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This handbook serves as a reference for students and faculty in the Voice Area of the Department of Music at the University of Texas at San Antonio. The Voice Area encompasses vocal studies, choral music, and lyric theatre.

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 Department of Music 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 here.

### Voice Area Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Christopher Besch</td>
<td>voice, vocal tech for instrumentalists</td>
</tr>
<tr>
<td>Dr. Jourdan Laine Howell</td>
<td>voice, lyric theatre</td>
</tr>
<tr>
<td>Crystal Jarrell Johnson</td>
<td>voice, diction, class voice</td>
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<tr>
<td>Dr. William McCrary</td>
<td>voice, lyric theater, opera literature</td>
</tr>
<tr>
<td>Dr. Yoojin Muhn</td>
<td>choir, choral conducting</td>
</tr>
<tr>
<td>John Nix</td>
<td>area coordinator, voice, pedagogy</td>
</tr>
<tr>
<td>Dr. Susan Olson</td>
<td>voice, diction, vocal literature, performance repertoire</td>
</tr>
</tbody>
</table>
Degree Requirements

Students are advised to become familiar with all information about their specific degree plans. This information may be obtained from the student’s music department advisor, and also obtained online here.

Students are also strongly advised to thoroughly read all pertinent information on their degree plan in the University Catalog.

Students have TWO advisors, and Academic Advisor and a Department Advisor with specific knowledge about degree concentration.

**Academic Advisor**

Your Academic Advisor is Julie Fischer. You meet with Ms. Fischer regularly to ensure that you are enrolling in the appropriate courses at the appropriate time in the degree.

Julie Fischer | Julie.Fischer@utsa.edu

**Department Advisors**

Dr. Drew Stephen, Graduate Advisor | Drew.Stephen@utsa.edu
Dr. Susan Dill, Choral Music Education Advisor | Susan.Dill@utsa.edu
John Nix, Vocal Performance Advisor | John.Nix@utsa.edu
Dr. Stan Renard, Music Marketing Advisor | Stan.Renard@utsa.edu
Dr. Ethan Wickman, Composition Advisor | Ethan.Wickman@utsa.edu
Dr. Jennifer Beavers, Bachelor of Arts Advisor | Jennifer.Beavers@utsa.edu
Private Voice Levels & Course Requirements

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 Education-Keyboard) is required, in which case a jury should be performed each semester the student is enrolled.

1512 Music Performance - Private Instruction 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.

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. 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.

1542 Music Performance - Private Instruction 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 3 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 5 songs and/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 Education, 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 Voice Reitals, page 15). MUS 2542 may be repeated for a maximum of 3 semesters.

3532 Music Performance - Private Instruction III 2 SCH
Prerequisite: MUS 2542 or placement by audition and interview. Upper-division study for degree candidates specializing in Music Education, Music Marketing, or Music Theory-Composition. Advanced vocal technique and repertoire. Minimum of 5 songs and/or 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/Exams, page 16). Students specializing in Music Studies must present a 30 minute Proficiency Recital during the final semester of MUS 3532 (See Proficiency Recital/Exams, page 16). 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. May be repeated a maximum of 3 semesters.

3543 Music Performance - Private Instruction III 3 SCH
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/or arias prepared for jury each semester. May be repeated a maximum of 3 semesters.
4543 Music Performance - Private Instruction IV 3 SCH
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/or arias prepared for jury each semester. Senior recital of 1 hour in total length is performed during the last semester of study (See Voice Recitals, page 16). May be repeated a maximum of 3 semesters.

5511 Music Performance - Private Instruction 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.

5542 Music Performance - Private Instruction 2 SCH
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 7 songs and/or arias prepared for jury.

5554 Music Performance - Private Instruction 4 SCH
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/or arias prepared for jury. In the final semester of study, the student will present a recital which is 1 hour in length (See Voice Recitals, page17). Graduate students must sign up for MUS 5554 the semester of their graduate recital.

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.

Semester Degree Requirements & Maximum Semester Rules
All music majors are permitted to enroll in private instruction for a maximum of two semesters beyond the degree requirement.

