Welcome! I look forward to helping you to develop your vocal abilities, pedagogy, wellness and musicianship through the study of varied and challenging repertoire, here at Western. Our studio is one of collaboration and kindness, with a focus on performance and community involvement. Whether your goals lie in education, performance, a joint-degree or otherwise, I hope to assist in your vocal development while you hone an array of skills during your time here. Looking forward to working with you!

LESSON EXPECTATIONS

SCHEDULING: Lessons occur at your scheduled hour on Wednesdays and/or Thursdays, September-April TBA. I spend the rest of the week performing and teaching in other cities, but am happy to receive emails or texts with any questions you might have. Lessons are typically 50 minutes/2 x 25 mins or 3 x 25 minutes (for 3rd/4th performance), providing me a gap between students to make notes. Please wait outside the studio for your lesson; if I haven’t opened the door, knock, only if I’m over your start-time. I typically teach at :35 to :25 of the hour.

2020: The schedule will continue to be somewhat fluid between semesters and as we adhere to provincial health guidelines. My intention is to be on campus at least 50% of the time,
likely more if allowed. Some lessons may be delivered via Zoom.

Due to sanitation requirements, lessons will be shortened to **45 minutes.** This allows for a mandatory 15 minute air circulation between singers. This reduction in time will be made-up through administrative hours, extra MC and/or potentially an extra lesson at term-end. Please be warmed-up and ready to sing when you arrive promptly on the :40. Charmaine will join us at the hour (ex. If your lesson is “@ 9:30am,” you will have **tech at 9:40 and repertoire at 10am, finishing at 10:25, then the room will be sanitized**).

**CANCELLATIONS:*** If I cancel a lesson, it will be rescheduled. If you miss, are late for, or cancel a lesson, under most circumstances, this lesson is not made up. If your lesson time is in direct conflict with a University event or performance, I require at least a week’s notice, in order to attempt to reschedule your lesson. Please make every effort to take care of these conflicts by **switching lessons with a colleague. Inform your pianist of these switches.**

**ILLNESS:** If you are sick, please email me asap. This is a courtesy for my scheduling, and there is a possibility you may receive a partial makeup for this lesson IF you email and IF time permits.

**2020:** Please reference [https://www.uwo.ca/coronavirus/](https://www.uwo.ca/coronavirus/) for the latest updates on campus health and safety, including procedures for reporting illness, PPE requirements and return-to-campus forms.

**MATERIALS:** Please bring to each lesson: music, pencils, water, staff paper for technical exercises, your updated repertoire catalogue, a recording device (optional) etc. **All music** should be properly translated and IPA’d before singing. Notes and rhythms should be adequately prepared. **The better prepared a piece is, the more we’ll be able to accomplish.** I encourage you to seek out repertoire in the major (or minor) languages (at least Eng, Fr, It, Ger, bonus Spanish and Latin) from a variety of eras, appropriate to your vocal ability and fach. We will also work together along with your pianist in choosing programmes and material for auditions, juries, recitals, etc.

**2020:** For Zoom lessons, please follow the university’s guidelines for connectivity and equipment. I will send you a Zoom code to access your lesson. Zoom materials include: a functional laptop (preferred over phone or tablet), a 2nd device from which to place tracks, a wired connection/ethernet cable, an external microphone and/or headphones if possible. Although a 50/50 ratio was proposed, I intend to be on campus for face-to-face lessons as much as possible. For F2F lessons you require a mask. Try several to see which works best!
I’m still looking for an effective mask that perhaps I could then bulk order for us.

**POSTINGS:** I will keep you aware of upcoming auditions, juries, competitions, recitals and concerts as they pertain to Western and elsewhere. Please share with the studio if you are participating in a performance we may all attend. The studio has a FB Page “Horst Voice Studio” where you can post information and photos.

**2020:** *Most communication of course materials will be through OWL this year. You will be invited to join the studio page and please access it regularly to see updates and important dates.*  
[www.owl.uwo.ca](http://www.owl.uwo.ca)  
**HORST VOICE**

**OUTPUT:** It is included in the DWFOM Handbook that suggested song **minimums** for undergraduate lessons are as follows:

**Performance:**
- 1st year: 16 songs
- 2nd: 22 songs
- 3rd: 40 min recital + 10 songs/arias/Dec. jury
- 4th: 50 min recital + 12 songs/arias/Dec. jury

**All other voice majors:**
- 1st year: 16 songs
- 2nd: 20 songs
- 3rd: 20 songs of increased length
- 4th: 20 songs of increased difficulty
- MMus1: 55 min recital + oratorio audition package (5) + opera arias (2)
- MMus2: 55 min recital + opera audition package (5) and oratorio arias (2)

Therefore you should aim to have a new piece prepared nearly every lesson, ie) always be starting a new piece, cleaning up a nearly new piece, and polishing/maintaining older pieces. Use time between semesters, reading weeks, and summers to increase your repertoire by choosing and preparing new works.

