



SCHOOL OF MUSIC
VOCAL HANDBOOK

Division of Vocal Studies

Baylor University
2018-2019

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Dear Baylor Voice Student:

Welcome! This handbook has been prepared to give you helpful information about Baylor University's Division of Vocal Studies. Specific policies, procedures, and degree requirements are outlined. Your careful study of these pages should answer many of the questions and concerns facing you, both as you begin this exciting time of your life and as you anticipate your studies in the coming years. The members of the Voice Faculty are here to assist you in your endeavors. Should any policy or statement need clarification, don't hesitate to ask any of us for assistance.

The Division of Vocal Studies emphasizes strong and thorough class and private vocal instruction, providing sound training in vocal repertoire, pedagogy, diction, and artistry, while maintaining a primary commitment to excellence in performance. We hope that your time at Baylor will be both stimulating and productive.

The Voice Faculty and Staff

This handbook describes policies and procedures for undergraduate voice students enrolled as music majors in the School of Music at Baylor University. The provisions of this handbook do not constitute a contract express or implied between Baylor University or the School of Music and any applicant, student, student's family, or faculty or staff member. Baylor University and the School of Music reserve the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and is not intended to nor does it contain all regulations that relate to students in the School of Music.

Teacher Assignments

Upon registration for voice, all majors and concentrations will receive biographies of the voice faculty and a Teacher Request Form whereon the applicant may indicate four teachers of his/her choice in order of preference. This form should be completed and returned to the Vocal Office before teacher assignments are made.

The number of openings in the studios will vary from year to year, but a student's teacher request is honored if at all possible. An applicant may contact and audition for a particular teacher prior to matriculation. The teacher may then request that this student be placed in his or her studio if he or she wishes. Teacher assignments will be made by the Director of the Vocal Division in consultation with the Voice Faculty. Studio assignments will be posted in a timely manner on the bulletin board outside of the Vocal Office. (WHE 206)

Lessons

Lessons are either 25 or 50 minutes in length, although they are often referred to as "half hour" and "hour" lessons. The extra few minutes should enable students to make it to their next class or appointment on time. Those students enrolled in the following course numbers will receive one 25-minute lesson weekly:

- 11V1 Undergraduate voice electives, Freshman and Sophomore
- 31V1 Undergraduate voice electives, Junior and Senior
- 51V1 Graduate voice electives

Those students enrolled in the following course numbers will receive one 50-minute lesson or two 25-minute lessons weekly:

- 12V1 BA, BM, BME concentrations: Freshman and Sophomore
- *32V1 BA, BME concentrations, BM performance majors: Junior and Senior
- *34V1 BM performance majors (prior to Fall 14): Junior and Senior
- 52V1 Graduate Vocal performance majors
- 54V1 Church Music DMA, voice concentration

*BA, BME and BM majors must pass Level II before they register for upper level voice courses (32V1, 34V1).

Make Up Lessons

Those lessons missed by your teacher for any reason will be made up. Student absences for any reason, including illness or scheduling conflicts, will be made up at the discretion of the teacher, and only if the teacher is notified prior to the absence. Any time the University is officially closed (such as holidays) or one of the choirs is off campus, the lessons will not be made up.

In order to receive a passing grade, a student must attend 75% of the scheduled lessons during a semester. Individual teachers have the right to develop their own policy on the matter of student absences. If for any reason your ability to meet this requirement seems doubtful, discuss it with your teacher as early in the semester as possible. Waiting until the last part of the semester might mean that failure becomes unavoidable.

Studio Class

Studio Class is a group made up of those students studying with a particular teacher. Your studio class will meet at a time and place designated by your teacher on a weekly basis. Currently, Studio Class meets on Tuesdays from 5 to 6 p.m. Room assignments are posted on bulleting boards. Attendance and participation in this class comprises a part of your semester grade in voice.

Vocal Coaching

MUS 4151/5151 (Vocal Coaching/Advanced Vocal Coaching) are the course numbers for private vocal coaching available to upper division and graduate voice majors. MUS 5151 is expected for graduate students during each semester in which they are registered for Applied Voice. MUS 4151 is the course number for undergraduate students. Seats in each course are limited, and the voice faculty has developed a process by which we may determine a priority order for registration for these courses. Students must submit a "Vocal Coaching Request" form by Nov. 1 for spring registration, and April 1 for fall registration. Forms can be found under the "Current Students" tab of the School of Music website.

Coaching opportunities will be prioritized in the following order:

1. MM-Performance (Voice)
2. BM-Voice performance senior
3. BME-Choral (Voice) senior
4. BM-Voice Performance junior
5. DMA-Church Music-Voice
6. BMCM (Voice)-Senior
7. BME-Choral (Voice) Junior
8. BME-Choral (Keyboard) senior
9. BA-Applied
10. BME-Choral (Keyboard) junior
11. BA-Church Music
12. PhD-Church Music
13. BA-Academic

It is important for students to have the opportunity to work with both of our vocal coaches. Therefore, graduate students will coach with a different coach each semester, while undergraduates will remain with the same coach for both fall and spring.

Collaborative Pianists

Vocalists and instrumentalists who are studying applied music are expected to engage the services of a collaborative pianist in a timely fashion to play for lessons, rehearsals, and performances. Please see the “Guidelines for Working with Collaborative Pianists” that appear below. Compensation for these services is the responsibility of the student. A limited number of student pianists are provided free of charge by the School of Music. These are graduate assistants and students from the undergraduate and graduate accompanying courses. Because of the demand for collaborative pianists, students presenting degree recitals will be given first priority for these pianists. Collaborative pianists are also available on a private, free-lance basis. A list of pianists is available at RG 209, or via e-mail. (Pianists wishing to be included in this list should contact the Director of Collaborative Piano.) Fees for free-lance pianists typically range from \$15 to \$20 per half hour, depending on the level of experience of the pianist, and the amount and difficulty of repertoire to be prepared. While the list of pianists is provided through the school, all arrangements with these pianists (contracting, scheduling and payment) are the exclusive responsibility of the student. Please e-mail the director with any questions regarding collaborators or collaborative services.

Guidelines for Working with Collaborative Pianists

*The essential guideline: **plan ahead***

1. The student **soloist is responsible to contact the pianist in advance** to allow for adequate preparation of repertoire for rehearsals, lessons, and performances. This demonstrates respect for the pianist’s time and other performing commitments as well as a desire for a high-quality musical experience.

2. **Music** should be given to the pianist as soon as it has been assigned. *Do not wait until you wish to rehearse together to get the pianist the music.*

3. ***Inadequate preparation time may result in a delayed performance.***

These minimum amounts of preparation time for various activities must be met for pianists provided through the school:

(time allowed should be increased with the difficulty of the piece)

Rehearsal	48-72 hours
Lessons	1 week
Performances (music hours, recital hearings, juries, etc.)	2 weeks

It is well within the pianist’s right to refuse a request for a rehearsal, lesson or performance date if she/he was not given the music in a timely fashion, or if the minimum preparation time was not met.

4. A minimum of 24-hours notice is to be given **for cancellation or rescheduling** of rehearsals, lessons or other engagements. Meetings cancelled with less than a 24-hours notice, unless the direct result of an emergency situation, will only be rescheduled at the pianist's discretion.
5. Know the best way to reach your pianist. Pianists have been advised to respond to **messages** in a timely fashion; however, a soloist should not assume that the pianist "got the message" and should keep calling or writing until confirmation is received.
6. Pianists who are provided through the school are assigned a certain number of hours per week. **Hours** may not be "banked" or "stored" for a later use unless the pianist agrees to do so. Hours beyond those assigned per week are *subject to a charge* at the pianist's discretion. Fees and method of payment should be discussed in advance.
7. In working with freelance pianists, students should show similar consideration for the pianist's time by procuring her/his services well in advance, by making sure she/he has the score, and by discussing all fees and how they are to be paid. It is strongly suggested that some sort of invoice system be used to facilitate this.

Any questions, comments or concerns should be directed to:

Director of Collaborative Piano

710-7427

RG 209

Changing Voice Teachers

If you have problems with your assigned teacher and wish to change from one studio to another, you must follow this procedure:

1. Speak to your teacher about your concerns.
2. Speak with the Director of Vocal Studies. He will offer counsel to you and will act as a mediator if conflict arises.
3. If the problems cannot be worked out, sign the attached STUDIO TRANSFER REQUEST and take it to your teacher.
4. After discussing your concerns and intentions, the teacher will sign the form, releasing you from that studio at the end of the semester.
5. Make arrangements with another teacher for an audition. Take the form with you.
6. Upon hearing you, the prospective teacher may accept you or suggest another faculty member.
7. When agreement has been made with a new teacher, he/she will sign the release form and give it to the department head.

NOTE: Freshmen and transfer students are expected to remain with their assigned teacher for at least two semesters before a studio change will be considered. It is considered professionally unethical to discuss changing studios with another teacher until you have followed steps 1-3 above. The voice faculty will not discuss possible studio changes with students until they see a release form from the current teacher.

