The purpose of this handbook is to serve as a reference for students and faculty in the vocal/choral/Lyric Theatre area of the Music Department at the University of Texas at San Antonio.

The information contained in this handbook is not intended to supersede any official university documents such as the Handbook of Operating Procedures for UTSA or the Undergraduate and Graduate Catalogs. The information also should not be seen as superseding any department policies outlined in the Music Department Handbook. Every effort has been made to make sure the information in this handbook is in complete agreement with the Department Handbook and other sources. Other important policies for students in addition to those listed here are detailed in the Department Handbook, which is available online at: http://music.utsa.edu//pdfs/handbook.pdf.

The voice faculty of the University of Texas at San Antonio:

Christopher Besch (voice, vocal tech for instrumentalists)
Owen Duggan (choir, choral literature)
Jourdan Laine Howell (voice, diction, class voice)
Crystal Jarrell Johnson (voice, class voice)
William McCrary (voice, lyric theater, opera literature)
Yoojin Muhn (choir, choral conducting)
John Nix (Area coordinator, voice, pedagogy)
Susan Olson (voice, diction, vocal literature, performance repertoire)
Performance Requirements in Vocal Studies for The Department of Music at The University of Texas at San Antonio.

Students are advised to become familiar with all information about their specific degree plans. These can be obtained from the student’s music department advisor, and also obtained online at: http://music.utsa.edu/index.php/current-students/timeline-to-graduate. Students are also strongly advised to thoroughly read all pertinent information on their degree plan in the University Catalog.

Course descriptions and special information on courses

1511 Music Performance-Secondary Instrument 1 SCH

Private instruction for students desiring or required to study voice as a secondary instrument. May be repeated for credit. Instruction in vocal performance through technical exercises and appropriate song material. A jury is at the discretion of the private teacher, unless a secondary proficiency (Music Studies-Keyboard) is required, in which case a jury should be performed each semester the student is enrolled.

1512 Music Performance-Private Instruction I 2 SCH

Prerequisite: Placement by audition and interview. Private instruction for freshmen or transfer students required to study voice. Principles of voice production, breath control and diction are stressed through technical exercises and appropriate song material chosen by the instructor, including repertoire from early English and Italian classic songs and standard oratorios. The amount of assigned repertoire will be at the discretion of the Instructor.

1542 Music Performance-Private Instruction I 2 SCH

Prerequisite: Successful completion of MUS 1512 or placement by audition and interview. Private instruction for second semester Freshmen or transfer students required to study voice. Principles of voice production, breath control and diction are stressed through technical exercises and appropriate song material. Repertoire as above in 1512. A minimum of three songs must be prepared from memory for the semester jury.

2542 Music Performance-Private Instruction II 2 SCH

Prerequisite: MUS 1512, MUS 1542 or placement by audition and interview. Private instruction for students required to study voice. Continuation of technical studies for voice development. Repertoire to include songs in English, Italian, German, Spanish and/or French. Continuation of study of the oratorio repertoire and an introduction to operatic repertoire. A minimum of five songs or arias must be prepared from memory for jury. All students must have passed all theory requirements or be in the last semester of Basic Theory (IV) in order to advance to upper level instruction (i.e., course numbers in music over 3000). Students desiring acceptance into upper level study for Music Studies, Music Marketing, or Composition must be prepared to perform all of jury repertoire during the final semester of MUS 2542. Students desiring acceptance into the Music Performance Emphasis must present a 30 minute Qualifying Recital during the final semester of MUS 2542 (see RECTALS). MUS 2542 may be repeated for a maximum of 3 semesters.
3532 Music Performance- Private Instruction III  
Prerequisite: MUS 2542 or placement by audition and interview. Upper-division study for degree candidates specializing in Music Studies, Music Marketing, or Music Theory-Composition. Advanced vocal technique and repertoire. Minimum of five songs and arias prepared for jury. Students specializing in Music Marketing or Music Theory-Composition must perform a Proficiency Exam in the final semester of MUS 3532 **(see PROFICIENCY RECITAL/EXAM)**. Students specializing in Music Studies must present a 30 minute Proficiency Recital during the final semester of MUS 3532 **(See PROFICIENCY RECITAL/EXAM)**. May be repeated a maximum of 3 semesters.

