

**MVV 1411- 6451 (2 credit hours)
Studio Rules and Grading Procedures**

Dr. JoAnne Stephenson

Office Hours (by appointment)

T,R 12:00-1:00*

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Course Description

Taking your vocal talent and intellect to train you to become a better singer. At the audition, your singing abilities have been assessed and it has been determined that you have what it takes to be a better singer. In this studio, you will be given specific exercises and repertoire to study and practice to better singer/musician. You will be expected to apply these exercises every day to become the best you can be during your tenure here at UCF.

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 fach, increase vocal range, and improve vocal flexibility

To demonstrate vocal improvement in range and flexibility from week to week

To journal vocal improvements, questions, weekly and to set vocal goals as is needed

Student Learning Outcome:

At the end of this semester the student should be very confident in presenting their pieces in public forums and in their end of the year jury/final exam.

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 based on what was discussed in the previous lesson, and what the student worked on during the week.
- Own legally purchased copies of their music and the exercise books assigned 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 deemed appropriate
- 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 throughout 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
- Three consecutive of unsatisfactory grades will result in an oral warning first, written warning second, and possible dismissal from the studio.
- Written warnings will list specifically what should be addressed for successful completion of the course
- Written lesson will have ultimatums with times when each item should be addressed.
- Successful completion of ultimatums will determine whether or not student will 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 explain 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. These exams will help determine the student's final grade for the semester. In some cases, the forum performs will serve as the monthly exam for the student.
- 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 received 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 be ready to take the monthly exam, 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
- Students should have clean copies of their music for their teacher and accompanist

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 the student may be charged by the accompanist for that lesson (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.
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- 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). Missed lessons will be made up, provided the teacher was not ill for an extended period of time.
- 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
- 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
- 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 in 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 Satisfactory or Unsatisfactory.
- 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
- Student comments must be accurate and encouraging
- 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. **Saturday, OCT. 20th, 3:00 p.m. Stephenson/Jensen Voice Recital**
- 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 responsibility 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.
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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.

Financial Aid Requirement

- All students are required to show proof of registration for class.
- Attendance for these classes will be recorded and submitted on August 24th, 2018.
- Students who have not attended any classes from Aug. 22 to August 26 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.Ipasource.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. This will include at least three songs, instead of two.
- 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 jury performance, and their consistent attendance. The progress from week to week will ensure successful exam, forum and jury performances. **Satisfactory grades convert to an "A". Unsatisfactory grades convert to an "F". Satisfactory minus-converts to a "C".**

Attendance throughout the semester are graded

Voice lessons	50%	Lesson Prep
Masterclass	10%	Attendance/Attention

Monthly exams 10%

graded on accuracy, weekly journal sheets must be included

Vaccari or Panofka may be included

Weekly practice schedule

Memorization

Notes

Words

Diction

Text summation

Performances (forums and juries) graded on preparation and performance

Forum	15%
Jury	15%

Academic Integrity

Students should familiarize themselves with UCF's Rules of Conduct at <http://osc.sdes.ucf.edu/process/roc>. According to Section 1, "Academic Misconduct," students are prohibited from engaging in

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but

rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.

3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
4. Falsifying or misrepresenting the student's own academic work.
5. Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
7. Helping another violate academic behavior standards.

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule* <<http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf>>. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <<http://goldenrule.sdes.ucf.edu/zgrade>>.

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) <<http://sas.sdes.ucf.edu/>> (Ferrell Commons 185, sas@ucf.edu, phone 407-823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise in our class, we will all need to work together. Everyone should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at http://emergency.ucf.edu/emergency_guide.html.
- Familiarize yourself with evacuation routes from each of your classrooms and have a plan for finding safety in case of an emergency. (Insert class-specific details if appropriate)
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see <http://www.ehs.ucf.edu/AEDlocations-UCF> (click on link from menu on left). (insert class specific information if appropriate)
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to my.ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert", fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- If you have a special need related to emergency situations, please speak with me during office hours.
- Consider viewing this video (<https://youtu.be/NIKYajEx4pk>) about how to manage an active shooter situation on campus or elsewhere.