Vocal Testing Standards and Degree Requirements

I. ACHIEVEMENT TESTS (JURIES)

- A. Every voice student must take an achievement test or level hearing at the end of each semester during the examination period. If a student is unable to sing a jury or level because of illness, he/she must present a doctor's excuse. A grade of I, given to a student who is unable to sing a jury must be made up in a jury scheduled in the next semester, or the grade automatically becomes an F. This grade cannot be changed except in unusual extenuating circumstances. A student may be excused from juries in the semester of a recital at the teacher's discretion. A student who has completed both levels and recitals and who elects to study voice is excused from taking a jury. Level proficiency is not required for BA Academic majors.
- B. All students will list their semester's repertoire by title and composer on the Jury/Level Evaluation sheets (provided by the Vocal Division Office) in sufficient quantity for the faculty committee which comprises their jury. Songs prepared for the jury should be clearly indicated. In the case of Level Hearings, only prepared literature should be listed. Solo, duet, and chamber music may be offered as part of a Jury/Level Hearing. All music listed must be performed on demand.
- C. Repertoire requirements for non-music majors are at the discretion of the teacher; however, a minimum of three songs in any language is suggested. An achievement jury is required at the end of the semester of study. Usually only one memorized song will be heard by the jury.
- D. Music majors enrolled for one 50-minute lesson per week should memorize a minimum of six songs each semester, which should represent various vocal styles, languages, and periods. The teacher may reduce these requirements for a non-level jury if the student is pursuing specific technical goals. The faculty committee will make selections from the repertoire list.
- E. The Division of Vocal Studies uses a 100-point scale to evaluate Jury and Studio Achievement.

97-100	A+
94-96	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
Below 60	F

II. LEVEL HEARINGS

All voice majors must pass two full-faculty Level Hearings before their degree recitals may be given; these are outlined below. Normally these hearings will be taken at the end of a semester, instead of a Jury. Only in unusual extenuating circumstances may a Level Hearing be taken at another time in the semester.

GRADING: These two Level Hearings and Recital Hearings will be graded “pass/fail” by the faculty: a majority of “pass” votes from the faculty evaluating the Level Hearing or Recital Hearing is needed for successful completion. Each teacher will factor these examination results into the semester’s grade at that teacher’s discretion.

REPEATING A LEVEL: A student failing a full-faculty Hearing (Level or Recital) may repeat it. No Level may be taken more than twice. Two failures will result in the student’s being advised into another degree plan or major.

EXAMINATION FORMAT: The Vocal Division Faculty, sitting as a committee, will select from the repertoire submitted, always including required items. The faculty will write comments to support their grade and to aid in the student’s progress.

A. Level I: a hearing before the full Vocal Faculty to evaluate the student’s progress in his/her degree program.

1. This hearing usually occurs at the end of the second semester of study: transfer students or students changing degree plans may be exempted from this exam based upon audition results.

2. Repertoire requirements are six songs, in two or more languages, including English. The repertoire may include songs studied in previous semesters. All repertoire should be memorized with the exception of oratorio arias or chamber music which may be performed with the score, according to standard performance practice.

3. **Keyboard Concentrations** in the BME and BM Church Music degrees must demonstrate their proficiency in singing by passing Level I after two to four semesters of vocal study. Consent of the teacher is needed. Repertoire requirements: six songs in at least two languages are to be memorized. There is no aria requirement or self-prepared song.

B. Level II: a hearing before the full Vocal Faculty to approve upper division standing and readiness to begin recital preparation.

1. This hearing will usually be taken at the end of the fourth semester of study: if possible, there should be two semesters of study between Level I and Level II, and at least one semester between Level II and any recital.

2. Repertoire requirements: eight pieces which include at least one selection in French, German, Italian, and English. Latin, Spanish and other languages may be included as long as there is one selection in each of the four required languages. The pieces may include ones from previous semesters, but no material may be used from Level I. All repertoire should be memorized with the exception of oratorio arias or chamber music which may be performed with the score, according to standard performance practice. One of the eight selections must be prepared by the student without help from the teacher: this piece, designated the “self-prepared” piece should be assigned approximately six weeks prior to the hearing, and must be in Italian, German, or French.

3. Special repertoire requirements for the various degree programs follow:

BM, Vocal Performance

Included in the eight pieces must be an opera aria and an oratorio aria: one of these arias must have a recitative section. A separate recitative may be prepared for Level II, if neither aria chosen contains one.

BM, Church Music, Vocal

Level II repertoire should include sacred selections, including an oratorio aria with a recitative section. An opera aria may be included but it may not replace the oratorio aria.

BME, Vocal Concentration: BA, in Music, Vocal Concentration

An opera or oratorio aria, including a recitative section, must be one of the eight pieces.

BME, BM Church Music Keyboard Concentrations refer to page 9, under Examination Format: A. Level 1, 3.

Voice Recital Repertoire

BME, BA, BM Church Music, and BM Junior recitals should have 25 minutes of music. Literature from the Levels may be used. The program should be composed of a variety of styles and languages. All repertoire, with the exception of oratorio arias or chamber music, must be memorized at the time of the hearing unless otherwise approved by the Division of Vocal Studies faculty.

BM Senior Recitals should have between 40 and 50 minutes of music. Literature from the Levels may be used. The program should be composed of a variety of styles and languages. All repertoire, with the exception of oratorio arias or chamber music, must be memorized at the time of the hearing unless otherwise approved by the Division of Vocal Studies faculty.

MM Church Music Vocal Performance Recital should have 50 minutes of music, of which 25 minutes will be devoted to sacred music.

MM Vocal Performance Recitals should have 50 minutes of music. Two graduate credits in "Recital" are required for this degree: one of these must be a full-length solo recital: the second credit may be earned through performance of:

- a. a full length solo recital
- b. a major role in an opera production (the student must petition his/her graduate committee for approval of the role to be sung for credit)
- c. a lecture-recital

Recital content and form will be decided with the major professor, and must be approved by the Director of Graduate Studies and the student's Graduate Committee at least 45 days prior to performance. All repertoire, with the exception of oratorio arias or chamber music, must be memorized unless otherwise approved by the Division of Vocal Studies faculty.

There will be no recital hearing at the graduate level. Each recital will be heard by that student's Graduate Committee. This committee will grade each recital individually and without consultation immediately following the performance. The average of the grades will constitute the credit grade.

Substituting Major Opera Role for Half of BM-Voice Senior Recital

Petition process can be carried out via the following procedures:

- Substitutions are only permitted during the senior year (or later)
- Student must formally request substitution from her/his applied voice professor.
- If the applied professor approves the substitution, then the professor emails the request and approval to the rest of the voice faculty.
 - The voice faculty may wish to discuss whether they will consider the character a major role
- Voice faculty members should email the voice administrative assistant and division chair whether or not they approve the substitution.
- Submissions approved by the applied professor will be approved or denied based upon the vote of the voice faculty.
- Printed email confirmation of that vote will be placed in the student's file in the division office.
- If approved, the amount of repertoire performed during the shortened senior recital would roughly equal 25 minutes – the same amount of repertoire performed in a BM-Junior Recital.
- Student registers for recital (MUS 40V1)
- Student should inform the student's recital committee which nights he/she will be performing the role, using the last page of the current "Vocal Hearing Form" (<http://www.baylor.edu/content/services/document.php/226680.pdf>). Students, please select the word 'opera performance' instead of 'hearing' on this form.
- The recital committee attends opera, signs forms, and assesses performance as a usual recital hearing
 - Committee members may attend either of the two performances or a dress rehearsal to ascertain the student's level of preparedness on the role
 - Faculty members should use their complimentary tickets for the performance

Substituting Major Opera Role for One of Two Graduate Recitals

Petition process involves the use of the “Graduate Recital Substitution” form.

- Student must formally request substitution from her or his major professor, and major professor must first sign the “Graduate Recital Substitution” form indicating his or her approval or non-approval.
- If applied professor approves, then the student must obtain signatures on the “Graduate Recital Substitution” form from the rest of their graduate committee.
 - The voice faculty and/or student’s committee may wish to discuss whether or not they will consider the character a major role before signing.
- If committee approves the substitution, the student must take the “Graduate Recital Substitution” form to the Graduate Program Director for final approval.
- The signed “Graduate Recital Substitution” form is then placed in the student’s file with the graduate program office.
- Student registers for recital (MUS 5170)
- Student must inform the Graduate Program Director, the program’s administrative assistant, and the committee which nights he/she will be performing the role.
- The graduate recital committee attends the opera, signs the regular recital forms, and grades the performance as a regular graduate recital.
 - The student must arrange for committee members to receive complimentary tickets to the opera performance

Recital Procedures

You must enroll in the recital course that corresponds to your applied music course during the semester that you present your recital. You will not be allowed to schedule your recital if you are not enrolled. Please consult the University Catalog for further information.