**2020:** *Currently, the repertoire expectations are being maintained, though there may be some alterations to juries and recitals in 2021. I think that song expectations can be reduced to reflect the challenges of practice and instruction this year. Juries and Recitals, as of Aug. 1, are being planned for live delivery to a live jury, no audience, in the spring. No class recitals will be held on campus 1st term, 2nd TBA.*

**Practice Expectations**

- Vocal practice is about **quality** not quantity. Do not push your instrument beyond a healthy capacity. **Do** try to sing everyday. However, practicing your music can take many alternate forms besides phonation; listening, memorising, translating.
research, silent score-study, attending a concert, etc.

- Singing will take a variety of forms here at Western. Use choir and other ensembles as tools to learn new skills, but be aware of how much you are using your instrument, and in what ways your production differs in these forums.

2020: Practice Rooms on campus will be available, through sign-out, and will require sanitization. Residences also have practice rooms. My studio *may* even be accessible on weekends for coaching and practice. As of August, the library is open and there are study cubbies there for quiet use. A keyboard with headphones would be a worthy investment, however we recognise that singing in certain environments is difficult, and we hope there will be adequate space on campus to do your work. Do experiment with your space and where else and how-else you might practice off-campus.

Masterclass Expectations

- MC occurs weekly on WEDNESDAY, 5:30-7pm MB 27. Schedule below.
- Attendance is mandatory, whether you’re singing or not. BE PROMPT.
- MC selections MUST be memorised. If you are not memorized, you will still sing, but using music affects your mark. Please prepare 1-2 selections/week.
- Dress professionally (ie, jury- or audition-wear) whenever possible (maybe once a month, every-other time you sing)
- Be prepared to give feedback to your colleagues. Your feedback frequency and efficacy is factored heavily into your MC grade.
- If you are sick or away, arrange to switch with a colleague singing another week so you don’t miss an opportunity to present pieces.
- Western has in general an open-door policy for MC, so you can typically go to other studios’, and you should take advantage of this opportunity!

2020: For Masterclass this term, those who are not singing may need to attend via Zoom, therefore you will physically attend and sing every-other week. Observers need to be ready with feedback as we would be in person. However, currently we are assigned MB 27 so we can all fit!

Performance Opportunities

- Whether or not you are cast in UWOpera, there are other performing opportunities
in which to play roles including London Musical Theatre, the GS Society of London, Theatre Western, etc.

- Summer programmes and apprenticeships are necessary and incomparable learning venues in the months away from University. Banff, Nuova, Halifax Summer Opera, SOLT, Cowtown Opera Programme, VOSI, St. Andrews, Contemporary Opera Lab, Avalon, Orford, Tafelmusik, Haliburton, VSO, COAA are a few Canadian options. See me for more US and International options.

- Competitions are great ways to be heard by professionals and receive useful feedback, not to mention prize money and castings. NATS is an accessible, annual competition for all levels, and occurs this year ONLINE. Please apply (through me)! FYI: videos due Nov 6th - only $35/class!

- Studio Recitals will occur on **November TBA @ 12:30pm and February TBA @ 6pm in Studio 242.** We will try for a more formally organised “Cabaret” this year as part of our studio work, TBA April. Invite your family and friends to all three!

- Consider other performing opportunities here at school as well; choral solos, recordings, ensembles, small groups, vocal rep, masterclasses, vocal fridays, etc. Investigate ways to present a partial or full recital on or off campus with a colleague.

**2020:** At this time we are working to continue to present on-campus productions to either partial or virtual audiences. Recitals (student and faculty) are going ahead and the operas as well, live-streamed and semi-staged.

**Collaborative Pianists**

- Time with your collaborative pianist is paramount. Use it wisely and come as prepared as you possibly can to both coachings and lessons. The advice of your professional coach is integral to your vocal education. It is neither their job, nor mine, to teach you notes and rhythms. Songs should be fully translated, prepared and practiced before attending coachings or lessons.

- Our professional pianist is **CHARMAINE FOPOUSSI**
  charmaine.fopoussi@gmail.com

**2020:** Obviously the role of our collaborative pianist may have to change depending on the
level of contact we might have. Pianists may make recordings, do diction coachings, or find other alternatives to face-to-face coaching if it becomes necessary.

