

# All-Studio Voice Policies

## PSU Voice Area

### Lesson and Studio Class Attendance

**Your final grade for the semester will be lowered one letter-grade for each unexcused absence no matter the reason. Additionally, your final grade for the semester will be lowered one letter-grade for each absence after the 2<sup>nd</sup> excused absence no matter the reason. Unexcused absence lessons are never made up. All make-up lessons are at the discretion of the instructor. All attendance policies that apply to private lessons also apply to studio class.**

### Excused and Unexcused Absences

**A lack of prior notification (a minimum of 3 hours) before the lesson or studio class begins is an unexcused absence. Every effort must be made by the student to speak directly to the instructor by phone or in person to determine if the absence can be avoided.** If every attempt has not been made by the student for personal contact, the lesson is considered an unexcused absence and will not be made up. If you do not receive return contact from the instructor, you can assume your message was not received, so keep trying. Additionally, attendance to other classes, ensembles, or activities during that 24-hour day makes the absence unexcused. In general, if you are too sick to attend your voice lesson, you should be home recovering, not infecting others or performing in other venues. Vocal performance when you're sick may cause injury to your voice.

**Chronic absence** (more than 2 absences) will result in grade reduction. In the case of illness, the instructor may at any time request medical documentation for each day of absence from lessons or studio class. Students are encouraged to seek immediate medical attention to investigate the cause of illness, especially chronic illness. Some students find it necessary to take a semester off from the institution until they have their health in order.

Additionally, PSU voice faculty are aware that the excuse of illness is sometimes used by students due to a lack of preparation for the voice lesson and/or a lack of preparation for other academic course work or exams. This behavior will not be encouraged by rescheduling lessons. **Your final grade for the semester will be lowered one letter-grade for each absence after the 2<sup>nd</sup> excused absence.**

**Unjustified absences are unexcused absences.** The expectation for voice majors is focus on the major. Your first priority is successful and continuing progress and completion of course work for which you are currently enrolled. Extra-curricular activities, no matter how related or unrelated to the major are secondary to major voice lessons in priority. When applicable, the music office provides all faculty with a list of students who are excused from lessons/studio class for academic reasons. Lesson times will not be re-arranged due to extra-curricular activities or the rescheduling of other classes and events.

**Tardiness can result in grade reduction.** If the student is 10 or more minutes late to a lesson or studio class, the lesson grade will be reduced one full letter-grade. If the student is 15 or more minutes late to a lesson or studio class, this is considered a "no-show" scenario. In this case, the resultant lesson grade is an F. Additionally, the instructor is not obliged to teach the lesson.

### Make-up Lessons

Due to the high volume of physical hours taught each day by studio teachers, make-up lessons are at the discretion of the voice faculty. Please remember, that in general most of your academic classes do not reschedule due to illness. A big part of your job as a voice major is to practice daily habits that will keep you in decent health for your major, looking forward to your future careers as performers and teachers. Likewise, personal problems do not exempt the student from all-studio policies and the policies set forth by the individual instructor.

## Accompanists

**If you are a voice major, employing an accompanist who will accompany your lessons and studio class performances with regularity is mandatory.** We are reliant on their services and fortunately accompanists' fees in our area are quite reasonable. A few accompanists accompany free of charge for the experience. It is the student's responsibility to employ an accompanist as soon as possible to the beginning of the semester. You may wonder when it's appropriate to bring the accompanist to the beginning lessons and how often they should attend. Please ask your instructor this question at the first lesson of the semester. Your grade may be reduced at the discretion of the instructor if you delay employing an accompanist or fail to ask them to come to the lesson when instructed.

**Please treat your accompanists with courtesy.** This means making copies of your music for them the day your studio teacher makes the repertoire assignment. This courtesy also includes paying the accompanist as per their requests on time. A lack of courtesy will reflect in your grade.

**Please rehearse with your accompanist each week.** This not only helps you, but also the accompanist in their endeavors to collaborate successfully with you in performance. Studio teachers are aware when you have not rehearsed the assigned repertoire with the accompanist. Collaborative ensemble is one of the most important elements in each lesson and studio class performance.

**It is your responsibility to notify the accompanist of all events wherein their services are needed. This includes: studio class performances, all lesson scheduling changes, rehearsal cancellations, auditions, etc.** Most accompanists will charge for the lesson/rehearsal/event that was a no-show on your part. This is typical in the professional world in which we are preparing you and is justified. Your grade may be reduced for a lack of professional attitude if you fail to communicate with your accompanist or disrespect them in any way.

## RECITAL ATTENDANCE

**All voice faculty recitals are mandatory attendance for voice majors.** It is your responsibility to seek out voice faculty performance dates and plan accordingly. Only an extreme case of emergency or valid conflicting PSU academic performance is excused, and only with prior notification to the voice faculty. Failure to attend will result in one full letter-grade reduction from the final grade. There are very few professional models for solo singing in the Pittsburgh area. It is in your best interest to take advantage when voice faculty perform for your benefit.

**The above is true for student major degree recitals and all studio recitals.**

## PROFESSIONAL ATTITUDE

**Your grade may be lowered due to a lack of professional attitude.** A professional attitude is a must in any music-related business or academic profession. A lack of respect toward faculty or students will result in grade reduction at the discretion of the voice faculty. You will benefit most from our program by focusing on your own individual academic and personal goals and needs with the guidance of your teachers.