

MVV 1411- 6451 (2 credit hours)
Studio Rules and Grading Procedures
Dr. JoAnne Stephenson
Office Hours (by appointment)
T,R 12:00-1:00*
School of Performing Arts 118 MB
Joanne.Stephenson@ucf.edu
407-823-2286

Course Goals

The goals of this course are as follows:

- To prepare, memorize and correctly perform the assigned repertoire for the current semester,
- To develop and enhance the student's understanding of proper vocal production,
- To determine what their voice is capable of doing
- To show improvement from week to week
- To use the voice journals weekly as a goal setting, and brain dumping vehicle

Lesson Preparation

- Attend all scheduled lessons on time
- Call or text if you are going to be late
- Come vocalized and ready to sing your repertoire
- Record each lesson for review during the course of the semester
- Be prepared to purchase copies online, or books of all of your music
- Have study copies of your music for you, me, and accompanist for each of your lessons
- Purchase a notebook for a voice journal lesson include
 - Practice times
 - Revelations discovered during the week
 - What you practiced
 - What worked
 - What didn't work
 - Questions for me at Master class, or next lesson
 - How you practiced
 - Notes
 - Text
 - Rhythms
 - Selections
 - How long you practiced, etc.,
- Student is responsible for determining what he/she needs to sing for that lesson

- Required text listed below
- Vaccai http://imslp.org/wiki/Metodo_pratico_de_canto_%28Vaccai,_Nicola%29
 - Key of C for Soprano Tenor
 - Key of A for Alto and Baritone
- Panofka http://imslp.org/wiki/24_Vocalises,_Op.81_%28Panofka,_Heinrich%29
 - One key all voices
- Melodia Sight singing exercises for the Barrier Exam
<http://www.brainerdmusic.org/uploads/1/3/1/3/13138097/melodiasightsinging.pdf>
- Students will be given assignments from these musical texts as is seen fit
- Students should have a copy of the first two book in full so that we can move from exercise to exercise with ease

Lesson Procedures

- Students are expected to come to lessons completely vocalized.
- Students are expected to learn each piece on their own.
- Learning a piece through Youtube.com or another prerecorded device is not acceptable
- Instructions for practice during the week will be given at the end of each lesson
- Write down and address those specific tasks first
- Come to lesson with specific things you'd like to address for that lesson, i.e.,
 - The rhythm on page x
 - The notes at section such and such
- Be able to go through the music from start to finish
- Practice the piece on your "best " syllable
- Grades determined by weekly progress
- Each lesson will be graded either satisfactory or unsatisfactory
- Students unable to singing though piece because they didn't practice may be asked to leave the lesson early.
- Students asked to leave lesson early will receive and F/unsatisfactory for that lesson
- Satisfactory lessons are expected. Students not getting a satisfactory on a weekly basis will be warned
- An excessive amount of unsatisfactory grades will result in an oral and/or written warning.

- Written warnings will list what specifically needs to be addressed in future lessons
- Written lesson will have ultimatums listed.
- Ultimatums not met will determine whether or not student can pass the course
- Notes from subsequent lessons will determine specifically where the student is. These notes will determine if the student can complete the semester in a satisfactory manner, or why the student failed.
- Student is expect to write down the teacher's expectations for the following week (this is the student's homework assignment)
- At the beginning of the following lesson, the student should be prepared to tell the teacher what he/she practiced the following week, and how it went.
- The student should also be able to point out specific sections, if any that need to be reviewed.
- The student should run all voice solos for UCF performances, auditions, etc., with their teacher prior to the final performance
- Student should tell the teacher what he/she would like the perform.
- The teacher will have an idea of what she will want to review as well, so as to make the best use of the time
- Most students will have all of their required repertoire three weeks into the semester
- The teacher will usually give the order as to what songs to should be prepared for the subsequent lesson

Monthly exams

- At the end of each month students will be given an exam (excluding Aug. and Jan)
- Accompanist should be at this lesson
- Student is expected to
 - Sing each assigned piece correctly
 - Sing each assigned piece by memory
 - Know what piece is about
 - Present their journal to show their practice times
- These exams will receive a letter grade
- Student should sing what was agreed upon at the last lesson
- If the student decides to sing a piece that was not agreed upon, and doesn't inform the teacher prior to his/her lesson, that student may receive up to a 20% reduction from this portion of their grade

- Students must be prepared to have the accompanist at those lessons in order to take the test.
- Failure to do so may result in an “F” for that exam

Repertoire

- Each student will be assigned the entire repertoire for the semester within the first three weeks of the semester.
- The teacher will determine the order in learning each piece
- Notes and Rhythms should be approached first
- Student should be prepared to sing new pieces on a neutral syllable during their first and second year
- Students are expected to own a copy of each song they perform

Make Up Lessons

- Makeup lessons should be cancelled no later than 24 hours before the assigned lesson time.
- Makeup lessons needed because of travel should be discussed as soon as possible.
- Make up lessons canceled because of illness may or may not be made up depending on the circumstances
- Students who need to cancel a lesson because of an unexpected illness can try to switch with another student, in order to get a lesson that week.
- No student is required to switch with another student if they are approached.
- Students who chose this option are required to let their accompanist know they will be canceling their lesson.
- If students do not contact their accompanist they may be charged for that lesson anyway (at the accompanist’s discretion)
- Students will not be given a make up lesson because student was unprepared for a scheduled lesson
- If the student is sick for an extended period of time, all lessons missed might not be made up.
- If the teacher misses a lesson because of illness, the teacher will try to contact the student via text (otherwise a note will be left on the door).
- If the teacher misses a lesson because of travel, that lesson will be scheduled for a make-up time.
- Once a make-up lesson is scheduled, it cannot be changed.
- If the student has to miss a scheduled makeup lesson, they will lose that lesson

- Repertoire cont.

