**MISSISSIPPI VALLEY**

**STATE UNIVERSITY**

# http://nia.ecsu.edu/ureomps2011/teams/flood/images/mvsu.jpg

# **DEPARTMENT OF MUSIC**

**VOCAL HANDBOOK**

**2020-2021**

### **STUDIO OF DR. SHELLY GARLOTTE**

**MISSISSIPPI VALLEY STATE UNIVERSITY**

**Department of Fine Arts – Music Program**

**Voice Lessons**

**2020-2021**

**Instructor:** Dr. Shelly Garlotte

**Office:** Walter Sillers Fine Arts Building, Room 203

**Office Phone:** None

**Email:** drgarlotte@gmail.com

**Office Hrs: TBA**

**Required Texts:**

* **As assigned by instructor**

# **Catalog Course Description: (2 credit hours)**

Individual instruction in applied voice

**Student Learning Outcomes**

Students will be able to:

1. Demonstrate satisfactory tone quality
2. Demonstrate accurate pitch
3. Demonstrate proper rhythms
4. Demonstrate correct breathing
5. Demonstrate proper enunciation and pronunciation
6. Demonstrate musicianship

**Grading**

Students will be assessed for the following:

* Weekly Grade Average: Students will be graded at each lesson. The grade will be based on the specific assignments and on progress in general.
* Final Jury Average: The average of all Jury grades from the end of the semester will be used.
* Memorization: Music must be learned and/or memorized according to the chart listed below.
* Performance Rubric from Studio: At the end of the semester, you will be assessed using the approved voice rubric by your instructor.

Weekly Lesson Grade Average 60%

Studio Class Attend./Perform. 20%

Final Jury Average 20%

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = <60

**Grade Appeals:**

Any student who believes that s/he has been graded unfairly, even after talking with me about the grade, may appeal that grade by following University procedures as explained in the Student Handbook. Please keep records of all graded assignments and make all appeals in writing with the proper documentation. It is the student’s responsibility to prove that s/he has been graded unfairly.

**Attendance and Participation Policy:**

For Applied Lessons, you are not allowed any unexcused absences. Please understand, a portion of your grade is dependent on class participation, thus any unexcused absences will affect your grade. Excused absences include illness (with a doctor’s excuse), family emergency (which will be verified), and school sanctioned absences. If I miss a lesson, make-up lessons will be considered. (No make-ups will be provided due to university mandated teacher absence, such as training, recruitment, university-recognized holidays, etc.) Lessons missed due to student illness will also not be made up without a written excuse from medical personnel. Tardiness: Students who are more than TEN minutes late for a lesson will be counted absent for that lesson, which will not be made up without an excuse.

**Misc:**

* The instructor is not obligated to teach a lesson if the student is unprepared. Your lesson time is about perfecting your instrument, not learning your music. DO NOT ATTEMPT TO LEARN YOUR SONGS IN THE LESSONS. If it is obvious to me that you have not practiced, I will ask you to leave and return better-prepared for the following lesson. This will also result in an absence on your attendance record.
* Except in emergencies, do not interrupt other students’ lessons to see me. Look at the schedule on my door and find a time within my Office Hours.
* **There are no academic emergencies after 5:00 p.m.** Please do not contact me after 5:00 p.m. or on weekends unless there is an emergency. In this case, please feel free to contact me. However, your need to know your pin number can wait. A phone call or text at 10:00 p.m. to ask a question is not acceptable. If you have a question, you may email me.

**Special Needs and Accommodations:**

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If a student has a disability that qualifies under the Americans with Disability Act (ADA) and requires accommodations, he/she should contact the Services for Students with Disability Office to obtain this service. Disabilities covered by the ADA may include learning, physical, psychiatric, vision, hearing, or chronic health disorders. Students who are uncertain if their condition/disability is qualified should contact the SSD Office.

Mrs. Kathy Brownlow/ ADA Coordinator

Social Science Building Office 105

Phone/e-mail: 662-254-3443, [kbrownlow@mvsu.edu](mailto:kbrownlow@mvsu.edu).