Reserving a Hall

You are limited to the venues under the administration of the School of Music: Roxy Grove Hall, Recital Hall II, Meadows Recital Hall, Jones Concert Hall (organ and percussion only, or by permission from the Associate Dean of Operations). All recital reservations are made by completing and submitting the ***Recital Scheduling Form***. This form is an editable PDF, which means you will need to open it in *Adobe Acrobat* in order to fill it out. All required fields on this form must be completed in order for this form to be accepted and processed (**see the sample form in the Appendix**). Please note the check boxes under each alternate time slot to indicate flexibility in start and end times. The more flexible you are with times the more likely you are to get your first or second choice of date and venue. After filling out this form, click the SUBMIT button at the bottom of the page to load it into your email application as an attachment. If for whatever reason the SUBMIT button does not work for you, you may email the form as an attachment to:

MusicRecitals@baylor.edu

Note that submitting the form any time before 7:00 AM (even 6:59 AM) on the day and date specified by the School of Music for your type of recital will result in your form not being accepted for processing. After submitting your form, you will be contacted by Mrs. Tucker regarding the date, time, and place for your recital; or regarding any issues that need to be addressed with your request.

Students may schedule recitals for the **Fall 2018 and Spring 2019** semesters by submitting/emailing the ***Recital Scheduling Form*** no sooner than 7:00 AM on the following days, or any day or time thereafter:

Tuesday, September 4	All graduate recitals; Sr. BM Piano recitals
Wednesday, September 5	Sr. BM recitals – Performance Majors only
Thursday, September 6	BME recitals and other Senior BM recitals (Comp; Church Music)
Friday, September 7	All Junior recitals and BA recitals
Tuesday, September 11	Special recitals and any other non-degree student recitals

Tuesday, January 22
Wednesday, January 23
Thursday, January 24

Friday, January 25
Tuesday, January 29

All graduate recitals; Sr. BM Piano recitals
Sr. BM recitals – Performance Majors only
BME recitals and other Senior BM recitals (Comp;
Church Music)
All Junior recitals and BA recitals
Special recitals and any other non-degree
student recitals

Scheduling Recitals

No one will be allowed to schedule a recital unless he/she is enrolled in the appropriate recital course. Recitals must be presented on or before the last day of classes in a semester, with the exception of spring semesters in which the last class day is Friday. In this case recitals may be scheduled on Saturday and Sunday following the last day of class. Recitals may be scheduled against faculty or ensemble performances. The only restrictions in scheduling student recitals are that they not to conflict with Distinguished Artist Series (DAS) events, and that they conclude by 6:00 PM on Sunday evenings. Be aware of the impact scheduling against other programs might have on attendance at your recital, and how scheduling conflicts will impact other participants you are collaborating with.

When determining your recital date, first consult with your applied teacher. You may wish to use the **Recital Scheduling Approval Form** in order to find agreeable dates and times with your professor. You must also be cognizant of the commitments you have for the semester in terms of your large ensembles, chamber music, and studio or departmental commitments. Consult the syllabi for your courses, which are required to have all dates specified that require your attendance inside or outside of class time.

Location and Time

All degree Recitals may be presented in Meadows Lecture/Recital Hall, Roxy Grove Hall, or Recital Hall II at any time on Monday through Saturday, or prior to 6:00 p.m. on Sunday. Recitals occurring in other on-campus venues must be approved by the Associate Dean for Operations and scheduled with the Administrative Assistant (McCrary Lobby). All off-campus venues must be approved by the Associate Dean of Operations. It is not possible for the School of Music to provide recording services for off-campus recitals. Off-campus recitals will also not be included in School of Music publications such as *Music This Week*, website, or social media publicity.

There is no cutoff date for giving non-degree recitals in the fall semester; in the spring semester the cutoff date is March 31. Non-degree recitals may not be presented after

March 31. Performances may be presented in Meadows Lecture/Recital Hall, Roxy Grove Hall, or Recital Hall II on Monday through Saturday, or prior to 6:00 p.m. on Sunday.

Length of Recital

A maximum of fifty (50) minutes and a minimum of forty (40) minutes of music is required for a Senior BM recital, with the *overall length not to exceed 60 minutes including intermissions and stage time*. All other degree recitals may not exceed twenty-five (25) minutes of music, with the *overall length not to exceed 30 minutes including intermissions and stage time*.

Scheduling Hearings

Hearings may be scheduled with the Administrative Assistant (McCrary Lobby) thirty (30) days prior to the recital date. Hearing must be passed a minimum of fifteen (15) days before the recital. **Vocal students must obtain a Student Recital Hearing Scheduling Form from the Vocal Office or from the School of Music website under Current Students.**

Scheduling Rehearsals

Hearing Rehearsals

Rehearsal time may be reserved at the time the hearing is scheduled or a maximum of 15 days before the hearing. Scheduled rehearsal time for hearings will be deducted from the allocated rehearsal hours.

An Undergraduate Recital Reservation Form must be submitted to the Administrative Assistant (McCrary Lobby) in order to schedule recital hearing rehearsals.

Recital Rehearsals

Recital rehearsal time may be scheduled once the hearing is passed and the signed Recital Reservation form and 27 correct final printed programs have been submitted to the Administrative Assistant (McCrary Lobby).

Up to three (3) hours of rehearsal time (including setup and breakdown) in the hall for Senior BM recitals may be distributed as the performer desires. All other undergraduate recitals may schedule up to two (2) hours of rehearsal time (including setup and breakdown) in the hall. In the event of unusual setup and breakdown circumstances, an additional thirty (30) minutes of time may be reserved for each rehearsal.

A signed Undergraduate Recital Reservation Form must be submitted to the Administrative Assistant (McCrary Lobby) in order to schedule recital rehearsals.

Collaborative Pianists

Pianists are to be contacted early in the recital planning process; they are to be given music a minimum of **six weeks in advance of the hearing** in order to allow for their optimum preparation. All fees and arrangements for payments are the responsibility of the student and are to be discussed in advance. All collaborating musicians' names are to be included on any programs, advertisements, flyers, etc.; the term "assisted by" should not be used under any circumstances, and the term "pianist" should be used instead of "accompanist."

Recital Programs

The layout and printing of student recital programs are the responsibility of the performer. Students are required to follow this new procedure and its specifications listed below. If you have any questions, please see Dr. Randy Umstead, Associate Dean for Academic Affairs (Roxy Grove 107).

Before Hearing (Undergraduates only)

1. Type program information in program template (on the School of Music website under Current Students).
2. Proof your program according to specifications below. Refer to examples of other student recital programs can be found at this Crouch Library [LINK](#) if needed.
3. **Take a copy to your applied teacher for further proofing.**

When Hearing is Passed

4. Make any final corrections as needed after hearing is passed.
5. **Take master copy for final proofing to** Administrative Assistant (McCrary Lobby).
6. Take master copy to The Copy Center (Morrison Hall, Room 150, Monday-Friday, hours 7:30-6:00) at least 24 hours in advance of due date. Kinko's may be used if official music paper is purchased from The Copy Center.
7. Request Central Duplication or other printer to print on music paper the quantity of programs you need plus the **27** we need, to cut all to centered 6 1/4" x 9 1/2" size, and to **shrink-wrap 20 of the programs.**
8. **Applied teacher's signature is required on one final printed program and the recital reservation form.**

9. Write in timing for each piece on one final printed program (for Recording Studio).

After Hearing is Passed and No Later than Ten Days Before Recital

10. Turn in the **27 correct** final printed programs (includes 20 shrink-wrapped programs, 1 signed program by applied teacher, 1 program with timings) and signed Recital Reservation Form to the Administrative Assistant (McCrary Lobby). Programs will be checked and Recital Reservation Form will be signed.
11. Send a PDF file of final program to Ruth.Tucker@baylor.edu

Dress rehearsals cannot be scheduled until #10 and #11 have been completed.

Program Specifications

Programs not meeting these specifications will be returned to you to be reprinted:

- Must use program template
- Camera-ready master must be printed on laser printer
- Must use School of Music paper (purchase from The Copy Center)
- Printer must cut to exactly 6 1/4" x 9 1/2" centered
- Must use Palatino font for all text except recital type and fulfillment statement which is to be Zapf Chancery
- Minimum font size: 9
- Recitalist's name and instrument in largest font
- Names and instruments of all other performers as indicated on template
- Correct type of recital: Senior, Junior, BME, Church Music, BA, Special
- Names of all pieces and movements to be performed
- Full names of all composers with their birth and death dates
- Full name of arranger in addition to composer's name/dates, if piece is arranged.
- Intermission or Interval, if needed
- Fulfillment statement in Zapf Chancery
- Name of recitalist's teacher: (Your Name) is a student of (teacher's first/last name)
- Complete date, place, and time of recital in **CAPS**
- Faculty acknowledgement, if faculty member performs
- No unnecessary information or symbols added (i.e. receptions, stars etc.)
- If 2 pages are needed, request The Copy Center to print front to back; submit 1 extra final program. If 2-page joint recital, submit 2 extra final programs.