3543 Music Performance- Private Instruction III  
Prerequisite: MUS 2542, upper-division standing and consent of instructor. Limited to students accepted into the vocal performance emphasis of the Bachelor of Music Degree program. Advanced technique and repertoire in songs and arias in English, Italian, German, French, and Spanish. Minimum of 7 songs and arias prepared for jury each semester. May be repeated a maximum of 3 semesters.

4543 Music Performance- Private Instruction IV  
Prerequisite: MUS 3543 or equivalent and consent of instructor. Limited to students accepted into upper-division standing in the vocal performance emphasis of the Bachelor of Music Degree program. Advanced technique and repertoire in songs and arias in English, Italian, German, French, and Spanish. Minimum of 7 songs and arias prepared for jury each semester. Senior recital of 1 hour in length is performed during the last semester of study **(See RECITALS)**. May be repeated a maximum of 3 semesters.

5511 Music Performance-Private Instruction  
Private instruction for students desiring or required to study voice as a secondary instrument. May be repeated for credit. Instruction in vocal performance through technical exercises and appropriate song material. A jury is at the discretion of the private teacher.

5542 Music Performance- Private Instruction  
Prerequisite: Graduate standing in music and consent of instructor. Advanced technical studies and repertoire. Songs and arias in English, German, Italian, French and Spanish. Minimum of 5 songs and arias prepared for jury.

5554 Music Performance- Private Instruction  
Prerequisite: Graduate standing in music and pursuing the Master of Music degree with vocal performance emphasis. Advanced technical studies and repertoire. Songs and arias in English, German, Italian, French and Spanish and/or other languages or dialects. Minimum of 7 songs and arias prepared for jury. In the final semester of study, the student will present a recital which is 1 hour in length **(See RECITALS)**. Graduate students must sign up for MUS 5554 the semester of their graduate recital.
Other Departmental Rules Regarding Private Instruction

Enrollment in Private Instruction is available only to registered music majors who are actively pursuing and making satisfactory progress toward their degree. The following policies are intended to help students move through the degree in a consistent and timely manner.

Degree Requirements and Maximum Semesters of Private Instruction:
All music majors are permitted to enroll in private instruction for a maximum of two semesters beyond the degree requirement.

- Music Studies, Marketing, and Composition = 8 total semesters (6 count toward the degree)
- Performance = 10 total semesters (8 count toward the degree)
- B.A. in Music = 4 total semesters (2 count toward the degree)

Bachelor of Music:
One extra semester is allowed at the lower-level (MUS 1542 or 2542).
Second extra semester is allowed at the upper-level (MUS 3532 for Music Studies, Composition, and Marketing; MUS 3543 or MUS 4543 for Performance).

Bachelor of Arts in Music
Both extra semesters allowed will be lower-level (MUS 1542 or 2542)
BA students may not enroll in upper-level private lessons

Secondary applied
All music majors (BM and BA) may enroll in a maximum of two semesters of MUS 1511 (Secondary Instrument)

Prerequisites, Sequencing, and Other Enrollment Requirements:
A minimum grade of C- is required to move from one level of private instruction to the next. Students who do not earn at least a C- after two attempts at MUS 1512 will not be permitted to continue as music majors. Students in MUS 3532 giving recitals must average a C or better for the recital to pass. The semester grade given in MUS 3532 will reflect 75% the recital committee grade and 25% private instructor grade.

Bachelor of Music students must pass Basic Skills IV, Aural Skills IV, and all sections of the theory/aural skills proficiency exam (see below) in order to enroll in upper-level lessons (MUS 3532 or MUS 3543).

Students who have reached the maximum of five semesters of lower-level private instruction will be prohibited from enrolling in private lessons until the theory and aural skills course sequence is completed.

Students are not permitted to enroll in earlier levels of private instruction after they have moved forward in the sequence and/or completed the maximum number of attempts at a certain level.

Music Studies majors are not permitted to enroll in private instruction during the semester of student teaching. This applies to both principal and secondary lessons.