**Academic Integrity:**

All acts of academic dishonesty, including, but not limited to, cheating on exams, plagiarism, internet papers, paraphrasing internet papers, presenting someone else’s work as your own, failing to meet academic and professional requirements, will result in an automatic “F.” The University’s academic honesty and plagiarism are enforced in this course.

***NOTE: This document does not constitute a contract with the University. It contains guidelines. The instructor reserves the right to make changes as necessary in the syllabus.***

**A. INTRODUCTION**

The purpose of this handbook is to acquaint you with departmental policies and procedures important to your progress at MVSU. We hope that this handbook answers most of your questions. Be sure to call, write, or visit your major professor should any other concerns arise. It is your responsibility to obtain the information you need. We look forward to serving and encouraging you as you embark on your quest for an undergraduate degree in music at MVSU.

## B. PRIVATE VOICE LESSONS

All voice majors (BA or BME) are required to take weekly one-on-one voice lessons. It is your right to choose your voice instructor, based on availability.

1. Students must contact their assigned applied music instructor during the first week of the semester to arrange for lesson times.
2. All students enrolled in applied lessons must also attend studio class if offered.
3. One-hour lessons are actually 50 minutes, to allow for the passing period between classes. Half-hour lessons are actually 25 minutes. It is to be expected that a faculty member will make every effort to be on time to classes and lessons. However, when the instructor is detained, students should wait at least 15 minutes before leaving.

## C. SCHOLARSHIPS

Your eligibility will be reviewed each semester for renewal. The scholarship will only be renewed for a total of 10 semesters equaling 5 school terms (summers are not included) or 5 semesters equaling 5 school terms (summers not included) for transfer students. The award will be honored upon admission to the university and is contingent upon the following requirement:

1. Full-time enrollment (12 Semesters hours)-

2. Maintain an overall 2.00 grade point average (GPA)

3. Minimum of C in all music courses

4. A grade of A or B in your area of major concentration (instrument or voice)

5. Applied lessons in your area of major concentration for 8 semesters

6. Participation in assigned major ensemble(s) with a grade of A or B

Any student ***not meeting*** the above requirements will be placed on probation for one semester. Reasons for the loss of the scholarship must be corrected during the probationary period or the scholarship award will be withdrawn permanently.

Institutional, foundation and state funded scholarships are all subject to a maximum yearly amount not to exceed the actual cost of **room, board per semester(s).** If you receive a Federal Pell Grant, other scholarships, or financial aid (including earnings from a job during a term) you **must** notify the financial aid office. Those funds will replace a portion of your music scholarship. **You must apply for a Federal Pell Grant regardless of your status.**

## D. PRACTICE ROOMS

Practice rooms are available in the Walter Sillers Fine Arts Building. Each room contains a piano for practice. Please be sure that when you use these rooms that you should close the door. Upon leaving, please be sure you turn out the light. Practice rooms are open to any MVSU student. However, music majors get first priority. Rooms are available any time the building is unlocked. There will be no smoking, eating, or drinking in the practice rooms. Do not disturb the insulation panels on the walls; they break easily. Report any problems to a faculty member or secretary.

## E. JURIES

1. Every applied student will be required to sing before a faculty jury at the end of each semester (usually the first day of finals week).
2. Prior to the end of the semester a sheet will be posted by the music coordinator and each applied student will sign up for jury(s) to be performed before a faculty committee.
3. Every applied student that is a music major is required to sign up for a time slot.
4. All applied students are responsible for obtaining and completing a jury form. These forms are available from your instructor.
5. The purpose of this jury is to assess the student's progress and growth in solving his/her performance problems.
6. Students will receive a jury grade determined by the average score of faculty members using a standard evaluation form.