Recording

A member of the School of Music recording studio staff will make an audio recording of each approved performance, with the possible exception of off campus recital venues (please refer to policy for off campus recitals on page 13 for more information.) Staff members will be available thirty (30) minutes before the performance to assist with pre-concert setup of recording equipment, and for thirty (30) minutes following the concert to assist with recording equipment breakdown and storage. The School of Music **does not** provide video taping of performances. **Assistance for stage setup, ushers, and house managers are the responsibility of the performer.**

Receptions

Beginning with the 2017-2018 Academic Year and concert season, the School of Music is no longer allowing students to sponsor receptions outside of performance venues following recital programs. Post-Recital Receptions must be done either off-campus, or in another venue on-campus outside of the School of Music. Students who do not comply with this policy are subject to a fine of \$250.

Special Instruments

The Dowd harpsichord is available for use only in Roxy Grove Hall. The Collegium harpsichord is also available for use in School of Music sponsored functions. Anyone wishing to use the harpsichords should contact Dr. Jann Cosart at least thirty days in advance of the performance. Requests for harpsichord tuning should be submitted to the piano technician at least thirty days in advance of the performance. The Harpsichord Request Form and Instructions for Completing and Submitting the On-Line Piano and Harpsichord forms are located on the School of Music website under Current Students. The Hamburg Steinway concert grand in Roxy Grove Hall is to be used only for faculty and piano degree recitals.

MUS 1001
Recital Attendance Syllabus

- Instructor:** Dr. Randy Umstead, Associate Dean for Academic Affairs
Room 107, Roxy Grove Hall
Randy_Umstead@Baylor.edu
- Attendance Monitor:** Ms. McKenna Lalani, Undergraduate Academic Programs Mgr.
Room 113, Roxy Grove Hall
McKenna_Lalani@Baylor.edu
- Goals:**
1. To provide students with opportunities to participate as audience members in the active process of music-making.
 2. To provide students with opportunities to develop and broaden listening skills as musicians.
 3. To provide students with opportunities to hear a broad range of music repertoire presented in live performances by large ensembles, chamber music groups, and soloists.
 4. To provide students with opportunities to hear performances by all Baylor University faculty and students, as well as guest artists.
 5. To provide students with opportunities to develop and model appropriate concert etiquette as audience members.
- Grading:** **Grades assigned will be either 'P' (Pass) or 'Fa' (Fail). To receive a grade of 'P', a student must attend 8 events during the semester for which the student is registered in MUS 1001. If a student does not attend 8 events, the assigned grade will be 'Fa'. No incompletes will be given.**

Only events from the following categories will satisfy recital attendance requirements:

- All Baylor School of Music Ensemble events
- All Baylor faculty recitals – solo and chamber music
- All School of Music Convocation events – excluding lectures, master classes, and Music Ed. Convocations
- All guest recitals
- DAS events

A maximum of two (2) outside events may be counted toward the total number of required events (8). Waco Symphony Concerts will be considered outside events. All outside events other than Waco Symphony should be pre-approved for credit by the Associate Dean. "Music This Week" postings will indicate those events that will satisfy attendance requirements. No event will receive double credit.

MUS 1001 is an academic course at Baylor, and the University Honor Code applies fully to work done in this course. Any dishonesty related to MUS 1001 is a violation of the Honor Code and will be treated as such. This includes misrepresenting in any way a student's attendance at a recital, or being aware of such misrepresentation without notifying the Associate Dean for Undergraduate Education. Minimally, any dishonesty associated with this course will result in failure of the course, and could result in further action taken by the University Honor Council.

Degree Requirements: All BM, BME, and BA (music) majors must successfully complete **six** semesters of MUS 1001 with a grade of 'P'. Music minors must complete **two** semesters of MUS 1001.

The above requirement is modified for transfer students who were music majors at their transfer institutions as shown below:

<u>Freshmen</u> Music Transfers	(up to 30 hours completed)	6 semesters required
<u>Sophomore</u> Music Transfers	(30 hours completed)	4 semesters required
<u>Junior</u> Music Transfers	(60 hours completed)	2 semesters required
<u>Senior</u> Music Transfers	(90 hours completed)	1 semester required

Transfer students who were **not** music majors at their transfer institution *must complete six (6) semesters of MUS 1001.*

Additional Requirements:

The following additional requirements applying to MUS 1001 should be noted:

1. First- and Second-Semester Freshmen music majors **must** register for MUS 1001.
2. Students are strongly advised to register for MUS 1001 each subsequent semester until the requirement is completed.
3. A student **must be registered for MUS 1001 in order to receive credit** for the course. If the course is added after the semester has begun, the **student** must process the drop/add procedure and will be assessed the drop/add fee.
4. No more than two outside performances per semester will be accepted for credit. Outside performances are any performances which are not sponsored by the BU School of Music. These events should be pre-approved by the Associate Dean for Academic Affairs in order to receive credit. (Waco Symphony concerts do not have to be pre-approved.) In order to receive credit for an outside event, both a program and a ticket stub must be submitted to Ms. Lalani (room RG 113) no later than 5:00 on the day following the event. For a weekend event, the materials must be submitted no later than 5:00 p.m. the following Monday.

5. No events will receive double credit. No credit will be given for TMEA events.
6. Students who do not meet requirements for any given semester will receive a grade of "Fa". Deficiencies **may not** carry over into a subsequent semester. A student **may not** substitute an academic music course for failing grades in MUS 1001.
7. Students will not receive credit for attendance at any event in which they participate as a performer for any portion of the program.
8. The last day to earn recital credit is the last class day of the semester.

Procedures Regarding Attendance Documentation:

1. Students will be required to swipe their current, active Baylor ID card as they enter the event, and again after the event has ended.
2. **Under no circumstances will a student be allowed to enter his/her Baylor ID number manually. A student must present his/her ID to the attendance monitor to be swiped in order to receive credit for the event.**
3. Entry swipes will begin approximately 15-20 minutes prior to the performance. Entry swipes will not be allowed once the performers are on stage.
4. Students should process their exit swipe **immediately** after the performance is over. Exit swipes will not be allowed until after the performance has ended.
5. Under no circumstances should any student argue with the attendance monitor. The attendance monitors follow the procedures described in this syllabus and cannot deviate from these rules in any manner.
6. **Attendance records will be kept in the MUS 1001 CANVAS site in the grade section. PLEASE NOTE: There will be a period of time of several days between the event and the time that the attendance at that event is recorded in CANVAS. An announcement will be posted in CANVAS each time that the attendance records are updated.**

Vocal Music Hours

There will be 8-10 Vocal Music Hours scheduled each year. Dates for these Music Hours will be posted at the beginning of each semester. A member of the Voice Faculty will manage these departmental recitals. In order to appear on a Music Hour, you must secure a form from The Division of Vocal Studies Office (WHE 206) or online, complete the form, obtain your voice teacher's signature, and turn it back in to the office. These forms must be submitted by 5:00 p.m. on Thursday, prior to the performance.

Incomplete forms will not be accepted.

Participants will be accepted according to the order of submission and if there is no room for you on the Music Hour requested, you will be placed on the next date.

Master Classes

Each semester the Division of Vocal Studies hosts a guest artist as a part of the Lyceum Series of Master Classes. These Master Classes are an important learning opportunity for you. If there is a Division of Vocal Studies Master Class scheduled during your regular lesson time, you will be required to attend the Master Class in lieu of your lesson.

CHORAL MUSIC AT BAYLOR

Choral Ensemble Policies

No freshman, either music major or non-major, should* be placed in A Cappella Choir, Bella Voce, Chamber Singers or VirtuOso. Freshmen music majors will be placed in Concert Choir, or Men's/Women's Choir in response to ensemble balance.

Freshmen music majors may be encouraged to be in Men's Choir, Women's Choir, or Opera as a second ensemble, provided they have not entered Baylor on provisional status.

At the end of the first semester of study, a student's participation in a second ensemble will be reviewed by the Director of Choral Activities, the Director of Vocal Studies, and the related Director, if applicable (Director of Music Education or Director of Church Music). To continue participation in the second choral ensemble for the second semester of study, students must:

- Maintain a 3.0 GPA
- Earn an A or B in Applied Voice
- Receive the approval of a majority of the student's jury panel

Sophomores, juniors, and seniors may elect a second ensemble if they successfully audition into that group, but they are not required to participate in more than one choral ensemble unless it is required by their degree plan. BME-Choral (Voice) and BM/BA Church Music (Voice) may be encouraged to enroll in a second choral ensemble since ensemble skills are extremely important to these degree programs.

No student may participate in more than two choral ensembles, or one choral ensemble and opera without the consent of his/her applied teacher.

MM-Performance (Voice) students will be placed in a choral ensemble during their first year of study. They may elect to use opera (MUEN 5004) to satisfy their ensemble requirement in their second year of study if they are cast in a role.