Students enrolled in private instruction must be simultaneously registered for an assigned ensemble. A minimum grade of C- in ensemble is required to continue in private instruction the next semester.
Petitioning for One Additional Semester of Upper-Level Private Instruction:
After reaching the maximum number of semesters, Bachelor of Music students may petition to enroll in one additional semester of private instruction based on the recommendation of the private instructor and the area coordinator. Petition forms are due on or before the first day of class of the semester in which the student intends to enroll.

The Academic Policy and Curriculum committee will evaluate all petitions and submit a recommendation to the Department Chair for final approval.

Students whose petitions are approved will enroll in one semester of MUS 3532, 3543, or 4543, depending on the student’s degree program and prior private instruction enrollment.

Bachelor of Arts in Music students are not permitted to petition for additional semesters of private instruction.

Recital Timing:
Music Studies majors must perform a recital no later than the third semester of enrollment in MUS 3532.

Performance majors must perform the qualifying recital no later than the third semester of enrollment in MUS 2542. The Senior Recital (MUS 4561) must occur during the final semester of enrollment in MUS 4543.

Course Sequence
1. All first semester students (freshmen and transfers) are required to enroll in MUS 1512. Upper division transfer students may, with the support of their private instructor and the appropriate area coordinator, transfer to an upper division level of private instruction prior to the semester census date.

2. Transfer students may use one semester of MUS 1512 as a substitute for one semester of either MUS 1542 or MUS 2542, with the approval of the appropriate Area Coordinator. MUS 1512 will not, however, substitute for a semester of upper division private instruction.

Theory and Ear Training Proficiency Exam
Successful completion of a music theory/aural skills proficiency exam, in addition to credit for Basic Skills IV and Aural Skills IV, is a prerequisite for all students prior to registration for 3000 level private instruction, MUS 4561 Recital, Music in Civilization, all upper-level theory courses, and upper-level music education courses. This exam will include three main sections: (1) a written theory portion covering harmonic analysis, part-writing, and form, (2) a written aural skills portion covering melodic dictation and error detection, and (3) a sightsinging exam covering melody and rhythm. All music majors will take this exam during the semester that they are enrolled in MUS 2162 (Basic Skills IV) and MUS 2112 (Aural Skills IV), or for transfer students, prior to registration for upper level courses. Students must pass each portion of the exam according to minimum proficiency standards. Students will then have the opportunity to retake any portion that does not meet this criteria at the end of that same semester. Failure to pass the written theory portion by the end of the semester will result in a grade of “IN” for MUS 2162. Failure to pass the dictation and/or sightsinging portions will result in a grade of “IN” for MUS 2112.
Attendance

1. Each student must receive a total of fourteen private lessons during the semester of enrollment. Length of lesson is determined by course number (MUS 1511 = one 30-minute lesson per week; all others = one hour lesson per week).

2. Lessons missed due to unexcused absences are not required to be made up. Lessons missed due to excused absences (with sufficient notification) may be rescheduled at the instructor's discretion.

3. If a student misses four private lessons, the instructor will initiate one of the following actions: if the fourth lesson is missed prior to the drop deadline, the instructor will recommend to the student that they drop the course and automatically receive a “W” for the course grade. If the total of four absences is not reached until after the drop deadline, the student will receive either an “IN” or “F” as considered appropriate by the instructor.

4. It is the student's responsibility to contact the instructor at the beginning of each semester (no later than the first week of classes) to schedule lessons.

5. If Private Instruction faculty miss lessons or are habitually tardy to lessons, the student should inform the Chair of the Department of Music.

Area Seminars

All students enrolled in private instruction, or are majoring in Composition are required to attend area seminar. The voice area seminars are held on Thursday at 11:30-12:20; room assignments for each studio are announced at the beginning of each semester.

Grading

1. Each student must present a jury performance at the conclusion of each semester of enrollment in Private Instruction. A grade will not be issued unless such a performance is given. Postponements (with a grade of IN) will be granted in the event of a valid and justified request (in the voice area, severe upper respiratory infections and pathologies are a legitimate reason for such a postponement), but will not be given to allow for additional preparation time.

