

# DEPARTMENT OF VOCAL STUDIES HANDBOOK

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## **Undergraduate Degree Programs**

### **Student Requests for Teachers**

Upon a successful audition in the School of Music and acceptance to the university, you will receive notification of acceptance to the School of Music, your theory score, and piano placement. You will receive a teacher request form via e-mail. On this form you may indicate your first, second, and third choice of studio voice teacher. This form must be returned to the School of Music before the deadline indicated on the form. The Chair of the Department of Vocal Studies receives these forms. Every effort will be made to honor a student's request for a specific studio voice teacher. However, there may be times when student requests for a specific teacher exceed the teacher's availability. The Department Chair makes studio teacher assignments based on available space in the teacher's schedule, balance of student ability in the studio, and personal and pedagogical considerations that might influence progress. The Department Chair determines the priority in assignment of voice students as outlined below.

### **Priority in Assignment of Voice Students**

All music majors and music minors interested in private vocal study must audition. Some non-music majors may be permitted to study if space permits. The Department Chair makes all decisions regarding non-music majors studying voice.

Priority for assigning students will be as follows:

1. Undergraduate and graduate performance studies majors
2. Undergraduate music education with voice as their principal instrument
3. B.A. students with voice as their principal instrument
4. Graduates in music education or choral conducting
5. Music minors
6. Music majors who elect voice as a secondary area of study
7. Non-music majors

### **Lesson Length by Credit Hour**

1 credit hour – 25-30 minute lesson once per week at the discretion of the teacher

2 - 3 credit hours – 50-55 minute lesson once per week at the discretion of the teacher

### **Beginning Course Numbers of Study**

The voice faculty determines your beginning course number of voice study based on your audition. Incoming freshman begin with the first semester of study at 151. Transfer students begin at the course number agreed on by the voice faculty. Master of Music in performance or Master of Music in vocal pedagogy candidates begin at 551.

Doctor of Musical Arts in performance candidates begin and remain at level 751.

### Course Sequence

The following information outlines a typical course of vocal study by degree program. Voice study is only one aspect of your academic career at UNCG. You should download the **Degree Audit Check Sheet** for your degree program and monitor your progress through your degree program. The **Degree Audit Check Sheet** can be found at [www.uncg.edu/mus/DegreeAuditSheets.html](http://www.uncg.edu/mus/DegreeAuditSheets.html)

#### **Bachelor of Arts (BA)**

MUS 151	1 semester at 2 credit hrs
MUS 152	1 semester at 2 credit hrs
MUS 251	1 semester at 2 credit hrs
MUS 252	1 semester at 2 credit hrs
MUS 351	1 semester at 2 credit hrs

#### **Bachelor of Music Choral and General Music Education (BME)**

MUS 151	1 semester at 2 credit hrs	
MUS 152	1 semester at 2 credit hrs	
MUS 251	1 semester at 2 credit hrs	
MUS 252	1 semester at 2 credit hrs	
MUS 351	1 semester at 2 credit hrs	
MUS 352	1 semester at 2 credit hrs	MUS 300 Recital

#### **Bachelor of Music Choral and General Music Education (BME) (Keyboard Principal)**

(Class Voice MUS 125	2 semesters at 1 credit hr)	
MUS 153	1 semester at 1 credit hr	
MUS 253	1 semester at 1 credit hr	
MUS 353	1 semester at 1 credit hr	

#### **Bachelor of Music Performance (BM)**

MUS 151	1 semester at 2 credit hrs	
MUS 152	1 semester at 2 credit hrs	
MUS 251	1 semester at 3 credit hrs	
MUS 252	1 semester at 3 credit hrs	
MUS 351	1 semester at 3 credit hrs	
MUS 352	1 semester at 3 credit hrs	MUS 300 Recital
MUS 451	1 semester at 3 credit hrs	
MUS 452	1 semester at 3 credit hrs	MUS 400 Recital

#### **Bachelor of Music Composition Concentration (Voice Principal)**

MUS 151	1 semester at 2 credit hrs
MUS 152	1 semester at 2 credit hrs
MUS 251	1 semester at 2 credit hrs
MUS 252	1 semester at 2 credit hrs

#### **Minor in Music**

MUS 151	1 semester at 1 credit hr
MUS 152	1 semester at 1 credit hr
MUS 251	1 semester at 1 credit hr
MUS 252	1 semester at 1 credit hr

**Policy on Repeat of Core Music Courses**

Students who fail a core music course twice (including WF) will be required to choose another major outside of music. This policy will begin with new, incoming students. Current students who have failed a core course twice will have one more opportunity to pass it. If unsuccessful, they will be dropped as music majors. Core music courses are courses required in all music degree programs: theory, history, technology, class piano, ensembles, and studio lessons.