*with exceptions in extraordinary circumstances

Auditions for the Choral ensembles take place near the end of the fall and spring semesters for returning students, and during Welcome Week for incoming freshmen and transfer students. The various choirs are:

A CAPPELLA CHOIR (MUEN 1100/5002) - The premiere choir at Baylor University. Selected by competitive audition, the choir performs a wide variety of musical styles and appears on and off campus. The A Cappella Choir has performed for the Texas Music Educators Association as well as the prestigious National American Choral Directors Association Convention.

Rehearsals --MWF—11:15 a.m.-12:35 p.m.--MMB 114--1 hr.

CONCERT CHOIR (MUEN 1107/5007) - The Concert Choir performs music from all styles of choral repertoire with emphasis upon both accompanied and unaccompanied works. Under the direction of Dr. Lynne Gackle, the choir frequently performs major works, having recently sung *Te Deum* by Haydn, *Requiem (Fauré)*, and *Mass in G* by Schubert in collaboration with the Baylor Campus Orchestra. At least once each year, the choir joins forces with the A Cappella Choir for major performances with the Baylor Symphony Orchestra. The choir is open to both Music Majors and non-majors upon audition. Performing on and off campus, the auditioned group has developed a strong reputation for excellence.

Rehearsals --MWF—11:15 a.m.-12:35 p.m.—Recital Hall II – WHE --1 credit hr.

MEN'S CHOIR (MUEN 1121/5021) - With a long history at Baylor, the Men's Choir provides an exciting experience from barbershop harmonies to serious works. Comprised of many non-majors, the group has appeared at major venues, including the Texas Music Educators Association Convention.

Rehearsals --TR—11:00 a.m.-12:15 p.m.--RH II--1 hr.

WOMEN'S CHOIR (MUEN 1124/5024) - Comprised of both music majors and non-majors, the Women's ensemble is an auditioned choir of 90 - 100 voices which provides the opportunity for performance of a wide variety of excellent repertoire for women's voices. The ensemble performs for the Parents Weekend Concert, Fall and Spring Concerts, the Christmas at Baylor Concert and hosts the Baylor Women's Choir Festival as well as participates in the Texas Intercollegiate Women's Honor Choir Festival. Additionally, the Women's Choir performs independently as well as with other campus ensembles such as the Men's Choir and the Campus Orchestra.

Rehearsals--TR—11:00 a.m.-12:15 p.m.—Location – JCH - 1 credit hr.

CHAMBER SINGERS (MUEN 1105/5005) - The 16 voice Chamber Singers specializes in music from the Renaissance and contemporary areas. Noted for its excellence in the choral art, the auditioned group performs as the resident choir for Armstrong-Browning Library.

Rehearsals--TR—12:30-1:45 p.m.—Roxy Grove Hall--1 hr.

BAYLOR BELLA VOCE (MUEN1193/5093) - Baylor Bella Voce is a highly select women's choral ensemble of forty-two singers. Entrance into this ensemble is by audition only. The course is open primarily to music majors (voice majors, choral music education majors and church music majors) at the undergraduate and graduate level. Baylor Bella Voce performs a wide and interesting variety of choral selections reflecting various style periods and genres from the vast repertoire of treble music currently available. The ensemble presents performances within the university community, the local community, state, as well as nationally and internationally. The level of musicianship and performance artistry is of the highest attainable by collegiate singers.

Rehearsals –TR –12:30-1:45 p.m.—Recital Hall II--1 hr.

VirtuOSO (MUEN 1122/5022) - VirtuOSO is an a cappella group made up of thirteen singers of different majors and musical backgrounds. VirtuOSO sings a variety of songs, ranging from country to rock to alternative and jazz. The group takes current songs and arranges them specifically for their unique sound with tight harmonies. The arrangements also include vocal percussion and sound effects to enhance the musical experience of the audience.

Rehearsals – MW – 3:35-5:30 p.m. – Recital Hall II—1 hr.

Students who are selected for a solo performing opportunity within an ensemble are strongly encouraged to consult with their Applied Voice Teacher regarding this assignment and to bring this music to the voice lessons for assistance.

Baylor Opera Theater and Opera Workshop

The Baylor Opera Theater exists to provide appropriate performing opportunities to students who are a part of the Vocal Department at Baylor University and enrolled in the Opera Ensemble and other classes in the opera area. Every effort will be made to provide as many performing opportunities for these students as possible during a given school year. Towards this end the majority of all opera productions at Baylor University will be double-cast. The current curriculum in Opera at Baylor University includes the following courses:

Acting for Singers I: This course is designed to acquaint young singers with the basics of the stage as well as preparing them for future auditions and concert performances. The final exam for this course is a concert performance of a vocal piece suited to the individual student's current skills and vocal studies. This course is offered to both Undergraduate and Graduate Students.

Acting for Singers II: This is a collaborative course where singers learn interactive stage skills in acting while also confronting the fact that singers do not have the option of completely immersing themselves into a character as an actor might, but rather must be able to deliver a believable performance while still singing, and singing well. So singers have to learn the difference between "feeling" an emotion – in which case their singing would be affected in a negative fashion, and allowing the audience to believe that the singer is feeling that emotion through their body language, sincerity of spirit and the quality of the singing. The final exam for this class is a concert of Opera Scenes chosen specifically for the students in the class. This course is offered to both Undergraduate and Graduate Students.

Opera: This is the Core Ensemble Course for both Graduate and Undergraduate students. Students sign up for this class when they are cast to sing in one or more of the opera productions at Baylor University. This includes all characters in the opera as well as the Opera Chorus. (Occasionally the Opera Chorus may be one of the choral ensembles, in which case a student does not have to sign up for both since the assignment in the opera is a part of the requirement for their grade in the Choral Course. However, students who wish to perform in the Opera Chorus may become supplemental members of the course by auditioning for the opera and being assigned to the chorus. In which case the student would sign up for the Opera Course. You should check with the Director of Opera and/or the Director of Choral Activities, as this may not be the case for all opera events.) The final exam for this course is completing the performances of the opera and successfully completing all the technical requirements, including the strike. Every effort will be made to provide all interested students with some performance opportunity but this may not always be possible in all cases. While this course is available to both graduates and undergraduates your audition will determine your status for being a member of the class. Students should also note that while both Graduate and Undergraduate students may use the same course number to sign up for one of the courses listed above, there are separate Graduate and Undergraduate sections of the Opera Course.

Advanced Opera Workshop: This course may only be taken by permission of the Director of Opera or the Music Director for the Opera Program. You also need the permission and nomination of your vocal teacher in order to take this course. The course itself is designed to help young singers make the transition from student to

graduate student or from student to working professional. Towards that end you will receive intensive one-on-one coaching from both the Stage and Music Directors of Opera at Baylor. Your “aria package” (five or more in at least three languages) will receive the most attention, as this will be what you will be presenting to graduate schools for admission or opera companies for employment consideration. You may also perform any other vocal literature that you would like to work with the Professors as time allows. You will receive specific help with appropriate movement and posture for the performance of the works as well as coaching on the musical line and diction. You will also have the opportunity to learn about and discuss “performance practice” which includes instruction with regard to things that you will be expected to know that might not be indicated in the score. Recitative style and performance will also be covered in this course, particularly any recitative that you will be expected to perform with your aria selections. Essentially, everything that has to do with your performance will be specifically coached with the exception of your vocal production, which is the preveue of your Vocal Professor. If a vocal problem is identified you will be referred back to your teacher to work out the solution.

There are also specific “special sessions” offered in this course that include, but are not limited to: Putting together your résumé or Curriculum Vitea, doing your taxes as an Independent Artist, Sending your materials to a professional company, The pros and cons of trying to sing in America as opposed to working in Europe and how to go about approaching either or both, and many more. Not all of these will be offered each semester, but rather the students in the class will choose the topics they would most like to cover and the Professor will schedule the classes accordingly.

This course is very much focused to each individual enrolled so you should not enroll in this class until you have learned a sufficient amount of literature to bring in for advanced coaching work.

Because of the nature of the course and the focus on the individual student there is no final exam as such but rather a minimum number of times and different pieces you need to coach during a semester. This number is higher for Graduates than it is for Undergraduates. Check the Syllabus for the course for specifics.

Opera Projects I & II: These are special projects in the area of opera and may involve anything from the specific study of a character to costuming or serving as props manager for a show. Please consult the Director of Opera for specific information with regard to what would qualify as an Opera Special Project prior to signing up for the course.

The Student National Association of Teachers of Singing

The Student National Association of Teachers of Singing (SNATS) chapter at Baylor is an organization of students established in order to provide its membership with increased knowledge about singing and teaching others to sing as well as practical information on maintaining a professional career in the field of classical vocal music. To this end, each meeting features a guest speaker who has found professional success and is willing to assist our members in achieving their own. Past guests have included an Otolaryngologist, a specialist in the adolescent female voice, a teacher with an established private studio, and various members of the Baylor Voice faculty who have, as individuals or as part of a panel discussion, provided information on Vocal Pedagogy, Vocal literature, educational and professional tracks for specific career goals, teaching the female voice, teaching the male voice, and similar topics. In addition to providing valuable information, our organization engages in service activities such as assisting the vocal faculty when hosting the Texoma Regional NATS conference, and we enjoy social activities together such as attending “Live from the MET” broadcasts at our local theater. Membership in SNATS is an excellent avenue for the development of leadership skills and an opportunity to become involved in the primary professional guild for the teaching of singing. For more information regarding our organization, please contact the SNATS Faculty Advisor, Deborah Williamson at Deborah_Williamson@baylor.edu.

