



BUTLER
UNIVERSITY

Jordan College of the Arts

School of Music

Voice Area

Student Handbook

2018-2019

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Handbook Purpose

This handbook serves as an addendum to the School of Music Student Handbook. It has important information specific to the voice area and important forms in the appendix. This handbook also serves as an addendum to the individual voice professor's syllabus, which may differ from professor to professor. As a student at Butler University, Jordan School of Music, you are responsible for all information found in this Handbook, the School of Music Handbook and the individual syllabus. Keep all three handy throughout your time with us and refer to them often.

Faculty Contact Information (Alphabetical)

Thaddaeus (T.J.) Bourne	tbourne@butler.edu	317-940-9058	LH 285
James Caraher	music@butler.edu	317-940-9246	LH
Kirsten Gunlogson	kgunlogs@butler.edu	317-940-9246	LH 285
Dr. Steven Rickards	srickard@butler.edu	317-940-6048	LH 285
Dr. Oliver Worthington	oworthin@butler.edu	317-940-4247	LH 245
Dr. Dana Zenobi	music@butler.edu	317-940-9246	LH 241

Academic Advisors

Every student is assigned an academic advisor. It is the responsibility of your advisor to guide and assist you as you plan your schedule for each semester. Your advisor can also be a valuable resource as you make decisions about your studies and the career you are intending to pursue. You may call upon your advisor for help at any time.

The pursuit of a music degree is a demanding endeavor. You should think of your advisor as your advocate in a process that can too often become complicated and strenuous for everyone involved. Should you feel at any time that you need additional assistance you are encouraged to schedule a meeting with the Voice Area Coordinator.

Applied Voice Lessons

Applied Voice Lessons are individual lessons with you, your voice professor, and your collaborative pianist. Voice lessons focus on technique, musicality, literature and performance.

It is a Voice Area policy that attendance and punctuality are **mandatory** for all classes. Any unexcused absence will automatically result in the dropping of your grade. If you are going to miss a lesson, whether excused or unexcused, you must notify your professor as soon as you become aware of this absence. Notification after the fact will count as an unexcused absence. Two absences without notification will result in a grade of failure and the student then must audition again for placement in a Voice Studio and for the school of music. It is at the discretion of the professor whether an absence is excused or unexcused. It is also the professor's decision whether an unexcused absence (or missed voice lesson) will be made up. Your course syllabus for each class will explain each professor's individual policy in this area.

Lesson times are individually scheduled; you are responsible for contacting your voice professor to schedule your lesson. This needs to be done as early as possible. If you are unsure of your Applied Professor, please contact the Voice Area Coordinator.

Voice Studio Class

Voice Studio Class is a credit-bearing class that meets on Mondays and Wednesdays at 2:00 for an hour. **Attendance is mandatory for all registered students at both meetings.** On Mondays each voice professor will have an individual studio class for his/her students. Check with your professor to find the appropriate room. On Wednesdays all voice students will meet for group instruction in LH 124 which may include performing as well as ancillary supporting instruction.

Collaborative Pianists

All students in Applied Voice are required to have a pianist for their voice lessons. The pianist will play for a ½ hour of lesson time, a ½ hour of rehearsal time each week, when you are scheduled to sing in Studio Class, and for your Final Jury. Accompanists are subsidized by the University, but you will be responsible for the balance of the fee. You and your pianist will be required to sign a Collaborative Pianist Contract for the semester. One copy must be provided to the Voice Area Coordinator. You can find a contract in the appendix or online at www.voced.edu/voicearea/contract.htm

Voice Area Recitals

Voice Faculty Recitals are **mandatory** for all Voice Majors unless written permission is received from your Applied Voice Professor before the recital. We encourage you to go to as many voice recitals as possible; this will not only support the performer by your attendance but will give you a chance to learn performance practice for your instrument. Your Voice Professor may require you to go to all the recitals in your studio, if not the whole area. Check your syllabus for specifics.

