Ball State University College of Fine Arts / School of Music / Music Performance

APPLIED VOICE MASTER SYLLABUS

MUSP 700 Primary Study

Section 69, CRN 35338

Instructor Information:
Dr. Daniel Narducci
Time: TBD
Office Hours: Mondays 5:00 PM – 6:00 PM,
Thursdays 2:00 PM – 3:00 PM
or by appointment
Location: Music Building MU418
Phone: 765-285-5408
email: daniel.narducci@bsu.edu

Course Description: 60 to 120 minutes of weekly private lessons based on credit hour enrollment. For doctoral primary area study only.

Student Learning Objectives:
At the completion of a semester of MUSP 700, students will be able to:
1. Improve their ability to achieve doctoral, primary-level technical ability, expressive communication, and aesthetic command.
2. Improve their ability to achieve doctoral, primary-level musical interpretation.
3. Demonstrate competency in preparation, organization, collaboration, and stage deportment.

Course Rationale:
This course will underscore requisite skills necessary in applied voice for doctoral-level music majors with voice performance as their primary area. Approaches to vocal production, repertoire, pitch, rhythm, expression, and technique will be emphasized.

Course Expectations:
As a doctoral student of applied voice with voice performance as the primary area, 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. Doctoral students enrolled in MUSP 700 are not required to sing an end-of-semester hearing in front of the Voice Faculty, unless required by the applied teacher. MUSP 700 is the course number for students admitted to the DA degree with voice performance as the primary area.

Professional Opportunities:
All students in this course are required to actively research and apply to professional opportunities in performance and/or adjacent fields (e.g., Young Artist Programs, vocal competitions, professional auditions) as a graded component of the course. This requirement is required of every student enrolled in MUSP 700, regardless of citizenship or immigration status, and is assessed using the rubric below.

Professional Opportunities Requirement (Tier 1 – required of all students):

Criterion	Requirement	Points
Opportunities researched	At least 3 relevant Young Artist Programs, competitions, or professional auditions identified per semester	25
Application materials	Resume, repertoire list, and recordings/materials prepared to a professional standard for each application	25
Proof of submission	Documentation of each completed application (grants received, confirmation emails, submission receipts, audition confirmations)	30
Reflection	Brief written reflection connecting the search process to career readiness and course objectives	20

If a student secures a position resulting from this process (e.g., acceptance into a Young Artist Program or a professional engagement), the following additional documentation is required to integrate that experience into the course:

Professional Opportunities Requirement (Tier 2 – applies only if a position is secured):

Criterion	Requirement	Points
Position description	Structured description of the secured training/position and its relationship to course objectives	40
Supervisor/employer feedback	Evaluation or feedback from the employer or program, where available	30
Integration reflection	Reflection connecting the professional experience to applied vocal study and technique	30

Incomplete Grades:
In the case of the student's inability to complete lessons 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.)

Doctoral Recitals:
The DA degree with a voice performance primary area requires one lecture recital and two full solo recitals. The minimum length for full recitals is 50 minutes of music. With prior approval of the Voice Faculty, a major opera role or performance with orchestra may be substituted for up to one 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. All graduate-level degree recitals are adjudicated by a panel of School of Music Faculty as detailed in the Graduate Handbook. 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. Four jury members are required for a DA recital, and 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:
Recital hearings are required for all required voice recitals. All recital repertoire must be prepared and memorized, with the exception of one oratorio aria or chamber music work. Recital hearings should be completed 3 weeks prior to the recital date. The student is expected to provide a typed recital program along with program notes and translations for the members of the Voice Faculty. Timings for each selection must be indicated on the typed program. The Voice Area Coordinator should be contacted well in advance to schedule and submit materials for a recital hearing. At the recital hearing, the student is expected to be prepared to sing the entire recital program from memory (except for one oratorio or chamber music selection as noted above).
If any portion of the recital hearing is not acceptable, a second hearing will be scheduled to allow for corrections to be made. If the corrections are not made, the recital must be postponed or cancelled until the recital hearing is passed. Selections may be removed from, but not added to the program following the recital hearing without the approval of the Recital Hearing Committee.

Vocal Event Attendance Requirements:
Students enrolled in MUSP 700 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.

Grading:
Each voice lesson receives a numerical grade. Weekly lessons account for 85% of the final grade, less any deductions from missed required events (see Vocal Event Attendance Requirements above).

The Professional Opportunities requirement (see above) accounts for the remaining 15% of the final grade, assessed using the rubric provided. Repertoire assignments will be clarified by the third lesson of the semester.

Grading (in percentage):

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	Below 60
A	93-96	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

Lesson Policy:

Students will receive a minimum of 13 applied lessons this semester, consistent with the School of Music's Performance Area standard. My teaching philosophy prioritizes maximizing contact time with students, so if all 13 scheduled lessons take place as planned, with all lessons completed or rescheduled as needed, I will offer a 14th lesson as a bonus, scheduled at my discretion.

Attendance Policy and Make Up Lessons:

Absences are excused only in case of serious illness or emergency. As long as you aren't running a fever or contagious, you can still come to your lesson and we will work on items that won't require typical use of the voice, i.e. diction, translations, presentation, etc. If you are unable to make a lesson, please let me know at least 24 hours ahead of time. If I am notified in a timely manner, I'll do my best to make up the lesson. If, however, you just don't show up, it will not be made up, and the absence will be unexcused. Contacting me through email or a verbal phone message are the preferred means of communication. Both would be a good idea. If you send a text, be sure to receive a response to be certain that your message has been received. It is possible that I will need to cancel a lesson, and I will reschedule the lesson as soon as possible. As each lesson receives a grade, an unexcused absence will result in a failing grade for that lesson.

