



TTU VOICE STUDIO HANDBOOK

(Revised August 2024)

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

VOCAL DEGREES OFFERED

BMPE – Bachelor of Music in Vocal Performance
BMPEMT – Bachelor of Music in Voice Performance: Musical Theatre Concentration
BME – Bachelor of Music Education – Vocal Licensure
BS – Bachelor of Science in Music
Minor in Voice Performance

VOICE AREA FACULTY

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

LESSONS AND CREDITS

Credits:

Music Education majors, Bachelor of Science in Music majors and minors enroll in 1 credit hour lessons.
Performance majors enroll in 2 credit hour lessons.
Vocal Add-On, Secondary Instrument voice students and Non-Majors should contact the teacher for enrollment.
Lessons are fifty minutes in length for voice majors.
Minors, Secondary Instrument, Vocal Add-On and Non-Major lessons are twenty-five minutes.

Scheduling Lesson times:

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

Absence Policy:

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

Makeup lessons:

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

Incompletes:

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

REPERTOIRE CLASS / CONVOCATION

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

Vocal music majors are required to attend Convocations, which meet on selected Tuesdays and Thursdays from 11:00 to 11:50. Performance dates will be assigned by the applied instructor. Performance majors perform once each semester, and music education majors and Bachelor of Science music majors are encouraged but not required to perform at least one time per academic year. Convocation Participation Forms may be found at:

https://www.tntech.edu/fine-arts/pdf/music/convocation_form_2019.pdf

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

GRADING POLICY

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

COACHING AND ACCOMPANIST POLICY

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

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

Students are strongly encouraged to hire an accompanist for their private lessons and to schedule additional rehearsals with their accompanist at their own expense beyond the free coaching sessions. Please consult with the accompanist for their fee.

Free accompaniment is provided for Repertoire Class, Convocation, Voice Studio Recital and Guest Artist Masterclasses. Students must hire an accompanist for recital hearings, dress rehearsals, recitals, and other performances.

APPROPRIATE ATTIRE

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

JURIES

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

Jury Panel:

Dr. Pulte, Dr. Reames, Dr. Zamer, Dr. Mullen, Mrs. Montgomery

Jury Schedule:

Juries will be held during finals week.

Jury Repertoire:

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

Jury Procedure:

The procedure for submitting jury repertoire will be announced towards the end of the semester. Juries will be graded using a rubric which is shared with all voice students. Jury grades will be sent to the student via email.

Jury Grading:

Juries will be graded according to the standard scale (A-F). Students must present the minimum repertoire requirement or they will receive an F for the jury and the course.

Makeup Juries:

Makeup juries must be completed within two weeks of the start of the following semester in which the student is enrolled.

JURY REPERTOIRE REQUIREMENTS

BMPE - Bachelor of Music in Vocal Performance

Credit requirements:

Minimum of 8 credits of MUS 1200

Minimum of 8 credits of MUS 3200 – 16 credits total

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

BMPE - Bachelor of Music in Vocal Performance: Music Theatre Concentration

Credit requirements:

Minimum of 8 credits of MUS 1200

Minimum of 8 credits of MUS 3200 – 16 credits total

Semester 1:	Four songs	(2 Classical pieces minimum)
Semester 2:	Five songs	(2 Classical pieces minimum)

Semester 3:	Six songs	(2 Classical pieces minimum)
Semester 4:	Six songs	(2 Classical pieces minimum)
Semester 5:	Seven songs	(1 Classical piece minimum)
Semester 6:	Four songs	(1 Classical piece minimum)
Semester 7:	Eight songs	(1 Classical piece minimum)
Semester 8:	Four songs	(1 Classical piece minimum)

BME - Bachelor of Music Education – Vocal Licensure

Credit requirements:

Minimum of 4 credits of MUS 1200

Minimum of 3 credits of MUS 3200 - 7 credits total

It is recommended that the senior recital be performed in the 6th semester.