Voice Studio Placement

Choosing a Voice Teacher to guide you technically through your 4 years deserves careful consideration: At Butler University we try to make it as easy as possible. All our Voice Professors in the School of Music are proven professionals with years of success, so you cannot go wrong with any choice. Following the steps below will make the process an easy one.

Students without Applied Voice studio placement must fill out a Studio Request Form. The form asks you to provide your choices of three possible professors, ranked in order of preference. Writing in less than three choices will nullify the form. This form will be used by the Faculty to determine studio placement at the beginning of the semester.

Determining your choice. You will find bios of each Voice Professor online at <https://www.butler.edu/music/faculty-staff>. Contacting a Voice Professor is your responsibility. The Voice faculty is willing to talk with you personally to discuss ways in which they teach and ways in which they can help you personally attain your musical and educational goals. Ask them for time to meet to discuss with them their ideas on voice, on teaching, pedagogy, etc. You will want to understand not only the technique they teach, but also how they teach and how you feel your personalities match. Try to find the teacher who best teaches the way you feel you can learn. A great vocal technique is lost on a student who does not respond to that specific teacher. Ask current and former students; they have firsthand knowledge.

Changing Studios

Students remain with their Voice Professor throughout their time here at Butler University. The stability of this relationship is vital to progress. The Voice Professor is aware of the needs of the student technically and thus is best suited to guide them. Changing studios can be very disruptive to the student's vocal growth. Infrequently changing studios may become necessary. While all our teachers give much the same information, each does it in a different way. Sometimes hearing it differently can lead to greater success for the student. If this becomes the case, you may request to change teachers. Your School of Music Student Handbook addresses Change of Studio saying:

D. Changing Applied Teachers: The School of Music assigns applied instructors based on the developmental needs of the student, student preference, and the available space in each instructor's studio. Every attempt is made to accommodate each student's unique needs, preference, and growth potential.

Students who wish to change applied instructors are encouraged to discuss the switch with their current teacher first. If a student is not comfortable discussing this with their current teacher, they should contact their advisor, or the Associate Director of Undergraduate (or Graduate) Studies, or the Director of the School of Music.

The following procedure for changing studios is an addendum to that policy.

1. **Do not listen to gossip.** Opinion is individual. Every voice student thinks their voice teacher is the best one; that is why they are in that studio! This comes from the fact that the student and teacher have a good learning relationship. The student practices and learns from others and feels good about what they are learning. A great way to determine who may meet your needs is to ask fellow students to name someone besides their own teacher they would recommend. This will often lead to a more honest opinion.
2. **Your first step is to discuss your issue with your current teacher.** Most of the time an open discussion of issues reveals opportunity to succeed, therefore frank discussion leads to success in the studio. Do not be afraid to discuss with your teacher your needs and desires, as these often align with the wishes of the teacher. Most often this leads to students staying in a studio forging a better, stronger teacher-student relationship.
3. **Studio changes are only made between semesters.** It is not possible to change studios outside of the drop/add period.
4. **If, after discussion,** it is still felt that a change is in order, the student must communicate this to the teacher and contact the Voice Area Coordinator. The student is then free to contact other teachers and return to the process described above in Choosing a Voice Teacher.

To reiterate, you must express the desire to change studios with your current teacher first. Neither the Coordinator of Voice nor any other Voice Professor can help you with this process until communication with your current professor has taken place.

Dropping a class

If in the earliest part of the semester you realize you may not get a satisfactory grade, you may drop a class. See <https://www.butler.edu/registrar/drop-add-withdraw> for more information. While dropping a class may preserve your GPA and scholarship renewal, realize that dropping a class taught in a sequence may delay completion of your degree plan.

Juries

Juries are required of all voice students except for those giving a recital during the second half of the semester. A jury is part of your final exam for Applied Voice lessons.

