



TTU VOICE STUDIO HANDBOOK

(revised August 2021)

Students are responsible to read and refer to this handbook for departmental procedures and policies. If there are any questions or concerns, students should contact their assigned applied instructor.

VOCAL DEGREES OFFERED

BMPE – Bachelor of Music in Vocal Performance
BME – Bachelor of Music Education – Vocal Licensure
Minor in Voice Performance

VOICE AREA FACULTY

Dr. Wendy Mullen – Studio Voice Coordinator, Studio Voice
Dr. Diane Pulte – Vocal Pedagogy, Vocal Literature, Class Voice and Studio Voice
Dr. Christopher Reames – Opera/Music Theater, Lyric Diction and Studio Voice
Mrs. Kanako Reames – Collaborative Piano – Opera/Music Theater Workshop
Mr. Josh Davis – Collaborative Piano – Concert Choir
Mr. Paul Thurmond – Vocal Coach and Collaborative Piano – Tech Chorale
Dr. Craig Zamer – Director of Choral Activities

LESSONS AND CREDITS

Credits:

Music Education majors and minors enroll in 1 credit hour lessons.
Performance majors enroll in 2 credit hour lessons.
Secondary instrument voice students and non-majors should contact the teacher for enrollment.
Lessons are one hour in length for majors and minors.
Secondary instrument and non-major lessons are 30 minutes.

Scheduling Lesson times:

At the beginning of each semester, students will be given a private lesson schedule form to complete and submit to their applied teacher. Schedules are due before the end of the third day of classes. Lessons will begin the second week of classes.

Absence Policy:

One unexcused absence will be allowed. Each subsequent unexcused absence will result in the final grade being lowered one letter grade per absence. An absence due to illness or emergency may be excused if the student gives 24-hour notification by email. A doctor's note or official TTU documentation from Student Affairs is required for an excused absence.

Makeup lessons:

Makeup lessons are granted at the instructor's discretion. If the instructor must cancel, a makeup lesson will be given.

Incompletes:

An incomplete grade [I] will be given for medical/family emergency reasons or circumstances outside the student's control. Adequate official documentation must be submitted to the instructor.

REPERTOIRE CLASS / CONVOCATION

All music majors are required to reserve 12:00-12:50 on Tuesdays (with an occasional Thursday as scheduled) for Repertoire Class. Only one excused absence from Repertory Class will be allowed. Minors are required to attend/perform in Repertoire Class as their major class schedule allows and at the teacher's discretion. Students are required to dress appropriately when performing during Repertoire Class.

Students are required to attend all Convocations, which meets on selected Tuesdays and Thursdays from 11:00 to 11:50. Performance dates will be assigned by the applied instructor. Performance majors perform once each semester, and music education majors perform at least one time per academic year. Convocation Participation Forms may be found at: https://www.tntech.edu/fine-arts/pdf/music/convocation_form_2019.pdf

Schedules for Repertoire Class and Convocation will be distributed at the beginning of each semester.

GRADING POLICY

Please check with the applied voice teacher's syllabus for their grading policy.

COACHING AND ACCOMPANIST POLICY

Students must rehearse with their accompanist prior to performing assigned repertoire in repertory class, convocation, juries, or recitals, or they will not be allowed to perform.

Students are provided free, required coaching sessions. Those who miss two assigned coaching sessions will lose their free coaching privileges and be required to pay for remaining sessions.

Students are strongly encouraged to schedule additional rehearsals with their accompanist at their own expense beyond the free sessions. Please consult with the accompanist for their fee.

Free accompaniment is provided for Repertory Class and Convocation. Students must hire an accompanist for recital hearings, dress rehearsals, recitals, and other performances.

APPROPRIATE ATTIRE

Students are expected to dress professionally when performing in repertory class, convocations, juries and recitals. Dresses should be knee length or longer. Pants and dresses should be hemmed to the correct length. Dress shoes should be clean and polished, and should not have heels over two inches. All garments should be cleaned and pressed. Sandals, casual, or sport shoes are not allowed. Coat and tie are optional except in a formal degree or studio recital. Please avoid clothing that is distracting to the performance. Exceptions to the dress code must be approved by the instructor.

