AY2026 – 2027 / Ball State University / College of Fine Arts / School of Music / Music Performance

APPLIED VOICE SYLLABUS

MUSP600 65 CRN37042 (2 cr)

Instructor: Professor Yoko Shimazaki-Kilburn Studio: MU 102

Contact Information: 765.285.5577 studio / yshimazakiki@bsu.edu

Course Description (from catalog):
Sixty minutes of weekly private lesson(s) based on credit-hour enrollment (30 minutes per week for 1 credit, 60 minutes per week for 2 credits and 90 minutes per week for 3 credits). 13 voice lessons total per semester.
For master's and artist diploma students approved for major study.

Lesson time: individually scheduled,

Student Learning Objectives (from master syllabus):
At the completion of a semester of MUSP 600, students will be able to:
1. Improve their ability to achieve master's, primary-level technical ability, expressive communication, and aesthetic command.
2. Improve their ability to achieve master's, primary-level musical interpretation.
3. Students will demonstrate competency in preparation, organization, collaboration, and stage deportment.
For my studio, course objective includes establishing healthy singing foundation, continuing to build and improving singing technique, recognizing and practice healthy and appropriate approach to singing based on the vocal maturity and on the level of individual voice. Knowing the basic diction rules in Italian, German, French, American and British English and the IPA symbols is required. Learning to sing musically and to have stage deportment.

Course Rationale:
This course will underscore requisite skills necessary in applied voice for master's level music majors or Artist Diploma students with voice performance as their primary area. Approaches to vocal production, text, repertoire, pitch, rhythm, expression, and technique will be emphasized.

Course Expectations:
As a Master of Music or Artist Diploma in Voice student, you will be expected to develop your singing technique by regular practice of assigned vocal exercises and song literature, appropriate to your level of instruction, voice type, and age. Emphasis is on developing healthy, consistent practice habits to achieve vocal progress and repertoire learning. You are expected to follow guidelines and requirements specified by your applied teacher. Graduate students enrolled in MUSP 600 are required to sing a hearing in front of the Voice Faculty at the end of each semester, except as noted below. Required repertoire is a minimum of 5 pieces or the equivalent in difficulty, with the approval and discretion of the applied teacher. All end-of-semester hearing repertoire must be memorized, with the exception of an oratorio aria or chamber music piece, if applicable. The end-of-semester hearing may be waived if the student gives a half or full recital during that semester. If the recital is performed during the first five weeks of the semester, an end-of-semester hearing is required

covering the new repertoire learned after that recital. Students who perform an opera role in lieu of a degree recital are not required to perform an end-of-semester hearing.

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. Expected to use common sense regarding the office hours.

Studio Class time: noon ~ until finished on non-VAR (**V**oice **A**rea Recital.) Fridays, immediately after VAR ~ 1:50PM on VAR Fridays.

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 Performances: Studio Halloween-Theme Recital on October 31 (Sat) 7:30pm Hahn Recital Hall

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.

Graduate Recitals:
The MM degree in voice performance requires one full and one half solo recital. The half solo recital can be a joint recital with another performer. The minimum length for full recitals is 50 minutes of music, and 25 minutes of music for a half recital. With prior approval of the Voice Faculty, a major opera role or performance with orchestra may be substituted for the half solo recital. Requests to substitute an opera role or major orchestral performance for a recital must be made in writing to the Voice Area Coordinator during the first two weeks of the semester of the performance. Requests will be reviewed by the members of the Voice Faculty and will be approved or denied on a case-by-case basis.

For the AD degree, two faculty-adjudicated solo recitals of at a minimum of 50 minutes of music are required. For voice, the performance of a major opera role or a major performance with orchestra (40-50 minutes of singing) may be substituted for one recital, with advanced permission of the voice faculty.

