


 FLORIDA ATLANTIC UNIVERSITY	NEW COURSE PROPOSAL Undergraduate Programs		UUPC Approval <u>10-12-20</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Music College Arts and Letters <i>(To obtain a course number, contact erudolph@fau.edu)</i>		
Prefix MUN Number 1320	<i>(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)</i> Lab Code	Type of Course <div style="border: 1px solid black; padding: 2px; display: inline-block;">Performance</div>	Course Title Women's Chorus
Credits <i>(Review Provost Memorandum)</i> 0	Grading <i>(Select One Option)</i> Regular <input type="radio"/> Pass/Fail <input checked="" type="radio"/> Sat/UnSat <input type="radio"/>	Course Description <i>(Syllabus must be attached; Syllabus Checklist recommended; see Guidelines)</i> A choral ensemble comprised of treble voices performing a wide repertoire of choral literature.	
Effective Date <i>(TERM & YEAR)</i> Spring 2021			
Prerequisites, with minimum grade* none	Corequisites none	Registration Controls <i>(Major, College, Level)</i> Instructor permission	
*Default minimum passing grade is D-. Prereqs., Coreqs. & Reg. Controls are enforced for all sections of course			
WAC/Gordon Rule Course <input type="radio"/> Yes <input checked="" type="radio"/> No <small>WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. See WAC Guidelines.</small>	Intellectual Foundations Program (General Education) Requirement <i>(Select One Option)</i> None <small>General Education criteria must be indicated in the syllabus and approval attached to the proposal. See GE Guidelines.</small>		
Minimum qualifications to teach course Master of Arts or Music, conducting			
Faculty Contact/Email/Phone Stacie Rossow/ srossow@fau.edu/ 74230		List/Attach comments from departments affected by new course N/A	
Approved by Department Chair <u></u> College Curriculum Chair <u></u> College Dean <u></u> UUPC Chair <u>Jerry Hakey</u> Undergraduate Studies Dean <u>Edward Pratt</u> UFS President _____ Provost _____			Date <u>9/21/20</u> _____ <u>10.5.20</u> _____ <u>10-6-2020</u> _____ <u>10-12-20</u> _____ <u>10-12-20</u> _____

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

COURSE INFORMATION

INSTRUCTOR: Dr. Stacie Rossow, Assistant Professor and Associate Director of Choral and Vocal Studies
srossow@fau.edu, 561-297-4230, AL 246
Graduate Teaching Assistant: Mr. Michael Miranda and Ms. Benita Dzhkorova (uniforms,
music distribution and library)

OFFICE HOURS: Monday THRU THURSDAY 1:00-1:45pm, and by appointment
Please do not disturb a lesson to speak with me. Email me for a time if the posted office hours do not fit your
schedule.

COURSE DESCRIPTION: A choral ensemble comprised of treble voices performing a wide repertoire of choral
literature.

OBJECTIVES & OUTCOMES

COURSE OBJECTIVES:

- Perform at a high level of performance through the opportunities available in rehearsals, concerts, and all other choral orientated activities.
- Demonstrate musical styles and performance practices in various stylistic periods through rehearsal and performance.
- Improve musical skills through the rehearsal process in musical selections and sight-reading.

OUR CURRICULUM IS DESIGNED TO EXPOSE VOCAL STUDENTS TO THE FULL ARRAY OF VOCAL MUSIC CULTURE. THEREFORE, AS PART OF YOUR EDUCATIONAL EXPERIENCE YOU WILL BE EXPECTED TO SING SECULAR TEXT, SACRED TEXT, PATRIOTIC SONGS, AND HOLIDAY THEMED REPERTOIRE. PLEASE NOTE THAT BY SINGING THIS MUSIC, YOU ARE NOT BEING ASKED TO ESPOUSE ANY RELIGIOUS BELIEFS OR TO ACCEPT AS YOUR OWN ANY IDEOLOGICAL POINT OF VIEW. YOU ARE MERELY BEING REQUIRED TO PARTICIPATE IN CLASSROOM EXERCISES; WHICH ARE ESSENTIAL COMPONENTS OF THE VOCAL CURRICULUM AT FLORIDA ATLANTIC UNIVERSITY. THESE WORKS ARE PRESENTED AS WORKS OF ART. THEREFORE, YOU WILL BE REQUIRED TO SING ALL SELECTIONS, AND PARTICIPATE AT ALL SCHEDULED REHEARSALS AND PERFORMANCES, WITHOUT REGARD FOR RELIGIOUS OR IDEOLOGICAL BACKGROUND.

