

# **University of Northern Colorado**

## **2016 – 2017 Voice Area Undergraduate Handbook**

- Music B.A. -- Liberal Arts Emphasis
- B.M.E. -- Teaching Vocal, Piano and General Emphasis
- B.M. -- Business Emphasis
- B.M. -- Vocal Performance Emphasis

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## I. Applied Lesson Policies

### A. Private Lessons

- a. Undergraduates will receive one private lesson each week as follows:
  1. Non-voice majors: one 30-minute lesson.
  2. Freshmen Voice Majors (all degree plans)
    - i. Freshman Voice Seminar and
    - ii. One private 30-minute lesson.
  3. Sophomore, Junior and Senior B.M.-Business and B.A. students: one 30-minute lesson.
  4. Sophomore, Junior and Senior B.M. and B.M.E. students: one 50-minute lesson.
- b. Students must arrange for a collaborative pianist to be available for lessons and weekly rehearsals.
- c. Students must attend the weekly departmental recital series on Tuesdays at 4:40 pm and other required Voice Area events as detailed on the Voice Departmental Calendar. Failure to attend these recitals will lower the semester grade in applied voice. (See Recital Attendance Policies)
- d. Voice Majors must enroll in MUS 100 – 170 (Recitals, Concerts, Convocations and Productions). To achieve a satisfactory grade in MUS 100, students must attend a minimum of ten (10) recitals, concerts and/or productions each semester. (See Recital Attendance Policies)
- e. Students must sing a jury examination at the end of each semester unless they have given a recital. (See Juries)
- f. Students must perform in recitals as required by the specific degree plan. (See Section IX)
- g. Students must attend studio classes, recitals and master classes deemed necessary by the applied teacher and/or department.

### B. Attendance

- a. Students will be expected to arrive at their lessons promptly at the time indicated.
- b. Except for reasons of illness or emergency, attendance will be required at all lessons. In the event of illness or an emergency, contact your teacher prior to your lesson time.
- c. Do not expect to cancel your voice lesson because of sickness or vocal problems and still sing in an ensemble or opera rehearsal that day. Your voice lesson is not more demanding vocally or otherwise than rehearsal. If your vocal mechanism is so impaired that you are not able to sing in the studio, you should not be using your voice in rehearsal.

### C. Preparation

- a. Assigned music must be prepared by the date indicated by the teacher. Deficient preparation will indicate inability to solve musical problems, disinterest or both. Consistent lack of preparation will affect the semester grade and possibly jeopardize the student's right to remain in the program.
- b. It is the responsibility of the student to rehearse the assigned literature with the collaborative pianist **before** presenting it in the lesson.

### D. Make-up Lessons

- a. Lessons missed by the student will not be made up. However, if a conflict is anticipated and an alternate time can be arranged with the collaborative pianist and teacher, a lesson may be rescheduled. Consult your teacher for his or her specific policy
- b. Lessons missed by the instructor will be made up. The make-up lesson may take the form of a studio class.

## II. Recital Attendance Policies

The Voice Department is committed to an educational environment that uses student performance and observation for maximum technical and artistic development. Students learn through their own performances and observing those of other students and applied faculty. The following performance attendance policy is designed to promote this educational philosophy.

### A. Voice Departmental Recitals – Tuesdays at 4:40

- a. All undergraduate majors and prospective majors are required to attend all studio, departmental, and voice faculty solo recitals.
- b. In order to receive credit for attendance, students must follow attendance procedures outlined by the Voice Department for that semester. Late arrivals and early departures will be tallied and three instances will count as one absence. Anticipated absences must be discussed with the student's applied teacher, and a written notice must be submitted *before* the absence.
- c. Attendance will be taken at all events listed as "required" on the Voice Department Calendar. These include, but are not limited to: Voice Faculty Recitals, Opera Performance, Opera Scene Performance, Graduate Voice Recitals, and Master Classes.
- d. Students are allowed two unexcused absences from required events. Three unexcused absences will lower the applied voice grade 1/3 letter grade; each additional unexcused absence will lower the applied voice grade by another 1/3 letter grade.