2. The instructor's grade will count 2/3 of the final grade and the jury examination grades will count 1/3. The only exceptions to this is for students in the final semester of MUS 3532 who are giving proficiency recitals. The recital grade given by the recital committee is ¾ of the student’s semester grade for that semester. The remaining ¼ will be given by the private instructor.

3. All music students are required to make one recital appearance during the last semester of required study on their principal instrument. Performance majors are required to make a minimum of one recital appearance or area seminar appearance each semester on their principal instrument. Documents stating the specific recital requirements for voice principals and instrumental principals are available in the Music Department office.
Proficiency Standards

The UTSA Undergraduate Catalog states that "All students majoring in music are required to meet music performance proficiency standards established for principal instruments." Proficiency must be demonstrated during the last semester of study by one of the following methods, depending on the degree and concentration:

1. Music Studies majors will demonstrate these proficiencies by a recital of at least 30 minutes duration. The Music Studies faculty in consultation with the private instructor may consider an extended jury in lieu of the recital.

2. All Level Choral Music Studies Majors who are piano or guitar principals must elect Voice as their secondary instrument. A minimum of 2 semesters of Private Voice will be required. To meet the vocal proficiency standards included in the second semester of MUS 1511, students may have to repeat music performance courses until the proficiency requirements have been met. The Extended Jury for Vocal Proficiency Examination (MUS 1511, second semester) will include: (a) Repertoire: A 12-minute jury with a minimum of 3 songs representing at least 2 languages to be sung by memory; (b) Technique: To be able to sing with good intonation, breath management, accuracy of language, and good tone quality in order to be vocally proficient in the area of public school teaching.

3. Performance majors will present a senior recital (MUS 4561) of approximately one hour in length, approved by the appropriate recital committee.

4. Music Marketing and Music Composition majors will perform an extended jury examination. Area Faculty, in consultation with the private instructor, may consider an appropriate substitution in lieu of an extended jury.

5. Bachelor of Arts students must successfully complete a minimum of two semesters of private lessons on their principal instrument, including MUS 1512 and MUS 1542, and pass the jury for MUS 1542 with a grade of C or better.

Assignment and Change of Applied Studio Instructor

1. Students will be assigned to a private instructor. Teaching assignments are the responsibility of the Music Department Chair in consultation with the studio instructors, considering both assignment and teaching load; the Chair will appoint one person from each studio area to act as coordinator to supply a list of new students and requested studio assignments.

2. Students will not be allowed to change studios after their initial assignment without pursuing the following: a) the student should have a conference with their present applied teacher and gain written consent in support of the change; b) the student, only after completing number 1 above, should have a conference with their choice for an applied teacher and gain consent in support of the change. The area coordinator will then make the change for the student unless teacher loads are adversely affected.
**Auditions**

The purpose of the audition and interview is to determine the extent of the student’s experience with private or class voice, chorus, other musical studies and performing activities. The student’s professional and academic goals will be discussed as well. A level of study (MUS 1511-5554) will be assigned after the voice faculty has reviewed results of the audition and interview.

Students are encouraged to bring a resume to the audition/interview that includes a summary of prior study, performing experiences, and a list of representative songs and arias previously studied.

**Summary of Audition Requirements**

*Freshmen and Sophomores*

1. Prepare at least 2 selections in contrasting moods and tempos.
2. One selection must be in a foreign language.

*Upper-division students*

1. Prepare at least 3 songs & arias in contrasting styles (Baroque, Classical, Romantic or 20th Century).
2. Include selections in at least 3 different languages.

*Transfer students pursuing the Bachelor of Music degree in Vocal Performance*

1. Prepare at least 5 songs and arias in contrasting styles (Baroque, Classical, Romantic, or 20th Century).
2. Include selections in at least 3 different languages.

*Graduate students in Music Studies*

1. Prepare at least 2 songs and arias in contrasting musical periods/styles.
2. One selection must be in a foreign language.
3. Submit a scholarly writing sample which includes references and a bibliography using one of the standard citation formats (APA or Chicago), for diagnostic purposes.

