

ECU VOICE STUDENT HANDBOOK (last updated 8/16/09)

We are glad you have chosen to come to East Carolina University to receive vocal instruction. The voice handbook is designed to serve as a reference if you have questions about procedures and your responsibility as a voice major.

Voice faculty:

(faculty member (voice major section number), office location, phone)

Ms. Sharon Munden, Department Chair (Sect 002), Room 268, 328-6342

Dr. Louise Toppin (Section 001), Room 206, 328-1244

Dr. Perry Smith (Section 003, Room 209, 328-6247

Mr. John Kramar (Section 004), Room 202, 328-1248

Mr. Eric Stellrecht, Vocal Coach-Accompanist, Room 267, 328-2796

Dr. Catherine Garner, pianist, Room 320, 328-5828

Topics covered in this handbook:

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Applied Lessons

First year students will be assigned to work with one of the voice professors or graduate teaching assistants. Lessons (MUSC 1061, 1062, 3061, 3062, 6061 & 6062) are listed on your schedule as TBA, therefore, you need to do the following:

- Check the bulletin board outside of room 268 the FIRST DAY OF CLASS to find out who your teacher will be for the year. (See office and phone numbers above.)
- Leave a schedule of your classes, your phone and email address on the door of your professor.
- Your professor will assign you a lesson time and contact you. Lessons begin the FIRST week of class

Continuing students may pre-register for Applied Lessons with the consent of their applied teacher.

Lesson Attendance Policy

It is your responsibility to regularly attend scheduled applied lessons. If more than 5 lessons (excused or unexcused) are missed in a semester, a student will receive a failing grade for that semester. The grade of incomplete is given for medical reasons only.

If you need to miss a lesson, notify your teacher at least 24 hours in advance to excuse the absence (via phone or email). If the excuse has been approved, it is your responsibility to re-schedule the lesson. Unexcused lessons will not be re-scheduled.

If your professor must miss a lesson, your lesson will be covered (masterclasses, guest artist masterclass, studio class, vocal coaching with accompanist, another professor, etc.) or re-scheduled.

Studio class is part of your voice lessons and must be attended regularly. Do not schedule classes or work schedules during this time period. The studios for Toppin, Munden, Smith and Kramar meet on Thursdays from 4:00 – 6:00 unless otherwise specified by your teacher.

Pianists

It is the student's responsibility to secure a pianist for his/her lessons, studio classes and other performances. Whenever possible, this should be the same person for at least one semester, preferably an entire year. It is important that you notify your accompanist well in advance of any changes in schedules or upcoming performances including Departmental Recitals and Master Classes.

Accompanists will be assigned to as many voice students as possible. Preference will be given to those students with seniority and to those with required recitals. These assignments will be made during the first week of classes.

Advising

Each semester, before or during pre-registration week, you should meet your assigned advisor to select course work for the following term.

- All undergraduate advising will be performed by Elizabeth Fuller and Chris Ulfers, who can be contacted in the music office.
- Graduate students are advised by Dr. Tom Huener.

Recital Attendance

The following are mandatory: attendance to all vocal faculty recitals, choral concerts, department sponsored guest artist recitals, and opera performances.

Students are required to attend an additional eight student vocal recitals per year. Failure to attend the above required performances will cause the applied grade to be lowered by one half the value of a letter grade.

A listing of required recitals will be posted on the Vocal Studies Department bulletin board .

Attendance at other faculty recitals (outside the voice department) is strongly encouraged but does not count toward satisfying the requirement.

In order to receive credit at required recitals you must sign your program with your name and present the program to your teacher.

Departmental and General Recitals

These recitals are held on Thursdays 4:00 – 6:00PM . throughout the semester, location TBA. Students may miss only one voice departmental recital per semester. Each additional unexcused absence will cause the applied grade to be lowered by one half grade (per absence). There are 3-4 voice departmental recitals scheduled per semester. All new students (freshmen and transfers) are required to perform on a recital in the fall semester.

