Syllabus for Voice Lessons in James Tener’s Studio
(Music 290F, Sect. JT #5465044 and Music 490F, Sect. JT #5538044)

1. 290 F Course Description: This course can be taken for 1 or 2 credits, graded A-F or Pass/Fail. One credit = one 30 minute lesson per week for 14 weeks. Two credits = 60 minutes of instruction per week. The class may also be audited for no credit.
   Cost: $280 per credit to be charged to the University Bill as an extra charge.
   a. Acceptance into voice lessons for credit is dependent on registration for choir and approval of the voice division chair. You must be in choir to begin lessons. Exceptions to choir requirement are performing arts majors and minors, music minors, non vocal music majors, and others with special approval by the voice chair.
   b. If you wish to continue lessons past your first semester but cannot schedule choir, you may take lessons for one semester without being in choir, subject to approval by the chair of the voice division and your choir director. You can take lessons privately for no credit at any time, subject to Mr. Tener’s schedule.

2. 490F Description:
   a. Acceptance into 490F is subject to approval by the chair of the voice division. You must satisfy 1a. above. You must have studied voice for 4 semesters.
   b. Course requirements are the same as item 4 below but with an increased repertoire requirement. You will be expected to memorize three songs for your final for 1 credit or five songs for 2 credits. Also, for 2 credits you will be required to sing a faculty jury and have the additional option of participating in the final studio recital.

3. A-F Grading system:
   a. Total points = 100. A = 96, A- = 92, B = 88, B- = 84, C = 80, C- = 76, D = 72, D- =68
   b. Semester work = 70% of grade. Final = 30% of grade
   c. Grade deductions: Unexcused absences: 2 lowers grade to B, 3 lowers grade to C, 4 lowers grade to D, 5 is automatic failure. Tardiness: when tardiness equals 30 minutes it will count as one unexcused absence. Attendance deductions are applied first.
   d. Further deductions: 5-10 point deduction for not fulfilling seminar attendance requirement. See 4d below. 5–10 point deduction for poor preparation for lessons.
   e. Final performance: Grade based on overall performance, preparation and memory work, general improvement or lack of improvement over the semester,

4. Course requirements:
   a. Attendance at lessons on a weekly basis and seminars as scheduled. 12 lesson max. and attendance at weekly seminars.
   b. Repertoire: Preparation of 2, 3 or more songs, at least one in a foreign language (Italian, French, German, Latin, or Spanish). Performing arts majors will perform repertoire from Musical Theatre or other contemporary genres.
   c. Formal practice: Practice rooms are provided in the basement of the music building. Any unlocked practice room is available for your use. Develop a schedule for practicing. You will not progress if you do not practice. Keep notes on lesson procedures and recreate these in practice sessions. You are welcome to record your lesson and use the recording during your practicing. You will be graded on your preparation for lesson & seminar.
   d. Seminar attendance: Seminars are held as an integral part of this class. You will sing songs that you are preparing in your lesson and receive constructive help from your colleagues. Seminars are held on Monday afternoons at 5:10 pm in the choral room as announced. You must attend 6 seminars and sing at 2 seminars to receive full credit for seminar attendance. Class conflicts with seminar times must be worked out with Mr. Tener.
5. **Finals:** Your final for this course will be one of the following: (See 2b. for 490F jury)
   a. **Final Recital** on an evening of dead week to be determined. Public performance of two songs, one of which must be memorized. You may invite friends, and family to this recital.
   b. **Voice Jury:** performance of one memorized song for voice faculty.
   c. **Private Jury:** final performance for Mr. Tener in the final lesson of the semester.
   d. **Perf Final Seminar:** Performing arts majors and minors and others as selected by Mr. Tener will sing a final seminar which will be scheduled subject to singer’s availability.
   e. Those receiving 2 credits will prepare 3 songs with 2 memorized for their final.

6. **Absences, Excuses, Make-ups:** (I adhere to these rules without exception!)
   a. **Basic:** Your contract is for a maximum of 12 lessons of approx. 25-30 minutes in length.
   b. **Sick Leave for Instructor:** Your instructor may need to be absent due to sickness. I will make every effort to make up these lessons. I will send an email when I will be absent.
   c. **Make Up Lessons:** The music dept. does not require teachers to make up student absences. In this studio you will receive one make up lesson for your excused absences each semester. You may switch with another student during the week of your absence. There are no make up lessons for missed make up lessons, except in extreme cases.
   d. **Excused absence:** is an absence because of illness, family emergency, class conflict, or other acceptable reason AND is preceded by communication to the teacher in advance of the student's lesson. (Phone call, voice mail, email, or text are acceptable. I do check the phone briefly during lessons.) All absences caused by school responsibilities will be made up.
   e. **Unexcused absence** is an absence for a reason that is not considered adequate (oversleeping, studying, forgetting lesson, going home for the holidays early, etc.) AND/OR a lesson that is missed and no contact is made in advance of the scheduled lesson time.
   f. **Sickness:** If you are sick, call, text, or email in advance to cancel. If you attend lesson while sick, I reserve the right to cancel the lesson and send you home. This protects your voice and my health.
   g. **Contact Info:** The following should be used to communicate with Mr. Tener:
      Studio: 294-6096. Cell (voice or text): 515-291-5494. E-mail address: jtener@iastate.edu.

7. **Books & Materials:** Students are not required to purchase books. Bring assigned songs, vocalises, and a note book to each lesson. Take notes during lessons or immediately after your lesson. Performing arts students are expected to build a repertoire notebook.

8. **E-Mail:** All class communication outside of studio will be handled by e-mail. You are required to check your e-mail daily and respond when a reply is required. Lesson schedules, make up lessons, special announcements, jury rehearsals, final exam arrangements, etc. will be handled by e-mail. I expect my emails to students to be read within 24 hours of mailing them.

9. **Solos:** If you are asked to sing solos at church, at a club, for an audition, for a show, for a wedding or funeral, etc. bring the song(s) to your lesson and we will work on them. Bring solos from ISU choir selections or shows to prepare for auditions. Solo opportunities or playing the lead or supporting lead in a musical can count towards your repertoire requirement.

10. **Accompanist:** Your teacher usually accompanies for your lessons and for seminars. Often an accompanist is asked to play for the final recital. If so, you will be asked to pay a fee, not to exceed $25, for that accompanist. Your teachers usually accompanies private finals and perf final seminars.

11. **Special notice:** Yell Like Hell: Students in this studio are not to participate in this activity as it can cause serious damage to the vocal cords. If you feel you must participate, mouth the words.

12. **Students with Special Needs:** Please address any special needs or special accommodations with the instructor at the beginning of the semester or as soon as you become aware of your needs so that we can work together to support your learning.
accommodation you need to obtain a Student Academic Accommodation Request (SAAR) form from the Disability Resource Office (294-6624) located on the main floor of the Student Services Building, Room 1076.