

**Jing Ling-Tam**  
**Professor of Music**  
**Office: Fine Arts Building, room 240**  
**Tel: 817-272-2482**  
**Applied Voice**  
**Course Syllabus**  
**MUSI 3240-001**

**Office Hours:** By appointment

**Faculty Profile:** <http://www.uta.edu/profiles/Jing-Tam>

**Course Prerequisites:**

- As specified in catalog

**Recommended Textbooks and Materials:**

- Vocal Division Handbook
- Metronome, tuning fork, audio/video recording device.
- Individual course assignments (solos and vocal exercises, translations, IPA transcriptions, etc.) will be addressed during the first private lesson. It is the responsibility of the student to order assigned music. Additional work requiring music purchases may be assigned as the semester progresses.

**Course Description:**

- Applied Lessons are offered to the student in the form of private weekly instruction. Lessons are 25 minutes, twice a week, or 50 minutes once a week. The student's specific time is to be arranged with the instructor during the first week of classes. Attendance of scheduled studio voice class is required.

**Course Learning Goals/Objectives:**

- Applied lessons are designed to meet the individual needs of the student. Repertoire and technical exercises are assigned to stimulate and challenge specific areas of growth while simultaneously meeting the course requirements.

**Student Learning Outcomes**

Students who successfully complete this course of lessons should be able to:

- Demonstrate appropriate performance ability at this level
- Develop vocal, technical, musical and linguistic skills appropriate for the semester of study
- Comprehend the musical genres and stylistic periods assigned
- Critically review personal performance musically and intellectually

Assessment will be measured by lesson grades, studio class grades, mid-term and final semester juries.

**Attendance Policy:**

At the University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have established the following attendance policy:

- As each lesson and studio class is graded, students are required to attend all lessons and studio classes.
- The only absences that are considered excused are in case of crisis in the immediate family or serious or communicable personal illness.
- If an excused absence must occur, prompt communication with the instructor by calling the teacher's studio and cellular phones is required.
- The instructor shall determine the validity of the reason for the student's absence.
- Excused lessons may be made up subject to instructor availability.
- All other absences are considered unexcused and will not be made up. Two unexcused absences in any semester may result in a failing course grade.

### **Specific Course Requirements:**

- Evidence of consistent progress by the student is expected. It is required that the student come to each lesson having completed the minimum level of preparation required. This means: accuracy of pitch, rhythm, diction, word-to-word translations for pieces in foreign languages AND appropriate vocal production. Practice must occur on a daily basis. It is not possible to skip practice days and then make up practice at a later time. Vocal improvement is cumulative – mindful practice must occur daily.
- The student must be warmed up for the lesson, if not directly before the lesson, at least earlier in the day.
- Students are required to come to lessons with all materials organized for productive study.
- Students are responsible for providing an accompanist when deemed necessary by the instructor.

### **Major assignments and examinations:**

Specific repertoire requirement – see Vocal Division Handbook

Mid-term: TBA

Studio Mock Jury/Recording: TBA

Final Jury: TBA

### **Additional Requirements:**

- Sophomores are required by the instructor to present a partial recital in the semester they take the barrier exam.
- Required Student Recitals include:
  - (for performance majors:)
    - Junior Recital - Half Recital
    - Senior Recital - Full Recital
  - (for 7th semester Music Education majors:)
    - Half Recital

Required recital performances must be approved by a faculty committee – see Vocal Division Handbook (revised August 2013)

### **Performance Attendance:**

Students are strongly encouraged to attend:

- Voice faculty recitals
- Guest vocal artist recitals
- Vocal student recitals that are required by student's degree plan
- Faculty recitals in all disciplines

- Choir and Opera Workshop performances

**Course Evaluation and Grading Policy:** Final grade is based on preparation and performance in three main areas:

1. All lessons, studio classes and weekly preparation are graded. 40%
  - a. The student should come to each lesson prepared to perform all assigned materials.
  - b. Evidence of consistent vocal and musical progress.
  - c. Responsiveness and focus in lessons. The student is expected to follow directions quickly and to be receptive to instruction. If a student is more than 10 minutes late to a lesson, **the lesson will be canceled.** The lesson will not be made up.
  - d. Student is required to sing and attend all studio classes.
2. Mid-Term Exam 10%
3. Final Jury Exam 50%

*Note: For those on scholarship, failure to meet these minimum requirements could result in loss of scholarship.*

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw.

Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX)

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Academic Integrity:** Students enrolled in all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101,§2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>