1. Students must complete a jury repertoire sheet and bring at least three printed copies to the jury. Repertoire/jury sheets can be found at <https://www.butler.edu/music/current-students/undergraduate-handbook/applied-music>. Please choose the option to print on both sides of the sheet creating a single sheet for each professor to complete in your jury.
2. The student should be prepared to choose the first selection. A faculty member (other than your voice professor) will pick the following piece or pieces to complete your examination.
3. All prepared pieces must be performed from memory without exception.
4. The jury grade will be an average of the individual grades given by the faculty members present. This averaged grade will count for 25% of the overall semester grade.
5. Each teacher will provide comments and feedback in support of the grade they assign. These comments must be made available to the student.
6. A schedule will be posted the last week of class. Please coordinate with your pianist and choose an appropriate time according to posted instructions.

The following minimum repertoire requirements are the responsibility of the student. Please check to make sure you are prepared for your jury.

- AM 121 2 -3 songs memorized
- AM 171 3 - 4 songs memorized
- AM 221 4 songs minimum memorized
 - second year 6 memorized
- AM 321 3 songs memorized
- AM 371 4 songs memorized
- AM 421
 - BA (perf.) 6 songs memorized
 - BME 6 songs memorized
 - AA 6 songs memorized
 - BA (general) 6 songs memorized
 - BM 8 songs memorized

Upper Division Examination—Applied Voice Requirements

An Upper Division Examination is an opportunity to show your work and dedication to your chosen degree plan. Passing the Upper Division process allows you to register for Upper Level courses needed to graduate with a degree from the School of Music. This examination should not be taken lightly and will determine whether you will continue in your chosen degree plan. Your Voice Professor can speak candidly with you about the progress that will be needed for you to pass as well as challenges that may keep you from passing.

From the Jordan College of Fine Arts Undergraduate Handbook

The Upper Divisional Examination is required of all music majors whose degrees require applied major study beyond the sophomore level. Failure to pass the exam will require repetition of 200-level study on the major instrument or voice until the exam is passed. The examination is graded pass/fail by a faculty committee. The student should register for AM 299, "Upper Divisional Examination" (P/F)(U)(O), in the semester that he/she is playing the Upper Divisional. <https://www.butler.edu/music/current-students/undergraduate-handbook/applied-music>

STUDENTS MAY NOT PERFORM A JUNIOR RECITAL UNLESS THEY ARE ENROLLED IN APPLIED MUSIC AT THE 400 LEVEL.

Requirements for Enrollment in 400 level Applied Music:

1. A cumulative grade point of 2.5 or better in all applied music private study prior to the semester in which the exam is taken.
2. Satisfactory progress toward completion of the chosen degree, including at least 22 hours in music, all with a grade of C or better, including completion of and/or current enrollment in MT102.
3. A grade of 2.67 or better (B-) on the Upper Division Examination to progress to Upper Division (400) level study.

Applied Voice Major Upper Division Examinations have specific repertoire requirements and required supporting documents. The regular fourth semester jury will be expanded to serve as the Upper Division Examination.

1. **REPETOIRE:** Selections must meet the following criteria and must be performed entirely from memory. Repertoire from past semesters **MAY** be sung at this exam, but at least 4 selections must be from the current semester.
 - a. Languages: Selections must be sung in their original language and include at least English, Italian, German, and French.
 - b. Style periods: Selections representing Baroque, Classical, Romantic, and 20th/21st Century must be offered.
 - c. Genres: One selection from opera or oratorio and one from musical theater must be offered.
 - d. Self-Study Selection: The student will prepare one selection without assistance from his/her teacher. The professor must approve the selection.
2. **REQUIRED DOCUMENTS:** Two supporting documents must be provided. These documents should be carefully prepared, proof-read and edited before final printed versions are presented at the jury.
 - a. Repertoire List: All repertoire studied at the university level should be provided in a well-organized list by language. Make sure that titles and names are correctly spelled including diacritical marks. Provide birth and death dates for composers. Include any opus or catalog information available.
 - b. Personal Statement: Each candidate will provide an essay that answers the following questions:
 - i. How has your view of music/singing changed after four semesters of applied study?