Coursework

- Most coursework can be emailed to me on or before the due date at 10pm, or brought physically to lesson or MC. I prefer to receive Rep Lists and Promo Packages in physical copies so we can review them - you need these printed for producers later in the year anyway - for all other reports, email is fine.

- Repertoire Catalogue: Last MC in September
You and I (and potential producers) need a complete repertoire list. Create a list of repertoire learned, on 3 sheets: Opera, Oratorio and Art Song (x 4+ languages). If you have not learned an opera or oratorio arias yet, just make an art song list. Some of you will benefit from creating a CCM/MT list as well.
You can create a table or grouping as you like, but ideally we want to see on each page, piece listed under French, German, Italian and English. These are songs that are a) fully learned and b) presentable (in your current fach, etc.) c) of appropriate difficulty, etc. This is a ‘living doc’ to be amended to each year; a cumulative list of your work. Freshmen please include all repertoire learnt in the previous year and/or repertoire at an RCM Level 8+ - You should also prepare a “wish-list” of rep for this year.

- Promotional Package: Last MC in October
As you audition for programmes or professional organizations, you need at minimum: an organised voice CV, biography, repertoire list and headshot. Some of you will also need monologues, so this could be a time to find one and begin working on it. Please bring me a sample package to review together.

- Concert Review: Last MC in November
Review any vocal concert you attend at the faculty - 2 pg min.
In 2020, please review an online concert, opera or MC (cleared with me)

- Book Report: Last MC in January
Review a book of interest regarding vocal pedagogy, acting, movement, health, biography, education, etc. Minimum 850 words. If you’re stumped - I have books!

- Jury Notes or Program Notes: Last MC in March
Prepare notes on each submission of your jury. Include at least: composer dates and details, historical period/significance, a poetic or preferably wd-4-wd translation, a “plot summary,” musical challenges and highlights, unique score markings, etc. These have proved extremely helpful when preparing for juries.

- **Concert Cards: Last MC of 2nd Term (NOT required in 2020)**
  All students must attend a minimum of 12 concerts per year (excluding concerts you sing in, but including up to 2 non-UWO events). Voice students are expected to attend a minimum of 10 vocal events, but you can count 1 non-voice concert per semester (but go to more!) Cards must be signed by a faculty member or accompanied by a programme. This requirement is factored into your MC grade.

- **Performance-Major Recitals:** You are required to attend your studio colleagues’ performance recitals - this year’s will include Simmie, Katie, Danielle, Nicole... dates TBA

- **Vocal Fridays** is our voice topics series held in TC 101 on Fridays at 1:30. These speakers and topics are highly relevant to your degree and often also include performance opportunities - make every effort to attend

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**EVALUATION**

- Studio course grade breakdown:
  UG 1-2 and non-performance  3-4  55% Lessons  10% Course Work
25% Jury
10% Masterclass and Class Recitals
UG 3-4 performance
60% Lessons 10% Course Work
20% Dec. Jury
10% Masterclass and Class Recitals
MMus 1-2
80% Lessons 5% Course Work
10% Masterclass and Class Recitals

Important Dates

- September 9: Lessons commence and 1st MC (no singing, talk and body map)
- November 2: Fall Reading Week (No MC or lessons)
- November 6: NATS due (registration and recordings)
- **November TBA:** **G and H Studio Recital, 6pm (no MC)**
- December 7-11: 3-4th year performance juries, VKH
- January 6-7: Lessons recommence
- February 5: Fridays @ 12:30 Concert: Bethany Horst and Anita Krause, VKF
- **February TBA:** **Vivaldi Studio Recital, 6pm**
- April 5-9 TBA: Year-end juries
- April TBA: Perf. Auditions

OTHER BUSINESS

- Statement on Scholastic Offences: [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)
- Policy on Accommodation for Illness: [http://www.uwo.ca/univsec/academic_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html)
- Statement on Mental Health: [http://www.uwo.ca/uwocom/mentalhealth](http://www.uwo.ca/uwocom/mentalhealth)

**Course Prerequisites:** Unless you have either the prerequisites for this course or written special
permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

- ii) Grading scale: A+=90-100%, A=80-89%, B=70-79%, C=60-69%, D=50-59%, F=0-49%.

- 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

- Student Medical Certificate (SMC), see: 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

- 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/) 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

- 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. 

**COVID-19 SPECIFIC BUSINESS**
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

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 blue “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 behaviour 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.