The Thomas Stewart Award for Vocal Excellence

With the consent and support of Baylor University’s illustrious alumnus, world-renowned operatic baritone Thomas Stewart, the Voice Faculty for the Baylor School of Music has established THE THOMAS STEWART AWARD FOR VOCAL EXCELLENCE. Criteria and procedures for determining the recipients of this award are:

1. Students will be nominated by members of the Voice Faculty from the year’s graduating classes, both graduate and undergraduate.
2. Nominees should have exhibited outstanding vocal and artistic achievement as a performer while a student at Baylor University.
3. Nominees should, in the faculty’s opinion, exhibit outstanding potential for attaining a successful professional career in music.
4. The names of nominees should be submitted to the Director of Vocal Studies by April 1 of each academic year. The award will be determined by a majority vote of the Voice Faculty from those students nominated.
5. The recipient of the award will be recognized at the Honors Convocation and will receive a commemorative plaque; his or her name will also appear on a permanent plaque in the office of the Division of Vocal Studies.

A Four-Year Model Plan for the BM in Voice
(for students entering before Fall 14)

Freshman Year

Fall	<u>Hours</u>	Spring	<u>Hrs</u>
Theory and Musicianship (1301, 1101)	4	Theory & Musicianship (1302, 1102)	4
Applied Voice (12V1)	2	Applied Voice (12V1)	2
Secondary Instrument-Piano (1131/11K1)	1	Secondary Inst.-Piano (1132/11K10)	1
Ensemble	1	Ensemble	1
English (1302)	3	English (1304)	3
Lifetime Fitness	1	Lifetime Fitness	1
Chapel (1088)	0	Chapel (1088)	0
Religion (1310)	3	Religion (1350)	3
English/Italian Diction (1150)	1	French Diction (1152)	1
Recital Attendance	<u>0</u>	Recital Attendance	<u>0</u>
	16		16

Sophomore Year

Fall	<u>Hrs</u>	Spring	<u>Hrs</u>
Theory and Musicianship (2301, 2101)	4	Theory and Musicianship (2302, 2102)	4
Applied Voice (12V1)	2	Applied Voice (12V1)	2
Secondary Instrument (1133, 11K1)	1	Secondary Instrument (11K1)	1
Ensemble	1	Ensemble	1
German Diction (1151)	1	Music History (3325)	3
Music History (3324)	3	*Political Science (2302)	3
*English (2301)	3	Math or Natural Science	3-4
*History (1305, 1306, or 1307)	3	Recital Attendance	<u>0</u>
Recital Attendance	<u>0</u>		17-18
	18		

*If two of the above courses are taken in summer school, the Fall semester could be reduced to 15 hours (one course either English or History taken in summer school) and Political Science also taken in summer school, then a classroom elective could be taken in the Spring of the Sophomore year. A foreign language would also be a possibility.

Junior Year

Fall	<u>Hrs</u>	Spring	<u>Hrs</u>
Theory V (3301)	3	Classroom Music	3
Music History (3326)	3	Music History (3327)	3
Applied Voice (34V1)	4	Applied Voice (32V1)	2
		Conducting (2260)	2
Ensemble	1	Ensemble	1
Foreign Language	4	Foreign Language	4
Song Literature (4327)	3	Song Literature (4329)	3
Recital Attendance	<u>0</u>	Recital Attendance	<u>0</u>
	18		18

Senior Year

Fall	<u>Hours</u>	Spring	<u>Hrs</u>
Applied Voice (34V1)	4	Applied Voice (34V1)	4
Ensemble	1	Ensemble	1
Foreign Language	4	Foreign Language	4
Vocal Pedagogy (4299)	3		
Elective	3	Elective	3
Classroom Music	<u>3</u>	Classroom Music	<u>3</u>
	18		15

This program was planned so that the singer has a lighter load during the semester of the senior recital. If the student is able to take 12 hours in summer school, 18 hour semesters should be avoided. Courses which count for Classroom Music are to be found in the Undergraduate Catalog.

An Alternate Four-Year Plan for the BM in Voice

(for students entering before Fall 14)

Freshman Year

Fall	<u>Hrs</u>	Spring	<u>Hrs</u>
Introductory Theory and Musicianship (1200, 1100)	3	Theory and Musicianship (1301, 1101)	4
Secondary Instrument-Piano (1131/11K1)	1	Secondary Instrument-Piano (1132/11K1)	1
Applied Voice (12V1)	2	Applied Voice (12V1)	2
Ensemble	1	Ensemble	1
English (1302)	3	English (1304)	3
Lifetime Fitness	1	Lifetime Fitness	1
Chapel (1088)	0	Chapel (1088)	0
Religion (1310)	3	Religion (1350)	3
English/Italian Diction (1150)	1	French Diction (1152)	1
Recital Attendance	<u>0</u>	Recital Attendance	<u>0</u>
	15		16

Sophomore Year

Fall	<u>Hrs</u>	Spring	<u>Hrs</u>
Theory and Musicianship (1302, 1102)	4	Theory and Musicianship (2301, 2101)	4
Secondary Instrument-Piano (1133/11K1)	1	Secondary Instrument-Piano (11K1)	1
Applied Voice (12V1)	2	Applied Voice (12V1)	2
Ensemble	1	Ensemble	1
Diction (1151)	1	Music History (3324)	3
*English (2301)	3	*Political Science (2302)	3
*History (1305, 1306, Or 1307)	3	Math or Natural Science	3-4
Recital Attendance	<u>0</u>	Recital Attendance	<u>0</u>
	15		17-18

*If the courses so marked are taken in Summer School, it would free up time during this year to take a foreign language. One course from each semester would be very possible. Political Science, English, or History are offered most summers. This would enable the student to take fewer hours in his/her Junior year.

Junior Year

Fall	<u>Hrs</u>	Spring	<u>Hrs</u>
Theory and Musicianship (2302, 2102)	4	Theory V (3301)	3
Music History (3325)	3	Music History (3326)	3
Applied Voice (34V1)	4	Applied Voice (32V1)	2
Ensemble	1	Ensemble	1
		Conducting (2260)	2
Song Literature (4327)	3	Song Literature (4329)	3
Foreign Language	4	Foreign Language	4
Recital Attendance	<u>0</u>	Recital Attendance	<u>0</u>
	19		18

Senior Year

Fall	<u>Hrs</u>	Spring	<u>Hrs</u>
Applied Voice (34V1)	4	Applied Voice (34V1)	4
Ensemble	1	Ensemble	1
Vocal Pedagogy (4299)	3	Classroom Music	3
Foreign Language	4	Foreign Language	4
Music History (3327)	3	Classroom Music	3
Classroom Music	<u>3</u>	*Elective	<u>3</u>
	18		18

*The requirement for six hours of elective credit cannot be met unless the student takes from 6 to 9 hours in Summer School. The plan above has only 3 hours of elective credit and the student needs 3 hours more. Both the Junior and Senior years have heavy semester loads. Summer school attendance would greatly relieve the stress on the student. This plan has more hours because the student has taken basic theory and musicianship. Should the student have to repeat any of the required music courses, it only extends the semesters of study. This plan also only provides for 4 hours of the secondary instrument (piano) and very often the student has to take more than 4 semesters of piano. If a student chooses to take more than one ensemble per semester, this fact again increases the student's semester load or extends his/her number of semesters of study. Courses which count for classroom Music are to be found in the Undergraduate Catalog.

A Four-Year Model Plan for the BM in Voice

(for students entering Fall 2014 and after)

Freshman Year

<u>Fall</u>	<u>Hours</u>	<u>Spring</u>	<u>Hours</u>
Theory & Musicianship (1301, 1101)	4	Theory & Musicianship (1302, 1102)	4
Applied Voice (12V1)	2	Applied Voice (12V1)	2
Secondary Instrument-Piano (1131/11K1)	1	Secondary Instru. Piano(1132/11K1)	1
Ensemble	1	Ensemble	1
English (1302)	3	English (1304)	3
Chapel Forum (1088)	0	Lifetime Fitness (1197)	1
Religion (1310)	3	Chapel Forum (1088)	0
Diction-English/Italian (1150)	1	Religion (1350)	3
Recital Attendance (1001)	0	Diction-French (1152)	1
	_____	Recital Attendance (1001)	0
	15		16

Sophomore Year

<u>Fall</u>	<u>Hours</u>	<u>Spring</u>	<u>Hours</u>
Theory & Musicianship (2301, 2101)	4	Theory & Musicianship (2302, 2102)	4
Applied Voice (12V1)	2	Applied Voice (12V1)	2
Secondary Instrument-Piano (1133/11K1)	1	Secondary Instrument-Piano (11K1)	1
Ensemble	1	Ensemble	1
Diction-German (1151)	1	Acting for Singers II (4221)	2
Acting for Singers I (4220)	2	Music History (3324)	3
*English (2301)	3	*Math or Natural Science	3-4
*History (1305 or 1307)	3	Recital Attendance (1001)	0
Recital Attendance (1001)	0		16-17

	17		

*If two of the above courses are taken in summer school, the Fall semester could be reduced to 14 hours (one course either English or History taken in summer school) and Political Science also taken in summer school, then a classroom elective could be taken in the Spring of the Sophomore year. A year of foreign language would also be a possibility, lightening the number of credit hours required in the senior year.