All graduate-level degree recitals are adjudicated by a panel of School of Music Faculty. Students are responsible for securing faculty adjudicators and filing the required form with the Graduate Area Coordinator and the Graduate Music Office prior to the recital. Three jury members are required for a Masters recital and four jury members are required for an Artist Diploma recital. At least two should be from the area closest to the student's major performance area. Willing non-performance music faculty may be asked as well. The student's major teacher must attend the recital.

Recital Hearings:
Refer to the Voice Area Guidebook. Its link listed below.

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Vocal Event Attendance Requirements:
Students enrolled in MUSP 600 will receive a calendar of required Voice Area events by the first Friday of the first week of the semester. These events have a **mandatory attendance policy** unless excused by your applied teacher. (Applied teachers may require attendance at additional events.) Each missed Voice Area event will account for a 5% loss of value for the student's final grade as determined by the applied teacher.

Incomplete Grades:
When juries/hearings are missed for documented medical or family emergencies, a semester grade of Incomplete will be given. It is recommended that all grades of Incomplete in applied voice be removed by the 3rd Voice Faculty meeting of the next academic session in residence. The School of Music "Memorandum of Incomplete Grade" form must be completed and filed in the School of Music office. (The Registrar has different deadline requirements for the removal of the I grade, and these will take precedence over the School of Music recommendation.)

For specific Voice Area policy, all voice students refer to "Voice Area Guidebook" at the link below and also available under "syllabus" of the Ball State SOM Voice Area on Canvas. In it, you will find all of the requirements enforced by the Voice Area for all voice students.
https://bsu.instructure.com/courses/133578/assignments/syllabus

Studio Policy

Course Material:

- Vaccai vocal method book: individually assigned and available in my personal music library.
- Scores: If you are a new student, you are assigned your repertoire during or after your first lesson of the semester. If you are a returning student, you should have received new repertoire assignments by the last day of classes. You are expected to obtain a hardcopy or digital version of each piece assigned. All your scores must be neatly organized in a three-hole binder or a tablet. Small devices such as a smart phone or loose pages are not acceptable and will reflect on your semester grade.
- Translations: You are expected to have two types of translations done BEFORE you teach yourself the notes. 1) Word-for-word / literal translation and 2) poetic translation of each assigned piece. You are expected to keep them with your scores. *Note that the English text under the original text in your score is not either of these translations.
- Recording device for recording your lessons. Be sure to have enough memory space in your device before your lesson.
- Voice journal/practice log: paper or electronic. You will keep a voice journal for both lessons and everyday practice log. You have a Google document labeled "Lesson Record & Practice Record FA26" in your Google folder.

- Accompanist fee: this is considered as the expense for purchasing textbooks in other classes. You are responsible for your accompanist's fee for lessons, rehearsals and the voice jury. You may help reduce your financial responsibility by studying the piano part of each of your pieces and knowing your music including the piano part of your assigned pieces. Please see the pianist information on the studio contact information shared in the Google folder. You are welcome to bring in your own pianist with the understanding that the pianist plays at an acceptable level for expressive music making expected for your major.
- A yoga mat / a thick large towel and comfortable clothes for the studio class.

Lesson Attendance:

- Come to your lesson on time, fully awake, alert, fully warmed up, in good vocal health and with good attitude. You will be dismissed from your lesson if you show up otherwise. These dismissed lessons will not be made up and will reflect on your semester grade. Use the warm-up time before each of your lesson to review the technical exercises taught in your previous lessons.
- In the event that I need to move your lesson time for professional or health reason, I will inform you in a timely manner and find a new time which works well with your schedule. If you are unable to come to your lesson for any reason, you are required to switch your lesson with one of your studio mates. By the end of the studio class orientation, you should have all your studio mates' calendars listed under "Other Calendars" on Google Calendar, your studio mates' mobile numbers and the list of studio mates who are free during your lesson time for switching. Failing to make the switch, perfect or partial, will be treated as a missed lesson and will not be made up. In my studio, there is no canceled lesson.
- Each lesson is evaluated and is noted in your "Lesson Record" document in your Google folder.
- You are expected to keep track of your daily practice by using your practice log available in your Google folder.
- 2 unexcused missed lessons = F for the semester. You are required to contact me with a valid reason for not being to make it to your lesson **before** your absence.