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>DEGREE REQUIREMENT</th>
<th>MAXIMUM TOTAL</th>
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<tbody>
<tr>
<td>Performance</td>
<td>8 semesters</td>
<td>10 semesters:</td>
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<tr>
<td></td>
<td></td>
<td>1 additional semester of MUS 1542 or MUS 2542</td>
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<td>1 additional semester of MUS 4543</td>
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<tr>
<td>Music Education</td>
<td>6 semesters</td>
<td>8 semesters:</td>
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<tr>
<td>Marketing</td>
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<td>1 additional semester of MUS 1542 or MUS 2542</td>
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<tr>
<td>Composition</td>
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<td>1 additional semester of MUS 3532</td>
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<tr>
<td>Bachelor of Arts</td>
<td>2 semesters</td>
<td>4 semesters:</td>
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<tr>
<td></td>
<td></td>
<td>2 additional semesters of MUS 1542 or MUS 2542; lower level courses only</td>
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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. Students whose petitions are approved will enroll in one semester of MUS 3532, MUS 3543, or MUS 4543, depending on the student’s degree program and prior private instruction enrollment. Students pursuing the Bachelor of Arts in Music are not permitted to petition for additional semesters of private instruction.

Additional Rules Regarding Private Instruction

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 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.

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.

Bachelor of Music students must pass Basic Skills IV, Aural Skills IV, Class Piano 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 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.

Lesson Attendance & Area Seminars

Attendance

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).

Lessons missed due to unexcused absences are not required to be made up. Lessons missed due to excused absences with sufficient notification as determined by the lesson instructor may be rescheduled at the instructor’s discretion.

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.

It is the student’s responsibility to contact the instructor at the beginning of each semester to schedule lessons. This must occur no later than the first week of classes.

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

Area Seminars

All students enrolled in private instruction, or who are majoring in Composition, are required to attend area seminar. The voice area seminars are held every Thursday from 11:30am to 12:20pm. Room assignments for each studio are announced at the beginning of each semester.
Proficiency Standards & Exams

The UTSA Undergraduate Catalog states, “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:

**Performance majors** will present a senior recital (MUS 4561), 60 minutes in length, approved by the appropriate recital committee.

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

**All Level Choral Music Education 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 minimum of 3 songs and/or arias representing at least 2 languages to be sung from memory. Students should demonstrate good intonation, breath management, accuracy of language, and good tone quality in order to be vocally proficient in the area of public school teaching.

**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.

**Bachelor of Arts majors** 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.

**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 Incomplete (IN) for MUS 2162. Failure to pass the dictation and/or sightsinging portions will result in a grade of Incomplete (IN) for MUS 2112.
Voice Juries

Voice juries are scheduled during Final Exam Week at the end of each semester. Students will be prepared to sing at least 2 selections from the total number required at their current level of study. Students will choose their first selection, then an additional selection(s) will be chosen by a member of the Voice Area Faculty from the repertoire listed on the Jury Sheet.

Jury Exemptions

Effective Spring 2012, and with the support of the private voice instructor, Voice Area policies allow some students to be exempt from performing a jury.

No competitions or roles: perform regular jury or extended jury for level changes
Compete at TEXOMA NATS: perform 1 piece on jury
Finalist at South Texas NATS: perform 1 piece on jury
Lyric theatre major role: perform 1 piece (not from the opera/musical)
Recital performance: no jury required

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

Scheduling the jury

Students will be notified when and where jury-sign ups sheets are posted. Students will sign up for one time block according to the availability of their respective pianists. In order to avoid scheduling changes, students should not sign up for a time without confirming with their pianists.

Jury Sheets

Prior to the jury performance, students will fill out Jury Sheets found here on the department website. Jury Sheets should be thoroughly filled out, printed front and back, and 7 copies should be submitted to the Area Voice Coordinator according to the provided deadline. After all juries are complete, 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 study.

Music Marketing & Theory-Composition Extended Jury Proficiency Exam

In lieu of a public recital, students in the Music Marketing or Theory-Composition areas will present an extended jury proficiency exam to demonstrate vocal and musical proficiency. 5 songs and/or arias must be new repertoire studied during the current semester, and the repertoire should include various songs and/or arias representing different musical styles/periods and languages. Repertoire will be sung from memory.

All Level Choral Certification Extended Jury Proficiency Exam

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. A minimum of 3 songs and/or arias representing at least 2 languages will be sung by memory. Students should demonstrate good intonation, breath management, accuracy of language, and good tone quality in order to be vocally proficient in the area of public school teaching.

Payments to Collaborative Pianists

Prior to the jury performance, payment to the student’s Collaborative Pianist must be made in full according to the respective Singer/Pianist contract for the semester. If a student fails to pay their pianist, the pianist will not play for the jury. The student’s grade will be negatively impacted should this occur.
Voice Recitals

All music students are required to make one recital appearance during the last semester of required study on their principal instrument.