MATERIALS

REQUIRED MATERIALS:

COURSE MATERIALS

- The “**Black Folder**” is available at the University Bookstore and **MUST** be purchased for use in class and at concerts. **This is the only acceptable performance folder.**
- Choral uniform must be purchased through the choral department and paid for in full by the end of the **second** week of classes and appropriate alterations to be completed before the first concert.
- Everyone will receive assigned music, which belongs to the Choral Activities area at FAU and must be returned in its entirety to the Department without markings, on or before the final exam period.
- Occasionally students will be asked to print public domain scores or manuscripts from Canvas. Once posted they are the student’s responsibility and must be brought to class in hard copy format.
- Students will be fined for lost or damaged music.
- Each student is required to have A PENCIL at every rehearsal.

COURSE POLICIES

GENERAL PRECEPTS

1. We respect your time – please respect the ensemble's time by being prepared for every rehearsal.
2. Respect the music. If you respect it, you will care for it in a very personal fashion.
3. Treat the ensemble as a professional one – and act accordingly.

PHILOSOPHY OF REHEARSAL TIME: Rehearsals are not to learn your individual parts – rather they are to learn everyone else’s part and therefore, the music. Rehearsals are time to work collectively, not individually. The discovery of how the composition works and creating the most profound and educated recreation of the composer’s intent is the focus of rehearsal time. At this level, your part is your responsibility. This minimum standard is important for all to understand because it is the professional standard.

COURSE REQUIREMENTS AND EXPECTATIONS:

1. Students are expected to attend all rehearsals and performances and to arrive early enough to be prepared to sing at the designated time.
2. A positive attitude throughout rehearsals and performances is expected.
3. The distributed / posted semester schedule is mandatory.
4. Any conflicts with the schedule must be brought to the director’s attention during the **FIRST WEEK** of classes.
5. Students should make every effort to attend sectionals. It is only by singing together that the ensemble improves. If a scheduled sectional time does not work with your class schedule, speak to the section leader.
6. **Students are expected to limit disruptions to instruction and rehearsal to emergency situations only. This includes phone ringing, texting, talking, and exiting the rehearsal space.**
7. **ALL DRESS REHEARSALS ARE MANDATORY.** Any student who misses a dress rehearsal will not be allowed to perform in the concert resulting in a missed performance. Often rehearsals and performances will take place on Fridays, Saturdays, and/or Sundays. Please be mindful that there will be no excused absences for these events. **Please note the deductions to the final grade for tardiness to a dress rehearsal** as listed in the attendance section of the syllabus.
8. Throughout the course of the semester other activities might be scheduled and thus become mandatory. All extra opportunities will have no less than one-week notice. If a performance or rehearsal opportunity arises with less than one-week notice the group will decide by majority vote if it will become mandatory. However, if an extra rehearsal arises due to lack of ensemble progress, such rehearsal becomes mandatory when scheduled by the director. Any significant problems must be brought to the director’s attention at the time of the announcement otherwise it will not be excused.
9. Music folders with your assigned music are required at every rehearsal and performance. Students without music and pencils may be dismissed from rehearsal, thus receiving an absence for the day.
10. Each student must be prepared to sing alone or in other given formats at every rehearsal. Every student needs to anticipate that he/she may be called upon to sing without prior notice. At certain times pieces will require memorization. All pieces assigned to memory will be given a goal deadline. If a student is called upon to sing any of these pieces in rehearsal he/she must do so by memory.
11. Relative progress should be evident at EVERY rehearsal. Singing tests (solo or in a small ensemble) have been scheduled (see course schedule). Other testing methods may arise if the ensemble does not demonstrate the expected progress. If progress is not demonstrated, pop quizzes may be called.
12. The ensemble’s concert attire is mandatory. The uniform should be neatly pressed and well maintained. If a dress is too tight or too short, the student may be asked to acquire one that meets the Ensemble’s standards. Students are expected to maintain their choral uniform and to have all appropriate accessories. Dresses should be neat and not wrinkled for performances. The Director reserves the right to stop a student from performing if the uniform is not as described. Such an event is then a failed performance.
13. Some piercings may need to be removed for rehearsals or performances. These include tongue, nose, other facial, and ear.
14. Music must be turned in at the end of the semester in good condition (no writing or water stains, etc). If it is not acceptable or missing (by assigned number) you will be charged amount necessary to replace that music.