**Repertory Requirements by Degree Program**

<b>Degree</b>	<b>Course #</b>	<b>Semester credit hrs</b>	<b>Repertory Requirement</b>
BA, BME, BM	151	2	4 songs primarily in English and Italian
BA, BME, BM	152	2	5 songs primarily in English and Italian
BA, BME	251	2	5 songs in English, Italian, and either French, German, or other language
BM	251	3	6 songs in English, Italian, and either French, German, or other language
BA, BME	252	2	6 songs in English, Italian, and either French, German, or other language
BM	252	3	7 songs in English, Italian, and either French, German, or other language
BA, BME	351	2	7 songs in English, Italian, French, German, or other language
BM	351	3	8 songs in English, Italian, French, German, or other language
BME	352	2	Recital
BM	352	3	Half Recital
BM	451	3	9 songs of advanced repertoire
BM	452	3	Recital

Concert, oratorio and opera arias may be counted toward the repertory requirement in one additional semester beyond the initial semester of study of that aria at the discretion of the voice teacher.

Students enrolled for 1 credit hour are required to memorize one half of the number of songs required of the BME student at that course number.

Bachelor of Music Choral and General Music Education (Keyboard Principal) or Secondary students in 153, 253, 353 generally prepare half of the number of songs required of the BME student at 151. Language requirements of the repertoire are at the discretion of the studio teacher.

A student may count literature memorized for other courses such as Song Literature, opera roles, oratorio, and vocal coaching at the discretion of the voice teacher. This literature can be no more than 25% of the student's listed repertoire. Oratorio and chamber music need not be memorized.

## **Music**

The School of Music requires all students and faculty to adhere to copyright law. The amount of music given to each student depends upon the credit hour for which the student is enrolled and level of study. Each student is responsible for securing his or her own music. Purchasing music is a necessary expense. A basic library of vocal music is what you will be building during your studies at UNCG.

In addition to songs in English, all applied majors will learn songs in several foreign languages. Each student is expected to supply their own translation to songs in foreign languages and become proficient in utilizing the International Phonetic Alphabet (IPA). In addition, you will be asked to translate portions of songs in foreign languages during the jury.

## **Accompanist/Collaborative Pianist**

We have excellent collaborative piano majors at UNCG. Some of these students are assigned to accompany voice students as part of a graduate assistantship or because their instructor requires them to do so. While some voice students might benefit from receiving accompanying hours for free, paying for an accompanist is a typical expense for a singer. A good accompanist, one familiar with your style of interpretation, is worth their weight in gold. A student is expected to arrange for an accompanist for each lesson and a weekly rehearsal preceding their voice lesson. This arrangement may be done with the aid of your voice teacher. Accompanists' fees vary and are the responsibility of the student.

## **Practice**

Practice as much as you feel necessary to prepare your music to the best of your abilities. Remember, quality is better than quantity. Practice in short concentrated periods of time. Please do not try to learn everything all at once and during one practice session. Set a reasonable goal and accomplish it. It is suggested that you schedule practice sessions as if they were a class. You should make time on your schedule for daily practice sessions.

## **Convocation and Recital Attendance**

### **Convocation Attendance (Music 090 - no credit)**

Convocation is a forum for performances, lectures, and general information offered 4 times each semester. All students in the BA, BM in Choral and General Music Education, and BM in Performance degrees are required to attend 3 convocations per semester. Students in the BA degree program must meet this requirement during 4 semesters. Students in the BM in Choral and General Music Education or Performance must meet this requirement during 7 semesters.

### **Recital Attendance (Music 091 - no credit)**

All students in the BA, BM in Choral and General Music Education, and BM in Performance degrees are required to attend 10 recitals per semester for 7 semesters. Students may count two (2) concerts in which they participated. At the end of each semester, the student will fill out the Recital Attendance form and turn it in to their performance studies teacher with ten (10) programs from concerts they attended. The teacher will sign the form and indicate approval or disapproval of the programs submitted. The teacher will then submit the form to the Dean's office. You can find the Music 091 Attendance Form at [www.uncg.edu/mus](http://www.uncg.edu/mus)

## **Grading**

The student's performance study teacher will outline the grading policy used in their studio. In addition, the student's final grade each semester will reflect the grades given by the voice faculty in attendance at the student's jury. The extent of this influence is the purview of the performance studies teacher. The voice faculty members who attend juried performances (recitals) evaluate the performance as either satisfactory or unsatisfactory.

## **Performance Requirements by Degree Program**

### **Bachelor of Arts General or Music History (BA)**

All students in this degree program are expected to perform on any appropriate forum at the discretion of their studio teacher.

### **Bachelor of Music Choral and General Music Education K-12 (BME)**

The student is required to perform on one of the four performing forums annually. After reaching MUS 352, the student is required to perform a juried half-recital for graduation. The student must be enrolled in private voice study in the recital semester.