## F. SENIOR RECITAL

The senior recital is the culmination of a course of study demonstrating a certain level of musical proficiency. The public performance of this recital serves as a capstone course for performance. You must pass a jury before you perform your recital. The recital must include at least twenty-five minutes of music in the following languages: English, Italian, German, and French. Additionally, you should represent a variety of time periods and styles. You will create a document that will serve as your reference for program notes.

## G. ENSEMBLE PARTICIPATION

A minimum of one vocal ensemble each semester is required. The University Choir is currently the only acceptable vocal ensemble at this time.

**H. REPERTOIRE REQUIREMENTS**

Freshman Year:

4 songs studied/3 memorized; use of English and Italian languages

Sophomore Year:

5 songs studied/4 memorized; use of English, Italian, and German

Junior Year:

6 songs studied/5 memorized; use of English, Italian, German, and French

Senior Year:

7 songs studied/6 memorized; use of languages as determined by instructor

Senior Recital:

Student should demonstrate ability to sing in English, Italian, German, and French

## J. ADVISING

Academic Advisors are expected to fulfill the following responsibilities:

1. Be available on a regular basis to assist advisees.
2. Discuss major requirements and assist in the selection of appropriate courses.
3. Provide accurate and timely information.
4. Discuss academic goals and ways to meet them.
5. Make referrals to other academic resources as needed.
6. Be knowledgeable of campus policies and procedures.
7. Explain the academic advising process, including the roles of the advisor and advisee.
8. Be able to listen, understand, and respond appropriately to advisee concerns.
9. Respect advisees as individuals with different backgrounds and educational/life goals.
10. Maintain accurate records of meetings with advisees.
11. Protect the privacy of students as defined by the Family Educational Rights and Privacy Act (FERPA).

**K. EXPECTATIONS**

1. Arrive at your lesson on time.
2. Bring your music in a folder.
3. Be prepared to work on your assigned repertoire.
4. Notify your instructor as soon as possible if you will be late or absent.
5. NOTE: 3 unexcused/undocumented absences will result in a grade of D for the semester.
6. Avoid disturbing the lessons of other students. (See schedule on the office door.)

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| **Voice Rubric** | | | | |
|  |  |  |  |  |
| **CATEGORY** | **4** | **3** | **2** | **1** |
| **Tone Quality** | Tone is consistently focused, clear, and centered throughout the range. | Tone is focused, clear and centered through the normal range. Extremes in range sometimes cause tone to be less controlled. Tone quality typically does not detract from the performance. | Tone is often focused, clear and centered, but sometimes the tone is uncontrolled in the normal range. Extremes in range are usually uncontrolled. Occasionally the tone quality detracts from overall performance. | The tone is often not focused, clear or centered regardless of the range, significantly detracting from the overall performance. |
| **Pitch** | Virtually no errors. Pitch is very accurate. | An occasional isolated error, but most of the time pitch is accurate and secure. | Some accurate pitches, but there are frequent and/or repeated errors. | Very few accurate or secure pitches. |
| **Rhythm** | The beat is secure and the rhythms are accurate. | The beat is secure and the rhythms are mostly accurate. There are a few duration errors, but these do not detract from the overall performance. | The beat is somewhat erratic. Some rhythms are accurate. Frequent or repeated duration errors. Rhythm problems occasionally detract from the overall performance. | The beat is usually erratic and rhythms are seldom accurate detracting significantly from the overall performance. |
| **Breathing** | Breath is deep with diaphragm support and expanded rib cage. There is no shoulder movement. | Breath is in the chest with some diaphragm support and expanded rib cage. There is minimal shoulder movement. | Breath is shallow in the chest without an expanded rib cage There is pronounced shoulder movement. | Breath is very shallow with a collapsed and unsupported chest. The shoulder movement causes tension in the neck, upper back, and upper chest. |
| **Diction**  **Enunciation** | Student enunciates clearly and the text of the music is understandable. | Student enunciates the words somewhat clearly and the text can be understood most of the time. | Student is sometimes enunciating the words but the text is often not discernable. | Student rarely enunciates the words and the text is not discernable. |
| **Diction**  **Pronunciation** | Student pronounces clearly and the text of the music is understandable. | Student pronounces the words somewhat clearly and the text can be understood most of the time. | Student is sometimes pronouncing the words but the text is often not discernable. | Student rarely pronounces the words and the text is not discernable. |
| **Musicianship** | Student performs the piece with appropriate dynamics, phrasings, and articulation. | Most of the dynamics are followed, and most of the articulation signs are observed. Most phrases are performed correctly. | Some dynamics are observed. Some articulation is performed. Some phrases are complete and musically accurate. | No dynamics. No use of articulation. Most phrases are performed incorrectly. |

