

Musical Theatre Certificate for Voice Majors  
Change in Undergraduate Certificate Proposal

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**CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE**

Fill out this form to change an existing certificate. This form should be used for both undergraduate certificates and graduate certificates.

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or GC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the graduate certificate change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For each change, you MUST enter the current language/requirement as well as the proposed change.

SUMMARY OF CHANGES			
Check all that apply.			
<input checked="" type="checkbox"/> Courses	<input type="checkbox"/> Certificate Name	<input type="checkbox"/> Total required credit hours	<input type="checkbox"/> Certificate review
<input checked="" type="checkbox"/> Criteria for admissions/progression/termination		<input type="checkbox"/> Other	
<b>1. General Information</b>			
1a	Change is for:	<input checked="" type="checkbox"/> UNDERGRADUATE CERTIFICATE	OR <input type="checkbox"/> GRADUATE CERTIFICATE
1b	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :	10/1/18	
<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1c	College <sup>2</sup> :	College of Fine Arts	Department <sup>2</sup> : Department of Theatre and Dance
1d	CIP code:	50.0509	
1e	Current certificate name:	Musical Theatre Certificate for Voice Majors	Proposed certificate name: no change
1f	Today's Date:	10/1/2018	
1g	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR <input type="checkbox"/> Specific Date <sup>3</sup> : Fall 20
1h	Contact person name:	Nancy Jones	Phone / Email: 2573297 / nancy.jones@uky.edu
<b>2. Overview of Changes</b>			
2a	Describe the rationale for the change(s), including (as appropriate) input from an advisory board, professional body, etc. (450 word limit)		
The Musical Theatre Certificate for Theatre Majors has been in place for five years and based on our			

<sup>1</sup> You can reach Institutional Effectiveness by phone or email (257-1962 or [OSPIE@l.uky.edu](mailto:OSPIE@l.uky.edu)).

<sup>2</sup> It is not possible to change the home academic unit of a certificate via this form. To change the home unit, visit <https://www.uky.edu/universitysenate/forms> and look for the heading, "Forms Related to Academic Organizational Structure."

<sup>3</sup> No certificate changes will be effective until all approvals are received.

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assessment of the program and student success we realize that we need to add a group meeting time to allow for professional development workshops, master classes, and guest artist lectures. The faculty of record also realize the need for an end of year jury to more accurately and effectively assess student progress through the certificate. Although we have been able to assess students on in their classroom performance, and on an ad hoc coaching basis, this will formalize and improve our assessment process for the students and give them additional career preparation.

3a. Will the requested changes result in the use of courses from another unit? Yes  No   
 If "Yes," describe generally the courses and how they will used.

If "Yes," two pieces of supporting documentation are required.

Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director<sup>4</sup> from which individual courses will be used.

Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.

**3. Non-Course Related Changes**

3a Will the certificate's admissions and/or application procedures change? Yes  No   
 If "Yes," describe below. (150 word limit)  
 Current: Proposed:

**4. Course-Related Changes**

4a Will the required courses for the certificate change? (If "Yes," indicate and note the changes in the area below. If "No," indicate and proceed to 4b.) Yes  No   
 If "Yes," note the specific changes in the grid below.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>5</sup>
		See attached for complete listing of curriculum	TA 001	0	Musical Theatre Master Class	New
			TA 390	1	Theatre Practicum (Instead of choosing TA 390 or MUC 198 students now must take this course)	N/C
MUC 198	1	Opera Practicum (no longer required)				Select one...
						Select one...
						Select one...

4b Provide the Bulletin language about required courses.  
 Students will meet each semester in Musical Theatre Master Class to participate in Master Classes (voice, acting, and dance), Audition Preparation, Audition Coaching, and various Guest Lectures to aid in their professional development.

<sup>4</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.  
<sup>5</sup> Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("no change").

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<b>4b</b>	Will the elective courses for the certificate change? (If "Yes," indicate and note the changes in the area below. If "No," indicate and proceed to 5a.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If "Yes," note the specific changes in the grid below.

Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>6</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

<b>4c</b>	Provide the Bulletin language about elective courses.

**5. Other Changes**

<b>5a</b>	Are there any other changes to the certificate? If "Yes," note below. (150 word limit)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Students will participate in a yearly jury that includes performances in acting (monologue), singing (vocal selections), and dance (learning choreography) to assess student progress through the curriculum.		

**6. Approvals/Reviews**

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
<b>6a</b>	(Within College)		
	Dept. of Theatre and Dance	10/1/2018	Tony Hardin / 2573297 / tony.hardin@uky.edu
	School of Music	10/15/18	Stanley Pelkey / 2574900 / stanley.pelkey@uky.edu
	College of Fine Arts	10/25/2018	Beth Arnold / 2574900 / elizabeth.arnold@uky.edu
			/ /

<b>6b</b>	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /

<sup>6</sup> Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("no change").

**CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE**

6c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Graduate Council		
	Undergraduate Council	12/4/18	Joanie Ett-Mims

The faculty of record for the Musical Theatre Certificate submit the following for review:

TA 001

A new course for all Musical Theatre Certificate participants: Musical Theatre Master Class. This course is similar to those offered in nearly all Voice Programs, and provides an opportunity for our students to gain crucial knowledge through Master Classes (in voice, acting, and dance), Audition Preparation Classes, Audition Coaching Session, and a selection of renowned Guest Artists. Students must enroll in this course 4 times over the course of their participation in the certificate and is taken for 0 credits as a Pass/Fail class. Students will typically meet between 4 and 6 sessions per semester for the class. It is an added component to the Assessment Plan for the Certificate.

**TA 001**  
**Musical Theatre Master Class**  
**Fall 2018**  
**Fridays • 2-4pm**  
**Black Box Theatre**

**Instructor:** Professor Nancy C. Jones  
**Office Address:** 105H Schmidt Vocal Arts Center  
**Email:** Nancy.Jones@uky.edu  
**Office Phone:** 257-3297  
**Office hours:** Tuesday and Thursday, 11-12:30pm

**Course Description**

Students will meet each semester in Musical Theatre Master Class to participate in Master Classes (voice, acting, and dance), Audition Preparation, Audition Coaching, and various Guest Lectures to aid in their professional development.

**Prerequisites**

Students must be accepted into the Musical Theatre Certificate Program

**Student Learning Outcomes**

- Develop and refine Material (Songs and Monologues)
- Experience new techniques and methods in Musical Theatre Technique
- Prepare for Combined Auditions

**Required Materials**

Handouts posted on Canvas  
Various Songs and Monologues

**Course Assignments**

Students will be expected to have material prepared for Master Classes and Workshops such as contrasting songs of various time periods and lengths and contrasting monologues (classical and contemporary.)

**Course Schedule**

8/31	Skype Interview with Patrick Garr (Broadway's Mean Girls)	Broadway Business
9/21	Guest Artist Seth Lieber	Acting the Song
10/12	Guest Artist Mark Mozingo	Acting the Song
10/26	Guest Artist Diana Evans	Dance
11/2	Guest Artist Lyndy Smith	Acting the Song
11/9	KTA Mock Auditions	

**Course Grading**

Students will receive a passing grade for the class by attending and participating in scheduled events.

Students may miss one scheduled class (unexcused) and still receive a grade of "P" for the semester.

### **Final Exam Information**

During Finals Week, students will sign up for a jury time with the faculty of record for the Musical Theatre Certificate.

### **Mid-term Grade**

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/calendar>).

### **Attendance Policy**

Students should make every effort to attend all Master Classes since there are so few meeting times per semester. It is difficult to make up the work if one should miss a class, since often there will be a Guest Artist who has come in from out of town. That being said, if situations arise that require students to miss class (such as illness, family issues, etc.) they can work out a solution with the professor to watch a recorded video or live streaming of the class. Students may miss 1 out of 4 classes and still earn a grade of P for the semester.

### **Excused Absences**

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, [http://www.uky.edu/Ombud/ForStudents\\_ExcusedAbsences.php](http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php)).

In situations where a student's total EXCUSED absences exceed 1/5 (or 20%) of the class periods scheduled for the semester, students are strongly encouraged to withdraw (take a "W") from the class as per university policy. If a student has excused absences in excess of one-fifth of the class contact hours for that course, the student shall have the right to receive a 'W', or the Instructor of Record may award an 'I' for the course if the student declines to receive a 'W.'

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

### **Verification of Absences**

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness, or death in the family. Appropriate



notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

### **Academic Integrity**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

*Senate Rules 6.3.1* (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

### **Accommodations due to disability**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this

course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at [drc@uky.edu](mailto:drc@uky.edu). Their web address is <http://www.uky.edu/DisabilityResourceCenter>.

**Voice Majors are required to take:**

TA 348	Musical Theatre Technique	3 cr.	No change
TAD 147	Beginning Musical Theatre Dance	2 cr.	No change
TAD 347	Advanced Musical Theatre Dance	2 cr.	No change
TAD 243	Jazz Dance	2 cr.	No change
TAD 242	Ballet 2	2 cr.	No change
TA 237	Acting: Scene Study	3 cr.	No change
TA 001	Musical Theatre Master Class P/F	0 cr.	New Course
TA 390	Theatre Practicum	1 cr. (may repeat)	No change
<b>TOTAL</b>		<b>15 credits</b>	

## **Musical Theatre Certificate Assessment Plan**

### **Student Learning Outcomes**

Upon completion of the Musical Theatre Certificate students will be able to:

1. Sing accurately and musically
2. Exhibit proficiency in diverse acting techniques and styles
3. Exhibit proficiency in diverse dance techniques and styles
4. Synthesize acting, singing, and dancing in a musical theatre performance

### **SLO Assessment**

SLO #1 – Sing accurately and musically

Students will be assessed in their vocal juries

Students will be assessed in end of year Musical Theatre juries

SLO #2 – Exhibit proficiency in diverse acting techniques and styles

Students will be assessed in TA 237 final scenes

Students will be assessed in audition prep sessions

Students will be assessed in Master Class

Students will be assessed in end of year Musical Theatre juries

SLO #3 – Exhibit proficiency in diverse dance techniques and styles

Students will be assessed in final projects for Advanced Musical Theatre Dance

Students will be assessed in end of year Musical Theatre juries

SLO #4 – Synthesize acting, singing, and dancing in a musical theatre performance

Students will be assessed in final project for Musical Theatre Technique

Students will be assessed in TA 390 performances

Students will be assessed in end of year Musical Theatre juries

### **Certificate Outcome Assessment**

Students will participate in combined auditions such as Southeastern Theatre Conference and Midwest Theatre Auditions. Job Placement and audition feedback will be used for assessment.

