

VOICE AREA HANDBOOK

Private Lessons and Repertory Classes

All new music majors perform an entrance audition on their principal and/or secondary instrument prior to the beginning of classes. The applied committee that hears the audition will evaluate the appropriateness of the performance for the music degree requested. Students who perform at a level appropriate for an entering freshman will enroll in MUSA 111(+ suffix). This same applied committee evaluates the progress of all students at the end of each semester. Students' progress through the appropriate levels of applied music for their specific degree requirement (MUSA 111-112, 211-212, etc.) in successive semesters. Students who do not perform at a level appropriate for an entering freshman may be admitted "on condition."

Students admitted on condition

Students admitted "on condition" must enroll in MUSA 101. For removal from conditional status, the student will re-audition at the end of the semester jury. When the student has passed this examination, they will then enroll in MUSA 111 the following semester. The student is allowed two attempts to re-audition. If the student fails the second re-audition, they are not admitted into the program. Graduate students who accepted "on condition" will study at the 400 level and will not receive credit towards their degree for those semester(s).

Grading Scale

(Plus/Minus Grading System) - The approved grading system within the Department of Music:

A	93-100	4.00	Excellent, achievement of distinction
A-	90-92	3.67	
B+	87-89	3.33	
B	83-86	3.00	Good

**A grade of B is the minimum achievement to maintain a music scholarship

**GRADUATE students must receive a grade of B (or higher) to receive semester credit

B-	80-82	2.67	
C+	77-79	2.33	
C	73-76	2.00	Fair

** UNDERGRADUATE students must receive a grade of C (or higher) to advance to next applied level.
(i.e. 112, 212, 212, etc.)

**A grade of C- (or below) requires the applied level to be repeated for credit

C-	70-72	1.67	
D+	67-69	1.33	
D	60-66	1.00	Poor, below level required for graduation
F	< 60	0.00	Failure, unsatisfactory achievement

Class Attendance Policy

Students are expected to attend all classes and should understand that they are responsible for the academic consequences of absence. Individual instructors have the prerogative of establishing their own attendance regulations in any course and are responsible for giving each student a written statement of those regulations at the first class-meeting.

The following policy is universal for all voice studios: ***If a student missed more than 3 unexcused absences, they will receive a grade of F.***

- Absences from private lessons or repertoire class will not be excused unless the instructor has been notified in advance and has determined that there is an adequate cause for the absence. In unusual circumstances, the instructor may excuse an absence without advance notification. The instructor decides whether the lesson will be made up.
- ***More than 3 combined unexcused absences*** will result in a student ***not receiving credit for applied lessons.***
 - absences are recorded for lessons AND repertoire class
 - 3 tardies (to lessons or repertoire class) equal 1 absence
- *Instructors are not obligated to provide make-up opportunities for students who are absent.*
- *Instructors are obligated to make up lessons that they miss or for student absences due to University sponsored events.*

Changing Studios

In the event that a student is unhappy with their progress with their current voice professor, they have the prerogative to switch studios. However, this situation should be dealt with in the most ethical and professional manner possible. A student must follow the steps and obtain appropriate signatures according to the form: STUDENT REQUEST TO CHANGE APPLIED VOICE INSTRUCTOR.

The steps for changing studios are as follows:

1. Student makes an appointment with the Chair of the Music Department to request their desire to receive instruction from another voice instructor
2. The student then discusses their reasons for requesting instruction from the future teacher
3. The student discusses their decision to switch voice studios with their current instructor

Changing your Major/Degree

If you wish to change your major and/or degree, you should contact Dr. Koehler in the Music Office. Students wishing to change to a Bachelor of Music in performance degree (BM MPER) must have the approval of your applied instructor and perform an audition with the appropriate applied committee following criteria for audition repertoire. The auditions are typically scheduled at the conclusion of a semester during the jury examination period.