Junior Year

<u>Fall</u>	<u>Hours</u>	<u>Spring</u>	<u>Hours</u>
Applied Voice (32V1)	2	Applied Voice (32V1)	2
Coaching (4151) [if available]	1	Coaching (4151) [if available]	1
Ensemble	1	Ensemble	1
Music History (3325)	3	Music History (3326)	3
Theory V (3301)	3	Classroom Music (see catalog for list)	3
Foreign Language	3-4	Foreign Language	3-4
		Conducting (2260)	2
Political Science (PSC 2302)	3	Junior Recital (40V1)	0
Recital Attendance (1001)	0	Recital Attendance (1001)	0
	_____		14-16
	15-17		

Senior Year

<u>Fall</u>	<u>Hours</u>	<u>Spring</u>	<u>Hours</u>
Applied Voice (32V1)	2	Applied Voice (32V1)	2
Coaching (4151)	1	Coaching (4151)	1
Ensemble	1	Ensemble	1
Opera (0104)	1	Opera (0104)	1
Foreign Language	3-4	Foreign Language	3-4
Vocal Pedagogy (4299)	2	Song Literature II (4329)	3
Song Literature I (4327)	3	Elective (to ensure 124 minimum hrs)	0-5
Advanced Opera Workshop (4120)	1	Lifetime Fitness (from list in catalog)	1
Music History (3327)	3	Senior Recital (40V1)	0
	_____		12-18
	17-18		

This program was planned so that the singer has a lighter load during the semester of the senior recital. If the student is able to take 12 hours in summer school, 18 hour semesters should be avoided. Each student must be careful to ensure they reach the minimum 124 semester hours required to complete the degree. The listing for 'Elective' in the senior Spring above is variable to allow a student the flexibility needed to reach the required minimum number of hours. For instance, if the minimum number of listed hours above were taken by a student, that student would need 2 Elective hours to reach the minimum 124 total semester hours.

An Alternate Four-Year Model Plan for the BM in Voice

(for students entering Fall 2014 and after)

Freshman Year

<u>Fall</u>	<u>Hours</u>	<u>Spring</u>	<u>Hours</u>
Intro Theory& Mscnshp (Mus 1200, 1100)	3	Theory and Musicianship (1301, 1101)	4
Applied Voice (12V1)	2	Applied Voice (12V1)	2
Secondary Instrument-Piano (1131)	1	Secondary Instrument-Piano (1132)	1
Ensemble	1	Ensemble	1
English (1302)	3	English (1304)	3
Lifetime Fitness (1197)	1	Lifetime Fitness (from list in catalog)	1
Chapel Forum (1088)	0	Chapel Forum (1088)	0
Religion (1310)	3	Religion (1350)	3
Diction-English/Italian (1150)	1	Diction-French (1152)	1
Recital Attendance (1001)	<u>0</u>	Recital Attendance (1001)	<u>0</u>
	15		16

Sophomore Year

<u>Fall</u>	<u>Hours</u>	<u>Spring</u>	<u>Hours</u>
Theory and Musicianship (1302, 1102)	4	Theory & Musicianship (2301, 2101)	4
Applied Voice (12V1)	2	Applied Voice (12V1)	2
Secondary Instrument- Piano (1133)	1	Secondary Instrument-Piano (11K1)	1
Ensemble	1	Ensemble	1
Diction-German (1151)	1	Political Science (2302)	3
Acting for Singers I (4220)	2	Acting for Singers II (4221)	2
*English (2301)	3	*Math or Natural Science	3-4
*History (1305 or 1307)	3	Recital Attendance (1001)	0
Recital Attendance (1001)	<u>0</u>		<u>0</u>
	17		16-17

*If two of the three courses marked are taken in Summer School, it would free up time during this year to take a foreign language. This would enable the student to take fewer hours in his/her Junior or Senior year.

Junior Year

<u>Fall</u>	<u>Hours</u>	<u>Spring</u>	<u>Hours</u>
Theory and Musicianship (2302, 2102)	4	Theory V (3301)	3
Music History (3324)	3	Music History (3325)	3
Applied Voice (32V1)	2	Applied Voice (32V1)	2
Coaching (4151) [if available]	1	Coaching (4151) [if available]	1
		Conducting (2260)	2
Ensemble	1	Ensemble	1
Foreign Language	3-4	Foreign Language	3-4
Song Literature (4327)	3	Song Literature (4329)	3
Recital Attendance (1001)	0	Recital Attendance (1001)	0
		Junior Recital (40V1)	<u>0</u>
	16-18		17-19

Senior Year

<u>Fall</u>	<u>Hours</u>	<u>Spring</u>	<u>Hours</u>
Applied Voice (32V1)	2	Applied Voice (32V1)	2
Ensemble	1	Ensemble	1
Coaching (4151)	1	Coaching (4151)	1
Opera (0104)	1	Opera (0104)	1
Foreign Language	3-4	Foreign Language	3-4
Vocal Pedagogy (4299)	2	Music History (3327)	3
Music History (3326)	3	Classroom Music (see catalog for list)	3
Advanced Opera Workshop (4120)	<u>1</u>	Senior Recital (40V1)	<u>0</u>
	14-15		14-15

Summer school attendance would greatly relieve the stress on this student. This plan is more difficult because the student has to take remedial theory and musicianship. Should the student need to repeat any of the required music courses, doing so would extend the semesters of study. This plan also only provides for 4 hours of the secondary instrument (piano), and often a student must take more than 4 semesters of piano to pass his/her proficiency. Additionally, if a student chooses to take more than one ensemble per semester, this fact again increases the student's semester load or extends his/her number of semesters of study.

Bachelor of Music Education – (Vocal/Keyboard) Degree Checklist

<u>General Studies</u>		Credit Hours	Completed
ENG 1302 and 1304	Thinking and Writing; Thinking, Writing, and Research	6	_____
ENG 2301	British Literature	3	_____
MLC	One language through the 2310 level	3-11	_____
HIS 2365	History of the US to 1877	3	_____
HIS 1307	World History Since 1500	3	_____
REL 1310 and 1350	Christian Scriptures and Christian Heritage	6	_____
MTH 1301	Ideas in Mathematics	3	_____
LAB SCI	Chemistry, Biology, <u>or</u> Physics	4	_____
PSC 2302	American Constitutional Development	3	_____
EDC 3309	Curriculum/Instruction All-Level Certification (Spring only)	3	_____
EDP 3326	The Developing Child (Fall only)	3	_____
LF	(Activity Courses)	<u>2</u>	_____
TOTAL:		42-50	
<u>Supportive Courses in Music</u>			
MUSIC CORE	(Theory I-V; Musicianship I-IV; Music History I-IV) MUS 1301, 1101, 1302, 1102, 2301, 2101, 2302, 2102 3301, 3324, 3325, 3326, 3327	31	_____
Applied Major		14	_____
Applied Minor		1-4	_____
Major Ensemble		<u>7</u>	_____
TOTAL:		56-59	
<u>Professional Education</u>			
MUS 1330	Introduction to Music Education (Sp., Fr. or Fall Soph.)	3	_____
MUS 1331	Technology for Music Education	3	_____
MUS 4230	Induction to Music Teaching (taken concurrently with MUS 4F30)	2	_____
MUS 4F30	All-level Student Teaching in Music (last semester)	<u>10</u>	_____
TOTAL:		15	
<u>Major Area - Vocal/Keyboard</u>			
MUS 1150, 1151, 1152	Diction I (Fall only), II (Fall only), III (Spring only)	3	_____
MUS 2260	Elementary Conducting (Fall, Jr.)	2	_____
MUS 3132	Choral Methods I (Fall only)	1	_____
MUS 3232	Choral Methods II (Spring only)	2	_____
MUS 3261	Choral Conducting (Sp., Jr.)	2	_____
MUS 3331	Music in the Elementary School (Jr. or Sr. year)	3	_____
MUS 4337	Choral Literature (Fall only)	3	_____
MUS 3334 OR 3337	Secondary Choral Music (Fall only) or Elementary School Music	3	_____
TOTAL:		19	
TOTAL DEGREE HRS.		132-143	

Additional Requirements

Chapel 2 semesters

MUS 1001 (Recital Attendance) 6 semesters

Piano Level IV (Vocal); Piano Level VII (Keyboard)

MUS 40V1 or 40K1 (BME Recital)

Admission to Upper Level Study (2.75 gpa overall, 2.75 music gpa); Admission to Teacher Candidacy (2.75 gpa)

* The University Catalog is the official contract with the student concerning degree requirements.