(a) Music Education majors must perform a recital no later than the third semester of enrollment in MUS 3532.
(b) Performance majors must perform the qualifying recital no later than the third semester of enrollment in MUS 2542.
(c) The Senior Recital (MUS 4561) must occur during the final semester of enrollment in MUS 4543.

Additionally, Performance majors are required to make a minimum of one recital appearance or area seminar appearance each semester on their principal instrument.

Qualifying Recitals

Undergraduate performance majors in voice must present a 30-minute public recital (sometimes called the Sophomore Recital) in the final semester of MUS 2542 to demonstrate the vocal and musical skills required for upper-division instruction (MUS 3543). The total recital time may not exceed 30 minutes.

Requirements for this recital:
(1) at least 5 songs and/or arias must be new repertoire studied during current semester
(2) include songs and/or arias from the Baroque, Classical, Romantic, and 20th Century repertory
(3) include selections in at least 3 languages
(4) informative program notes and translations which are the sole responsibility of the student, submitted per the Private Lesson Instructor’s instructions, which are not to supercede instructions given by Cindy Solis, Senior Events Manager.
(5) at least one selection must be a chamber work featuring other voices or other instrument(s) in addition to the piano/harpsichord.
(6) grades for the recital must average a C or better in order for the student to pass.

A pre-recital presentation, often referred to as a Preview Recital, may be requested at the discretion of the Private Lesson Instructor and/or Voice Area Faculty to show readiness for public performance.

Prior to the recital performance, payment to the Collaborative Pianist must be made in full, according to the respective Singer/Pianist contract for the semester.

Proficiency Recitals/Exams

Students in the Music Education program will be required to give a 30-minute public recital in the final semester of MUS 3532 in order to demonstrate vocal and musical proficiency.

Requirements for this recital:
(1) at least 5 songs and/or arias must be new repertoire studied during the current semester.
(2) include songs and/or arias from the Baroque, Classical, Romantic, and 20th Century repertory
(3) include selections in at least 3 languages.
(4) informative program notes and translations which are the sole responsibility of the student, submitted per the Private Lesson Instructor’s instructions, which are not to supercede instructions given by Cindy Solis, Senior Events Manager.
(5) at least one selection must be a chamber work featuring other voices or other instrument(s) in addition to the piano/harpsichord.
(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.

A pre-recital presentation, often referred to as a Preview Recital, may be requested at the discretion of the Private Lesson Instructor and/or Voice Area Faculty to show readiness for public performance.

Prior to the recital performance, payment to the Collaborative Pianist must be made in full according to the respective Singer/Pianist contract for the semester.
**Senior Recitals**
The Senior Recital (MUS 4561) will be presented during the last semester of MUS 4543 and will be 60-minutes in total length. Students must enroll in Senior Recital (MUS 4561) the semester in which the recital is to be performed.

The final grade must average C or better in order to pass MUS 4561.

(1) at least 7 songs and/or arias must be new repertoire studied during current semester
(2) include songs and/or arias from the Baroque, Classical, Romantic, and 20th Century repertory
(3) include selections in at least 4 languages.
(4) informative program notes and translations which are the sole responsibility of the student, submitted per the Private Lesson Instructor’s instructions, which are not to supercede instructions given by Cindy Solis, Senior Events Manager.
(5) at least one selection must be a chamber work featuring other voices or other instrument(s) in addition to the piano/harpsichord.

A pre-recital presentation, often referred to as a Preview Recital, may be requested at the discretion of the Private Lesson Instructor and/or Voice Area Faculty to show readiness for public performance.

Prior to the recital performance, payment to the Collaborative Pianist must be made in full, according to the respective Singer/Pianist contract for the semester.

**Graduate Recitals**
The Graduate Recital (MUS 6941) will be presented during the last semester of MUS 5554 and will be 60-minutes in total length. Students must enroll in Graduate Recital (MUS 6941) the semester in which the recital is to be performed.

The final grade must average B or better in order to pass MUS 6941.

(1) at least 7 songs and/or arias must be new repertoire studied during current semester
(2) include songs and/or arias from the Baroque, Classical, Romantic, and 20th Century repertory
(3) include selections in at least 4 languages.
(4) informative program notes and translations which are the sole responsibility of the student, submitted per the Private Lesson Instructor’s instructions, which are not to supercede instructions given by Cindy Solis, Senior Events Manager.
(5) at least one selection must be a chamber work featuring other voices or other instrument(s) in addition to the piano/harpsichord.