- ii. What vocal and musical problems/concerns have you addressed and hope to address in the future?
 - iii. What role do you believe singing will play in your future?
- 3. EVALUATION AND COMPLETION:
 - a. Performance of the repertoire offered in the exam must demonstrate:
 - i. Musical Sophistication
 - 1. Attention to dynamics, tempo markings, intonation, ensemble with pianist, diction, historical style and performance practice, etc. Rhythmic and pitch inaccuracies are entirely unacceptable for this level of study and will result in failing grades.
 - ii. Stage Presence and Performance Skills
 - 1. Appropriate acting that shows full knowledge of the text, dramatic context if from a larger work, sincerity, etc.
 - b. Students will be notified upon completion of approval, denial, or a required rehearsing. If approved, the student may begin study at the 400 level. If denied the student may attempt to pass the exam at the end of the next semester. If the student fails the exam twice,

Recitals

Recitals are great chances to show your friends, family, colleagues, and professors the growth you have experienced and the work you have done in your lessons and practice. While recitals are fun opportunities to sing in public, they also serve a valuable role in your education. That is why a formal recital is required for many degree plans. Required recitals must be graded and meet the appropriate requirements.

1. AM 300 – Junior Recital (may be given the junior or senior year)
 - a. Required for BME, BA (Applied Concentration), and BM Performance Majors
 - b. Three of the following musical periods must be represented: Baroque, Classical, Romantic, or 20th/21st century.
 - c. At least four languages represented which must include Italian, German, French, and English.
 - d. At least 30 minutes of music must be presented.
2. AM 400 – Senior Recital (given the senior year)
 - a. Required for BM Performance Majors
 - b. Three of the following musical periods must be represented: Baroque, Classical, Romantic, or 20th/21st century.
 - c. At least four languages represented which must include Italian, German, French, and English.
 - d. Between 50 and 60 minutes of music must be presented.

Scheduling Recitals

- The student, in consultation with his or her teacher and the collaborative pianist must schedule their recital no later than the 12th class day of the semester of the recital.
- file:///C:/Users/owort/Downloads/music-recital_information_and_checklist.pdf Please use this link to find a checklist of steps to follow in scheduling a recital.

Grading Recitals

- Recitals are graded on a pass/fail basis.
- The student is responsible for securing three faculty members to grade the recital.
 - The student's teacher
 - Another voice teacher
 - Any other music faculty member. If your major is education, a music education professor is suggested.

Programs and Program Notes

- Make sure that the information you submit for your recital follows standard practice of form for citation. Include information such as the names of larger works from which excerpts are taken as well as catalog/opus numbers when available. The recital program and any program notes you offer are a part of your presentation and may affect the grade.

Recital Hearings

All students giving a required, graded recital must have a Pre-Recital Hearing. It is very important to schedule your hearing at least three weeks prior to your scheduled recital. At this hearing you must have all your recital music prepared and ready for professional performance. All aspects of the recital will be offered at the hearing, including guest artists, instruments, or choirs. Anything that is not offered in the hearing will not be allowed on the recital.

At this hearing, the three faculty members you have chosen for your grading panel will determine your recital's readiness. It is your responsibility to schedule the hearing making accommodation for the schedules of all involved parties. Provide three copies of your finalized printed program along with program notes, translations or any other ancillary materials you plan to provide the audience. Fill out one copy of the Voice Hearing Form provided online <https://www.butler.edu/music/v-presenting-recital> or in the appendix.

You should be prepared to sing the entire program in its entirety. You may choose the first piece you would like to offer; your panel will choose as many additional selections as they feel necessary.

If the panel feels you are not appropriately prepared, you will be asked to re-schedule your recital and repeat the hearing.