Pianists

Staff pianists are assigned to each voice studio and are provided by the Department of Music for performances in Repertory Class, Thursday 11 a.m. Recitals, juries, and degree recitals. There is no charge to the student for a pianist. However, the student pays for any additional rehearsal with their pianist directly. The fee is determined by the Music Department and pianist.

● Voice division deadlines for submitting applied studio music to your pianist is October 1st for the Fall semester and March 1st for Spring. Failure to follow the deadline will result in the lowering of the final applied grade by 1 quality point.

Applied Music Jury Examinations

At the end of the semester, students are required to perform selections from their semester's repertoire list and adjudicated by Winthrop voice faculty members. (*See Repertoire Requirements below) The purpose of the jury is to offer the student constructive criticism and evaluate the student's standing in terms of music scholarship and degree program progress.

- Each member of the applied committee will assign the student a grade for the jury examination. The overall jury grade is determined by the average score from all committee members. The jury grade reflects the quality of work done for the semester as evidenced by that performance. This composite grade will constitute **at least 25 percent** of the final grade for applied music for that particular semester. The remaining 75 percent of the final grade will be the sole responsibility of the applied instructor.
- Before the jury examination, each student must obtain from the Music Office a **Repertory Sheet**; this form is also available online on the Winthrop Music Department website. The student should bring 3+ copies of this form to their jury. The Repertory Sheet should list all compositions that will be performed during the jury along with other works studied that semester. The student may be asked to perform any of the technical work covered during the semester (scales, vocal exercises, etc.). The student must be able to demonstrate technical and musical knowledge gained through study of the compositions listed on the repertory sheet.
- All students enrolled in 2+ credit hours (hour long lesson) of applied study will be questioned about their listed repertoire for the semester. Students should be prepared to answer questions about the translation of foreign language pieces, the style of a composition, the historical importance of the composer, and other relevant information.
- All voice majors, and those non-major students enrolled in 2+ credit hours of applied study, will begin their jury with a selection of their own choosing. Members of the voice faculty (not the singer's applied instructor) shall select 1+ additional piece(s) for the student to sing.
- All **non-major** students enrolled in 1 credit hour (half hour lesson) of applied voice study will perform one song of their choosing from their semester repertoire at their jury. Other repertoire studied should be listed on their repertoire sheet.

A sign-up sheet for juries will be posted on the Music Conservatory Bulletin board (directly across from the faculty workroom) 2-3 weeks before the end of the semester. When signing up for a jury time, please consider your staff pianist's schedule!

Jury examinations are required of all music majors enrolled in private lessons each semester of study, except in the following instances:

- Students who perform a recital after mid-term in a semester are not required to perform a jury.
- If a degree recital is performed before Fall or Spring Break, that student is still required to give a voice jury in the semester of their recital. However, these students will be allowed to list a reduced number of new repertoire selections at this jury.
- Students who enroll in voice at the 100 level during summer terms and do not count these hours toward their degree.

Summer Term Study:

Students enrolled in applied voice during the summer term and are using the hours gained in that term for degree requirements, are required to perform a jury. These juries will be held at the beginning of the fall semester, typically the Friday before classes begin.

Make-up Juries:

In the event that a student is ill and unable to sing, they may take an Incomplete for the semester and perform a makeup jury at the beginning of the next term (typically the Friday before classes begin).

- Students may not enroll in the next level of voice (i.e. 211 to 212) until a makeup jury is completed.
- If a student feels that they must take an incomplete, they are still required to attend their jury time at the advice of their applied instructor. Failure to attend a jury results in a grade of F. (The jury counts for 25% of the final grade. Receiving a grade of F makes highly unlikely that the student will receive a final grade of C (which is required to pass that level of voice.)

