



**MUAP 2183-090C3**  
**Applied Voice**  
**Lesson Time- TBD**  
**Fine Arts Building, Room F-110**  
**Spring 2025**

***Contact Information***

Instructor: Dr. James Heffel

Office: FAB 112

Office Hours: Posted each semester on office door. Office hours may vary on occasion due to extraordinary circumstances, such as make-up lessons, conferences, etc., therefore appointments are recommended.

Phone: College 409/933-8200

College 1-888-258-8859

Fax: 409/933-8034

E-Mail: [jheffel@com.edu](mailto:jheffel@com.edu)

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

***Required Course Materials***

Students enrolled in any section of private voice instruction should obtain a copy of Twenty-four Italian Songs and Arias, G. Schirmer, pub., from the College Bookstore. The instruction will determine if the student should obtain the “medium high” or “medium low” edition.

The Naked Voice: A Wholistic Approach to Singing, W. Stephen Smith., Oxford University Publishers, also available in the College Bookstore.

***Recommended Course Materials***

If a student is studying a substantial amount of repertoire from a particular source, then the student is encouraged to purchase that particular volume. However, any additional repertoire purchases shall be decided upon ultimately by mutual agreement of the teacher and the student.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

### ***Introduction/Course Description***

Students enrolled for private music instruction receive one credit per semester for one half hour lesson per week, and two credits for a one hour lesson per week. Two credit hours of instruction is generally reserved for music majors declaring voice as major instrument. However, advanced and musically literate singers may enroll in the Vocal Major offering with advance approval of the instructor. Although there is no prerequisite for private instruction, all individuals enrolled are subject to an entrance audition. Prior to private instruction, Class Voice Instruction is highly recommended.

### ***Course Outline***

- Week 1 Introduction and basics of technique
- Week 2 Foundational Vocalise
- Week 3 Study of Technique and Vocalise
- Week 4 Introduction of Repertoire
- Week 5 Advanced Vocalise
- Week 6 Study of Repertoire
- Week 7 Special Considerations of Technique
- Week 8 Diction and Articulation issues
- Week 9 Additional Repertoire
- Week 10 Florid Vocalise
- Week 11 Study of repertoire
- Week 12 Additional repertoire
- Week 13 Vocalise and repertoire study
- Week 14 Stage Department
- Week 15 Preparation for Jury
- Week 16 Final Jury

### ***Attendance/ Make-up Policy***

Regular attendance at lessons is required. Each unexcused absence will lower your course grade by one letter. Absences will be recorded as excused at the discretion of the teacher. In most cases, an absence will be unexcused unless the teacher is notified in advance and the reason for missing is acceptable to the teacher. Make up lessons will be scheduled at the teacher's discretion. Tardiness to lesson times will accrue as an absence. For example, 50 minutes of time

accrued in tardiness = 1 unexcused absence (25 minutes for 1 credit hour lessons). If late for a lesson the student will be given only the time remaining in the lesson, unless the instructor is responsible for the delay. Students missing more than three (3) lesson times will be withdrawn from the course.

**Concerns/Questions Statement:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If you continue to have questions after discussing your concern with me, please contact Dr. Kristina Jantz, Fine Arts Department Chair at [kjantz@com.edu](mailto:kjantz@com.edu) or 409-933-8255.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Be able to demonstrate and discuss productive vocal technique	Classroom and individual study.	Periodic quizzes
2. Be able to demonstrate Vocalise	Classroom and individual study and practice	Quizzes in each class session
3. Be able to perform solo literature	Classroom and individual study and practice	Monitoring in class and quiz
4. Be able to perform on a music jury	Classroom preparation, memorization and rehearsal	Jury performance and examination

### **Institutional Policies and Guidelines**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.