

**University of Central Florida**  
**School of Performing Arts**  
**Voice Area Handbook**  
[12/2018 Revision]

Dear Voice Student:

Welcome to UCF! This handbook has been prepared to offer you helpful information about UCF's Voice Area by outlining general policies, procedures, and degree requirements. 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. Please refer to course syllabi [available online at <http://music.cah.ucf.edu/courses.php>] for more specific information relating to each course.

The members of the Applied Voice Faculty [*listed below*] are here to assist you in your endeavors. Should any policy or statement need clarification, please don't hesitate to ask any of us for assistance.

The Voice Area 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 UCF will be challenging, enjoyable, and productive.

Your UCF Applied Voice Faculty:

[Jeremy Hunt](#): Applied Voice, Vocal Techniques, Voice Pedagogy, Yoga for Performers, and Diction

[Thomas Potter](#): Opera Director, Applied Voice, and IPA for Singers

[Beverley Rinaldi](#): Applied Voice

[JoAnne Stephenson](#): Applied Voice, Diction, and Song Literature

This handbook describes policies and procedures for undergraduate and graduate voice students at the University of Central Florida in Orlando. UCF's Voice area reserves 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 UCF School of Performing Arts.

## Applied Study Guidelines

- a) Undergraduate music majors with voice as their principal instrument must complete the following amount of applied study as per their curriculum requirements:

**Bachelor of Arts:** - total of 4 credit hours

MVV 1873 [*“secondary lessons” 25 minutes per week*] (4 semesters = 4 credit hours)

– or –

MVV 1411 [*“primary lessons” 50 minutes per week*] (2 semesters = 4 credit hours)

**Bachelor of Music Education:** - total of 12 credit hours

MVV 1411 (2 semesters = 4 credit hours)

MVV 2421 (2 semesters = 4 credit hours)

MVV 3431 (2 semesters = 4 credit hours)

**Bachelor of Music [Voice Performance]** - total of 22 credit hours

MVV 1411 (2 semesters = 4 credit hours)

MVV 2421 (2 semesters = 4 credit hours)

MVV 3431 (2 semesters = 6 credit hours)

MVV 4441 (2 semesters = 8 credit hours)

*Additional study beyond degree requirements may be allowed only with special permission from both the School of Performing Arts Director and the studio teacher.*

- b) Graduate music majors with voice as their principal instrument should consult with the Graduate Music Advisor concerning the amount of applied voice study required/recommended for the degree.
- c) Undergraduate students are expected to be enrolled in a major choral ensemble each semester in which they are enrolled in applied lessons.
- d) Students are expected to pay for a pianist for lessons, forum, juries and recitals, as per studio policy.
- e) Proper attire is expected at forum, jury and recital performances.
- f) Undergraduate students are expected to attend all UCF voice faculty recitals, as well as all voice related Thursday forums and Tuesday voice area recitals. Failure to meet these expectations may result in a lowering of a student's applied study semester grade.

## New Student Auditions

To audition for the program, follow these procedures: <http://music.cah.ucf.edu/process.php> . Students must complete an academic admissions application (*but they do not have to wait to hear about university acceptance*) prior to auditioning. Audition dates and audition repertoire requirements may be found through: <http://music.cah.ucf.edu/admissionauditions.php> . Students wishing to audition on alternative dates must first submit a pre-screen audition by selecting “Digital Audition/Alternate Date” on their Intent to Audition form. Contact the Voice Area Coordinator for more information concerning auditions.

## Studio Placement

Once a student has been admitted to the School of Performing Arts and University, he or she may request to study with a particular teacher. Every effort will be made to honor this request but there is no guarantee of placement in the student's choice. Much of the studio placement process hinges on the number of studio slots available for each applied teacher.

## Changing Voice Studios

If a student wishes to change to another studio, the procedure is as follows:

- a) The student must **first speak to his/her current voice teacher** about his/her concerns.
- b) The student must then **speak with the Voice Area Coordinator**, who will offer counsel and act as a mediator if conflict arises. If the student's teacher is the Voice Area Coordinator, he/she may choose to speak with the Associate Director of the School of Performing Arts.

*Note:* In our profession it is considered unethical to study voice with more than one teacher concurrently. In support of this position, the Voice Area prohibits any student taking voice instruction for credit at UCF from studying with any other teacher on or off campus.

*Note:* The UCF Voice faculty members abide by the National Association of Teachers of Singing code of ethics, as found at the [NATS website](#)

## Audition for a Change of Degree Program

Any student wishing to change degree programs may audition for the Voice Faculty at the end of any semester. Since regular end-of-semester juries serve as assessment tools for the student's work for the current semester under the student's current degree path, change of degree hearings are treated separately from that student's jury. Students interested in considering such a change are encouraged to speak with their applied teacher concerning any additional applicable requirements (*such as additional repertoire minimums, etc.*).

## Minimum Repertoire Requirements per Semester

### **Bachelor of Arts:** *(two options may be available)*

If with "secondary [25 minutes per week] lessons" (for four semesters)	If with "primary [50 minutes per week] lessons" (for two semesters)
MVV 1873(a) – 2 selections; any language	MVV 1411(a) – 4 selections; 2 Eng. & 2 Ital.
MVV 1873(b) – 2 selections; 1 Ital. & 1 other	
MVV 1873(c & d) – 2 selections; (1 of which must be German or French)	MVV 1411(b) – 4 selections; 2 Eng. & 2 Ital.