JURIES

Voice Majors must perform a memorized jury for voice faculty evaluation every semester. In the semester a recital is presented, additional repertoire beyond the recital may be required, depending upon the recital date.

Jury Panel:

Dr. Pulte, Dr. Reames, Dr. Zamer, Dr. Mullen

Jury Schedule:

Juries will be held during finals week.

Jury Repertoire:

Jury repertoire must be performed from memory. A minimum of two selections are required. The student may choose their first selection. The remaining selections will be chosen by the jury panel. Students will be asked by the panel to translate foreign language texts.

Jury System Software:

Each student will need to make an account in the Jury System software. In this system, students will choose their jury time and submit their repertoire. Jury grades will be entered into the system and sent to the student via email.

Jury Grading:

Juries will be graded according to the standard scale (A-F). Students must present the minimum repertory requirements or they will receive an F for the jury and the course. Jury grades will be averaged and will account for 30% of the final grade.

Makeup Juries:

Makeup juries must be completed within two weeks of the start of the following semester.

JURY REPERTOIRE REQUIREMENTS**BMPE - Bachelor of Music in Vocal Performance**

Credit requirements:

Minimum of 8 credits of MUS 1200

Minimum of 8 credits of MUS 3200 – 16 credits total

Semester 1:	Four songs	(English and Italian minimum)
Semester 2:	Five songs	(French and German minimum)
Semester 3:	Six songs	(Four language minimum)
Semester 4:	Six songs	(Four language minimum, at least 1 opera or oratorio selection)
Semester 5:	Seven songs	(Four language minimum, at least 1 opera or oratorio selection)
Semester 6:	Four Songs	(Preparation for Junior Recital)
Semester 7:	Eight Songs	(Four language minimum, at least 2 opera or oratorio selections)
Semester 8:	Four Songs	(Preparation for Senior Recital)

BME - Bachelor of Music Education – Vocal Licensure

Credit requirements:

Minimum of 4 credits of MUS 1200

Minimum of 3 credits of MUS 3200 - 7 credits total

80% of senior recital must include repertoire studied between semesters 5-7

Semester 1:	Three songs	(English and Italian minimum)
Semester 2:	Four songs	(French and German minimum)
Semester 3:	Four songs	(Four language minimum)
Semester 4:	Four songs	(Four language minimum)
Semester 5:	Four songs	(Four language minimum)
Semester 6:	Four songs	(Preparation for Senior Recital, at least 1 opera or oratorio selections)
Semester 7:	Four songs	(Four language minimum)
Semester 8:	Residency II	

BMED Instrumental Licensure or Music Minor

Music Minor or Vocal Add-on: One credit hour lesson
 Three Songs per semester
 Two language minimum

UPPER DIVISION LEVEL CHANGE

The fourth semester jury serves as the audition into upper division study for all voice majors. Students will be assessed on technical and artistic progress and potential to continue in upper-level voice study. Students must make a jury grade average of C or better to advance to upper division.

Prerequisite:

MUPE: a minimum of 8 credit hours of MUS 1200 – Private Voice (four semesters)

BME: a minimum of 4 credit hours of MUS 1200 – Private Voice (four semesters)

Exceptions must be approved by the applied voice faculty.

Failing Upper Division Jury:

Students who do not make a C or better in the Level Change Jury cannot retake the Upper Level Performance Exam until the end of the following semester and must perform new repertoire. In the MUPE degree, failing the Upper Level Performance Exam three (3) times constitutes exclusion from the Performance degree. Exceptions must be approved by the applied voice faculty.

STUDIO VOICE RECITAL

All voice majors must perform in each semester's Studio Voice Recital. Students must provide at least 24 hours advance notice of expected absence and must provide official documentation concerning the absence or the final voice grade will be lowered by five points.

VOICE RECITAL ATTENDANCE REQUIREMENT

Students are required to attend all on-campus and online voice department events/performances. Mandatory recital/event dates will be given to students at the beginning of each semester or as soon as an event has been scheduled. Students must provide at least 24 hours advance notice of expected absence and must provide official documentation concerning the absence or the final voice grade will be lowered by five points.

MUS 1013 – 001 RECITAL CLASS

Vocal Performance Majors must enroll in and pass 8 semesters of Recital Class in order to graduate. Music Education Majors must enroll in and pass 7 semesters of Recital Class in order to graduate.