*Graduate students pursuing the Master of Music degree in Vocal Performance or in Vocal Performance and Pedagogy*

1. Prepare a 20-30 minute audition.
2. Include songs and arias from the Baroque, Classical, Romantic, and 20th century repertoire.
3. Include selections in at least 4 different languages.
4. Submit a scholarly writing sample which includes references and a bibliography using one of the standard citation formats (APA or Chicago) for diagnostic purposes.

**Voice Juries**

Voice juries are scheduled during Exam Week at the end of each semester. Jury sign-ups are posted on the board adjacent to the Vocal Coordinator’s office. If a student has yet to pay their
accompanist, they will not have them at their jury. This will impact the student’s grade. Students will be prepared to sing at least 2 selections from the total number required at the level they are studying. Students will fill out Jury Sheets (available online at http://music.utsa.edu/pdfs/juryform.pdf) prior to their scheduled jury time. Students will choose their first selection to sing and the voice faculty will choose another selection or selections from the repertoire listed on the Jury Sheet.

Jury Exemptions: Voice area policies effective spring 2012 allow some students to be exempt from performing a jury (upon recommendation of the teacher). Upon recommendation of the Voice Faculty other exemptions may be granted.

- No competitions or roles – perform regular or extended jury (for level changes)
- Compete at Regional NATS - perform 1 piece on jury
- Final at ST NATS – perform 1 piece on jury
- Lyric theatre role – perform 1 piece (not from the opera/musical)
- Recital - no jury required

Please note: If a student meeting any of the above exemptions (except recitalists) wishes to advance from 2542 to 3532, then he or she must do a jury and sing 2 songs instead of the usual 3-5 that are normally required for advancement to the 3000 level.

As a reminder, students must complete all 4 semesters of Aural/Basic Skills before they can advance to 3000 level in voice.

**Jury sheets**

Student jury sheets are stored in the music office in each student’s departmental file. Some teachers may keep copies of the sheets on file in their offices, but the original copies are stored each semester in the music office as a record of each student’s final examination in applied.

**Recitals**

**Qualifying Recitals**

Undergraduate students in the Vocal Performance emphasis will present a 30 minute (total time) Qualifying Recital in the final semester of MUS 2542 in order to demonstrate vocal and musical skills required for upper-division instruction (MUS 3543). Payment of the accompanist must happen before the recital take place. A “pre-recital” presentation may be requested at the discretion of the instructor.
1. At least 5 songs/arias must be *new repertoire studied during current semester*.
2. Include songs and arias from the Baroque, Classical, Romantic, and 20th Century repertoire.
3. Include selections in at least 3 languages
4. Informative program notes and translations will be the responsibility of the student.

**Proficiency Recitals/Exams**

Students in the *Music Studies* program will be required to give a 30 minute (total time) public recital in the final semester of MUS 3532 in order to demonstrate vocal and musical proficiency. Payment of the accompanist must happen before the recital take place.
1. At least 5 songs/arias must be *new repertoire studied during the current semester*.
2. Include songs and arias from a variety of musical styles and periods (i.e. Baroque, Classical, Romantic, 20th Century).
3. Include selections in at least 3 languages.
4. Program notes/translations will be the responsibility of the student.
5. At least one selection must be a chamber work (with other instrument/s or voices)
6. Grades for the recital must average a C or better in order for the student to pass. The average of all the grades for the recital will be the student’s final grade for MUS 3532 for the semester of the recital.

Students in the Music Marketing or Theory-Composition areas will present an extended jury proficiency exam in lieu of a public recital to demonstrate vocal and musical proficiency.
1. At least 5 songs/arias must be new repertoire studied during the current semester.
2. Include various songs and arias representing different musical styles/periods and languages.

Students who are piano principals and are pursuing the All Level Choral certification must present an extended jury proficiency exam in lieu of a public recital to demonstrate vocal and musical proficiency.
1. A minimum of 3 songs/arias representing at least 2 languages will be sung by memory.
2. Technique: to be able to sing with good intonation, breath management, accuracy of language, and good tone quality in order to be vocally proficient in the area of public school teaching.