### B. School of Music Convocations

- a. All undergraduate music majors are required to attend the School of Music.
- b. Convocations when scheduled. Conflicts must be submitted to the voice teacher in writing before the event.

### C. MUS 100

- a. All undergraduate music degree students must enroll in MUS 100 as specified by their degree program in the catalog.
- b. Grading for the course is either S or U (Satisfactory or Unsatisfactory).
- c. In order to receive a grade of “Satisfactory,” students are required to attend at least ten performances per semester (as detailed below) and provide a program for each.
  1. Half of the concerts must be outside of the Voice Area.
  2. Orchestral, Composition, and Conducting programs with a significant vocal component count as Voice Area concerts.
  3. Students may not count programs in which they participate as part of this requirement.
  4. Attendance at undergraduate Voice Departmental Recitals does not count toward this requirement.
  5. Attendance at graduate recitals does count toward this requirement.
  6. Attendance at off-campus events does not count toward this requirement unless pre-approved by the applied teacher.
- d. Any student who has not completed the required number of semesters of MUS 100 with a grade of “S” will not be permitted to graduate until the deficiency has been removed.
- e. A MUS 100 Sheet and recital/concert programs must be submitted to the student’s applied teacher the same semester in which the event occurred and no later than the week of voice juries.

### III. Ensemble Policies

Voice majors at the University of Northern Colorado have opportunities to sing in a variety of ensembles and settings.

Undergraduate students may participate in ***no more than three performance ensembles and settings per semester.***

- A. **Major Music Ensembles:** Participation in a major ensemble is a degree requirement and counts as one performance ensemble. Major Ensembles for singers are Concert Choir, Men’s Glee and Women’s Glee.
- B. **Additional Ensembles:** Students may select ***up to two more activities per semester,*** including a second major ensemble, opera, opera scenes, musicals, University Singers, Chamber Choir, Ursa Consort, vocal jazz ensembles, band or orchestra. ***These selections must be made with advisement from the student’s applied voice teacher,*** since each involvement requires significant time and energy.
- C. **Voice Scholarship Students:** Students receiving a Voice Scholarship are required to audition for the opera. Any student wishing to be released from opera must petition the voice faculty for an exception.
- D. All voice students are encouraged to bring audition repertoire to their lessons so that their applied teachers can assist them in preparing the best audition possible. Work on this repertoire does not excuse the student from learning repertoire assigned by the voice teacher.

### IV. Advising

- A. Each undergraduate student will be assigned a faculty advisor.
- B. Students are required to meet with their advisors *each semester* before registering for classes.
- C. Students are then required to meet with the School of Music Advisor to finalize the schedule and receive a PIN number.
- D. Students are required to meet with their teachers during finals week to discuss their progress.

### V. Academic Progress and Music Talent Scholarships

#### A. Policies concerning Grades

- a. Any student’s program shall be subject to review at any time during the academic career in voice.
- b. In order to remain in good academic standing, a voice student must:
  1. Receive a grade of B or higher in applied voice lessons.
  2. Make satisfactory progress toward the degree requirements.
  3. For B.M. students, maintain an overall cumulative GPA of 3.0.
- c. A student will be put on probation if any of the following occur:
  1. The student receives a grade of C or D in any one semester of applied voice lessons.
  2. A B.M. student fails to maintain a cumulative overall GPA of 3.0 or higher.
- d. Termination of Program.
  1. 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.
  2. A grade of F in applied voice will automatically terminate the student’s program.
  3. A B.M. student, whose overall cumulative GPA falls below 3.0 for two semesters in a row, will be taken off the B.M. program. Those students are still eligible for the B.A., B.M.E. and B.M. – Business programs.

