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. Using the digital template provided, create a list of your performed repertoire, date it and *always* print 2 hard copies. Update your list every 6 months. 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. We will discuss the pianists suitable for your needs. Treat your pianist well. Have your music ready for them; if hard copies, clear copies, with title, composer, your name, and contact info clearly marked. If pdf’s, quality is essential. 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 problems and enjoying the process of change, 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. 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.
Repertoire Plans:
Keeping in mind your degree requirements, auditions, and class assignments, create a list of repertoire you plan to learn this year, called WORKING repertoire. Include at least one Canadian art song set and aria. Create also a draft recital list. By Nov. 15th, recital or jury repertoire must be confirmed.

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.


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 language skills and poetry memorization each day.

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 and learn from their work.

Studio Concerts: We usually present 3-4 studio concerts per year.

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 and enjoy it each week.

Make-up lessons: If you miss a lesson with giving notice, it will be not made up. When I travel, lessons will be made up in advance, or following the trip as soon as possible.

WESTERN UNIVERSITY POLICIES

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

Academic Consideration for Student Absence and Missing Work (>10%): Students are responsible for making up any missed classes or assignments as soon as possible. The University recognizes that a student’s ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student’s overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.
Documentation shall be submitted, as soon as possible, to the Office of the Associate Dean, Undergraduate (TC210), together with a request for relief specifying the nature of the accommodation being requested. Students are directed to read the Senate policy on accommodation for medical illness at the following website for further details regarding requirements and procedures for the supporting documentation:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

Mental Health and 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.

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

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=ec-univwo

Contingency Plan: Although the intent is for this course to be delivered in-person, the changing COVID-19 restrictions may necessitate some or all of the course to be delivered 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 assessments affected will be conducted online as determined by the course instructor.

Evaluation Policy Exemption: This course has received an exemption from the requirement in the Senate Policy on Evaluation of Undergraduate Academic Performance that stipulates “At least three days prior to the deadline for withdrawal from a 1000- or 2000-level course without academic penalty, students will receive assessment of work accounting for at least 15% of their final grade.”

Compulsory First Year Exam Exemption: The Dean’s office has granted this course an exemption from the Senate policy that requires each first-year course (1000-1999) to administer a common, compulsory, final examination scheduled during the examination period worth not less than 30% of the final grade.

Examinations and Attendance: Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.
SUCCESS
Progress, repertoire, technical growth, attendance and attitude in lessons and studio masterclasses all affect your grade. You are responsible for knowing the requirements of your degree. See the link below for information. 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.

CONSIDERATIONS
Your studio grade will depend on your participation and growth. The choice and responsibility is yours to have a great year and to receive a top grade. Set goals for yourself. Challenge yourself. Life will 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 immense reward.