### **Bachelor of Music Performance (BM)**

All performance studies majors are required to:

1. Appear annually on one of the 4 performing forums available during the freshman and sophomore years
2. Present a juried half-recital at MUS 352
3. Present a juried full recital at MUS 452

Songs and or arias in French, German, Italian, and English must be represented in the combined repertoire of the two recitals. The faculty strongly recommends a minimum of one work composed within the past 50 years be included in the junior or senior recital.

### **Music Minor Voice Principal**

All students enrolled as a voice minor may perform on any appropriate forum at the discretion of their studio teacher.

## **Performance Forums**

### **Joint Repertory Class**

There will be joint repertory classes each year with dates and locations to be determined by the Department Chair. Performance participation including the number of a songs or arias to be sung by the student will be at the discretion of the studio teacher.

### **Studio Recital**

Studio recitals will be scheduled in the recital hall annually by the Department Chair. Performance participation including the number of a songs or arias to be sung by the student will be at the discretion of the studio teacher. A recital jury is not required to participate.

### **Convocation**

Convocation appearances are open to all students at the discretion of their studio teacher. Students who wish to perform for convocation must contact the Director of Undergraduate advising to secure a date and to fill out a convocation performance request. The student's studio teacher must sign this request.

## **Recitals**

Students in either BME or BM degrees must perform a juried half recital while studying at MUS 352. Students presenting a 352 half recital must also be enrolled in MUS 300 (Recital) during the semester of that recital. All BM students must perform a juried full recital while studying at MUS 452. Students presenting a 452 full recital must also be enrolled in MUS 400 (Recital) during the semester of that recital.

## **Scheduling Guidelines**

The School of Music performance calendar is quite active and fills quickly. Should the studio teacher and student decide that a recital is eminent, the following information and steps will help you to successfully schedule your recital:

1. Recitals and concerts will be scheduled at the following times:
  - Monday-Thursday: 5:30 p.m., 7:30 p.m.
  - Friday: 3:30 p.m., 5:30 p.m., 7:30 p.m.
  - Saturday-Sunday: 1:30 p.m., 3:30 p.m., 5:30 p.m., 7:30 p.m.
2. Student degree recitals at 352, 452, 453, 651, and 751 may be presented in the Recital Hall or Organ Hall at any of the times listed above. All 300 level recitals consist of no more than 25 - 30 minutes of music. All 400 level and above degree recitals consist of 50 – 60 but no more than 75 minutes of music including intermission.
3. Student solo/joint/studio recitals may be scheduled simultaneously in separate venues. No recitals within the Vocal Department may be scheduled against each other at the same time.
4. No recitals may be scheduled in conflict with large ensembles in the Vocal Department, other conducted ensembles, faculty ensembles, faculty solo recitals, or guest artist presentations.
5. A jury examination to approve the presentation of a student recital must be passed at least one month (30 days) prior to the scheduled performance date.

## **Scheduling Procedure**

1. Student checks the on-line School of Music Room Scheduling Calendar at [www.uncg.edu/mus](http://www.uncg.edu/mus) click on the “Calendar/Events/News” tab then go to “Events Calendar Online” tab. The “Concert and Events” calendar is the default calendar that appears. This is NOT the calendar you should consider for scheduling. You NEED to click “Room Schedules” on the side bar and locate the hall or room that you wish to reserve.
2. From the “Room Schedules” calendar, the student chooses several dates that are available on the calendar AND on which they know their accompanist and studio teacher can attend.
3. To facilitate this process the following scheduling deadlines apply
  - a. DMA students may begin scheduling May 1<sup>st</sup> for the next academic year
  - b. MM students may begin scheduling June 1<sup>st</sup> for the next academic year
  - c. Undergraduates may begin scheduling August 1<sup>st</sup> for the next academic year
  - d. Non-degree recitals may be scheduled after September 1<sup>st</sup> in the academic year

4. The student contacts Noah Hock, Concert and Facility Coordinator: [n\\_hock@uncg.edu](mailto:n_hock@uncg.edu) and picks up a reservation form from him and completes it. This form places a tentative hold in the on-line calendar until the successful completion of the recital jury.
5. The student must complete a successful **recital jury** no less than 1 month from the recital date. The student's studio teacher will make arrangements for the jury of their student. A quorum of two faculty members in addition to the student's performance studies teacher must be present to adjudicate the recital jury.
6. The student must present a jury approval form, program information in the correct format, and a \$35 recital fee payable to the School of Music, to Noah Hock upon the successful completion of the recital jury. These forms may be found at: [www.uncg.edu/mus](http://www.uncg.edu/mus) Click on the "Student" tab then go to the "Current Student" tab and finally "Forms for All Students". The proper recital program and translation forms may also be found under the "Forms for All Students". This will solidify the recital date on the School of Music Event Calendar.
7. In the case of non-juried recitals, i.e. non-degree recitals or DMA recitals, the fee and forms must still be given to Noah Hock no less than 1 month before the recital date to secure that date on the calendar.
8. Please review the School of Music's "Student Information Manual", also found under the "Current Student" tab, or contact Noah Hock for information relating to the use of historical instruments or special recital equipment needs.