Time Management

At Butler University and the School of Music, students will find many opportunities for involvement that will pique their interest. From clubs and Greek organizations to ensembles and chances to sing at various events, possibilities abound. While you are encouraged to enjoy your time here, these things must never become an excuse for failing to meet your academic responsibilities. This includes attendance and preparation at all classes and lessons. The following guidelines are intended to assure that students have ample time to devote to their studies:

- **MAKE TIME TO STUDY and MAKE TIME TO PRACTICE.** This time is not on your schedule of classes, so it is up to you to create the time needed to complete the work assigned in your classes. A great idea is to write it into your daily schedule, as if these times were classes. Providing that structure to these activities will make it easier to succeed.
- Performance opportunities are an important part of your education. As a singer, you will be offered many opportunities to become part of many ensembles and performances. While you may be interested, or feel compelled to get involved in many, you must remember that you are a student first!
- Becoming involved in the Greek Organizations is an excellent way to form relationships with fellow students, and many students find a home away from home with their organization. These organizations do ask for extensive time, however, and you should consider the time needed for your classes and grades before you decide to join.
- It is the student's responsibility to examine any Ensemble rehearsal schedule and schedule of classes and to inform the Ensemble Director of all conflicts with regular classes.
- When attending college, many students find themselves on their own for the first time. This new-found freedom can be exhilarating but comes with responsibilities. Always remember that you are here to earn a Music Degree. Learning social skills in this environment is an important aspect of the college experience, but never forget that **classes come first**. According to the Federal Government, your occupation is now officially student. Don't get fired!!

Vocal Health

You are a singer. This means that your instrument is not in a case, to be put together for rehearsals and then put away in your room until you need it again. Your instrument is YOU. Your entire body is what you use to create the music. It is your responsibility to care for your instrument. Well cared for, your instrument should last a lifetime!

What is Vocal Health? This means getting enough rest (8 hours+), frequent hand washing, eating right, exercising, drinking lots of water to stay hydrated and monitoring vocal fatigue in extended rehearsals. This is enormously important lesson to learn as a "Human Instrument"!! Remember, if you can't sing in your lesson, you can't receive a grade for that day and your final grade will suffer.

Occasionally, you may need to mark during rehearsals to prevent vocal fatigue and possible damage. You should confirm your request to mark with your director prior to rehearsal. Just as your being able to sing during your lessons is related to a passing grade, so is your ability to participate and contribute during rehearsals. For a more detailed definition of

marking, please refer to "The Technique of Marking" chapter in Richard Miller's On the art of Singing.

Rehearsal and Performance Conflicts

Performance and rehearsal conflicts either inside or outside of the School of Music are not excuses to miss a class. Arrangements to accommodate such commitments must be made with each individual professor, and the decision whether to accommodate is up to the professor. This includes permission to arrive late to a class or leave early.

Rehearsal and Performance Etiquette

The Professors, Ensemble Directors and staff- whether Guests or Faculty- are, in addition to educators, working professionals. Their careers are the result of years of training and performance experience. Throughout the rehearsal process they are expected to treat you like a professional. You, as an essential part of your own training, are expected to treat them in the same manner. Professional behavior requires your presence, punctuality, courtesy, the learning of assigned material in a timely manner, and the demonstration of your serious commitment to the process.

It is a brutal but undeniable fact of our industry that an individual singer is- except in the rarest of cases- both expendable and replaceable. A student who does not exhibit professional behavior at all times will- at the sole discretion of the Professor and/or Ensemble Director and the Director of the School of Music- be fired or replaced, and any grade adjusted accordingly.

Dress Code

At Butler there is a Dress Code for all performances. Juries, Studio Classes, Recitals, and Masterclasses are all considered performances and thus require proper dress. At these and similar events, professional attire is expected and required. For Choral and Opera Performances you will have a specific costume, but for all other performances you will need to provide your own attire.