15. Students are responsible for arranging to make up work missed because of legitimate class absence, such as serious illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Documentation is required.

CREDIT AND TIME REQUIREMENTS: Federal regulations, FAU and our accrediting body the National Association of Schools of Music have determined the following formula to represent the amount of work represented per credit hour: for each credit hour in a class, the combined contact hours in class and out-of-class student work should equal three hours. In the cases of applied music lessons, each individual area will provide specific out-of-class expectations that will lead to student success in the applied lesson. *Large ensembles may meet additional hours beyond this formula to accommodate the rigors of the repertoire scheduled for performances.*

COURSE COMMUNICATION POLICY:

- This course will be run through CANVAS. All materials and communication will take place in Canvas
- Announcements
 - You are responsible for reading all announcements posted by the instructor. Check the announcements each time you login to be sure you have read all of them since your last login session.
 - Canvas allows each student to set his/her desired manner of notification within the system. It is your responsibility to manage your account in a manner that will best suit your needs.
- Course-related Questions
 - First read the syllabus to see if your answer is there.
 - Email is the best means of question-related communication
 - Except Saturdays, Sundays, and holidays, questions will be generally answered by instructors within 24 hours.
- Email & Message Policy
 - All electronic communication must originate from a valid FAU email address or via Canvas
 - Except for Saturdays, Sundays, and holidays, instructors will respond to messages generally within 24 hours.
 - Such messages should only be used to communicate personal or confidential matters; otherwise, please use the Questions/Concerns discussion board within the course.
- If this course does not appear in your Canvas list, it is likely that you are not fully registered. If you do not have Canvas, you will not receive emails, announcements, or materials for class. You may, in some cases, have to go into your full course list (in Canvas) to make the course a favorite so it appears in your home screen.

CLASSROOM ETIQUETTE:

- NO COMPUTERS OR CELL PHONES WILL NOT BE PERMITTED IN CLASS unless used for recording or another designated activity approved by the professor. (Exception: SDA office requests for specific reasons) Cell phones should be turned off.
- STUDENTS MUST HAVE THEIR MUSIC AND NECESSARY MATERIALS IN CLASS. Students without course materials may be asked to leave class. (This includes a pencil)
- Should a student be found in violation of this etiquette, they will be asked to leave class and take the absence.
- Additionally, students are asked to sit in the chairs in a proper manner and keep feet from residing on other furniture.

- Out of courtesy to other students and to the professor, students are asked to arrive in a timely manner. You are expected to be in your place, ready to sing at the designated starting time. Failure to be so prepared will constitute a tardy. (Please note that two tardies constitutes one absence.)

GRADING AND ATTENDANCE POLICIES

GRADING:

Attendance (provides “basis grade” – highest attainable grade)	-- See chart
Singing Tests & Spot Checks	40 %
Assignments <ul style="list-style-type: none"> • Concert dress requirements • Score markings, music, pencils, text, etc • Translations, IPA... 	10
Individual Performance & Preparation for daily rehearsal Daily Preparation and progress <ul style="list-style-type: none"> • Rehearsal habits (ie. no cell phones, hats, food, drink in rehearsal, etc.) • Individual, Section, and Group responsibility • Demeanor 	50

•Note: concerts, dress rehearsals, and recording sessions cannot be made up and missing one may result in failure of the entire course. These are capstone events and are weighted as such within the construct above.