REPERTOIRE REQUIREMENTS

101/110	Non-Major/ Secondary	Repertoire selected at discretion of instructor
111-112*	B.M., B.M.E., B.A.	4 Songs each semester in 2 different languages
211*	B.M., B.M.E., & B.A.	5 Songs in 3 different languages
212	B.M., B.M.E., & B.A. (semester of Sophomore Applied Proficiency)	5 Songs in 4 different languages (English, Italian, French, German) **students will sing one piece in each language. This include the “song test”
311-312	B.M., B.M.E., & B.A.	6+ Songs each semester in 4 different languages
411-412	B.M.E. & B.A.	7+ Songs each semester in 4 different languages
411-412	B.M.	8+ Songs each semester in 4 different languages
610	Graduate Secondary	Minimum of 4 songs each semester
611, 612, 613, 614	M.M.	8+ Songs each semester in at least 4 different languages. Possibility of learning an opera role.

Sophomore Applied Proficiency Review

At the end of the 4th semester of applied voice (212 level), all voice students (BA, BME, BM) will be required to pass a Voice Applied Proficiency to the satisfaction of the voice committee. This screening will take place at the student's voice jury for that semester.

Students must pass all criteria in order to move to the 300 level of voice.

- Completion of MUST 235 (Italian/English/Latin Diction) with a grade of C or better (BM/ BME degrees only)
- Completion of MUST 236 (French/German Diction) with a grade of C or better (BM/BME degrees only)
- Successful MUSA 212 jury
 - Song Test and ability to show proficiency in lyric diction (French, German, English, Italian)

Any section of the barrier determined as deficient must be repeated at the discretion of the voice committee. (i.e. Repeat a diction course by audit). Students should sign up for 2 JURY SLOTS for the Voice Applied Proficiency.

The student will be evaluated using the following criteria:

- Song test: Students will be given a choice of either an Italian, French, or German song to teach themselves at least 2 weeks before the jury date.
 - It is expected that students will be able to learn this piece (notes, rhythm, accents, dynamics) on their own.
 - Student may begin their 212 jury with the song test or a song of their choosing
 - Students will sing 4 songs total (English, French, German, Italian) to show their diction proficiency
 - additional song(s) may be requested at the discretion of the voice faculty
- Ability to answer questions asked by voice committee pertaining to repertoire (translations, composer information, poet information, etc.)
- A written IPA transcription (BM and BME degrees) of the chosen song test must be turned in at the final jury. The purpose of this portion of the exam is to assess knowledge of the International Phonetic Alphabet.

Recital Attendance Requirement

All music majors are responsible for completing a **Recital Attendance Requirement**. Attendance at recitals and concerts is considered an integral part of a music student's education.

- ***To be eligible for graduation, all undergraduate music majors must have satisfied the recital attendance requirement while enrolled as full-time students.***
- Attendance at ten recitals is required each semester at Winthrop, except for the second semester of the senior year for all B.M.E. students (Internship II).
- Performances approved for credit include Thursday 11 recitals, faculty recitals, ensemble programs, and student degree recitals. The total number of recitals required for each degree program is:
 - B.M. Performance = 80 recitals
 - B.M.E. Choral or Instrumental = 70 recitals
 - B.A. in Music = 60 recitals
- Attendance will be taken on a ***Recital Attendance*** form. This form must be turned in to the designated collector after the performance. Each student receives notification of his/her recital attendance during each advisement period.
- Certain other concerts/programs sponsored by some off-campus organizations (The Charlotte Symphony, Opera Carolina, etc.) may be counted toward the recital attendance requirement. If you are in doubt concerning the eligibility of an off-campus performance to count for recital credit, request pre-approval from the Music Office.

Thursday 11 A.M. Recitals

- THURSDAYS at 11:00 AM are used by the Department of Music for weekly recitals.
- **Undergraduate music majors must perform at least once each semester as a soloist in an on-campus Department of Music recital - usually during the Thursday 11 a.m. Recital time. Your applied instructor will have more information on this requirement and the blank forms that need to be completed.**
- The student's applied instructor will determine whether performance credit will be awarded based on the nature of the music performed. The student's failure to meet this requirement will result in a grade of "I/F" (incomplete/failure) until the performance requirement is satisfied, unless excused by the instructor. Students enrolling for the first time at Winthrop during the spring semester will not be required to perform that semester.
- When the student and the applied instructor agree that the student is prepared to perform, the student should complete a ***Request for Appearance on Thursday 11 Recital*** form, which is available through the applied instructor or from the Music Office. The form must be returned to the Music Office by **2 p.m. on the Monday prior to the Thursday recital**. Forms received after that time will be scheduled for a later recital. ***It is the student's responsibility to list and correctly spell all recital information and to have the form signed by the applied teacher and the accompanist.*** Forms not completed properly will be returned to the student and the date of performance could be delayed.