Senior and Graduate Recitals

The Senior Recital (MUS 4561) or the Graduate Recital (MUS 6941) will be presented during the last semester of MUS 4543 or MUS 5554, and will be approximately 1 hour in length. Students must enroll in Senior Recital MUS 4561 or Graduate Recital MUS 6941 the semester the recital is performed. Payment of the accompanist must happen before the recital take place. The final grade must average C or better in order to pass MUS 4561. The final grade in MUS 6941 must average B or better in order to count towards a graduate degree. A “pre-recital” presentation may be requested at the discretion of the Instructor.
1. At least 7 songs/arias must be new repertoire studied during the current semester.
2. Include songs and arias representing different musical styles and periods (i.e. Baroque, Classical, Romantic, 20th Century).
3. At least 4 different languages will be represented in the works chosen for the recital.
4. Informative program notes and translations will be the responsibility of the student.
5. For MUS 6941, please see the Graduate Advisor of Record about additional deadlines regarding the recital document and the recital performance. More information can be found at: http://music.utsa.edu/index.php/graduate-students/degrees.

Student Recital Scheduling Procedures

1. Senior recitals (MUS 4561) and graduate recitals (MUS 6941) may be scheduled on evenings, Monday through Thursday, during the semester. Qualifying recitals (for sophomores wanting the Bachelor of Music degree in performance) and Proficiency recitals (for students in the Music Studies degree track) must be held during regular school hours, Monday through Thursday (beginning no earlier than 3:30 P.M., nor later than 5:30 P.M.). Students are encouraged to do joint recitals, either with another vocalist or an instrumentalist.

Voice students may in some instances be required to preview their recital for the Voice Faculty three weeks before the actual recital performance. It is the student’s responsibility to arrange a time for this Voice Preview recital with the Voice Faculty.
2. NO RECITALS OR CONCERTS WILL BE SCHEDULED DURING UNIVERSITY STUDY DAYS OR FINAL EXAMS. NO RECITALS MAY BE SCHEDULED DURING THE WEEK PRIOR TO FINAL EXAMS.

3. Two events should not be scheduled at the same time. Only in extenuating circumstances will this rule be broken.

4. Performance Request Forms must be used in the scheduling of all recitals, special events, guest artists, etc., and may be obtained from the Events Manager. All needs associated with the recital (rehearsal times, special equipment, sound reinforcement, recording, publicity, programs, location, etc.) must be indicated on the form. The completed form should be submitted to the Events Manager, after which it will then be forwarded to the Music Department Chair for approval or disapproval. All student recital Performance Request Forms must be approved by the private instructor, area coordinator, accompanist, and faculty advisor before being forwarded to the Chair. NO RECITAL SHOULD BE CONSIDERED SET UNTIL APPROVED BY THE CHAIR.

5. Students are responsible for making arrangements for an accompanist, as described in the “Accompanists” section of this Handbook. Accompanists must be paid in full by midterm.

6. Student recitals may not exceed the scheduled time. Recitals consisting of 60 minutes of music may have an intermission not to exceed 10 minutes in length.

7. Information for programs must be received in person or emailed to the Events Manager (Cynthia.solis@utsa.edu) at least 3 school days before the date of the recital. Information not received by the deadline will not be accepted. Specific information concerning programs and program notes are included with the Recital Request Form.

8. Scheduling priorities and deadlines for student recitals are as follows:
Requests for Graduate and Undergraduate required recital dates may be submitted after May 15 and no later than September 15 for a Fall semester date and no later than December 15 for a Spring semester date. Non-required student recitals will be scheduled between September 15 and 30 for a Fall semester date and between December 15 and January 30 for a Spring semester date. Non-required recitals may be scheduled on afternoons, Monday through Thursday during the semester.

9. Exceptions to the scheduling deadlines noted above should be made infrequently and only with unusual cause. Petition must be made in writing to the Events Manager and subsequently to the Area Coordinator and Department Chair in order to place a recital on the schedule after the above deadlines.

