The following outlines guidance and requirements for the year. It is important that you read it, and keep it available for reference.

**APPLIED VOICE LESSONS:**
The objective of voice lessons is to build vocal technique, gain interpretive knowledge of the expanse of vocal repertoire, and develop your performing abilities towards professional goals.

**REQUIRED MATERIALS**

**Repertoire:** Our excellent music library offers a wealth of scores to be discovered by you. Once you have done the research, be prepared to purchase vocal scores. It’s a valuable lifelong investment. You are expected to independently seek out repertoire for yourself, but I will assist. Please not scan or copy the works of living composers -- purchase them.

**Repertoire Lists:** Repertoire lists are important for your career. I will provide digital templates. Once created and dated, always print 2 hard copies. Update your lists every 6 months. Also, keep hard copies of recital programs you have performed in a file. You are required to turn in your updated All Repertoire List in the 2nd last week of each semester.

**Metronome:** Use a metronome which gives both beats and pitches. An actual device, rather than a phone, is recommended.

**Tuning Fork:** Such a small and inexpensive immensely valuable tool.

**Mirror:** Use a mirror in practice to develop awareness of your body position, breath use, facial expressions, tongue position, etc. while singing.

**Shoes:** Wear footwear with a heel of 2” or less in lessons and masterclass performances.

**Recording device:** Bring a recording device to your lessons.

**Pianist:** You must provide a pianist for your lessons, studio masterclasses, juries and recitals. Treat your pianist well. Have your music ready for them; clear copies, with title, composer, your name, and contact info clearly marked. Show up for your rehearsals knowing your music.

**LESSONS**
We work together to build your vocal instrument and performing skills. The more interest you take in solving little problems and enjoying the process, the faster the instrument will line up.

The expressive aspect of singing is of primary concern. Follow the instructions on the provided Preparation of Songs and Arias for each new work you bring to the studio.

In this time of COVID, it is understood that we must all be flexible, but it is important you arrive to your lesson on time; whether it be in person or online. If you are unable to attend your lesson or studio class, you must notify me as soon as possible. Continuous late arrival and unexcused absences will result in a lower grade point.

There are some things we cannot control. If required, all lessons will be online. Until this determination is made, repertoire lessons will take place with masks on in the studio with sufficient distancing and
protective screens. The studio will be aired out every 30-45. Please wash your hands before entering, and keep your materials enclosed in a backpack or bag as much as possible. Technique lessons will take place online until October. If all lessons will take place online, plan to have the Chrome browser ready for use, and earphones/earbuds. Complete instructions will be sent for the platforms to be used [Zoom OR Jitsi meet VIDEO and Cleanfeed AUDIO].

**Repertoire Plans:**
Provide me with your All Performed repertoire list, which will be updated every 6 months. Keeping in mind your degree requirements, create a list of repertoire you propose to learn this year, called WORKING repertoire. Include at least one Canadian art song/aria. By Nov. 15th, your recital and jury repertoire list should be confirmed.

**Undergraduate Performance majors:**
1st year: 12 songs in at least three languages. 1 Vivaldi, Handel or Mozart aria
2nd year: 17 songs in at least three languages, and at least 1 Mozart aria
3rd year: 3 oratorio arias, 2 recits, 1 Mozart aria, 2 opera arias, 15 or more songs (40+minute recital)
4th year: 3 opera arias with recits, 1 oratorio aria, 20 or more songs (50+minute recital)

**Goal Sheets:** Know your own goals. Fill out the goal sheets at the end of this document, keep a copy for yourself, and provide me with a copy at the first lesson.

**Juries/Recitals:** You are responsible for knowing the requirements of your degree.

**Understand your degree requirements:** [Link](http://www.music.uwo.ca/departments/music-performance/handbook/index.html)

**Personal Practice:** Singing is an athletic activity. Stamina, musculature and coordination is built through regular, intelligent practice. Less than one hour each day is not enough. Spend at least half an hour working on texts each day. Early morning is an excellent time for working on language skills and poetry memorization.

**Studio Masterclass:** The masterclass gives you a chance to perform repertoire for your peers, gain feedback, and hear new repertoire. Performances must be memorized. Be prepared to provide the essential meaning, and know the pertinent dramatic context. Information regarding the composer and the poet is essential knowledge. Listen with intention to your colleagues’ performances.

**Studio Concerts:** If possible, we will present a live studio concert this year. If not, we will devise a creative online presentation.

**Guest Masterclass Attendance:** The music student body supports the *Faculty Gift Fund*, which allows you to hear brilliant musicians perform and teach. I require your attendance at Voice Masterclasses at UWO. These are immense learning opportunities for you!

