

**AY2025 – 2026 / Ball State University / College of Fine Arts / School of Music / Music Performance**

**APPLIED VOICE SYLLABUS**

MUSP202 65 CRN45556 (1 or 2 cr)

Instructor: Professor Yoko Shimazaki-Kilburn

Studio: MU 102

Contact Information: 765.285.5577 studio / 765.722.1169 mobile / [yshimazakiki@bsu.edu](mailto:yshimazakiki@bsu.edu)

\*I will respond to email from your official Ball State email address within 24 hours during week days (Monday-Friday).

Lesson time: individually scheduled

Lesson length: 25 minutes for 1 credit / week, 50 minutes for 2 credits / week

Course objective: To establish healthy singing foundation. To continue to build and improve singing technique. To recognize and practice healthy and appropriate approach to singing based on the vocal maturity and on the level of individual voice. To know the basic diction rules in Italian, German, French, American and British English and the IPA symbols. To learn to sing musically and to have stage deportment. To be able to sing at the level of passing the junior proficiency by the end of the fourth semester of taking this course. To gain ability of teaching pre-college students by the final semester of your undergraduate study if you are a Music Education major.

Office Hours: Appointment required. Available between 9AM – 4PM outside of teaching hours Monday through Friday. In person, via phone call, Zoom, FT or any other video conference. Texting may be used only when it's last minute or emergency.

Studio Class time: noon ~ until finished on non-VAR Fridays, immediately after VAR ~ 1:50PM on VAR Fridays (VAR stands for Voice Area Recital).

Studio Class location: Studio Class location: Based on the rotation system provided by the Voice Area Coordinator. Information available on the shared Studio Google Folder, on my Studio Google Calendar and on Community: Ball State SOM Voice Area on Canvas.

Required Studio Performance: TBA for Valentine's Day Studio Recital

Textbook, scores, and accompanist: There is no textbook for this class. Some reading materials may be provided. Scores for assigned repertoire may be available in my personal music library, BSU music library or on the website "imslp". The expense for your accompanist is your responsibility. See below under "Course Material" for more information.

Specific Voice Area policy, all voice students refer to "Voice Area Guidebook" at the link below. In it, you will find all of the requirements enforced by the Voice Area for all voice students.

[Voice Guidebook 2023-2024.pdf](#)

## Studio Policy

### Course Material:

- Vocal exercise excerpts from Vaccai Vocal Method book as needed.
- Scores – appropriate number of pieces are assigned according to the Voice Area Guidebook. Returning students should have them before the end of the previous semester. New students are assigned new pieces at the end of their first lesson. All of your scores should be neatly organized in a binder or a tablet. Small devices such as a smart phone or loose pages are not acceptable.
- Translations: Literal translation and poetic translation should be with each of your piece before you learn the notes. The English text below the original text in your score is not the same as literal or poetic translation.
- Recording device for recording your lesson. Be sure your recording device has enough memory and/or battery on your device. Not being able to record your lesson is considered the same as not bringing your textbook to your lesson.
- Voice journal / practice log: paper or digital. Keep a voice journal for both lessons and everyday practice log. You may use the provided Google document labeled “Lesson Record & Practice Record SP26” in your Google folder.
- Pianist for lesson and final exam (jury / junior proficiency): Instead of purchasing textbook, students are responsible for bringing a pianist for lessons and the voice jury. I do not require specific number of lessons to which you bring your pianist, scheduling your pianist to come multiple times evenly spread over the course of the semester is highly recommended. See the accompanist information on the studio contact information in the studio Google folder. Your pianist needs to be able to play well accurately and musically.
- A yoga mat / a thick large towel and comfortable clothes for the certain studio class.

### Lesson Attendance:

- Come to your lesson on time, fully awake, alert, fully warmed up, in good vocal health and with good attitude. Your lesson will end early due to being dismissed from your lesson if you show up otherwise and will be marked as an F for that lesson. Warm up your voice through specifically taught technically targeted vocal exercises. Sight-singing class or choral lab do not count as a proper solo voice warm-up.
- Questions or concerns about your performance in class are addressed in each of your lesson.
- In the event that I am sick or have a scheduling conflict with your lesson time, I will inform you and move your lesson to a different date agreed by both of us. In the event that you are unable to come to your lesson for any reason, the requirement is for you to switch your lesson with one of your studio mates. Failing to make the switch, perfect switch or sending a replacement student, will be treated as a missed lesson and will not be made up. Canceled lesson is not permitted in my studio.
- Each lesson is evaluated and is recorded on Canvas. It is also indicated in your “Lesson Record & Practice Log” document in your Google folder. You are responsible for taking notes on your weekly lesson as well as your “daily” practice.