#### B. Policies concerning Scholarships

- a. Scholarship decisions are based on talent, departmental need and academic performance.
- b. All scholarships are awarded for one academic year but may be renewed if progress is satisfactory.
- c. Any student who fails to maintain good academic standing for two semesters in a row and a GPA of 3.0 or above, will lose his or her scholarship. This may occur in the middle of an academic year.

## VI. Juries

Each student enrolled in private voice study is 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 during the semester of their degree recital(s) or by special permission of the applied teacher.

### A. Jury Sheets

- a. The student will bring a completed jury sheet to the exam.
- b. All repertoire studied during the semester shall be listed.
- c. Students will mark each piece that is memorized with an asterisk (\*).
- d. Consult Course of Study and Minimum Proficiency Requirements for repertoire guidelines.

### B. Format

- a. The student will select one piece from the semester's repertoire to perform from memory.
- b. 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

- a. In very unusual circumstances, the jury may be delayed.
- b. Students must receive the approval of the voice teacher *before* the scheduled jury time in order to be allowed to delay the jury.
- c. Make-up juries must take place within the first two weeks of the following semester.

## VII. The Sophomore Qualifying Exam

A. At the end of their fourth semester of vocal study at UNC (or its equivalent in the case of transfer students), all B.M.E. and B.M. voice majors are required to complete a Sophomore Qualifying Exam (SQE) in order to advance to the MUS 400 level of voice study and to continue in their voice major. B.M. – Business and B.A. voice majors who wish to perform a recital must also complete a SQE. Only in unusual circumstances may a student petition to delay taking the SQE. This petition must be submitted to the voice faculty in writing one month before the end of the fourth semester of vocal study. A delay of more than one semester will result in the termination of the student's voice major.

B. To pass the SQE, a student must

- a. Have received a grade of C- or better in Music Theory / Aural Skills 113/114, 115/116 and 213/214.
- b. Have passed MUS 143, Music Styles and Context.
- c. Have taken the piano proficiency exam when required for their program (B.M. and B.M.E.).
- d. Have received at least a "B" in all semesters of a major vocal ensemble.
- e. Have received an "S" in all semesters of MUS 100.
- f. Demonstrate appropriate progress in the following vocal areas:
  1. Technique: Evenness and Beauty of Tone, Intonation, Range.
  2. Musicianship: Memorization, Rhythmic and Melodic Accuracy.
  3. Musicality: Phrasing, Style, Expression.
  4. Language: Clarity and Accuracy of Pronunciation.
  5. Presentation: Interpretation, Presence.
  6. Repertoire: meet minimum standards of repertoire mastery as detailed in the Voice Department Handbook.
  7. Motivation and Discipline: Punctuality, Preparedness, Attitude.
  8. Public Performance: Candidates must have performed at least twice *as a soloist* in a Voice Departmental Recital, a Studio Class, an opera scene or full opera production, or a major vocal ensemble. Performances in non-classical styles do not count toward this requirement.

C. Outcomes

- a. Students who fulfill all requirements above will progress to the 400 level of vocal study.
- b. If the voice faculty deems a student deficient in *one* of the vocal areas listed above (f. 1-8), that student will be required to retake the SQE in the 5<sup>th</sup> semester.
- c. If the voice faculty deems a student deficient in *two* of the vocal areas listed above (f. 1-8) that student will be put on probation and will be required to retake the SQE in the 5<sup>th</sup> semester.
- d. If the voice faculty deems a student deficient in *three* of the vocal areas listed above (f. 1-8h), that student's program will be terminated.
- e. Students retaking the SQE must address all deficiencies in order to pass.
- f. If the student is making satisfactory vocal progress but is deficient in the academic areas listed above (a-e), the student will have one additional semester to address the academic deficiency and retake the SQE. Should the student still not meet the academic requirements at the end of the fifth semester, the student will be suspended from voice lessons and performance in opera theatre until sufficient academic progress has been made.