### **Bachelor of Music Education:**

MVV 1411(a & b) – 4 selections; 2 English and 2 Italian

MVV 2421(a & b) – 5 selections; 3 German and 2 @ teacher's discretion

MVV 3431(a & b) – 6 selections; 3 French and 3 @ teacher's discretion

**Overall BME minimum repertoire requirements:** 8 Italian songs, 8 German songs,  
6 French songs, 1 recitative, 1 aria, 1 musical theatre selection

### **Bachelor of Music [Voice Performance]**

MVV 1411(a & b) – 4 selections; 2 English and 2 Italian

MVV 2421(a & b) – 5 selections; 3 German and 2 @ teacher's discretion

MVV 3431(a & b) – 6 selections; 3 French and 3 @ teacher's discretion

MVV 4441(a & b) – 7 selections; all @ teacher's discretion

**Overall BM minimum repertoire requirements:** 8 Italian songs, 8 German songs,  
8 French songs, 1 recitative, 3 arias (oratorio and/or opera)

### **Master of Arts in Music:**

MVV 5451/6452 – 2 selections; at teacher's discretion

*Note:* Additional repertoire beyond these minimums may be expected or required by studio teachers.

*Note:* Oratorio arias need not be memorized, but if sung with score in hand, they will not count toward the minimum repertoire requirements for the jury.

**Juries**

- a) Every student enrolled in applied voice must sing a jury at the end of each semester. \*
  - b) Students must complete the [online Jury form](#) and bring one (1) completed copy of the [Voice Promotion Exam Sheet](#)
  - c) In most cases, BME and BM students will perform two selections from their repertoire list in the jury, the first of which is their choice; the second will be selected by a faculty member.
  - d) Repertoire may not be repeated from previous juries.
  - e) Failure to meet the minimum repertoire requirements will result in the lowering of the applied voice grade.
  - f) If a student is unable to sing a jury because of illness, he/she must present a doctor's excuse. An incomplete will be recorded for their semester grade. The student must arrange a make-up jury with the full voice faculty present within the first two weeks of the following semester.
  - g) In the semester of a degree required recital, students must still meet the same minimum repertoire requirement suitable to that semester of study. Undergraduate students may sing their jury either during their recital hearing or at the end of the semester.
- \* MA students do not have to sing a jury in the semester of their recital.

**Upper Divisional Exam**

- a) An Upper Divisional Exam [UDE] is required of all BM and BME voice students in the final jury of their MVV 2421 level applied voice study – prior to enrollment in MVV 3414.
- b) UDE applicants must sign up for two consecutive jury time slots at the end of semester juries.
- c) Exams will consist of singing three or more selections from their jury sheet listing, a music sight-reading exam, and recitation of Italian and German texts from an IPA Source-style document.
- d) Students must also present one copy of a literal translation for each foreign language selection listed as prepared for this jury. [*IPA-source-dot-com files preferred*] Faculty members will quiz the student as to the meanings of one or more of those songs, expecting enough detail to assure the faculty that the student knows that he/she is singing in those selections at all times.
- e) Voice faculty present at the jury will vote pass/fail for each student.
- f) Should a student fail the UDE, he/she will be required to re-enroll in MVV 2421 and will be given one more opportunity to pass it before being removed from their degree track.

**Recitals**

- a) BME students will perform a Junior (*30 minutes of music*) recital and BM students will perform a Junior and Senior (*45 minutes of music*) recital. MA students choosing the recital performance track will perform a recital (*45 minutes of music*). Other options available to MA students include a written thesis paper or a "lecture recital" which would likely include less sung material than a traditional recital. Please see the Graduate Music Advisor for more details.
- b) Repertoire for recitals is at the discretion of the studio teacher but should reflect the progressive repertoire requirements outlined above through a variety of languages, styles, musical time periods, and genre.

## Recital Hearings

As stated in the department's student handbook:

- a) Students must complete and submit to their applied music teacher the [RecitalHearingApprovalForm](#) (also available in the Music office, M203). This document must be signed by the student's applied voice teacher and accompanist at least two (2) weeks before a recital hearing.
- b) A Recital Hearing must be heard by a faculty committee 14–21 days before the scheduled recital date. The student must be prepared to perform the entire recital if asked by the committee.
- c) It is the student's responsibility to schedule the Recital Hearing with the faculty committee [*which must be made up of at least three music faculty, one of whom must be the applied voice teacher and at least two of whom must be full-time music faculty*].
- d) All assisting performers must participate for the Recital Hearing to be approved.
- e) The scheduled recital date will remain tentative until after this hearing, when the program will either be approved or not approved for presentation to the public.
- f) If the student does not pass the hearing, the student may be allowed to re-apply for a second hearing. In the case of a second failed hearing, the student will have to re-apply in the next semester.
- g) Students must present a hard copy of their program notes to each member of the committee at least one week before the recital hearing. Failure to do so automatically cancels the hearing.

## Degree-Specific Course Planning

Some voice specific courses required for completion of our music degrees cannot be offered each semester or even each year. Students are responsible to meet with their music advisor to map out a plan of when to take each of the required courses. **Failure to take one of these courses when offered can delay graduation by as much as three semesters.** Below is a grid which shows when these classes are scheduled to be offered [*subject to change*]:

Course Number:	Course Title:	Required for which degree(s):	When offered:
MUL 3602	Song Literature	BM	Odd numbered Fall Semesters [F '19, F '21, etc.]
MUS 1250	IPA for Singers	BME/BM	Every Fall Semester
MUS 3254	Italian & French Diction	BM	Even numbered Spring Semesters [SP '20, SP '22, etc.]
MUS 3255	German & English Diction	BM	Odd numbered Spring Semesters [SP '19, SP '21, etc.]
MVV 4640	Voice Pedagogy	BME/BM	Odd numbered Spring Semesters [SP '19, SP '21, etc.]