- Two unexcused missed lessons equal an F for the semester. Contacting me **before** missing your lesson is required. Providing me with a valid reason with a proof (i.e. doctor's note, diagnose by mechanic with the date and time)

#### Studio Class:

- My studio class takes place from noon on Friday. On VAR Fridays, the class begins immediately after the VAR ends and the class focuses on the yoga stretch designed for singers and on acting / interpretation tools. On non-VAR Fridays, the studio class begins at noon. The duration of the class varies depending on the content and the number of participants in the class. Expect to last longer as we go further into the semester and towards the last week of classes. The location of each class is indicated on my studio Google Calendar and the studio class rotation list in the studio folder on Google.
- Attendance and participation in Studio Class are required for the entire duration of the class. Your smart phone should be on "do-not-disturb" mode during the entire class. Communicating with your smart device during the class is considered as absent. Do not schedule meetings, exams, advising appointment during the class.
- If you are ill and/or contagious, attending my studio class is still permitted with a mask on or sit away from everyone.  
\*The purpose of my studio class is to supplement what is lacking in one-on-one lesson to help each student closer to become a polished performer. The goal of my studio class is to create a positive supportive environment where my singers can be inspired to grow as a singer as well as a confident individual.

#### Mid-term:

You will be evaluated based on your singing in your lesson during Week 7 (February 17, 18 and 19) of SP26. The evaluation requires you to bring your pianist for your lesson during Week 7. The evaluation is based on the accuracy of the rhythm, pitch, intonation, diction, interpretation of the text and music, collaborative aspect, stage presence and health of your vocal production of all of the pieces assigned to you. All of your music should be learned by this week. Following the same guideline for academic courses for assignments posted after the indicated due dates will be subject to a decreased letter grade for each day late, if you

#### Last Week of Classes:

The last week of classes provides you the last opportunity to sing through all of your jury repertoire with your pianist. One half of your lesson time is allotted for this purpose. The other half will be used for scanning the new repertoire for the next semester. The course evaluation is done at the end while I step out of the studio. This is to ensure that the course evaluation has the 100% outcome.

#### Voice Jury (Final Exam):

Voice Area uses a sign-up system to schedule each student's voice jury. It is usually scheduled between 10AM and 4PM (hours could be extended if need be) during the Final Exam week. This semester, my students sing on Wednesday, April 29, 2026. The information for signing up for the jury is done via Canvas, Community: SOM Voice Area sent by the Voice Area Coordinator.

- Find out your final exam schedule as well as your pianist's schedule as soon as it's available.

- Secure a slot for your jury by following the instruction provided via Canvas. Regular jury requires one slot. MUSP201 junior proficiency requires two slots. Each slot is 8-minute long.
- Fill out the digital jury form. Be sure you save it in a fillable PDF form using Adobe.

Grade:

Your semester grade will be based on the following criteria:

1. Your weekly voice lesson (40%) - Your level of preparation and commitment is evaluated. Clear understanding of and progress in vocal technique, interpretation, knowledge of style and literature, performance, diction demonstrated in your lessons.
2. Mid-term exam. (20%)
3. Attendance, participation, preparation, and performance in Studio Class and Studio Recital (20%)
4. Voice jury/hearing grades (20%)
5. **Solo Vocal Event Attendance. It is the Voice Area policy.** This is required by the Voice Area. The list of required solo vocal events as well as other solo vocal events are available on the Voice Area Community on Canvas. This is graded as all or nothing (pass or fail). When you fail this, your grade will be lowered by one letter for my students.

\***VAR (Voice Area Recital)** dates and locations, refer to my studio document and/or studio calendar on Google.

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If you need course adaptations or accommodations due to a disability, please contact me as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities. You'll need to have documentation on file with them before any accommodations can be provided. You can contact them at 765-285-5293 or [dsd@bsu.edu](mailto:dsd@bsu.edu).

**Freedom of Expression**

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

**Title IX**

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit [bsu.edu/titleix](http://bsu.edu/titleix) or contact the Title IX Coordinator at 765-285-1545 or at [titleix@bsu.edu](mailto:titleix@bsu.edu)

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant chooses to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.

- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

### **University Grade Appeal Policy**

If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the University Grade Appeal Policy and Process.]

### **Student Academic Ethics Policy**

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)

- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).

- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).

- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

### **The Speaking Center**

The Speaking Center is a free resource available to all members of the BSU community wanting to improve their public speaking abilities. We offer personalized coaching designed to help you become a more confident and effective speaker. Our trained coaches provide constructive feedback and support throughout the entire speech preparation process, whether you are in the early stages of brainstorming ideas and organizing your thoughts, or you need to practice your delivery and refine your message. The Center is in the David Letterman Communication and Media Building, room 302. To schedule an appointment, please access us through your Navigate app or use this direct link to sign up for a time. Appointments are available both in person and on Zoom. Appointments are available in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

\*This syllabus is subject to change in the event of extenuating circumstances.