Eastfield College
Arts, Language and Literature Division

Fall 2014
MUAP 2281-43300
Private Voice
2 Credit Hours
F 102
Meeting date and time TBD

Instructor: Professor Melinda Imthurn
Contact Information:
Office: F102
Phone: (972) 860-7135
Email address: mimthurn@dcccd.edu
Hours Available: See hours posted on office door.

Course Description:
This course may be repeated for credit.

Textbooks and Other Course Materials:
Music books containing your assigned songs. Instructor will give you study copies while yours are on order.

Course Objectives:
The student will demonstrate improved vocal technique.
The student will demonstrate a basic understanding and application of basic vocal technique.
The student will perform from memory at least five songs from the classical or musical theater repertory.

Evaluation Procedures:
Students are evaluated using a points system, where the total number of points earned divided by the total number of points possible determines the final grade.
Participation: 100 points each lesson
Final jury: 500 points (approx. 20% of final grade)
1 recital performance: 200 points (approx. 10% of final grade)
Students will be evaluated at each lesson by the instructor and given a participation grade based on completion of assignments (50%) and lesson participation (50%). Additionally, students are required to sing at recital and juries for a grade.
NOTE: At the end of each lesson, you will be given your assignments for the next lesson. Make sure to write them down and have all of them complete in order to receive good participation grades.

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online
system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

**Eastfield College Email Policy**
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html)

**Course Outline:**
Because of each student’s varying level of experience, the course outline is highly individual. Assignments will be given at the end of each lesson for the following week’s lesson.
- **Week 1** Vocalization, record exercises, choose music, etc.
- **Week 3-8** Student arrives with one song learned per week
- **Weeks 8-14** Student arrives with one song memorized per week
- **Week 15** Juries
- **Week 16** Jury Review

**Attendance Policy:**
Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early. Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Because this is an applied class, attendance is essential and participation is the major part of your grade. You cannot participate or receive instruction if you are not present. Lessons missed due to student absences will not be made up.

**IMPORTANT:** **If you will miss your lesson, you MUST call the office number AND my cell phone at (214) 232-3103. Please do not share my cell phone number or use it for purposes other than cancellations. Again, DO NOT SHARE MY CELL PHONE NUMBER WITH ANYONE.**

**Financial Aid Statement**
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**Financial Aid Statement for Distance Learning Classes**
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without
consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

**Repeating This Course: (Third Attempt to Enroll in a Course)**

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: [http://www.dcccd.edu/thirdcourseattempt/](http://www.dcccd.edu/thirdcourseattempt/)

**Academic Honesty Statement**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at [http://www1.dcccd.edu/cat0506/ss/code.cfm](http://www1.dcccd.edu/cat0506/ss/code.cfm)

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Any violation of academic honesty results in a grade of zero.

**Food and Drink Policy**

Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**ADA Statement**

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information: [http://www.eastfieldcollege.edu/SSI/DSO/index.html](http://www.eastfieldcollege.edu/SSI/DSO/index.html)

**Religious Holidays**

Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within at a mutually agreed upon time after the absence.

**Withdrawal Policy**
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the drop date. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.
Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Classroom Etiquette
You are allowed one absence with no affect on the grade in the case of illness or emergency. Therefore, please do not come to your lesson sick. We are in a small room, and many students follow your lesson – we do not need a whole department full of sick singers!
Do not wear perfume or cologne or other scents to your lesson.
Do not smoke. It will ruin your voice. If you are around smokers, please avoid them before your lesson and do not come in smelling of smoke.

Grade protests
You will be assigned a grade at the end of each lesson. It is your responsibility to inquire about that grade at the time it is given and to protest at that time if necessary. After the lesson period, the grade may no longer be protested.
Final grades for the course are posted on ecampus at the end of the semester. Students must protest the grade within one week of its posting on ecampus. After that time, the grade stands.
**Late work/make up work**
Lessons will not be made up. However, if you can locate another student to swap lessons with you, you may do so. Recitals and juries cannot be made up.

**Attire**
Students must dress up for recitals and juries. Dress as you would if you were performing in a concert hall for an afternoon performance or at a nice church service – not formal or semi-formal, just dressy. Jeans, t-shirts, tennis shoes, etc. are not acceptable. Mini-skirts, low cut shirts, and other revealing clothing is not acceptable.

_The instructor reserves the right to amend this syllabus as necessary._