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| MVSU Jury Sheets - Voice | | | | | | |
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| Name: |  |  | *Circle One* | Jury | Senior Recital | Recital Hour |
| Course Number: |  |  | Date: |  |  |  |
| Teacher: |  |  | Voice: |  |  |  |
|  |  |  |  |  |  |  |
| Repertoire |  | (Name and Composer) |  |  | Memorized | In Progress |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
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|  |  | Comments: |  |  |  |  |
|  |  |  |  |  |  |  |
| **Score 1-4**  **(4 is highest)** |  |  |  |  |  |  |
| Tone Quality |  |  |  |  |  |  |
| Pitch |  |  |  |  |  |  |
| Rhythm |  |  |  |  |  |  |
| Breathing |  |  |  |  |  |  |
| Enunciation |  |  |  |  |  |  |
| Pronunciation |  |  |  |  |  |  |
| Musicianship |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Rubric Scoring Scale** | | | | | |  | A | B | C | D | | MU 101 | 14 | 12 | 10 | 8 | | MU 102 | 16 | 14 | 12 | 10 | | MU 201 | 18 | 16 | 14 | 12 | | MU 202 | 20 | 18 | 16 | 14 | | MU 301 | 22 | 20 | 18 | 18 | | MU 302 | 24 | 22 | 20 | 18 | | MU 401/2 | 26 | 24 | 22 | 20 | |

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| Assessment Grading Scales | | | | | |
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| **Rubric Scoring Scale (Studio and Juries)** | | | | | |
|  | A | B | C | D | |
| MU 101 | 14 | 12 | 10 | 8 | |
| MU 102 | 16 | 14 | 12 | 10 | |
| MU 201 | 18 | 16 | 14 | 12 | |
| MU 202 | 20 | 18 | 16 | 14 | |
| MU 301 | 22 | 20 | 18 | 18 | |
| MU 302 | 24 | 22 | 20 | 18 | |
| MU 401/2 | 26 | 24 | 22 | 20 | |
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| **Semester Grades** | | | | | |
| **A = 4** | **B = 3** | **C = 2** | **D = 1** | | **F = 0** |
| Weekly Grade (60%) | |  |  | |  |
| Studio Class (20%) | |  |  | |  |
| Jury Grade (20%) | |  |  | |  |
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| **Overall Grade** |  |  |  | |  |
| **A = 3.6-4.0** |  |  |  | |  |
| **B = 2.9-3.5** |  |  |  | |  |
| **C = 2.2-2.8** |  |  |  | |  |
| **D = 1.5-2.1** |  |  |  | |  |
| **F = 1.4 >** |  |  |  | |  |

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| **Repertoire Requirements for Voice Majors** | | | | | | | | |
| **Mississippi Valley State University** | | | | | | | | |
| **Studio of Dr. Shelly Garlotte** | | | | | | | | |
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| **Six Early Italian Songs or Arias** | | | |  |  |  |  |  |
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| **Four Early English Songs** | | |  |  |  |  |  |  |
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| **Eight Baroque/Classical Songs or Arias** | | | | |  |  |  |  |
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| **Eight French Songs** | | |  |  |  |  |  |  |
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| **Ten Lieder** | |  |  |  |  |  |  |  |
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| **Eight British/American Songs** | | | |  |  |  |  |  |
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| **Eight Miscellaneous Songs and Arias** | | | | |  |  |  |  |
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