Degree Recitals

The following degrees require recitals:

MM (Master of Music) Full

Recital

- To be completed during the student's final year of study at Winthrop University.
- 50 minutes of music demonstrating a variety of languages (4 +) representing different historical periods and styles.

BM (Bachelor of Music)

Half Junior Recital

- 25 minutes of music demonstrating a variety of languages and styles

Full Senior Recital

- 50 minutes of music demonstrating different historical periods, styles, and 4 major languages: English, Italian, German, and French.

BME (Bachelor of Music Education)

Half Recital

- To be completed the semester before student teaching occurs
- 25 minutes of music demonstrating variety of styles and 4 major languages: English, Italian, German, French.

** While BA degree candidates are not required to perform a voice recital during their tenure at Winthrop University, these students may apply for a recital upon the advice/counsel of their applied voice instructor and the voice division.

Recital Hearings

The student is responsible for performing a recital hearing for the voice faculty at least 3 weeks before the scheduled recital date.

- The student is responsible for singing a portion, or all, of the recital repertoire at this time.
 - The student begins the hearing with the first piece programmed on the recital
 - Voice faculty will then ask for additional repertoire from the program
 - Repertoire should be memorized (oratorio is an exception)
- In the successful completion of the recital hearing, the student is allowed to proceed with the voice recital.
- In the event of failing a recital hearing, the voice division will make the decision to either cancel the recital or have the student return to perform portions of the recital repertoire. If the hearing is not passed at this point to the satisfaction of the voice division, the student will not be able to give the recital in that semester. The hearing must be passed at least 2 weeks before the scheduled recital date.
- After the student passes the hearing, publicity for the recital will be released. Changes in date and location cannot be made once publicity has been released.

Recital Check List

Student picks up APPLICATION FOR STUDENT RECITAL in the Music Office when they schedule their recital date or at the beginning of the semester in which their recital is scheduled.

1. Required and Elective recitals
 - a. Degree Recitals (required) – Following actions MUST be completed the semester prior to recital date.
 - i. Student selects recital date with instructor and pianist.
 - ii. Student solidifies recital date with the Music Office
 - iii. Once the recital date is confirmed with the music office, the student fills out the Approval for a Student Recital form, receives the signatures required, and returns form to music office.
 - iv. A recital fee will be charged to the student's account for the semester in which the recital takes place. The fee provides a professional recording of the recital. Please see the Student Recital Checklist for more information.
 - b. Non-Degree Recitals (elective) – Scheduled only at the beginning of semester or 10 weeks prior to recital date.
 - i. Student selects recital date with instructor and pianist. Student fills out a recital application form and returns it to the music office no later than 8 weeks prior to recital date.

***Note that the Application for Student Recital requires Applied Instructor AND Pianist signatures to express consent of chosen recital date.

2. Applied instructor, student, and pianist select a hearing date that is at least 3 weeks in advance of recital.
 - a. Applied instructor confirms date, time, and location with the music office.
 - b. (Recital hearings are normally scheduled during Common Time on Thursdays or on Fridays.)
3. Applied instructor contacts voice committee with confirmed hearing date/time and location.
4. After the hearing, the Voice Division Chair will process appropriate paperwork and deliver to the music office.
5. Please see the online Student Recital Checklist for specific timeline requirements, deadlines, and procedures necessary that fall within 8 weeks of the recital date. The Student Recital Guide will provide more information on recital programs, recordings, reception rules, and fees/cancellation policies. Failure to supply complete recital information or to adhere to published deadlines may result in forfeiture of the recital date.