**Voice Fridays Attendance:** Fridays 1:30-2:30 TC 100
Voice Fridays is an essential opportunity for learning created by the voice faculty for you. Put it in your schedule.

**Make-up lessons:** If you miss a lesson with giving notice, it will be not made up. When I travel to perform, lessons will be made up in advance, or following the trip as soon as possible.
iii) **Academic Consideration for Student Absence:** Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student’s final grade. **Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus.** Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student’s final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are not met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. **Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.**

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office. For the Western University policy on Consideration for Student Absence, see: [https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf)

and for the Student Medical Certificate (SMC), see: [http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

iv) **Academic Consideration for Missing Work:** In cases where students are unable to submit work due to medical illness or compassionate grounds, if an online self-reported absence is submitted, or if appropriate supporting documentation is submitted to the Associate Dean’s office, and the accommodation is granted, then the missed assessments may be rescheduled or discounted in the calculation of the final grade for the course, at the discretion of the instructor. If neither a self-reported absence nor an appropriate supporting document is submitted to the appropriate office, then the missed assignments will receive a grade of zero.

v) **Academic Offences:** Submission of work with which you have received help from someone else (other than the course instructor or TA) is an example of plagiarism, which is considered a major academic offence. Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, as found at: [http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

vi) **Mental Health & Wellness:** Students that are in emotional/mental distress should refer to the Health and Wellness at Western page ([https://www.uwo.ca/health/](https://www.uwo.ca/health/)) for a complete list of options about
how to obtain help or to go to the Wellness Education Centre located in UCC room 76. Students in crisis in need of immediate care are directed to go directly to Student Health Services in UC11 or to click on the green “I Need Help Now” button on the Health and Wellness page above.

vii) **Accommodation for Students with Disabilities:** Students work with Accessible Education Western (AEW, formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf)

viii) **Religious Accommodation:** Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar. [http://multiculturalcalendar.com/ecal/index.php?s=c-univwo](http://multiculturalcalendar.com/ecal/index.php?s=c-univwo)

II. **Notes Specifically to Address Covid-19-related Issues for 2020-21 Only.**

i) **Contingency Plan:** In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online at the discretion of the course instructor.

ii) **Recording of Online Activities:** All of the remote learning sessions for this course will be recorded. The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course, including evaluations. The recordings may be disclosed to other individuals participating in the course for their private or group study purposes. Please contact the instructor if you have any concerns related to session recordings.

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

iii) **Online Etiquette:** Some components of this course may involve synchronous online interactions. To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:

- Use your computer and/or laptop if possible (as opposed to a cell phone or tablet)
- “Arrive” to class on time
- Ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive or personal material
- To minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- Unless invited by your instructor, do not share your screen in the meeting
- Be prepared to turn your video camera off at the instructor’s request if the internet connection becomes unstable

The course instructor will act as moderator for the class and will deal with any questions from participants. To participate please consider the following:
• If you wish to speak, select the “raise hand” function and wait for the instructor to acknowledge you before beginning your comment or question.
• Kindly remember to unmute your microphone and turn on your video camera before speaking.
• Self-identify when speaking.
• Kindly remember to select the “raise hand” function again to lower your hand, mute your mic and turn off your video camera after speaking (unless directed otherwise).

General considerations of “netiquette”:
• Keep in mind the different cultural and linguistic backgrounds of the students in the course.
• Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
• Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment.

Note that disruptive behavior of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of “Zoom-bombing” a class, or of other serious online offenses, may be subject to disciplinary measures under the Code of Student Conduct.

GRADING
Progress, repertoire, technical growth, attendance and attitude in lessons and studio masterclasses all affect your grade. You are graded only on your own progress; not in comparison to others.
Attendance at 6 (at least) concerts per semester (see detailed list) is required for Undergraduate singers, and expected for grad students. Attendance at concerts wherein Voice Faculty perform is expected. Missing a guest Voice Master classes would be foolish.

Grading percentages can be located at Undergraduate Grading on this link: https://music.uwo.ca/departments/music-performance/handbook/music-instruction.html

CONSIDERATIONS
Your studio grade will depend on your participation and growth. I do not wish to police your work. The responsibility is yours to have a great year and to receive a top grade. Please set goals for yourself. Challenge yourself. Life will come along and do it for you if you don’t. Work continuously on your performing skills and communication skills. It is my strongest desire to help you achieve your goals. Please feel free to discuss your interests and concerns with me at any time.

Please take a moment and ask yourself why you sing.

Always ask yourself this before you perform.

Remember that while singing and life can be difficult, and at times a frustratingly slow process of continuous growth, it is worth the trouble for the reward.