- D. Notification
- Students will be notified of the results of their Sophomore Qualifying Exam and of the voice faculty's decision regarding their status.
  - Students who are required to retake the Sophomore Qualifying Exam will be advised as to which of the standards were not satisfactorily met and recommendations will be made for the student's improvement.
  - For Music Education students on probation, a letter will be sent to the Music Education faculty with the recommendation that the student not be permitted to progress in the program until off probation.
- E. Format of the Exam
- Candidates shall prepare a minimum of six songs, of which they will perform three.
  - The candidate will choose the first selection; the voice faculty will choose the other two.
- F. Documentation: Students should bring the following to the exam:
- A complete repertoire list of all songs studied in MUS 270. The minimum acceptable is 20 songs in English, Italian and one other foreign language.
  - A completed Sophomore Qualifying Exam Form.
  - A jury sheet with the audition repertoire listed.
  - A print-out of all grades earned at UNC and a copy of the transcript for all transfer credits.

## **VIII. Degree Plan Recitals**

Each of the four undergraduate voice programs has different recital requirements. When required, the recital will normally be given either in the last semester of residence or in the final semester of required vocal study. Students must be enrolled in voice lessons during the semester of the recital. Recitals may not be given while student teaching. Any exceptions to the above policies must be approved by the voice faculty.

- A. General Guidelines
- B.M.E. Vocal, Piano and General Emphasis: required senior half recital
  - B.M. Voice Major: required junior half recital and senior full recital
  - B.A. Voice Major: optional senior half recital (Must have passed the Sophomore Qualifying Exam)
  - B.M. – Business Voice Major: senior half recital (Must have passed the Sophomore Qualifying Exam) or capstone
- B. Repertoire Guidelines
- Length
    - Half Recital: 20 – 22 minutes of music (B.A., B.M.E. Senior, B.M. Junior)
    - Full Recital: 40 – 44 minutes of music (B.M. Senior)
  - Repertoire
    - The repertoire should represent a variety of languages and classical styles and must be selected in consultation with the voice teacher. No musical theatre or jazz repertoire is permitted.
    - The final approval of the recital program rests with the voice faculty.
- C. Recital Hearings
- Students must sing a recital hearing before the voice faculty at least two months before the intended date of performance.
  - 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.
  - Students must bring a completed Recital Hearing Form to the hearing.
  - In consultation with the voice teacher, students must select at least *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.
  - 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. Scheduling
- Undergraduate recitals take place during Voice Departmental Recitals on Tuesdays at 4:40 in Milne Auditorium.
    - In the semester before the recital, students should submit a list of three possible recital dates in order of preference.
    - The voice faculty will determine the schedule of recitals.
    - Any student who does not pass the recital hearing in a timely fashion will be removed from the schedule.
  - For some B.M.E. students, a private studio recital may be more appropriate. This determination will be made by the voice faculty at the time of the hearing. Studio recitals will normally be scheduled during Jury week.
  - 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 Director of the School of Music. Select your date wisely!

- E. Programs and Recital Request Forms
  - a. After a successful recital hearing, and no later than two months prior to the recital date, students must submit a Recital Request Form to the School of Music (SOM) office.
  - b. Programs must be turned in to the SOM office for formatting no later than one month before the recital.
  - c. The applied voice teacher must proofread the final program before printing.
  - d. Students are responsible for picking up the programs from the SOM office and bringing them to the recital.
- F. Recording
  - a. All degree recitals must be recorded.
  - b. Students are responsible for all scheduling and costs associated with recording.
  - c. One copy must be given to the applied voice teacher before the end of the semester in which the recital was performed.
- G. Evaluation
  - a. All degree recitals will be evaluated by the voice faculty on a pass/fail basis.
  - b. Students will be notified of the decision within two weeks of the performance.
  - c. 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 Permission Policy**

- A. Performance Permission
 

All voice students must petition for permission in writing to the voice and opera faculty *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:

  - a. On-campus productions *other than* Opera, Opera Scene, or Choral performances.
  - b. 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. Course of Study and Minimum Proficiency Levels**

This listing is designed as a guide to the *minimum* level of vocal repertoire expected of each level of applied voice.

