If one of these is the student's Secondary Area, that topic will be covered in a separate exam.
 3. Grading Policies for DA comprehensive exams
 - a. A student may pass the exam outright, pass with stipulations, or fail the exam.
 - b. A student may fail one section and still pass the examination as a whole.
 - c. If a student fails two or three sections, that student may pass with stipulations. The student will be given follow-up questions. Upon satisfactory completion of the follow-up questions, the stipulation will be removed. The stipulation must be removed by the end of the semester following the one in which the exam was first attempted.
 - d. Students who fail more than three sections may retake the examination up to two times. A retake may not be scheduled during the same semester that the original examination was completed.
- E. Language Translation

Students will choose a language to translate, be given a selection of approximately 250 words and 2 hours to translate with the help of a dictionary. The exam must be taken on campus and must be completed 2 weeks before the date of the Oral Exam. It should be scheduled through the Graduate Voice Coordinator. Students must reserve a computer in the library and bring a USB memory device to the exam.

XV. Oral Examination -- DA

Upon successful completion of all parts of the written comprehensive examinations (Music History, Music Theory, Voice Area, Secondary Area and Translation) the student may schedule the Oral Examination.

- A. Scheduling
 1. The student must contact all five members of the doctoral committee to find a date and time acceptable to all.
 2. The student must reserve a conference room for the exam. The possible spaces are
 - a. The Macmillen Room in Skinner Library
 - b. Frasier 206B
 - c. The Graduate School Conference Room
 3. After determining the date, the student must submit a "Request to Schedule a Doctoral Examination" form with the Graduate School *two weeks in advance*. This form must be submitted two weeks in advance, even if the results of all the written exams are not official.
- B. Format
 1. The exam is scheduled for two hours.
 2. The DA Committee Chair will provide several excerpts from vocal scores for identification and discussion.
 3. Committee members may ask any question they like. Candidates should be especially prepared to answer questions in areas of weakness in the written exams.
- C. Outcomes

1. A student may pass the exam outright, pass with stipulations, or fail the exam.
2. If there is a stipulation, the student will be notified of the steps that must be taken to remove it. Normally the student will be asked to meet again with some or all of the committee to discuss topics where areas of weakness were revealed during the examination. Upon satisfactory completion of the follow-up, the stipulation will be removed. The stipulation must be removed by the end of the semester following the one in which the exam was first attempted.

3. If the student fails, there are two possibilities
 - a. The student may be permitted to retake the exam.
 - b. The student may not be permitted to retake the exam.
4. The exam may only be taken twice.

XVI. Continuous Registration

All graduate students are required to register continuously from the time they first enroll in their graduate degree program until the semester or term in which they graduate.

1. Students must be enrolled for at least 1 credit hour each academic semester (fall and spring).
2. Students must also register for at least 3 semester hours the semester (or summer term) in which they take examinations (including written and oral comprehensive examinations or approved equivalent and dissertation defenses) and the semester (or summer term) in which they graduate.

XVII. Dissertation -- DA

All DA students are required to write a dissertation for 8 credits. University policies regarding dissertations may be found at http://www.unco.edu/grad/new_current/resources/index.html on the Graduate School page under Current Student:Thesis and Dissertation Resources.

1. Topic: The student should choose a topic in consultation with the research advisor. The topic can cover a wide range of topics but must be based on original research. Secondary sources may be consulted, but the primary scholarly work must be done by the student.
2. The student must check to make sure no one else has published scholarly work on the subject.
3. Proposal: Working with the Research Advisor, the student must develop a formal proposal in line with the UNC Thesis and Dissertation manual. This includes an abstract, the first chapter of the document, a proposed table of contents and a bibliography.
 - a. Abstract – states the purpose of the study along with the thesis, lists the specific aspects of the topic to be covered, and lists supporting sections like bibliographies, discographies, appendices etc.
 - b. Introductory Chapter
 - What is your topic? (Thesis)
 - Why is it important? (Significance)
 - How did this topic come to interest you? (Incidence)
 - What aspects of the topic are you not incorporating in your research? (Delimitations)
 - What has been done on this topic already? (Current Sources)
 - How will you approach the topic? (Methodology)
 - c. Once approved by the Research Advisor, the proposal is distributed to the entire DA committee for comment and review.
4. IRB Approval

If the dissertation involves any human participants, including composers or performers to be interviewed, an IRB application must be filed before the research takes place. Information about IRB procedures may be found at <http://www.unco.edu/osp/ethics/irb/> . Check with your advisor about which status you should apply for and other permissions. Usually, students may apply under the “exempt” application category. Applicants must create a consent form on UNC letterhead along with the application.
5. Proposal Defense
 - a. A proposal defense must be scheduled and the proposal must be delivered to the committee three weeks in advance of the defense.
 - b. The committee may elect to waive the defense.
5. Dissertation

Once the proposal has been approved, the student works with the Research Advisor on the body of the paper.

 - a. The dissertation may not be submitted in the same semester that the proposal was accepted.
 - b. Use Bellman’s *A Short Guide to Writing about Music*. New York: Pearson Longman, 2007 for a style manual.
 - c. Specific guidelines for format and submission are in the Doctoral Dissertation Format Manual.
 - d. Voice dissertations generally follow the following discipline-specific format:
 - Introductory Chapter (Thesis, Significance, Delimitations, Sources, Methodology)
 - The next chapter(s) might be as follows, though the actual chapter titles might vary

- Biography
 - Historical Background
 - Plot summary and performance history for stage works
 - Main body of the dissertation. The number and title of chapters will be determined by the topic.
 - The body of the paper will finish with a Conclusion or Summary
 - Followed by
 - Appendices as needed
 - Bibliography
6. Dissertation Defense
- When the Research Advisor has approved the document, a date is set for the defense.
- a. Students should check the deadline page of the Graduate School website to determine the last day for defense of a doctoral dissertation for the semester of graduation.
<http://www.unco.edu/grad/forms/deadlines.html>
 - b. The student must check with the committee members well in advance to determine a date for the defense when all are available.
 - c. The student must file a “Request to Schedule a Doctoral Exam/Defense” form with the Graduate School at least two weeks in advance.
 - d. A full copy of the document must be provided to each member of the committee at least two weeks in advance of the defense.
 - e. Format: At the defense, committee members ask questions about the research, the process, and the assertions made in the dissertation.
 - f. Outcome: The student may pass outright, pass with stipulations (that is, some revisions must be made to the document) or fail. If the student fails, extensive re-writing and additional research may be necessary.