Please make an effort to be on time. My lesson schedule is very tight and if you arrive late, your lesson will feel very short, as I am not able to run over into the next lesson time to make up the lost time due to tardiness. I recall one of my guitar teachers in high school telling me that if I wasn't 10 minutes early for my lesson, that I was late. While this isn't always practical with our tight academic schedules, it is a good guideline for any appointment.

FYI, University Policy states that absences will be excused for the following: funeral and bereavement leave, jury duty, late course addition, military absences, observance of religious holidays, pregnancy leave, student-athletes participating in University or department-approved activities, and university advisories. https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/attendance-policies

Studio Class:
Beginning in week one, studio class will meet from 12:00-1:50 pm on Friday afternoons, unless a Voice Area Recital performance or other event is scheduled on Friday at 12:00 pm. On VAR days, studio class will meet from 1:00-1:50 pm. Location TBD. A master schedule will be shared

indicating when students will be singing in studio class. This will be posted in the OneDrive Shared Folder. As with voice lessons, it is the responsibility of the student to provide an accompanist for this performance opportunity. This is an opportunity to sing for and to hear your peers and to receive additional instruction and input enhancing your performing skills. Attendance is required with the same policy as listed above in "Attendance Policy and Make Up Lessons." For Graduate Assistant Voice Instructors who are running their own studio class, the attendance requirement is waived.

Studio Documents and Files:
Vocalises, songs, and other documents will be shared with the student on a Box folder. This folder will be subdivided into specific categories, and it is the responsibility of the student to use this resource if a piece of music or document has been assigned for review.

Libraries Resources:
Ball State University Libraries has a variety of resources available in print and digital formats. Books, scores, and recordings can be found in the Music Collection on Bracken Library's Lower Level. Useful databases like IPA Source, Oxford Music Online, and Naxos Music Library can be accessed through the Libraries website. The Vocal Music Research Guide (bsu.libguides.com/vocal-music) compiles relevant resources for voice students in one convenient place and offers helpful hints for research. Our Music Librarian Jackson Harmeyer is also available to meet with you one-on-one to help find printed music, texts, and translations; think critically about editions; and assist with your research. Email him at Jackson.Harmeyer@bsu.edu to schedule an appointment, either in-person or over Zoom. His office is BL087, located on the Lower Level of Bracken Library.

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
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.

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.

Use of Generative AI:
Full Use (Open GenAI use permitted/encouraged, with documentation)

At Ball State, we use GenAI to elevate human potential, not replace it. To succeed in an AI-infused world, students must balance technical skills with durable skills, lifelong abilities such as critical thinking, ethical judgment, communication, accountability, and responsible decision-making that define a Ball State graduate. Developing these durable skills requires you as students to think carefully about:

- when AI should and should not be used;
- how to use AI responsibly;
- how to verify AI-generated information; and
- and how to remain accountable for final work.

You are encouraged to use generative AI applications for all work submitted in this course. However, you must cite any AI-generated material that informed your work. Using an AI tool to generate content without proper attribution constitutes a violation of **Ball State University's Student Academic Ethics Policy**. You, the student, are always responsible for the content you submit, publish, share, or act upon, regardless of whether GenAI tools assisted in the process. For data security reasons, please use BSU-approved GenAI tools (e.g., BSU Gemini, NotebookLM), which support single sign-on (SSO) with BSU ID and password. Commonly used public GenAI tools carry a higher risk of data being shared externally. In contrast, when using BSU-approved GenAI tools and logging in through Ball State SSO, your data is treated as private and uploaded content will not be used to train future AI models or otherwise be shared outside of BSU. Instructors do not have access to BSU IT Center logs of GenAI tool usage, so student data shared through BSU-approved GenAI tools remain private.

Learning Center:
The Learning Center is part of University College, which offers student-centered programs and services that enhance students' success. The services provided by the center are free and available for Ball State students for general courses they are currently enrolled in at BSU and for courses they are preparing to take at BSU, as well as general study skills tutoring to aid in their overall success at BSU. Tutoring sessions are led by Ball State students who meet certain academic requirements and are available one-on-one or in small groups. To learn more about our services or sign up for tutoring, visit the Learning Center in North Quad, 350, call 765-285-1006 or Live Chat online at www.bsu.edu/learningcenter. We tutored over 16,000 sessions last year: there is no negative stigma to getting a tutor. We can help!

Writing Center:
One key to improving your writing is getting feedback and revision suggestions on your text during the writing process. The Writing Center at Ball State offers free writing feedback sessions (online or face-to-face) to all students. They work with students on essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. Students can make an appointment by going to https://www.bsu.edu/academics/centersandinstitutes/writingcenter, stopping by Robert Bell 295, or by calling 765-285-8370.

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.

Counseling Center:
If you are experiencing a mental health crisis, please contact the new Crisis Line at 765-285-4673. If you are experiencing a life-threatening emergency, please contact University Police at 765-285-1111, call 911, or go to the nearest emergency room. https://www.bsu.edu/campuslife/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 in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

Important Dates:

STUDIO RECITALS

Attendance at the recitals of students in my studio is required. Scheduled recitals will be shared with the studio by the end of week one of classes.

MAKE-UP JURIES - TBD, scheduled as needed

VOCAL AREA RECITALS (VAR) (Fridays at noon, Sursa Hall)

Dates for VAR performances in the fall semester are:

8/28, 9/4, 9/18, 10/2, 10/16, 10/23, 10/30, 11/6, 12/4

REQUIRED VOICE EVENTS

The listing of required voice events is shared on the Voice Area Canvas page

JURIES

December 9, 10, and 11, 2026

Revised 08/30/2026