- Students with contagious illnesses, i.e., sore throat, sinus infections, bronchitis, cold, laryngitis, etc., are requested not to come to the lesson sick
- These students should text or email teacher of their illness, so that they do not cause the teacher to get ill.
- Email/text should tell me what the illness, when you are going to the doctor, what the anticipated date of recovery is, what medications were prescribed, etc.
- Students should return to their regularly scheduled lesson with a doctor's statement
- Have clean, complete copies of music for the teacher and the accompanist
- Contact your accompanist if you are cancelling your lesson
- Exam at the end of each month (excluding Aug. and Jan)
 - See attached sheet
 - Bring copy for your exam
 - Make sure accompanist can attend that lesson
- Student should sing what was agreed upon at the last lesson
 - Grade reduction might occur if student changes the selection

Masterclass

- Student is expected to attend and participate on every masterclass
 - Text books, cell phones, etc., should not be out during the class
 - Students should pay attention to the performance
 - Students should assess what they hear and be able to talk about what they heard if called upon in class
- Student is expected to sing the piece agreed upon in their previous lesson.
- All students are expected to be ready to perform every week
- Each masterclass performance should be visually recorded
- Student needs to insure his/her accompanist will be at masterclass when the student is singing
- The masterclass before a forum must be off book or the student will not perform on the upcoming forum
- Each masterclass performance should be treated as a performance
- Masterclass will be graded by attendance.
- Missed masterclasses without an excuse will be counted against the student
- After two missed masterclasses, the grade will drop a letter grade
- Masterclass attendance and participation is 10% of the final grade
- Written comments to the singers are encouraged
- Make sure comments are accurate and uplifting

- Some comments will be shared with the class depending on the time available in class
- Students must ensure that their accompanist will be able to attend masterclass when they are performing

Voice performances at UCF

- Each student is required to attend all faculty voice recitals.
- The dates are generally posted at the beginning of the semester, so as a student should make arrangements in their work schedule to attend these scheduled events (as they do for required choral performances).
- Students are strongly encouraged to attend all voice forums to studios to support their colleagues.

Accompanist etiquette

- Once the student knows his/her accompanist, it is the student's responsibly to make sure that the accompanist will be at their lesson.
- It is also the student's responsibility to contact their accompanist and let him/her know if they will not be at a lesson.
- Failure to contact the ahead of time accompanist may result in the accompanist charging the student for a lesson he or she did not take.

NOTE: It is not the accompanist's job to teach the students the notes of a song (although he/she may occasionally be willing to assist in this manner). As a music major or minor, the student should be able to learn his/her part without depending on someone else to teach them the notes. If the student is having a problem learning the music, he or she should let the teacher know immediately.

Attendance

Financial Aid Requirement

- All students are required to show proof of registration for class.
- Attendance for these classes will be recorded and submitted on Aug. 25, 2017.
- Students who have not attended any classes from Jan. 9 to Jan. 13 will be dropped from the class and will be subjected to losing their financial aid.
- If you have questions or concerns about this new procedure, please see me at your earliest convenience to receive additional guidance and/or instruction.

Journals

- Students are required to keep the journals in a notebook to be given to me during the monthly exam time for review.
- The purpose of the journal is to make sure that the student knows how to practice, and that he/she is practicing regularly.

Translations

- International Phonetic Alphabet (IPA) translations are required for all songs performed in at this university.
- The translations are due at the time the student is prepared to sing the song with words at their lesson.
- All translations from www.lpasource.com are preferred.
- In some instances, however, an assigned piece may not be available from this source.
- In that case, the student must be ready to write out his or her own transcription and translation.
- The teacher will work with the student on an individual basis to produce a usable document.

Forum Performances

- Student will be graded for each forum performance.
- Forum pieces must be performed from memory at the masterclass before the forum performance, or the piece will be dropped and the student will receive an unsatisfactory grade for that forum.
- Minimum number of required performances per grade level as follows:
 - First year students
 - One forum performance per semester for majors and minors
 - Second Year Students
 - Two forums performance per semester for majors and minors
 - Third Year Students
 - Three forums performance per semester
 - Fourth Year Students
 - Every forum for the studio performance per semester

Juries/Final Exam

- Two songs will be required for normal juries.
- The student and the teacher will pick the starting piece prior to the jury
- Members from the voice jury will pick the second piece.

- Barrier Exam
- Student scheduled to present their barrier exam will be expected to perform an extended jury.
- The student and the teacher will pick the first selection prior to the jury
- Members from the jury will pick the second one and third one.
- Students will be required to demonstrate their ability to
 - sight sing
 - discuss what each of their pieces are about
 - recite Italian and German diction from the I.P.A. symbols.
 - The jury date will be given to the students as soon as the date has been determined for that semester.
- Jury date will be given and determined during the course of the semester

Method of Evaluation/Grading System

Students will be graded on their weekly progress, their monthly exams, their forum and jury performance, and their consistent attendance. The progress from week to week will ensure successful exam grades, and good forum and jury performances.

Attendance throughout the semester are graded

Voice lessons	10%
Masterclass	10%

<u>Monthly exams</u>	30%
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graded on accuracy, weekly journal sheets must be included
 Vaccai and/or Panofka

Weekly practice schedule
 Memorization
 Notes
 Words
 Diction
 Text summation

Performances (forums and juries) graded on preparation and performance

Forum	25%
Jury	25%