10. CANCELLATIONS: Changes to the recital schedule are discouraged. The only change that will be accepted is a cancellation of a recital; this should be done only in the event of serious and substantial reasons, documented in writing. Petition to cancel a scheduled recital must be made to the Events Manager, subject to the approval of the Area Coordinator and the Department Chair. If a recital is canceled, it may not be rescheduled until the next long semester. Any student who cancels a recital will receive an “incomplete” (IN) for her/his private lesson (if a non-performance major) or MUS 4561 (if a performance or composition major). The “Removal of Incomplete” form, submitted electronically by the course instructor, shall state a completion deadline of Census Date of the following long semester (i.e., Fall or Spring). Unless the recital
requirement is fulfilled prior to the stated deadline, the instructor will submit a grade of “F” for the student. Approval of any additional postponement of the recital date must be obtained by petition, following the same policy outlined above.

11. A calendar of all scheduled recitals, concerts and other music activities on a semester basis is maintained and accessible for reference on the website: http://music.utsa.edu/events/index.html The Music Department publishes a calendar of events at the beginning of the semester, which does not include student recitals. The voice area coordinator will prepare and distribute a calendar of all voice area events each semester, including student, ensemble and faculty recitals, Lyric Theatre events, master classes, and other voice related events in the community.

Recording of recitals

Recordings will be made of all student, faculty, guest, and ensemble performances provided student staff can be scheduled. Recording services will not be scheduled until a fee is paid. Although every attempt will be made to produce a professional recording, no guarantee can be made as to the quality of the recording.

Signs in the Arts Building (Music Department)

Signs advertising recitals, meetings, or other items of interest may be placed in strategic places throughout the Music Department. However, all such signs must be approved by the Chair of the Department of Music. Any signs to be hung in other areas throughout the College of Liberal and Fine Arts must be stamped by the Dean’s office.

Further guidelines governing the use of the Recital Hall for rehearsal and performance can be found in the Department Handbook. Important highlights pertinent to the voice area guidelines are provided below.

The Recital Hall

1. Student Pre-Performance Practice: Students preparing for a performance in the Recital Hall may sign up for practice time in the hall according to the following guidelines: (a) Graduate Recitals (required) and Senior Recitals—2 hours of pre-performance practice. (b) Qualifying, other required recitals, and non-required recitals—1 hour of pre-performance practice. Reservations must be made with the Events Manager at least 24 hours in advance. The key may be picked up before 5:00 in the music office and must be returned to the office lockbox after the practice time. The student will be responsible for returning the stage area to normal, and securing the hall at the scheduled end of the practice time. The stage and hall will be monitored by closed-circuit television at all times.

2. The student should enter the Recital Hall from the 1st floor stage entrance. The key must be obtained from the Music Office during normal business hours. University Police will not unlock or open doors for students after hours.

3. At the conclusion of the authorized practice time, the student should return the stage area to normal, turn out all lights, and leave via the backstage doors, checking to be certain that the hall is secured. Only the student(s) specifically authorized by the Chair of the Department of Music will be allowed in the hall. If other persons are admitted by the authorized student, the University Police have been instructed to clear the hall.
4. A closed-circuit television system will monitor activity in the hall to ensure that any use of the hall and instruments is authorized.

5. Loss of Student Access Privileges: Students must cover the pianos and move them to stage left when finished in the hall. Students must put chairs and stands away after rehearsals and concerts. Smoking, eating, or drinking in the Recital Hall is strictly prohibited. Any breach of this policy or other policies established regarding use of the Recital Hall will result in loss of the student’s access privileges.

Scholarships and Scholarship Terms

Voice scholarships are merit-based scholarships offered by The University of Texas at San Antonio Department of Music. By accepting an award, each student agrees to the following requirements:

1) Maintain his or her status as a music major with a minimum course load of 15 semester credit hours per semester at UTSA (6 hours for graduate students);

(2) Maintain the minimum cumulative grade point average required for the student’s specific scholarship (in most cases, this is 3.00 on a four point scale) and a Music course grade point average of 3.00 each semester;

(3) Enroll in an assigned ensemble and applied lessons each semester he or she is enrolled until degree requirements have been fulfilled;

(4) Make an exemplary contribution to the Department of Music through his or her musical performance and studies;

(5) Write a thank you letter to the donor of his or her scholarship award and complete a biographical information form.