(6) 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 [here](#).

A pre-recital presentation, often referred to as a Preview Recital, may be requested at the discretion of the Private Lesson Instructor and/or Voice Area Faculty to show readiness for public performance.

Prior to the recital performance, payment to the Collaborative Pianist must be made in full, according to the respective Singer/Pianist contract for the semester.
Recital Scheduling Procedures

Pre-recital presentation (Preview Recital)
A pre-recital presentation, often referred to as a Preview Recital, may be requested at the discretion of the Private Lesson Instructor and/or Voice Area Faculty to show readiness for public performance. Preview Recitals take place three weeks before the actual recital performance. It is the student’s responsibility to arrange a time and location for this Voice Preview recital with the Voice Faculty.

Student Recitals

SCHEDULING PRIORITIES AND DEADLINES
Requests for Graduate and Undergraduate required recital dates may be submitted May 15th through September 15th for a Fall semester date, and no later than December 15th for a Spring semester date.

Non-required student recital requests will be handled between September 15th and September 30th for a Fall semester date, and between December 15th and January 30th for a Spring semester date.

Events will not be scheduled simultaneously, save for extenuating circumstances.

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.

AVAILABLE DAYS
Senior Recitals (MUS 4561) and Graduate Recitals (MUS 6941) may be scheduled on evenings, Monday through Thursday, during the semester.

Qualifying recitals and Proficiency recitals 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 with an instrumentalist.

Non-required recitals may be scheduled on afternoons, Monday through Thursday, during the semester.

According to department policy, no recitals or concerts will be scheduled during university study days, during final exam week, or during the week prior to final exam week.

PERFORMANCE REQUEST FORMS
Performance Request Forms must be used in the scheduling of all recitals and may be obtained from the Events Manager. Students should inquire about available dates from the Events Manager, then speak with their pianist, voice instructor, and collaborative musicians PRIOR TO SELECTING A FINAL DATE. 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, including all required signatures, should be submitted to the Events Manager, after which the student will be notified by the Events Manager if the date has been approved.

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.
PIANISTS
Students are expected to make their own arrangements for a pianist and any additional collaborative forces.

RECITAL LENGTHS
Qualifying Recitals (performance majors) and Proficiency Recitals (education majors) are allotted 30 minutes in total, including music, entrances, exits, and bows; roughly 22-24 minutes of music should be prepared.

Senior Recitals (performance majors) are allotted 60 minutes in total, including music, entrances, exits, and bows; roughly 42-45 minutes of music. Intermission may not exceed 10 minutes.

Graduate Recitals are allotted 60 minutes of music, with additional time for entrances, exits, and bows. Intermission may not exceed 10 minutes.

PROGRAMS & PROGRAM NOTES
Information for programs, including all song and composer information as well as program notes, must be received in person or emailed to the Events Manager at least 3 school days before the date of the recital. Information not received by the deadline will not be accepted for print. Program Notes should reflect appropriate formatting as decided upon by the student with approval by the private instructor. Program Notes should not exceed 3 pages, double-sided.

CALENDAR OF EVENTS
A calendar of all scheduled recitals, concerts and other music activities on a semester basis is maintained and accessible for reference on the website. The Department of Music 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, as well as Lyric Theatre events, master classes, and other voice related events in the community.

Recital Hall Use

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) Both Qualifying and Proficiency recitals, 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.

Entering and Leaving the Hall
The student should enter the Recital Hall from the 1st floor stage entrance. Both the Recital Hall key and piano key should be picked up before 5:00pm in the music office. University Police will not unlock or open doors for students after hours.

At the conclusion of the authorized practice time, students must cover the pianos and move them to stage left, put chairs and stands away, turn out all lights, and leave via the backstage doors, checking to be certain that the hall is secured. Both the Recital Hall key and piano key should be immediately returned to the Music Office lockbox.

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.

Monitoring System & Loss of Student Access Privileges
A closed-circuit television system will monitor activity in the hall to ensure that any use of the hall and instruments is authorized. 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.
Recital Recordings

Recordings will be made of all student, faculty, guest, and ensemble performances provided student staff can be scheduled. Although every attempt will be made to produce a professional recording, no guarantee can be made as to the quality of the recording.