GRADES WILL BEGIN WITH ATTENDANCE. From that highest maximum grade, according to the attendance policy and chart, the grading considerations will be calculated to arrive at the final grade for the semester.

ATTENDANCE POLICY: Attendance to class is required and is part of the final grade of the class as notated in the attendance chart portion of the grading policy

Note: more than 6 absences even with documentation (or the correlating number of tardies) will make it impossible to pass this course with the required C or better for any music degree.

- Attendance is required at all rehearsals and performances listed in the syllabus or posted as an addendum. Because of the caliber of this ensemble, there is an expectation of no absences in rehearsals, especially a dress rehearsal, or concerts. However, sickness and extenuating circumstances may occur. In these situations, please contact the conductor immediately. Special circumstances (including professional or graduate school auditions, competitions, etc.) will be considered whenever possible in relation to the ensemble performance calendar. If you have a recital on the same date, you are expected to be in rehearsal, but will be allowed to rest during rehearsal rather than sing.
- Students are responsible for arranging to make up work missed because of legitimate class absence, such as serious illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities.
- DOCUMENTATION FOR ABSENCES MUST BE RECEIVED WITHIN ONE (1) WEEK OF SAID ABSENCE TO REMOVE THE GRADE PENALTY
- Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities.
- It is the student’s responsibility to give the instructor notice prior to any anticipated absence and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. (or the day of in the case of an exam)
- Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student’s final course grade as a direct result of such absence. (University Catalog <http://www.fau.edu/academic/registrar/FAUcatalog/academics.php>)
- **Students are considered tardy at 2:30 pm (refer to the atomic clock in the classroom). At that start time, you should be prepared to sing- not be in the process of gathering materials. Those not prepared to begin are late.**

- An absence from a performance will constitute a grade of **F** for the semester.
- Every Student is responsible for learning and memorizing every piece of music in the “folder”. Do not expect to be spoon-fed in rehearsal. Thus, tests may include pieces that have not been covered in rehearsal.
- If a student is unable to sing or participate for an extended time (more than 6 rehearsals in a semester) then the student needs to seek a Medical Withdrawal from the course. Otherwise, a non-passing grade may be issued. If a student is unable to sing due to illness, the student needs to seek medical documentation as to the nature of the problem within a reasonable amount of time as determined by their applied voice instructor.
- All students are required to attend ALL FAU choral concerts in which they do not perform. If a student performs in all concerts, this requirement will be waived. Failure to attend will result in a 10-point deduction from the final grade.

ATTENDANCE CHART

- *Attendance and punctuality*-This will form the foundation of the semester grade. From that base-line percentage the grade will be determined by all assignments and exams.
- *While there are valid reasons for absence, they should be few and far between. No student will be able to receive higher than a 72% with a total (even with doctor documentation) of 6 absences (including accumulated tardies).*
- Students are expected to remain in the rehearsal for the duration of the class time. Leaving during rehearsal will be considered a tardy
- To be considered on time, students are expected to be in place, with materials ready, and prepared to sing at the start of class.
- Two tardies will equal one absence.
- *More than 15 minutes tardy will be considered an absence*
- An absence from a performance will constitute a grade of **F** for the semester.

Number of Absences	Maximum Start Value
0-1	100
2	94
3	85
4	80
5	75
6	70
7	65
8	50

PUNCTUALITY TO DRESS REHEARSAL AND CALL CHART

- Students not in *place* at time of call will have points from the FINAL grade deducted as follows

Minutes late	Points Deducted
1-5	2 points
5-10	5 points
10-+	10 points

SOME REHEARSALS AND EVENTS WILL COUNT AS DOUBLE ATTENDANCE.

THEY INCLUDE:

- All extra rehearsals scheduled
- The Mandatory Choral Retreat (the first Saturday of Classes in the Fall semester)
- The LAST REHEARSAL BEFORE and the FIRST REHEARSAL AFTER a holiday, concert, or vacation
- The first and last rehearsals of the semester
- Extra rehearsals before a concert

As this is a teaching ensemble, events involving community relations and concerts are considered mandatory. Failure to participate in these events will affect the student’s final grade. Students will be given a one-week notice prior to the event

MAKE UP/LATE WORK: As this is a performance-based course it is not possible to make-up missing a performance or a dress rehearsal. If a music check quiz is missed it must be made up with 24 hours unless for vocal health issues, all of which must be documented.