CHORAL ENSEMBLES

All full-time voice majors are required to be enrolled each semester in at least one of the two major choral ensembles; Tech Chorale and Concert Choir. Contact Dr. Craig Zamer for audition information:
czamer@tntech.edu.

OPERA AND MUSIC THEATER WORKSHOP

Opera and Music Theater Workshop is open to voice majors, instrumentalists, and non-majors. Prerequisite: Students may be required to audition with a song or aria of their choosing and demonstrate an ability to learn their music independently. Please contact Dr. Christopher Reames at creames@tntech.edu for more information.

JUNIOR OR SENIOR VOICE RECITAL

Repertoire:

Recital Programming and scheduling must be approved by the applied instructor.

Language requirements:

Minimum of Four Languages

Length:

BMPE Junior Recital	25 minutes minimum
BME Senior Recital	25 minutes minimum
BMPE Senior Recital	45 minutes minimum

Scheduling:

Seniors may schedule their recital from the first full day of classes through and beyond Labor Day. All other recitals may be scheduled the week following Labor Day.

Facilities:

Recitals may be scheduled in Wattenbarger Auditorium or the Recital Hall through EMS at <https://emsweb.tntech.edu/VirtualEMS/>. All recital requests must be approved by the applied instructor, the accompanist and administrative assistant Michelle O'Neil at Moneil@tntech.edu.

RECITAL HEARING**Date:**

No less than two weeks before the recital.

Scheduling:

The recital hearing and performance date should be booked simultaneously. Students are responsible for scheduling the pianist, location, time, and hearing panel for their recital hearing.

Fees:

Students are responsible for accompanying fees for both the hearing and recital.

Requirements:

Students must have a minimum of two voice faculty present at the hearing. All repertoire must be memorized and performance ready and the singer must be dressed appropriately. Students must present to the panel a final draft of the recital program including program notes and translations. The hearing will include the initial piece of the recital and the panel will choose additional selections.

DRESS REHEARSAL

Dress rehearsals are strongly encouraged and arrangements must be made in advance with the accompanist. Because of limited auditorium space, other performance venues may have to be secured for the dress rehearsal. Students are responsible for scheduling the location, time and accompanist remuneration. It is advised that students wear their recital apparel (especially shoes and neckwear) in the dress rehearsal.

RECITAL PROGRAM TEMPLATE

Templates may be found at the bottom of the Forms & Links page at <https://www.tntech.edu/fine-arts/music/scheduling.php>

RECITAL SETUP FORM

Students must turn in a Concert, Recital, Rehearsal Set-Up Form **two weeks prior** to the event date. Forms may be found at <https://www.tntech.edu/fine-arts/music/scheduling.php>

RECITAL PROGRAM PRINTING POLICY

The School of Music will provide printed programs if they are submitted to the office at least *two weeks* prior to the performance date. Contact Michelle O'Neil at moneil@tntech.edu for further information.

SCHOLARSHIP RECIPIENTS

Voice Area Scholarships:

Recipients of the 8 semester voice area scholarships and/or service awards must register on Tech's "Scholarweb" every year in order to continue to receive voice scholarship benefits. Students must retain a 2.5 GPA for the first three semesters and a 2.75 GPA thereafter to keep their music scholarships. Instructions may be found at <https://www.tntech.edu/scholarships/how-to-accept/index.php>

HOPE Scholarships:

To retain the HOPE Scholarship, students must achieve a cumulative GPA of 2.75 for first 48 semester hours. Afterwards, a student must either:

- Achieve a cumulative GPA of at least 3.0 **or**
- Achieve a cumulative GPA is between 2.75-2.99 with a semester GPA of 3.0 or above in the prior semester.

STUDIO ETHICS

If a student feels compelled to work with another instructor, the student must first communicate concerns with their current instructor and both parties attempt to resolve the problem. If a solution cannot be found, the student or teacher may contact the Vocal Coordinator and request a studio change. It is unethical for a student to approach another voice instructor to change studios without following these procedures. Although we provide open collaboration between studios, it is important that students notify their applied instructor if they intend to meet with another instructor (i.e. coachings, consultations).