The Voice Area Faculty recommends that you supply back up recording equipment at your discretion.

Cell phone recordings and any other recordings of student, faculty, or guest recitals may not be made without the expressed consent of all performers on stage.

Recital recordings can be accessed via UTSA Music Department’s Sharepoint, in the Recital Hall Recordings document folder. Additional recital archives are housed in the John Peace Library.

Recital Posters

Signs advertising recitals, meetings, or other items of interest may be placed in strategic places throughout The Department of Music. 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.
Working with Pianists

Each semester, you will work with a contracted collaborative pianist. The pianist fee is an additional fee not included with your tuition. You should expect your pianist to provide you with a contract outlining the terms of your working relationship that you will need to sign. This is for both your and their protection, so that all expectations and financial arrangements are perfectly clear. You must pay your pianist according to the agreed upon fee schedule.

At the start of the semester, promptly provide copies of your music to your pianist in their preferred method of delivery (i.e. paper copies, front and back, digital, etc.). If you make copies, be sure that the piano part is completely legible.

Do not expect the pianist to teach you your music. That is not their job. That is your job. Come to each rehearsal with a game plan of what you want to accomplish in that session.

Your collaborative pianist is performing music WITH you, not FOR you. Treat him or her with respect as a fellow musician. They are owed the same respect afforded to your voice teacher – if you need to cancel a rehearsal or lesson, LET YOUR PIANIST KNOW as far ahead of time as possible.

You and your pianist are a team. If you cultivate a good relationship with your pianist, they will come to know your voice very well and assist you with problems. They can make you or break you on a recital or a jury; as such it would be wise for you to invest the time and consideration in building a team relationship.

Ensembles

All voice majors, undergraduate and graduate, are required to participate in a vocal ensemble every semester. Undergraduates will be assigned to either Concert Choir or Chamber Choir, and have the option to also register for Chamber Opera in order to participate in Lyric Theatre activities. Graduate students are encouraged to participate in Chamber Opera.

Students will be assigned to Concert Choir or Chamber Choir after completing their choral audition for Dr. Yoojin Muhn. All questions about choir placement and any other choral activities should be directed to Dr. Muhn: yoojin.muhn@utsa.edu.

All questions about casting and participation in Lyric Theatre should be directed to Dr. William McCrary: william.mccrary@utsa.edu.
Scholarships

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 their 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 they are enrolled until degree requirements have been fulfilled;

4) Make an exemplary contribution to the Department of Music through their musical performance and studies;

5) Write a thank you letter to the donor of their 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.

Student Teaching

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, and 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.
Concerto & Aria Competition

The Department of Music Concerto and Aria Competition is an annual competition that provides winners the opportunity to perform with the UTSA Orchestra at a highlighted concert event.

The competition is open to regular, full-time degree-seeking music majors who are enrolled in Private Instruction. Competitors must submit their fully completed, fully signed competition application forms to Troy Peters, orchestra director, according to the provided competition deadline. Applications will be screened by Mr. Peters and, based upon the appropriateness of the proposed performance literature, students may or may not be invited to compete. 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 on the music department’s website.

Special Department Events

Winterlude
In December, the department presents its annual Winterlude, a series of concerts that showcase UTSA’s major ensembles. Winterlude is a blend of entertaining holiday classics and respected major works in the classical canon. Open to the public, Winterlude is one of the department’s largest events, and nearly every student participates.

Extravaganza
Each year the Department of Music hosts Extravaganza, a celebratory event designed to honor students who have received awards and prestigious scholarships, shine a spotlight on outstanding alumni, and show appreciation for dedicated friends of the department. Presence is expected of those students receiving awards.

Extravaganza is open to the public and all students are invited/encouraged to attend.
Auditions & Interview

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/or arias previously studied.

For information about audition requirements, please visit our website.

Assignment & Change of Applied Instructor

Upon acceptance into the program, students receive information about voice faculty so that they may provide the Area Coordinator with their preferred choice of voice teacher. If incoming students do not make their preference known, they will be assigned a teacher.

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 (a) above, should have a conference with their choice for an applied teacher and gain consent in support of the change. The Voice Area Coordinator will then make the change for the student unless teacher loads are adversely affected.
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. Michael Yang, laryngologist, and Ms. Marisa Leyden, speech-language pathologist, will be the primary providers for voice students. 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 Dr. Michael Yang, notifying him that a student is being referred by the teacher to the ENT clinic. 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. Yang or Ms. Leyden. 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.