ACTIVITIES AND ASSIGNMENTS

- Preparation and Demeanor will be graded daily
- There will be singing tests. These will be assessed as High Pass (A), Pass (B), or Fail (C- to F). Should a student fail an exam, it could result in not performing with the ensemble at all- the result of which will be a grade no higher than a C-.
- It is possible that an additional singing test may be assigned within two weeks of the final concert. Failure to pass that test may result in the same situation as above.
- Concert Attire is expected to be neat and is a graded component of this course

Spot Checks (pop quizzes) may be added, as needed

TESTING DATES (IN CLASS OR PRIVATE. CAN BE SOLO OR GROUP): Announced in Canvas and in class

TESTING RUBRIC (VISIBLE IN CANVAS):

Criteria	Ratings			Pts
Language	Exceeds Expectations 5.0 pts	Meets Expectations 3.0 pts	Does not Meet Expectations 0.0 pts	5.0 pts
Ⓢ Accurate Rhythm view longer description threshold: 3.0 pts	Exceeds Expectations 5.0 pts	Meets Expectations 3.0 pts	Does Not Meet Expectations 0.0 pts	5.0 pts
Ⓢ Perform with accurate pitch view longer description threshold: 3.0 pts	Exceeds Expectations 10.0 pts	Meets Expectations 6.0 pts	Does Not Meet Expectations 0.0 pts	10.0 pts
Ⓢ Vocal Placement view longer description threshold: 3.0 pts	Exceeds Expectations 5.0 pts	Meets Expectations 3.0 pts	Does Not Meet Expectations 0.0 pts	5.0 pts
				Total Points: 25.0

IF A STUDENT RECEIVES A GRADE OF C OR LOWER ON A TEST, THEY WILL BE IN JEOPARDY OF BEING REMOVED FROM THE PERFORMANCE. THAT WILL RESULT IN NO LESS THAN ONE LETTER GRADE DEDUCTION OF THE FINAL GRADE.

CONCERT ATTIRE:

Students must purchase the required uniform. Price will be determined at the given semester according to current catalog prices. Uniforms must be paid for in full before it is ordered. Alterations needed are the responsibility of the student. The area of choral music has a seamstress who has agreed to follow the department’s guidelines. If a student chooses to go elsewhere and the guidelines are not followed, then the individual student is responsible for remedying the situation and may have to purchase a new uniform. If, in through course of time, a uniform does not fit or look as it should, the student will be responsible for replacing it before the next performance. At every

concert a designated graduate assistant will evaluate the individual’s attire. Students will not be allowed to perform until the uniform meets departmental standards.

UNIFORM:

The “Black Folder” in good condition is required for performance (Available from the choral office)

- *Uniform purchased through department
- ***Sheer** Black Pantyhose (full-length, no knee-highs)
- ***Small pearl (fake is fine) stud earring and an 18’ pearl necklace**
- * Black Ballet slippers (or leather jazz shoes). No heels, No laces and no “Alternate” shoes that look similar.
- *Appropriate undergarments
- *No watches, bracelets, nose or facial piercings at concert.
- *Anything that is worn in the hair **MUST** be the color of the hair (not shiny, studded or cloth).

FOR CONCERTS: Hair should be worn up and off the face. Anyone with hair of non-natural color (blue, pink, green, etc...) must wear a wig for performance. This will be discussed prior to the first concert.

These items are the student’s sole responsibility. Failure to comply with the exact uniform will constitute a failed performance (the student will not be allowed to perform.)

UNIFORMS ARE EXPECTED TO BE NEAT AND WELL-CARED FOR. STUDENTS WEARING WRINKLED UNIFORMS WILL BE CONSIDERED NOT IN PROPER ATTIRE.