Semester 1:	Three songs	(English and Italian minimum)
Semester 2:	Four songs	(French and German minimum)
Semester 3:	Four songs	(Four language minimum)
Semester 4:	Four songs	(Four language minimum)
Semester 5:	Four songs	(Four language minimum)
Semester 6:	Four songs	(Senior Degree Recital)
Semester 7:	Four songs	(Four language minimum)
Semester 8:	Residency II	

* at least 1 opera or oratorio selection should be studied during the program of study

BS - Bachelor of Science in Music

Credit requirements:

Minimum of 4 credits of MUS 1200

Minimum of 4 credits of MUS 3200 - 8 credits total

Semester 1:	Three songs
Semester 2:	Four songs
Semester 3:	Four songs
Semester 4:	Four songs
Semester 5:	Four songs
Semester 6:	Four songs
Semester 7:	Four songs
Semester 8:	Four songs

BMED Instrumental Licensure or Music Minor

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

UPPER DIVISION LEVEL CHANGE

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

Prerequisite:

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

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

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

Exceptions must be approved by the applied voice faculty.

Failing Upper Level Jury:

Students who do not make a C or better in the Level Change Jury may re-audition within the first two weeks of the next semester. If they fail the second attempt, they must audition at the end of that semester with new repertoire.

Failing the Upper Level Jury three (3) times constitutes exclusion from the chosen degree. Exceptions must be approved by the applied voice faculty.

STUDIO VOICE RECITAL

Music Performance and Music Education voice majors must perform in each semester's Studio Voice Recital. Including the Bachelor of Science in Music voice students, any student receiving private lessons is encouraged to perform on the Studio Voice Recital. Students must provide at least 24 hours advance notice of expected absence and must provide official documentation concerning the absence or the final voice grade will be lowered by five points.

VOICE RECITAL ATTENDANCE REQUIREMENT

Students are expected to attend voice department events/performances. Recital/event dates will be given to students at the beginning of each semester or as soon as an event has been scheduled.

MUS 1013 – 001 RECITAL CLASS

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

CHORAL ENSEMBLES

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

czamer@tntech.edu

OPERA AND MUSIC THEATER WORKSHOP

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

JUNIOR OR SENIOR VOICE RECITAL**Repertoire:**

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

Language requirements:

Minimum of Four Languages

Length:

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

Scheduling:

Seniors may schedule their recital early in the fall semester at a date set by the School of Music. Junior recitals may be scheduled following the School of Music release date. When scheduling a recital, students should discuss potential dates of the hearing and recital with the accompanist and voice teacher. Then students should check the agreed upon dates/location with Michelle O’Neil in the office. Finally, students should then officially book the space of the performance through the CDPublic icon (Course Dog). Instructions for entering CDPublic requests and stage setup form can be found at <https://www.tntech.edu/fine-arts/music/scheduling.php>. Stage setup forms must be sent via email to Lee Bledsoe at lbledsoe@tntech.edu at least two weeks prior to the recital.

Facilities:

Recitals may be scheduled in Wattenbarger Auditorium or the Recital Hall and confirmed through CDPublic.

RECITAL HEARING**Date:**

No less than two weeks before the recital. Exceptions must be approved by instructor.

Scheduling:

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

Fees:

Students are responsible for accompanying fees for the hearing, recital and all rehearsals.

Requirements:

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

DRESS REHEARSAL

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

RECITAL PROGRAM TEMPLATE

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

RECITAL SETUP FORM

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

RECITAL PROGRAM PRINTING POLICY

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

SCHOLARSHIP RECIPIENTS**Voice Area Scholarships:**

Recipients of the 8 semester voice area scholarships and/or service awards must register on Tech’s “Scholarweb”

every year in order to continue to receive voice scholarship benefits. Students must retain a 2.5 GPA for the first three semesters and a 2.75 GPA thereafter to keep their music scholarships. The deadline for applications is December 15. Instructions may be found at <https://www.tntech.edu/scholarships/how-to-apply.php>

HOPE Scholarships:

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

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

STUDIO ETHICS

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