- A. Voice Minor, Non-Voice Major
  - a. Level I
    - 1. Students planning to audition for the voice major should have at least four memorized selections from the classical repertoire.
    - 2. At least three memorized selections are required of all voice students.
    - 3. At least one selection should be in Italian.
  - b. Level II
    - 1. At least five memorized selections.
    - 2. At least one selection in Italian.
    - 3. At least one selection in a second foreign language.
    - 4. One song from the Musical Theatre repertoire is allowed.
  - c. Level III
    - 1. At least six memorized selections.
    - 2. At least one selection in German.
    - 3. At least one selection in Italian.
    - 4. A third selection in a foreign language.
    - 5. One song from the Musical Theatre repertoire is allowed.
  - d. Level IV
    - 1. At least six memorized selections.
    - 2. One opera or oratorio aria, if appropriate.
    - 3. At least two foreign languages should be represented.
    - 4. One song from the Musical Theatre repertoire is allowed.
- B. B.A., B.M.E., B.M. – Business Voice Emphasis
  - a. Level I (MUS 170, 1 credit)
    - 1. Four memorized selections from the classical repertoire.
    - 2. At least one selection in Italian.
  - b. Level II (MUS 170 or MUS 257, 1 credit)
    - 1. At least six memorized selections from the classical repertoire.
    - 2. At least one selection in Italian.
    - 3. At least one selection in a second foreign language.
    - 4. One song from the Musical Theatre repertoire is allowed.

- c. Level III (MUS 457, 1 credit)
    - 1. At least seven memorized selections from the classical repertoire.
    - 2. At least one selection in German.
    - 3. At least one selection in a second foreign language.
    - 4. At least one opera or oratorio aria.
    - 5. One song from the Musical Theatre repertoire is allowed.
  - d. Level IV (MUS 457, 1 credit)
    - 1. Senior Recital *or* at least seven memorized selections from the classical repertoire.
    - 2. At least one opera aria.
    - 3. At least one oratorio aria.
    - 4. At least one selection in French.
    - 5. At least one selection in a second foreign language.
    - 6. One song from the Musical Theatre repertoire is allowed.
- C. B.M. Voice Emphasis
- a. Level I (MUS 170, 1 credit)
    - 1. At least four memorized selections from the classical repertoire.
    - 2. At least one selection in Italian.
    - 3. One song from a show staged on Broadway or Off-Broadway is allowed.
  - b. Level II (MUS 270, 2 credits)
    - 1. At least seven memorized selections from the classical repertoire.
    - 2. At least one selection in Italian.
    - 3. At least one selection in a second foreign language.
    - 4. One song from the Musical Theatre repertoire is allowed.
  - c. Level III (MUS 470, 2 credits)
    - 1. At least eight memorized selections from the classical repertoire. Normally the student will prepare a recital hearing in the first semester of the Junior year and sing a Junior Recital in the second semester.
    - 2. At least one selection in German.
    - 3. At least one selection in a second foreign language.
    - 4. At least one opera or oratorio aria.
    - 5. One song from the Musical Theatre repertoire is allowed (but not as recital repertoire).
  - d. Level IV (MUS 470, 4 credits)
    - 1. At least nine memorized selections from the classical repertoire. Normally the student will prepare a recital hearing in the first semester of the Senior year and sing a Senior Recital in the second semester.
    - 2. At least one opera aria.
    - 3. At least one oratorio aria.
    - 4. At least two selections in different foreign languages.
    - 5. One song from the Musical Theatre repertoire is allowed (but not as recital repertoire).