CLASSROOM ETIQUETTE AND REHEARSAL DEMEANOR:

- Students are expected to refrain from the use of handheld Internet or texting devices during class. Should a student be found in violation of this etiquette, they will be asked to leave class and take the absence.
- Cell phones should be turned off. Cell phones on vibrate still make noise and disrupt the rehearsal process. If you cell phone rings or vibrates during class or if you are seen on the phone (texting...), you will lose points from the FINAL GRADE and lose your phone for the rehearsal. ****FIVE POINTS WILL BE DEDUCTED FROM THE FINAL GRADE FOR DISRUPTIONS TO REHEARSAL.**
- Additionally, students are asked to sit in the chairs in a proper manner and keep feet from residing on other furniture.
- Out of courtesy to other students and to the professor, students are asked to arrive in a timely manner.
- Rehearsal begins promptly. Placing your belongings at your chair does not mean you are on time.
- Personal belongings should be placed at the side of the room. Students should have only their music, pencil, and water at their seat.
- All questions should be directed to the conductor (or student running a sectional). Focus is expected during rehearsal times and all markings should be made immediately.
- Rehearsal begins promptly. Placing your belongings at your chair does not mean you are on time. On time means being in your chair, all belongs at the side of the room, and music and pencil on hand ready to begin rehearsal. Only bottled water is allowed in the rehearsal room.

COURSE SCHEDULE

WEEKLY SCHEDULE

August 22: Mandatory Choral Retreat 10:00 a.m. – 4:00 p.m.
August 24: First rehearsal

- Week 1:** Musicianship skills, music distribution
- Week 2:** Notes and Rhythms piece 1
- Week 3:** Notes and Rhythms piece 2
- Week 4:** Notes and Rhythms piece 3-4
- Week 5:** Include Language pieces 1-2
- Week 6:** Include Language pieces 3-4
- Week 7:** Up to speed on all remaining literature
- Week 8:** Concert Prep
- Week 9:** Concert Prep- Concert
- Week 10:** New Lit for Festival
- Week 11:** Festival Lit
- Week 12:** festival Lit
- Week 13:** Festival concert
- Week 14:** Prep for final performance/ Messiah/ Madrigal
- Week 15:** Final Performances

EVENTS

- AUGUST 20- CHORAL RETREAT (10-5PM)
- DECEMBER 6 MESSIAH—Some will be asked to participate
- DECEMBER 14 MADRIGAL DINNER- Would love for most members to volunteer to assist

REHEARSALS

- OCT 5 POTENTIAL ADDITIONAL REHEARSAL (10-1)

CONCERTS

- **OCTOBER 18 CONCERT (CONCERT CALL AT 6:30 PM, REHEARSAL BEFORE)**
 - LOCATION- ST. JOAN OF ARC CATHOLIC CHURCH (370 SW 3RD ST BOCA RATON, FL 33432)
- **NOVEMBER 15-16 HIGH SCHOOL FESTIVAL**
 - Rehearsals will be ALL DAY on Friday in the University Center (apx 8am-6pm)
 - Saturday will be from 9 am – concert at Olympic Heights High School

- During the semester, additional events may arise. The Calendar will be updated and an email sent if that occurs. All events that have at least two weeks’ notice become mandatory. *
- Other dates will be posted on Canvas- check it frequently.
- Sound Checks will occur the day of the concert or the day prior. Exact times will be announced closer to the event. Please plan on clearing the day.
- Additionally, extra rehearsals may be called with more than a week notice. They are then considered mandatory. Please be sure that your schedule has been cleared. Exact times will be announced.

UNIVERSITY POLICIES

ATTENDANCE POLICY (UNIVERSITY): Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University- approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student’s responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student’s final course grade as a direct result of such absence.

STUDENTS ACCESSIBILITY SERVICES: In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU’s campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU’s Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

RELIGIOUS ACCOMMODATION: In accordance with regulations of the Florida Board of Governors and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations, and work assignments. The details of this policy, as it pertains to FAU, may be found in the University Catalog and University Regulation 2.007, Religious Observances. Any student who feels aggrieved regarding religious accommodations file a complaint with the Office of Equity, Inclusion and Compliance. Any such complaint will follow the University’s established complaint processing procedures regarding allegations of discrimination. <http://www.fau.edu/provost/resources/files/religious-accommodations-students-and-faculty-8-21-15.pdf>

This professor asks, due to the nature of the course, that students who wish to be excused must notify the instructor in writing *two weeks in advance* of their intention to participate in religious observation to request an excused absence. The instructor will provide a reasonable opportunity to make up material from excused absences.

