**Syllabus**

**Applied Voice**

**FALL Semester 2021**

**FACULTY AND COURSE INFORMATION**

**Jana Revels Young**

**Associate Professor**

**Wilson Annex 2170**

**470-578-2013**

**Lessons Times – TBA (face to face/online)**

**Course Communication:**

**Jyoung56@kennesaw.edu**

**Studio of Jana Young – Facebook Page (by invitation)**

**Office Hours: Monday 12:00 PM, Tuesday 1:00 PM**

**Thursday 12:00**

**Course Description, Credit Hours, and Prerequisites**

1. **MUAP 1111, 1112, 1121, 2211, 2212, 2221,**

**3311, 3312, 3320, 3321, 4411, 4421, 4422**

1 Class Hour Per Week – 1-2 Credit Hours

Voice Instruction at KSU consists of one-fifty-minute lesson (for 1 or 2 credits) per week for the entire semester either face-to-face or online. This instruction will assist the student in enhancing his/her level of singing appropriate to their music degree program through technical exercises, repertoire study and performances before faculty and peers.

As a result of applied voice study, the student will be able a) perform memorized a minimum number of songs and b) demonstrate appropriate and improving competencies listed below.

**II. Cognitive/Psychomotor (Musical Learning and Skills**)

• Sings on pitch with correct rhythms

• Observes dynamics and musical symbols in the score

• Employs good breath management with loose yet energetic breathing

• Demonstrates good diction including crisp consonants and clear vowels

• Performs the assigned literature from memory (when appropriate

**III. Affective (Attitude/Cooperation)**

• Displays confidence and relative ease in performing

• Prepares adequately for performance

• Presents a professional attitude toward performing including promptness and appropriate dress

**IV. Aesthetic**

**• Exhibits enthusiasm about learning the music and participating in the musical experience**

**• Shows attention to musical phrasing**

**• Uses body and facial expression to demonstrate involvement with the musical message**

**• Demonstrates attention to the accompaniment and ability to sing in relation to it**

**• Displays general knowledge of the overall structure and meaning of text and music.**

**V. Principal Resource Materials:**

Your instructor will select classic solo literature from most periods of music history. Folk songs and music from the stage (opera, music theater) are included at the instructor’s discretion. Music performed in Master classes and repertoire submitted for jury performance must be memorized at least one month before juries. After arranging a voice lesson time with your assigned Voice Teacher, you will be assigned repertoire according to the VOCAL HANDBOOK.

Students are expected to translate foreign language songs, IPA all songs and be able to paraphrase the sense of each phrase of music.

**VI. Evaluation:**

Attendance: Attendance is required at all scheduled lessons whether face-to-face or online. There are 15 scheduled lessons during the semester. Lessons are 50 minutes in length. Occasionally it is expected that personal or family emergencies will arise and you deem it necessary to miss a lesson. Inform me twenty-four hours in advance and the lesson will be rescheduled. \*\*\*Only one makeup lesson per semester, please.

Attendance is mandatory at all faculty recitals whether “in person” or live-streamed.

**VII. Grading:** Your weekly voice lessons count as 70% of your Applied Voice grade. Specific factors taken into consideration while determining that grade include attendance, preparation, engagement, and application of technical and performance concepts and ***overall improvement from week-to-week***. The jury counts as 30% of the Applied Voice grade. Specific factors taken into consideration while determining that grade include vocal technique, intonation, musical accuracy, commitment to performance (text/character), and memorization.

\*\*\*Having and maintaining a healthy instrument is an important aspect of a singer’s development. Many topics will be discussed in studio class (either face to face or online) concerning healthy diet, sleep patterns healthy speaking, lifestyle patterns, importance of exercise, side effects of medications, and how to take care of yourself when you have a cold.

**VIII.** **ACADEMIC INTEGRITY:**

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogues. Section II of the Student Code of Conduct addresses the University’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.

IX. **DISRUPTION OF CAMPUS LIFE:**

It is the purpose of the institution to provide a campus environment, which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. Belligerent, abusive, profane, threatening and/ or inappropriate behavior on the part of students is a violation of the Kennesaw State University Student Conduct Regulations. Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution. In addition, these violations of state law may also be subject to criminal action beyond the University disciplinary process.

X. **DISABLED STUDENT SUPPORT:**

In compliance with applicable disability law, qualified students with a disability may be entitled to “reasonable accommodation.” If you have a specific physical, psychiatric or learning disability and require accommodations, please let me know early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the disabled Student Support Services office located in the Student Center room 267, and obtain a list of approved accommodations.

**\*** Reasonable Accommodations

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Office of Student Disability Services. Students requiring such accommodations are required to work with the University’s Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267. Please visit the Student Disabilities Services website at www.kennesaw.edu/stu\_dev/sds for more information, or call the office at 470-578-2666.

**\*** Copyright Law

It is the responsibility KSU faculty and students to respect the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. The University System of Georgia ensures compliance with copyright law in the following ways.

• The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.

• The USG develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;

• The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and

• The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

**\*** Protecting Students’ Privacy (FERPA)

Students have certain rights to privacy. These rights are mandated by federal policy. Leaving their work in an unsecured area such as outside your office door (unless agreed upon with each student) means that the students’ names and grades and possibly social security numbers are accessible to everyone. Additionally, research papers can be taken and used by other individuals. It is recommended that you permit students to retrieve their work from your office if you don’t return it to them in class. Information should not be made public in any way in which a student’s grades, social security number, or other personal information may be identified.