Each student’s status will be evaluated at the conclusion of each semester and awards may be reduced or discontinued if a student fails to meet the criteria outlined above. Each student must apply for scholarship continuation each year. Scholarships are awarded pending availability of funds.

Other Important Information

Concerto and Aria Competitions

The UTSA Department of Music Concerto and Aria Competition is held to provide an opportunity for regular, full-time, degree-seeking music majors who are enrolled in Private Instruction to experience competition for the opportunity to perform with the UTSA Orchestra. Competitors must submit their competition application forms (with all required information and signatures) to Dr. Eugene Dowdy, orchestra director, no later than one month before the competition. The orchestra director will choose which applicants may audition based upon the appropriateness of the proposed performance literature. Criteria will include suitability for the concert program and length of composition. The orchestra director will be responsible for programming, selecting judges, and arranging the audition date and facility. Further rules and regulations may be found at the music department’s website.
Extravaganza

Each year the department presents this event to honor students who have received awards, prestigious scholarships, and alumni and friends of the department for their work on behalf of the Department of Music. All students are invited to attend. Signs will be posted in the building several weeks before the event.

Ensembles

All voice students are required to audition for chamber singers. Those students selected for these premier performing opportunities (made in consultation with area faculty members) are encouraged, but not required, to participate.

Student teaching and outside commitments

Student teaching should be the primary focus during the capstone semester for the Music Education student. In addition to the guidelines of the College of Education and Human Development, the Music Department has the following additional requirements:

The student teacher is expected to shadow the cooperating teacher(s) in every aspect of their job. Because of the realities of the job, some of these activities may occur before or after school hours or on weekends. Examples of these types of required activities include booster meetings, in-service meetings, sectional rehearsals, competitions, faculty meetings, and performances.

Students may not enroll in other classes or participate in any ensembles unless prior approval has been granted by their UTSA Music Department student-teaching supervisor. Students are not allowed to participate in any student organization activities, outside work commitments, or any other activities that may conflict with student-teaching commitments unless prior approval has been granted by their UTSA Music Department student-teaching supervisor. Examples of unapproved conflicts include, but are not limited to, applied lessons, evening ensembles or performance groups, sorority or fraternity events.

The student teacher is expected to attend all seminar meetings at the University. These dates will be published at the beginning of the semester. These meetings take priority over the above directive regarding shadowing the teacher at all times.

Vocal Ailments and Injuries

From time to time, students in the vocal area may experience difficulties with their voice which compromise their ability to sing. UTSA is fortunate to have access to the very finest of clinical care for the performing voice through the University of Texas Health Sciences Center at San Antonio. Dr. C. Blake Simpson, laryngologist, Dr. Laura Dominguez, laryngologist, and Ms. Rachelle Speer, speech-language pathologist, have worked closely with UTSA vocal faculty for years. They are nationally recognized for their work in the treatment and rehabilitation of injured performers.

If a student is experiencing vocal difficulties, be they inopportune or persistent respiratory infections, reflux laryngitis symptoms, vocal fatigue that doesn’t resolve quickly, or other more serious problems, the first step that he or she should take is to inform his or her applied instructor about the problem. If the applied teacher in consultation with the student feels a medical evaluation is needed, the steps to take for getting an expedited appointment with the UTHSCSA medical staff are as follows:
(1) the applied teacher should write Veronica Aleman, secretary to Dr. C. Blake Simpson, notifying her that a student is being referred by the teacher to the ENT clinic. Ms. Aleman’s e-mail address is ALEMANV@uthscsa.edu. Please copy Mr. Nix (john.nix@utsa.edu) on the e-mail.

(2) the student should contact the UTHSCSA ENT clinic requesting the first available appointment with Dr. Simpson, Dr. Dominguez, or Ms. Speer. The student should identify him or herself as a UTSA vocal student referred by their applied teacher. Students should be prepared to give insurance information and other details during this phone call. To expedite being seen, students are advised to schedule a regular appointment and to put themselves on the cancellation list, so that they will be called in case another patient cannot make his or her appointment. The clinic number for scheduling is **210-450-9453**.