Bachelor of Music in Church Music

Vocal Emphasis

I. General Studies		Credit Hours
ENG 1302 and 1304	Thinking and Writing; Thinking, Writing and Research	6
ENG 2301	British Literature	3
History	<i>Select one course from the following:</i>	3
HIS 1305	World History to 1500	
HIS 1307	World History Since 1500	
HIS 2365	History of the United States to 1877	
HIS 2366	History of the United States Since 1877	
REL 1310 and 1350	Christian Scriptures and Christian Heritage	6
PSC 2302	American Constitutional Development	3
Modern Languages & Culture	One language through the 2310 level	3-11
Mathematics or Natural Science		3-4
Lifetime Fitness	2 Activity Courses	2
Chapel	2 semesters (usually taken during the first year)	No Credit
	Total:	29-38
II. Electives		Total: Variable
III. Music Core		
MUS 1301 and 1101	Theory I; Musicianship I	4
MUS 1302 and 1102	Theory II; Musicianship II	4
MUS 2301 and 2101	Theory III; Musicianship III	4
MUS 2302 and 2102	Theory IV; Musicianship IV	4
MUS 3301	Theory V	3
MUS 3324	The History of Music Before 1600	3
MUS 3325	The History of Music from 1600 to 1800	3
MUS 3326	The History of Music from 1800 to World War I	3
MUS 3327	The History of Music from World War I to the Present	3
MUS 1001	Recital Attendance	(6 semesters)
	Total:	31
IV. Major Area		
Applied Major	8 semesters	16
Applied Minor	4 semesters (at least through Piano Level IV)	4
Secondary Applied	Guitar (Proficiency Required)	1
Major Ensemble	8 semesters	8
Additional Ensembles	4 semesters	4
MUS 1007	Church Music Forum (8 semesters)	No Credit
MUS 2260	Elementary Conducting	2
MUS 3261	Choral Conducting	2
MUS 3370	The Musician as Educator in the Church	3
MUS 3375	Leadership in Music Ministry	3
MUS 3377	Instrumental Music in the Church	3
MUS 3378	Technology and Keyboards in the Church	3
MUS 4373	Worship in the Church	3
MUS 4374	The Song of the Church	3
MUS 2370	Formation for Christian Musicians	3
MUS 4270	Music Ministry Internship	2
Diction	<i>Select two courses from the following:</i>	2
MUS 1150	English and Italian Diction	
MUS 1151	German Diction	
MUS 1152	French Diction	
	Total:	62
V. Recital Requirement	Junior-level recital in senior year	

*The degree must have a minimum of 124 hours. Elective hours are variable according to the number of hours are needed to reach 124 total hours (minimum).

Vocal Division
School of Music
Baylor University

STUDENT RECITAL HEARING SCHEDULING FORM
(Please note deadlines listed)

Student _____ Phone _____ Teacher _____

Type of Recital: Jr./BM Sr./BM BME BM Church BA non-degree

Accompanist _____ Phone _____

Recital Date _____ **Hall:** _____ (scheduled with Ruth Tucker, McCrary Lobby)

Combined Recital with _____ his/her teacher: _____

Keyboard Instruments to be used:

piano organ harpsichord* fortepiano* (*not available in Meadows or RH2)

Other participants in your recital and their instruments / voice type:

Stage Managers*: 1. _____ 2. _____

*2 responsible people who will commit to help; one of them must know how to set the lights as well as help move piano, stands, etc.! Ask your teacher to help show them in advance.

Hearings must be passed a minimum of fifteen (15) days before the recital. The following time slots are preferred for your hearing:

Tuesdays: 4:00 p.m. and Thursdays: 5:00 p.m.

(Teachers and students: When scheduling hearings, please be sure to check the calendar for any major School of Music events and holidays).

After checking with all recital participants, list **preferred hearing date, one alternate date** and your teacher will schedule it for you based on availability of the School of Music calendar.

Desired Date (Thurs only)	Desired Time (use above given times only)	Desired Hall (RGH, RH2, Meadows)
1.		
2.		

*You are responsible for submitting requests for harpsichord and fortepiano. Refer to the handout given by Mrs. Tucker at the time of your recital set up. Instructions and the online forms are available on the School of Music website under Current Students.

VOCAL DIVISION
BAYLOR UNIVERSITY SCHOOL OF MUSIC
**UNDERGRADUATE RECITAL HEARING
SCHEDULING PROCEDURES**

Timing

Your hearing must take place at least **15 calendar days** before your recital date. Schedule your hearing with your teacher and Ruth Tucker as early as possible in the semester. *Please do not allow your family to make any travel plans for your recital until you have **passed** your hearing.* If you need to schedule your hearing earlier to ensure certain air fares, do so.

Guidelines

Refer to the "Undergraduate Student Handbook" (recital section) on the School of Music website for exact information about:

- * Reserving the hall for recital and hearing
- * Programs
- * Recording

Hearing Times

The following time slots are preferred for your hearing:
Tuesdays: 4:00 p.m. and Thursdays: 5:00 p.m.

All participants in your recital must attend your hearing.

Faculty Committee

See the attached sheet for Voice Faculty Hearing Committees. Notify the Committee **at least 2 weeks before your hearing date.**

Piano Technician:

If you will be using harpsichord or fortepiano, it is your responsibility to contact the piano technician to request that those instruments be tuned and available for your hearing and recital.

Requests for harpsichord should be submitted to Dr. Jann Cosart at least 30 days in advance of the performance. Requests for tuning should be submitted to the piano technician at least 30 days in advance of the performance. The Harpsichord Request Form and Instructions for Completing and Submitting the On-Line Piano and Harpsichord forms are located on the School of Music website under Current Students.

To the hearing

Bring the **Recital Reservation Form** from (Ruth Tucker, McCrary Lobby), for faculty signatures
Bring 4 copies of

- *Your recital program as it will appear
- *Translations of all works in a foreign language
- * Any program notes you intend to distribute at the recital

VOCAL DIVISION
BAYLOR UNIVERSITY SCHOOL OF MUSIC
*STUDENT RECITAL / HEARING
CHECKLIST*

_____ Scheduled recital date using online submission form located on School of Music website.

_____ Warned family and friends not to purchase non-refundable airline tickets yet.

_____ Found 2 reliable students who will be my stage managers for the recital.

_____ Scheduled hearing date with my teacher and Ruth Tucker and informed all recital participants of hearing date and time.

_____ Distributed hearing notification slips to Voice Faculty Committee
(at least 2 weeks before hearing).

_____ Scheduled rehearsal times in the hall with Ruth Tucker.

_____ Prepared program and program notes, making 4 copies for hearing.

_____ Passed hearing.

_____ AFTER HEARING IS PASSED:

Make any final corrections and take a master copy of program for final proofing to Ruth Tucker. After programs are printed submit the following to Ruth Tucker:

- * completed and signed "Recital Reservation Form"
- * 20 shrink-wrapped programs (printed) (which will be bound by the Music
- * 5 loose programs (+ 2 if doing joint recital, or if program is front and back)
- * 1 program with my teacher's signature
- * 1 program with timings for all pieces

_____ If using harpsichord or fortepiano, notified piano technician for tuning.

_____ Scheduled any remaining rehearsal time in the hall with Ruth Tucker using "Recital Reservation Form."

_____ DAY BEFORE RECITAL: called stage managers & participants to remind them.

_____ RECITAL DAY - 45 minutes before begin:

- * Place programs at the back of the hall.
- * Check light settings
- * Make sure all necessary chairs and stands are in place
- * Give stage managers programs for backstage and discuss how they can help

RELAX AND ENJOY YOUR RECITAL!

VOCAL DIVISION
BAYLOR UNIVERSITY SCHOOL OF MUSIC

RECITAL HEARING COMMITTEES 2018-2019

Complete the form below and distribute it to your committee (the one with your teacher on it) **at least 2 weeks** before your hearing date.

If a professor is not given due notice, he/she is not obligated to attend, and your hearing will be canceled.

GREEN COMMITTEE

Rob Best
Kathy McNeil
Amy Petrongelli
Randy Umstead

GOLD COMMITTEE

Mark Diamond
Jamie Van Eyck
Deborah Williamson
(Julianne Best)

Detach here

Dear Professor _____,

The following hearing/opera performance (circle one) has been scheduled for _____
a student of _____.

Date: _____

Time: _____

Place: _____

Type of Recital: _____

If you cannot attend, please be so kind as to arrange for a substitute committee member and inform the teacher of your substitute.