### **Evaluation**

A quorum of faculty will determine whether a student's performance is satisfactory or unsatisfactory. The studio teacher will inform the student of this decision.

### **Juries**

#### **End-of-Semester Juries**

All voice majors and principals enrolled in private voice instruction for 2 credit hours or more for the semester must sing a jury. Students studying for 1 credit hour may sing a jury at the discretion of their performance studies teacher. Only those students presenting recitals or recital juries during the course of the semester are exempt from End-of-Semester juries.

1. Students must complete a typed jury form listing their semester's repertory to be considered during the End-of Semester jury. This form may be found at [www.uncg.edu/mus](http://www.uncg.edu/mus) Click on the "Students" tab then go to the "Current Student" tab and finally "Forms".
2. The student must be prepared to recite a word-for-word translation of any portion of the repertory listed as "completed" on their jury form.

#### **Recital Juries**

As stated above, #5 under **Scheduling Procedure**, the studio teacher in collaboration with the student schedules the recital jury at least 1 month prior to the recital.

### **Make-up Juries**

Any student who receives an incomplete (I) for the end-of-semester grade in voice must sing a make-up jury within the first week of the following semester.

### **Ensemble Participation**

The Undergraduate Bulletin states that, “B.M. students (either Performance or Education) will participate in one or more ensembles in their area each semester according to degree requirements. Any student enrolled for two or more credits of performance studies must co-register for a large ensemble.” The Department of Vocal Studies sponsors the following large choral ensembles that satisfy the performing ensemble requirement in a student’s plan of study:

- Women’s Glee Club-MUS 381B
- Men’s Glee Club-MUS 381A
- Women’s Choir-MUS 380
- University Chorale-MUS 382
- Chamber Singers-MUS 388

In addition, students who are Elementary Education Majors with a Second Academic Concentration in Music must take 2 semester hours of large ensemble. Music Minors must satisfy a 4-semester hour requirement of large ensemble. In both instances, the student is not required to co-register for ensemble hours in the same semester as private voice study.

### **Graduate Degree Programs**

**Refer to the Undergraduate Degree Programs section of this document for general information on the following topics:**

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**Course Sequence**

Graduate Students in the Master of Music in Performance, Master of Music in Vocal Pedagogy, and the Doctor of Musical Arts in Performance-Voice will find the **Plan of Study Sheet** at <http://www.uncg.edu/mus/students/PlansofStudySheets.html> Although you will be advised by the chair of your committee and the Associate Dean when registering for classes, you are responsible for monitoring your progress for successful completion of all academic requirements such as required courses, remedial courses, language proficiencies, etc.

**Master of Music in Performance or Vocal Pedagogy**

Performance majors must also earn 2 credit hours in MUS 675-Opera Performance.

Students presenting the MM recital must also be enrolled in MUS 600 (Recital) during the semester of that recital.

MUS 551	1 semester at 2 or 3 credit hrs	
MUS 552	1 semester at 2 or 3 credit hrs	
MUS 651	1 semester at 2 or 3 credit hrs	
MUS 652	1 semester at 2 or 3 credit hrs	MUS 600 Recital

**MM/DMA programs requiring secondary voice study**

MUS 553	2 or more semesters at 1 credit hr
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**Doctor of Musical Arts in Performance-Voice**

Doctoral candidates must earn 18 credit hours in performance. The core number of credits will be from MUS 751 performance study; however, other credit hours can be obtained in other performance related courses at the discretion of your committee chair.

The student's Doctoral Advisory Committee juries the first recital. All remaining recitals do not require a jury. See **Scheduling Guidelines** and **Scheduling Procedure** above.

**Repertory Requirements by Degree Program**

Degree	Level	Semester credit hrs	Repertory Requirement
MM in Performance or Vocal Pedagogy	551	2 or 3	9 songs in English, Italian, French, German, or other languages
MM in Performance of Vocal Pedagogy	552	2 or 3	9 songs in English, Italian, French, German, or other languages
MM in Performance or Vocal Pedagogy	651	2 or 3	10 songs in English, Italian, French, German, or other languages
MM in Performance or Vocal Pedagogy	652	2 or 3	Recital
DMA in Performance	751	2 or 3	Suggested 12-15 songs each semester in English, Italian, French, German, or other languages

**Ensemble Participation**

MM students must satisfy a two-semester hour large ensemble requirement. It is preferable that this requirement be met in the same academic year. Exceptions for this participation in alternating semesters will be at the discretion of the Director of Choral Activities and the Department Chair.