INCOMPLETE POLICY: A grade of Incomplete will be assigned only in the case of extreme emergency or illness. This grade will only be assigned when such a situation precludes the students’ ability to complete the Final Performance. If such a situation should occur, the student should contact the instructor prior to the start of the performance and should be in EXTREME cases only. Should this occur, the student will be required to complete the course the next time it is offered as no make up for a collaborative performance is possible or reasonable.

CODE OF ACADEMIC INTEGRITY: Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

HEALTH POLICIES FOR MUSICIANS

WHAT SINGERS SHOULD DO

The Area of Choral and Vocal Studies wishes to thank The Singer's Resource, the Texas Voice Center, Houston, and the University of Michigan Vocal Health Center for the following information:

1. **Maintain good general health.** Get adequate rest to minimize fatigue. If you do become ill, avoid "talking over your laryngitis" - see your physician and rest your voice.
2. **Exercise regularly.**
3. **Eat a balanced diet.** Including vegetables, fruit and whole grains, and avoid caffeinated drinks (coffee, tea, and soft drinks) and alcohol. Avoid spicy, acidic, and dairy foods if you are sensitive to them.
4. **Maintain body hydration;** drink two quarts of water daily.
5. **Avoid dry, artificial interior climates.** Using a humidifier at night might compensate for the dryness.
6. **Limit the use of your voice.** High-ceilinged restaurants, noisy parties, cars and planes are especially damaging to the voice. If necessary, use amplification for vocal projection.
7. **Avoid throat clearing and voiced coughing.**
8. **Stop yelling and avoid hard vocal attacks on initial vowel words.**
9. **Adjust the speaking pitch level of your voice.** Use the pitch level in the same range where you say, "Umm-hmm?"
10. **Speak in phrases rather than in paragraphs.** Always speak on “fresh breath”
11. **Reduce demands on your voice** - don't do all the talking!
12. **Learn to breathe silently to activate your breath support muscles and reduce neck tension.**
13. **Take full advantage of the two free elements of vocal fold healing:** water and air.
14. **Vocal athletes must treat their musculoskeletal system, as do other types of athletes;** therefore, vocal warm-ups should always be used prior to singing. Vocal cool-downs are also essential to keep the singing voice healthy.

WHAT ALL MUSICIANS SHOULD DO

1. **Stay informed.** Awareness is the key. Like many health-related issues, prevention is much easier and less expensive than cures. Take time to read available information concerning injuries associated with your art.
2. Musicians might find the following books helpful:
 - Conable, Barbara. *What Every Musicians Needs to Know About the Body* (GIA Publications, 2000)
 - Klickstein, Gerald. *The Musician's Way: A Guide to Practice, Performance, and Wellness* (Oxford, 2009)
 - Norris, Richard N. *The Musician's Survival Manual* (International Conference of Symphony and Opera Musicians, 1993)
3. The following links may be useful:
 - [Associated Board of the Royal Schools of Music](#) (ABRSM), the world's leading authority on musical assessment, actively supporting and encouraging music learning for all.
 - [Performing Arts Medicine Association](#) (PAMA), an organization comprised of dedicated medical professionals, artists educators, and administrators with the common goal of improving the health care of the performing artist.
 - [Texas Voice Center](#), founded in 1989 for the diagnosis, treatment, and prevention of voice disorders.
 - [National Center for Voice and Speech](#) (NCVS), conducts research, educates vocologists, and disseminates information about voice and speech.
 - [Vocal Health Center](#), University of Michigan Health System, recognized locally, regionally and nationally as a leading institution for the treatment and prevention of voice disorders. At the heart of the Center is a professional team comprised of experts from the University of Michigan Health System and U-M School of Music, encompassing the fields of Laryngology, Speech Pathology, and Vocal Arts.