For men, professional attire includes slacks, buttoned shirts with collar, dress shoes, socks, suits, jackets, or ties. For women, blouses, knee length skirts or dresses, slacks, suits, and dress shoes with heels no higher than 3 inches. Appropriate undergarments are necessary for everyone.

Dressing don'ts: FlipFlops, athletic shoes, shorts, jeans, t-shirts, hats, overly revealing clothing, heels higher than 3 inches or platforms. Remember, in these situations it is important to allow the listener the opportunity to enjoy your performance; clothing that distracts from this is to be avoided.

Grades

Grades are a form of communication. They are how a professor tells both you and the University the degree to which you have satisfied the requirements of a course. There are specific grade requirements for the university, for Jordan College of the Arts, for the School of Music, and for keeping a scholarship. Make sure you are aware of all requirements. To keep your scholarship, you must maintain “A G.P.A. of 3.0 on a 4.0 scale within the major and the minimum requirement of a 2.0 cumulative G.P.A...while in attendance for at least 12 hours per semester. A student must also continue to make satisfactory progress toward a declared major in music.” The following language concerning grades is taken from the JCA portion of the Bulletin. “Courses in the student’s major or minor receiving a grade of C- or below or taken pass/fail will not count toward that major or minor.” Further, any student receiving a grade of F for Applied Music/Voice Lessons will be removed from the current degree plan and required to re-audition for acceptance into the School of Music.

Choral/Opera Ensembles

The voice faculty encourages participation in choral/opera ensembles. An Ensemble allows you to implement your technique and musical expression in a safe and structured environment. Please let your Voice Professor know **ALL** of the Ensembles in which you are participating, both on and off campus. It may be vocally beneficial to have more ensemble participation or to have less ensemble participation. Consult with your Voice Professor if you have any questions about your individual participation in Ensembles.

Music

There is a plethora of resources to find vocal music, but we must insist that you follow copyright laws. These can get quite tricky. It will behoove you to understand these laws (title 17). You can certainly make use of public domain music, but it is your responsibility to know if it is actually in the public domain. Nearly all of your music can be found in the library. If you cannot find it there, please request it for future students to find. There are also several places on the internet to find and buy your music. Cultivating a personal library is beneficial. Many teachers suggest at least one anthology a semester. Consult with your voice professor to ascertain the best anthologies for your personal library.

Syllabus

Each class at Butler University is required to offer a syllabus, either on paper or online. A syllabus tells you all you need to know about the given course, including schedules, requirements, books needed, policies of the classroom, professor office hours and contact, objectives, grading. **Once you receive a syllabus or are told where to find it online, you are responsible for all the information found in it.** Assignment due dates, exam schedules, attendance policies, etc. are the responsibility of the student. The syllabus is your roadmap for the class; refer to it at least twice a week to be sure you are on track.

Voice/Opera Callboard

The Callboard for the Voice Area is found on the second floor of the Lilly Hall next to room 245. On this Callboard you will find announcements regarding auditions, classes, opportunities, or the Voice Area in general. Make it a habit to check this Callboard regularly.

Communication

To communicate effectively with all of you throughout the academic and calendar year, the Voice Area Coordinator maintains an up-to-date database for all singers. You are asked to provide current and accurate contact information at the beginning of the year. It is important that you update this information whenever anything changes. Make certain that we have a current address and phone number.

Communication through a non-Butler email address is discouraged by the administration. While information will go up on the Callboard, it is imperative that you check your Butler email at least twice during the school day, to stay abreast of any class, rehearsal or other changes. You are responsible for any communication emailed to you from the University, School of Music or your professors.

Course Evaluations

Course Evaluations provide you with the opportunity to communicate likes and dislikes about a specific course, instructor or classroom. Both the School of Music and the University treat these Course Evaluations very seriously and so should you. Take the time to provide clear and constructive feedback.

Recommendation Letters

Many graduate schools and employers want recommendations letters from your applied voice professor. Ask your voice professor what makes them write a stellar letter for a student and follow those guidelines to ensure a stellar letter for your own performance.