**MUSICAL THEATRE**

**Voice Handbook**

**FACULTY**

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**WEEKLY LESSONS**

Musical Theatre Majors take 8 semesters of private voice lessons while Minors will take 2 semesters. BFA students meet with their private instructor once a week for 60 minutes. MT minors meet with their private instructor once a week for 30 minutes. Lessons schedules are created at the beginning of every semester in consultation with the private instructor. All students enrolled in THEA 026/126 prepay an applied music fee of $375 per semester.

Students will adhere to the departmental attendance policy. If the instructor misses a lesson due to illness or performance, the student will be offered a make-up lesson. If a student needs to miss a lesson, it is the student’s responsibility to notify the instructor and accompanist as far in advance as possible. There are no make-ups for student absences. After two unexcused absences the student may not receive a final grade higher than a B. After three unexcused absences, the student will receive a failing grade for the semester.

**STUDIO CLASSES**

10 Studio Classes are held throughout the semester. Time and day will be determined by the studio instructor. Students will receive a schedule with locations at the beginning of each semester.

* Studio classes are designed in a master class format; students sing and are then critiqued by the instructor.
* All students registered for voice lessons are required to attend all studio classes within their studio assignment and sing once per semester.
* Attendance at all required events will be taken by the studio instructor.
* Students are required to pay their accompanist $15/performance. Their time is not covered by the department. Payment must be received beforehand. *An accompanist will not play for a studio class until all outstanding fees are paid.*

**ACCOMPANISTS**

All students enrolled in voice lessons will be assigned an accompanist by their studio instructor. During the 14-week semester, the pianist will be present for half of the student’s lesson time (30 minutes/week) OR rehearse with students outside of the lesson time (30 minutes/week). This is to be determined by the voice instructor and accompanist. This does not include recital rehearsals. You receive 14, 30-minute accompanist meetings for each semester. Your voice instructor might choose to have the accompanist not come to the first lesson in which case you will have 1 makeup lesson in the term.

All music, in the correct key, should be sent to the pianists electronically. Music should be provided within a week of its assignment. All lesson music, with rare exception, must be provided before the midterm break. You must own the original score and comply with any copyright guidelines. The title and all parts of the score must be clearly visible. Alterations in repertoire will be in consolation with the accompanist and the instructor.

All students enrolled in THEA 026/126 prepay an accompanist fee of $325 per semester. This covers 14, 30-minute sessions. It is the student’s responsibility to pay for all fees associated with accompanists outside of lesson fees. Drake does not cover this additional expense. This includes Studio Classes ($15/performance) and Juries ($20/performance). Students should be prompt in paying pianists and will be billed for failure to provide timely notification of cancelled rehearsals, lessons, auditions or performances. Failure to pay your accompanist in a timely manner may result in disciplinary actions. Students should pay their accompanist before performance in studio classes and juries. *Accompanists will not play for a studio class or jury until all outstanding fees are paid.* If the instructor is ill the day of your lesson, you are still expected to meet with your accompanist. See the Accompanist Policy for all fees related to vocal accompanists on the Current Student Resource page found at the end of this document.

**JURIES**

All students enrolled in voice will sing a jury at the end of the semester in order to evaluate student progress. Juries function as finals for voice lessons and are evaluated by studio teachers as well as the Director of the Musical Theatre Program. Juries take place on Dead Day.

All jury slots are 10 minutes in length. Students will prepare all material worked on in lessons (6 songs for MT BFAs and 4 songs for MT minors/Acting BFAs). Prior to the jury, students must fill out a jury form on Blackboard. Students will receive grades and comments from each instructor.

* Students performing recitals will still perform a jury
* Juries may only be postponed by providing a doctor’s note in a timely manner. Failure to do so will result in a failing grade for the semester.

**SOPHOMORE CHECK-POINT**

All Musical Theatre majors in their fourth semester jury (sophomore year) will be evaluated by the faculty in terms of their vocal and academic progress as well as their suitability to continue to upper-level study. The faculty will recommend continuation, discontinuation, or probationary status based on that jury and the recommendation of the individual’s applied studio teacher.