To perform on one of these recitals, notify your teacher of your intent one week before the scheduled departmental. Accompanists must be notified one week in advance of the scheduled performance.

Scheduling a Recital

All Junior, Senior, Graduate and special recitals are scheduled on the odd hours (i.e. 1:00, 3:00, etc...). Recital scheduling occurs in the fall semester of the present year, so check your proposed date with your teacher and accompanist before selecting a date. If you postpone your recital you cannot be guaranteed an accompanist. Junior and non-degree recitals must be scheduled in room 110. Required senior and graduate recitals may be scheduled in the Recital Hall.

No student may present a junior, senior, graduate or special recital without the recommendation of his major applied instructor and a successful hearing with the voice faculty. The hearing must occur two weeks prior to the date of the scheduled recital. A minimum of 3 voice faculty members must be present to approve a hearing. The student is responsible for asking faculty members and arranging the date and time of the hearing. Wednesdays at 3:00PM throughout the semester are reserved for student hearings.

Non-degree recitals will be scheduled only after successfully completing your hearing. The place for your recital will depend on the availability of hall space. For all voice recital hearings, you are to bring with you three completely filled in copies of your program in the order it will be presented with complete titles, and timing of each work. Requirement of attendance of non-degree recitals will be left up to the individual studio teacher.

Once you have successfully completed your recital hearing, be sure to fill out a Recital Packet, found online at the School of Music Website. It is VERY important that you fill in the recital recording sheet (so that someone is scheduled to tape your recital), the stage set-up (so that stage crew is assigned) and follow carefully the format for your program. Students must prepare their own recital and have it copied at such places as Kinko's

Major Juries

At the end of each semester, all voice majors are expected to present a jury (individual singing examination of the songs you have prepared during the semester). The exam is attended and graded by the voice faculty. Be sure you have checked with your major professor prior to signing up for a jury to insure that they will be present at your jury. Failure to meet the specified number of songs required for your examinations will result in a lowered applied grade.

- The examination will take place in the recital hall or other performing spaces, during the first several days of final exams.

- Students are required to prepare a minimum of 5 songs per 1 hour lesson. Performance majors in their junior and senior years are required to prepare a minimum of 7 songs per one hour lesson. Graduate students are required to prepare a minimum of 7 songs per one hour lesson.
- Minors must prepare 3 songs for a 1/2 hour lesson.
- Students are responsible for checking with their accompanist when signing up for a jury time.
- Jury sign up sheets are posted on the bulletin board outside of room 268 two weeks prior to jury examination.
- You are to sign up for a 10-minute slot.
- Fill out completely (title of piece, work it is from AND composer) a voice jury form.
- Make 5 copies of the voice jury form and bring them with you to your jury examination.
- You must bring one typed copy of any foreign language piece translation being performed on your jury examination. The original text must also be included on the typed copy.
- Be sure to dress professionally for your jury. Casual attire is not appropriate.

Minor Juries

Minors are to take a six-minute jury at the end of each semester of study. Jury sign up sheets are posted on the bulletin board outside of room 268 two weeks prior to jury examination. Be sure to check with your accompanist and teacher before you sign up. The jury will take place on the last day of classes or as arranged. A student is expected to have a minimum of 3 songs prepared for the jury. Be sure to fill out a voice recitals jury form completely (title of piece, work it is from AND composer)(which can be found in the foyer the last two weeks of school. Make 3 copies of the voice jury form and bring them with you to your jury examination.

Voice Levels

On your jury form you will need to fill in your applied levels as follows:

- IIIA = 1st semester Freshmen
- IIIB = 2nd semester Freshmen
- IV A& B= Sophomore
- V A&B = Junior
- VI A& B= Senior
- VII A & B/VIII A& B = Graduate (1st and 2nd year)

III A, B (Freshmen): Represents a study of English and Italian song. The stressing and comprehension of basic posture, breathing, phonation, resonance, and articulation (particularly as related to the study of Italian diction). A study of phonetics should be undertaken. A performance on one departmental recital is required (see Upper Division Qualifying Exam).