Studio Class:

- My studio class takes place from noon on Friday. On VAR Fridays, the class begins immediately after the VAR ends. On non-VAR Fridays, my class begins at noon. The location is available as the studio class rotation list in the Google folder.
- Attendance and participation in Studio Class are required for the entire duration of the class. Turn your smart phone on "do-not-disturb" mode. Unless you are recording your studio mate's performance in class, there should not be any electronic device in your hands during the class.
- You are expected to treat it as any other class; do not schedule any appointments during the class.

- If you are ill and/or contagious, you may still come to my studio class 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 the mid-term week. You will be evaluated 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.

Voice Jury (Final Exam):
The voice jury happens during the second, third and fourth days of the Final Exam week. Each student signs up for appropriate number of slots required for either a regular jury or a junior proficiency. Follow the instructions provided in the Community: SOM Voice Area on Canvas and an email from the Voice Area Coordinator close to the final exam week. The instructions include when you are allowed to join the sign-up procedure, how many slots to secure and where to upload the digital jury form. I recommend you find out your final exam time for each one of your class. I also recommend you find out your pianist's availability for the final exam week.

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. For my students, mid-term grade is accumulation of the lessons up to the mid-term week (20%)
3. Attendance, participation, preparation, and performance in Studio Class and Studio Recital (20%)
4. Voice jury/hearing grades (20%) – The jury rubric form has six categories and each category consists of the same point system of 1 through 5, with 1 being the lowest point and 5 being the highest points. This means the highest possible point is 30 out of 30 points. This is the point system I use for my grading purpose. A: 30 / A-: 29-27/ B+: 26-24 / B: 23-21 / B-: 20-18 / C+: 17-15 / C: 14-12 / C-: 11-9 / D+: 8-6 / D: 5-3/ D-: 2-1 / F: 0
5. Solo Vocal Event Attendance. It is the Voice Area policy. You are required to attend all the required solo vocal events for which the list is provided by the Voice Area (available on the Voice Area Community on Canvas). This is graded as all or none (pass or fail). When you fail this, your semester grade will be lowered by one letter.

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

Disability Statement

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or 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 / Sex Discrimination

Ball State University is committed to maintaining an educational environment free from sex discrimination, including sexual harassment, sexual misconduct, dating and domestic violence, and stalking. Students who experience or witness conduct that may violate University policy are encouraged to seek support and assistance. The Title IX Office can provide information about reporting options, supportive measures, and available resources. Contact the Title IX Office at 765-285-1545 or titleix@bsu.edu.

Please Note: As your instructor, I am a mandatory reporter. If you disclose information to me about conduct that may constitute sex discrimination or sexual misconduct, I am required to notify the Title IX Coordinator. The Title IX Office will reach out to discuss available resources, supportive measures, and reporting options. If you wish to speak with someone confidentially, you may contact the Counseling Center or the Center for Survivor Support.

Pregnancy and Related Conditions

Ball State University provides reasonable modifications for students affected by pregnancy, childbirth, or related medical conditions. Students seeking academic, housing, or other modifications are encouraged to contact the Title IX Office as early as possible to discuss available options and support. For assistance, contact the Title IX Office at 765-285-1545 or titleix@bsu.edu.@

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.]

The Learning Center

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu and click on "Navigate" in the Academic Tools section, or just go directly to bsu.navigate.eab.com.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about Learning Center programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow us on Instagram: BallStateLC.

The Basic Needs Hub

If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the Basic Needs Hub. The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a Basic Needs Assistance Form.

The Counseling Center

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found at BSU Counseling Center.

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.

FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading **Ball State's FERPA and Privacy and Protection.**

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