If probation is recommended, the student will be allowed one semester to address deficiencies. The fifth semester jury will be the final opportunity for continuation approval.

Students that are on probation after the sophomore check point cannot participate in a recital the semester that they are on probation.

**DUCSOM**

Students who wish to take more lessons may have the opportunity to do so by registering with the Drake University Community School of Music (DUCSOM). This may also be a good option for minors who wish to continue study beyond their required two semesters. However, DUCSOM lessons are not covered by your normal tuition and require an additional semester fee.

Acceptance into DUCSOM lessons is at the discretion of the instructor and may vary every semester according to teaching loads and availability.

**STUDENT STUDIO CHANGE PROCEDURE**

It is our collective and considered position that all the vocal students at Drake University are in safe hands and will make progress with any of the instructors. However, in the rare case that a student should desire to change studios, the following procedure must be followed. Failure to do so will jeopardize the request.

1. A student wishing to change teachers MUST NOT approach other teachers to ask to be accepted as their student.
2. A student wishing to change teachers MUST complete a *Studio Voice Reassignment* form and make an appointment with the Director of the Musical Theatre Program to make the request formal. Confidential discussion may or may not occur at this meeting, as the student wishes.
3. This procedure protects both the student and the teacher from disrupted work. The student does not reveal to the teacher their wish to change teachers unless and until a new assignment is made.
4. The student’s request is kept confidential until a secure new assignment is made. Then it is the student’s responsibility to inform the teacher being left in a timely fashion.
5. All studio changes must happen at semester break, unless extreme circumstances warrant an immediate change.

**RECITAL POLICIES & PROCEDURES**

All Musical Theatre recitals are elective and are not a required element of the BFA degree program. Scheduling of a recital should be done in consultation with your instructor, your accompanist and any additional performers. However, your instructor is not required to assist you with recital preparation since it is not a requirement of vocal lessons.

* Junior and Senior level students may present a joint or full recital.
* Freshman and Sophomores are not allowed to present recitals due to demand in performance venues.

Students choosing to do a recital may use new music being worked on in voice lessons but understand that previously worked music will not be studied in voice lessons. The student also understands that they must meet with their accompanist outside of the regularly scheduled lesson times to work the material not being covered in voice lessons and will pay out of pocket for that extra time.

**VENUES**

Music Majors are required to perform degree recitals and accordingly have priority in booking Sheslow Recital Hall. In order to facilitate this requirement, Musical Theatre majors should seek out alternative venues (Turner Jazz Center, Studio 55, Performing Arts Hall, etc). Only Juniors and Seniors are allowed to put on recitals in those spaces. If Freshman or Sophomores wish to do a recital, they must seek alternative spaces (classrooms, etc.). Musical Theatre majors who wish to perform recitals in Sheslow must obtain permission from the studio instructor *before* booking the hall. All halls should be booked the semester prior to your performance.

**To use any rooms in FAC or Sheslow, make a reservation by contacting the Fine Arts Facilities Manager, Jacob Lemons in FAC 274 (x2018; Jacob.lemons@drake.edu).**

**PROGRAMS & ADVERTISING**

The music department has very specific policies about the format of recital programs as well as due dates for those materials. Please see their website for further information. Furthermore, please make sure you include the name of your accompanist on your program and your recital posters.

**FOLLOW-UP**

Make sure you leave a performance space in better condition than you found it. Clean up backstage as well as your reception area. Also, it is customary and polite to thank those who helped make your recital a reality. This includes your private instructor and your accompanist. Lastly, it’s imperative that you pay your accompanist promptly prior to your recital. Unpaid accompanist fees will not be tolerated and will likely lead to a hold on your university account.

**ADDITIONAL AND UPDATED POLICIES CAN BE FOUND BY VISITING THE “CURRENT STUDENTS & FACULTY” LINK ON THE THEATRE DEPARTMENT WEBSITE:** <https://www.drake.edu/theatre/currentstudentresources/>

**RECITAL POLICIES/PROCEDURES**

<https://www.drake.edu/theatre/currentstudentresources/recitalpolicies/>