IV A, B (Sophomore): A study of either French or German diction and literature is required. The study of vocal literature should now include opera and oratorio. The student should be able to show the ability to sight-read easy songs. A performance once per semester on departmental recital is required. At the end of the IVB level, the sophomore barrier exam is required. (see Upper Division Qualifying Exam).

V.A, B (Junior): A study of either French or German diction and literature (whichever one was not studied on level IV) is required. There should be a study of interpretation and style with regard to nationalities, specific periods, and composers. The student should be able to sight-read songs of medium difficulty. Students are required to perform once per semester on recital, either departmental or general. Performance majors (Juniors, Seniors and Graduate) are required to perform on one general recital per year (Teachers do have the discretion to substitute other student recitals or opera role for this requirement) For performance majors, a half (junior) recital must successfully demonstrate level Voice proficiency including at least three languages (French or German, Italian and English with appropriate substitutions made by teacher i.e. Latin, Spanish, etc.). The recital should include songs (and arias) from the major style periods; Baroque, Classical, Romantic and 20th Century.

VI. A, B (Senior): Attention should be given to cycles and other extended groups of songs for the particular voice. Sight reading should commensurate with that of Level V. Performance once per semester on recital, departmental or general, is required (see above). A half or full senior recital is required (see above for specific requirements). The specific content of the senior recital is determined by the student's applied voice teacher.

Graduate: Concentration on exploring and programming works of a less standard nature. Performance once per semester on a departmental or general recital is required. For performance majors, a mandatory full graduate recital should demonstrate proficiency in the handling of a broad spectrum of vocal literature and should explore more adventurous programming (i.e. the degree recital does not have to demonstrate every language and period).

UPPER DIVISION QUALIFYING EXAM

At the end of the sophomore year (spring semester), all students who have successfully completed all four semesters of music theory and sight singing will present a jury (on a specified day) which will demonstrate satisfactory progress and determine admission to upper division music courses. Students matriculated in vocal performance must prepare 7 songs and an aria(s) in English, Italian, German and French. All other students are to prepare no less than 5 songs representing various genres and languages. Students will be required to perform all prepared repertoire for this jury. Students who do not satisfactorily pass this examination will receive a grade of 'Incomplete' for the semester, and must repeat applied level IVB (Music 1062). The Student will not be granted junior standing in music.

The qualifying exam may be retaken if deemed necessary and appropriate by the exam committee, but no later than the deadline for removal of an 'Incomplete'. After a second attempt has been completed and the student still does not pass all requirements, the Vocal Studies Department is no longer obligated to provide the student with applied lessons.

Vocal Jazz

This program offers students an opportunity to major in vocal jazz and perform with the jazz ensembles. Contact Mr. Carroll Dashiell to find out more about audition procedures, and the program visit the ECU Jazz Studies web site.

Choral Ensembles

ECU has several opportunities for university, and school of music students to partake of wonderful choral experiences. The choirs are directed by Dr. Dan Bara (Director of Choral Activities), Dr. Jeff Ward and graduate assistants. To find out more about current offerings, audition requirements, performance information, etc. visit the Choral web page.

Opera Theatre

The ECU Opera Theatre is open to all ECU School of Music Voice students. Our active opera program is directed by Mr. John Kramar and Dr. and offers many opportunities to perform, and learn about opera. To find out more about current productions, scenes, classes, audition procedures, etc. visit the ECU Opera web page.

Musicals

The department of theater arts presents at least two musicals per year. Roles are cast by audition and open to music students. The program is headed by Mr. John Shearin. For more information about current productions, classes and audition procedures, etc. visit the ECU Department of Theatre and Dance web site.