As a member of the Kennesaw State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire KSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Kennesaw State University community, I will not participate in any form of academic misconduct.

(Add a link to the SCAI homepage)

Privacy in the Education Process.A key requirement of the formal evaluation process is the protection of individual privacy rights concerning educational grading. The University’s online learning system and email system is designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. Consequently, faculty and students are strongly encouraged to only communicate regarding course matters through the University’s designated technology learning system.

**\*** KSU Sexual Misconduct Policy

KSU does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. The University has a comprehensive sexual misconduct policy (https://policy.kennesaw.edu/content/sexual-misconduct-policy) and affirms its responsibility to:

• Respond promptly and effectively to sex discrimination, especially sexual harassment and sexual violence;

• Take immediate steps to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects; and

• Support all students with appropriate resources regardless of their status as complainant or accused.

Questions about this policy should be directed to the KSU Equal Employment Opportunity (EEO) and Title IX officer by telephone at (470) 578-2614. You may also visit the University’s EEO website http://www.kennesaw.edu/eeo/index.html for more information.

This policy applies broadly to all KSU employees, students, and third parties. All individuals are encouraged to report and seek assistance regarding incidents of sexual misconduct. A student who is under the influence of alcohol or drugs in violation of the KSU Student Code of Conduct at the time of a sexual misconduct incident should not be reluctant to seek assistance for that reason. In order to encourage students to come forward, disciplinary violations against a student (or against a witness) for his or her use of alcohol or drugs will not be enforced if the student is making a good faith report of sexual misconduct.

**\*** KSU Policy on Electronic Recording & Social Media (Pending)

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall make public any electronically recorded class discussion without the written permission of the instructor. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor, and others as appropriate. Note: Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the Disabled Student Support Services available at: http://www.kennesaw.edu/stu\_dev/dsss/prospect.shtml

**\*** Graduate Student Catalog

Academic Policies: Graduate Course Auditing Policy

Auditing of courses will be permitted for regularly enrolled graduate students, as well as on a space-available basis for those who hold a graduate degree from Kennesaw State. Auditing courses is not allowed in the Coles Doctor of Business Administration, the Coles Executive MBA, the Master of Science in Conflict Management (MSCM), the Master of Science in Information Systems (MSIS), or any of KSU’s Master of Education (M.Ed.) programs. Students must have completed all prerequisites necessary for the course to be audited and are expected to complete all course requirements as noted on the course syllabus. A student may audit no more than 6 credit hours of graduate course work in a given term.

The grade of “V” will be given for successfully completed audited courses. This grade will have no effect upon the student’s grade-point average, and students will not be permitted to have the audit grade changed at any future date. Audited courses will not count toward degree completion for any of KSU’s graduate programs.

The permission to audit form, available in the Office of the Registrar, must be submitted before the end of final registration. The form must be signed by the Graduate Program Director of the program offering the course to be audited. Audited courses count at full value in computing the student’s course load and fees. The student’s name will appear on the official class rolls of the courses audited, as well as the student’s approved schedule of courses. No credit is granted for audited courses, and students are not permitted to change to or from an auditing status except through the regular procedures for schedule changes.

**\*** Netiquette: Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior]

http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf

**KSU Student Resources for Course Syllabus**

**\*** Getting Help

For issues with technical difficulties, please contact the **Student Helpdesk**:

● Fill out a service form

● Email: studenthelpdesk@kennesaw.edu

● Call: 770-499-3555

Getting Started With Technology Services - Steps that will help you meet the technological requirements of the University.

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from ITS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

**\*** Additional Technology Resources

● Student Service Desk and Help Center

● Browser Checker

● USG Desire2Learn Help Center

● D2L Training Options & Resources for Students

● Computertrain Online Courses

● ITS Documentation Center

● Check Service Outages

● Maintenance Schedule

**\*** Academic Resources

• Academic Tutoring Services

• Disability Resources

• ESL Study and Tutorial Center

• Library

• Supplemental Instruction

• The Writing Center

• Math Lab

**\*** Student Support and Wellness Resources

● Career Services Center

● Counseling and Psychological Services

KSU offers counseling services on-campus that are available to you at no cost. All counseling services provided are confidential and in no way connected to your academic record.

● Center for Health, Promotion and Wellness

● Student Health Clinic

Note – Resource links are example based only. The specific resource and unit will reflect those determined in the new university.

**\*** Grade Appeals and Student Complaints

KSU desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. The Complaints and Appeals Page was developed to assist current and prospective students in submitting complaints and appeals and to direct them to the most effective venue for accurate information and resolution. The resources on the page will direct students to the specific venue to appropriately address related student complaint.

http://www.kennesaw.edu/complaints\_appeals.shtml

Complaints for online students are resolved following the same general procedures for students who attend classes on campus. However, for any process that requires that a student appear in person, the university may make other arrangements. For processes that cannot be completed via telephone, e-mail, or written correspondence, the university may set up a two-way videoconference site in place of a meeting on the KSU campus.