**SUPPLEMENTAL SYLLABUS – WILLIAM JOYNER**

**Applied Voice Lessons – Fall 2021  
MUAC 1503/3503; MUAM 1503/3503/5503/6503**

Room MU 351

**Prof. WILLIAM JOYNER**

**Cell: 203-788-3642 – E-mail:** [**william.joyner@unt.edu**](mailto:william.joyner@unt.edu)

**Office Hours: T (10-11am), W (11am-Noon), Th (10-11am) and by appointment**

**PRIMARY SYLLABUS:**  
  
The Division of Vocal Studies Handbook ([**https://voice.music.unt.edu/handbook**](https://voice.music.unt.edu/handbook)) is the official syllabus for all applied voice lessons. The Handbook contains information on ALL policies and procedures for voice students at the UNT College of Music.

**SECONDARY SYLLABUS:**  
  
This secondary syllabus contains information relevant to students in my voice studio. It is meant to be both complementary and second in important to the Handbook. Some of the information presented here reiterates policies already stated in the Handbook, and serve as a gentle reminders of those policies.  
  
**FACE COVERINGS:**

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.  
  
*(I will wear a mask during all in-person voice lessons. Students are encouraged to do the same.)*

**ATTENDANCE:**

Students are expected to attend voice lessons regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor prior to being absent, so you and the professor can discuss and mitigate the impact of the absence on your attainment of the course learning goals. Please inform the professor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. Contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.  
  
*(In a departure from previous practice, I will make up any lesson that a student misses, regardless of when a student notifies me, as long as the student does in fact notify me that they will not be present. I will NOT make up a missed lesson if the student has not notified me that they cannot make it.)  
  
((Under no circumstances should you come to your lesson if you are ill. Period. End of story. And if you are exhibiting Covid-19 symptoms or have received a positive test result, you absolutely need to get in touch with the UNT Covid Team as soon as you possibly can!!!))*  
  
**PIANISTS AT LESSONS:**

For the 2021-2022 academic year, in my studio only graduate students and those undergraduate students who are preparing degree recitals during this year will have a collaborative pianist play during their lessons. All other students will use pre-recorded accompaniment tracks for their music.  
  
Appcompanist is an excellent (subscription) resource for pre-recorded tracks. UNT student pianists are available to record piano tracks for UNT voice students, with prior arrangement made through Dr. Puccinelli. Any such requests for a piano recording must be made no later than the seventh week of the semester.

**From Dr. Warren Henry, Associate Dean for Academic Affairs, UNT College of Music:**

**ACADEMIC INTEGRITY**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term “cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

See: [Academic Integrity](https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf)

LINK: <https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf>

**STUDENT BEHAVIOR**

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.

See: [Student Code of Conduct](https://deanofstudents.unt.edu/conduct)

Link: <https://deanofstudents.unt.edu/conduct>

**ACCESS TO INFORMATION – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs at [my.unt.edu](http://my.unt.edu/). All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

See: [Eagle Connect](http://eagleconnect.unt.edu/)

LINK:  [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

**ODA STATEMENT**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester.For additional information see the Office of Disability Access.

See: [ODA](https://disability.unt.edu/)

LINK: [disability.unt.edu](http://disability.unt.edu/). (Phone: (940) 565-4323)

**UNT Policy Statement on Diversity**

UNT values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success. UNT does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities.

See: [Diversity Statement](https://policy.unt.edu/sites/default/files/04.018_PolicyStateOnDiversity.pub8_.18.pdf)

Link: <https://policy.unt.edu/sites/default/files/04.018_PolicyStateOnDiversity.pub8_.18.pdf>

**Registration Information for Students**

See: [Registration Information](https://registrar.unt.edu/students)

Link: <https://registrar.unt.edu/students>

**Academic Calendar at a Glance, 2020-2021**

See: [Academic Calendar](https://registrar.unt.edu/sites/default/files/Fall_2021_Academic_Calendar.pdf)

Link: <https://registrar.unt.edu/sites/default/files/Fall_2021_Academic_Calendar.pdf>

**Final Exam Schedule**

See: [Fall Final Exam Schedule](https://registrar.unt.edu/exams/final-exam-schedule/fall)

<https://registrar.unt.edu/exams/final-exam-schedule/fall>

**Financial Aid and Satisfactory Academic Progress**

Undergraduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid.  Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered.   Students cannot exceed attempted credit hours above 150% of their required degree plan.  If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

See: [Financial Aid](http://financialaid.unt.edu/sap)

LINK: <http://financialaid.unt.edu/sap>

Graduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program.  If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

See: [Financial Aid](http://financialaid.unt.edu/sap)

LINK: <http://financialaid.unt.edu/sap>

**RETENTION OF STUDENT RECORDS**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university’s policy in accordance with those mandates.

See: [FERPA](http://ferpa.unt.edu/)

Link: <http://ferpa.unt.edu/>

**COUNSELING AND TESTING**

UNT’s Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center’s website for further information:

See: [Counseling and Testing](http://studentaffairs.unt.edu/counseling-and-testing-services)

Link: <http://studentaffairs.unt.edu/counseling-and-testing-services>.

For more information on mental health issues, please visit:

See: [Mental Health Issues](https://speakout.unt.edu/)

Link: <https://speakout.unt.edu>.

The counselor for music students is:

Myriam Reynolds

Chestnut Hall, Suite 311

(940) 565-2741

[Myriam.reynolds@unt.edu](mailto:Myriam.reynolds@unt.edu)

**ADD/DROP POLICY**

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12th class day, students must first submit a completed “Request to Drop” form to the Registrar’s Office. The last day for a student to drop a class in Fall, 2021 is November 12. Information about add/drop may be found at:

See: [Dropping a Class](https://registrar.unt.edu/registration/dropping-class)

Link: <https://registrar.unt.edu/registration/dropping-class>

**STUDENT RESOURCES**

The University of North Texas has many resources available to students. For a complete list, go to:

See: [Student Resources](https://www.unt.edu/sites/default/files/resource_sheet.pdf)

Link: <https://www.unt.edu/sites/default/files/resource_sheet.pdf>