Students will participate in a final Cabaret for the certificate students.

Alumni success and data (job placement) will be maintained.

Faculty will meet for an annual retreat and discuss student progress in their juries each year.

### SLO Assessment Map

<b>FALL YEAR 1</b> TA 237 – Final Scenes	<b>SPRING YEAR 1</b> MT Juries Vocal Juries
<b>FALL YEAR 2</b> TA 390 - Performance Master Class	<b>SPRING YEAR 2</b> MT Juries Vocal Juries
<b>FALL YEAR 3</b> TAD 347 – Final Projects KTA Auditions	<b>SPRING YEAR 3</b> TA 348 – Final Projects MT Juries Vocal Juries
<b>FALL YEAR 4</b> TA 390 - Performance	<b>SPRING YEAR 4</b> Final Juries Cabaret

## Substantive Change Decision

noreply@qualtrics-survey.com

Mon 10/1/2018 9:37 AM

To: Jones, Nancy <Nancy.Jones@uky.edu>;

Communication with  
OSPIE office

Dear Nancy Jones,

Thank you for your email regarding the proposed program change(s) to **Musical Theatre Certificate for Voice Majors, Undergraduate Certificate (50.0509)**.

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted OSPIE—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that OSPIE has reviewed the proposal:** Based on the proposal documentation presented and Substantive Change Checklist, the proposed program changes (refer to list below) are not substantive changes as defined by the University or SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Strategic Planning & Institutional Effectiveness at this time. The proposed program change(s) may move forward in accordance with college and university-level approval processes.

### Description of Proposed Change(s):

· The Musical Theatre Certificate for Theatre Majors has been in place for five years and based on our assessment of the program and student success we realize that we need to add a group meeting time to allow for professional development workshops, master classes, and guest artist lectures. The faculty of record also realize the need for an end of year jury to more accurately and effectively assess student progress through the certificate.

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting our office.

Office of Strategic Planning & Institutional Effectiveness

University of Kentucky

Visit the Institutional Effectiveness Website: <https://proxy.qualtrics.com/proxy/?url=http%3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceO8e0MxnHdJ2Eu4smnkDcYodCE%3D>

# Fw: Musical Theatre Certificate Proposals for CFA Curriculum Committee

Hardin, Albert

Wed 10/3/2018 9:37 AM

To: Jones, Nancy <Nancy.Jones@uky.edu>;

*Correspondence with  
Department of Theatre  
and Dance*

Hi Nancy,  
For your records.  
Thanks,  
Tony

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**Tony Hardin, Chair**  
Department of Theatre & Dance  
University of Kentucky  
859-257-9250  
Chair, USITT Equity Diversity & Inclusion Committee  
[www.tonyhardindesign.com](http://www.tonyhardindesign.com)

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**From:** Hardin, Albert  
**Sent:** Tuesday, October 2, 2018 12:06 PM  
**To:** Schinberg, Jill; Arnold, Elizabeth  
**Subject:** Re: Musical Theatre Certificate Proposals for CFA Curriculum Committee

Good morning All,

The proposals concerning the changes to Musical Theatre Certificates and the new Musical Theatre Certificate for Dance Majors have the unanimous support of myself and the faculty of the Department of Theatre and Dance through an email vote on October 1st, 2018.

Thank you,  
Tony

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**Tony Hardin, Chair**  
Department of Theatre & Dance  
University of Kentucky  
859-257-9250  
Chair, USITT Equity Diversity & Inclusion Committee  
[www.tonyhardindesign.com](http://www.tonyhardindesign.com)

## Re: Music Theatre Certificate Revisions

Pelkey, Stanley

Tue 10/16/2018 8:30 AM

To: Jones, Nancy <Nancy.Jones@uky.edu>;

Correspondence from  
School of Music

Dear Nancy:

Based on the positive report of a vote for support from my voice faculty, I also confirm my support for the proposal as Director of the School of Music.

Stanley C. Pelkey II, Ph.D.  
Director of the School of Music  
College of Fine Arts  
University of Kentucky

105 Fine Arts Building  
465 Rose Street  
Lexington, KY 40506

[Finearts.uky.edu/music](http://Finearts.uky.edu/music)

[Stanpelkey.com](http://Stanpelkey.com)

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**From:** "Jones, Nancy" <Nancy.Jones@uky.edu>  
**Date:** Monday, October 15, 2018 at 12:33 PM  
**To:** "Everett, Angelique" <angelique.clay@uky.edu>, "Pelkey, Stanley" <stanley.pelkey@uky.edu>  
**Cc:** "McCorvey, Everett" <everett.mccorvey@uky.edu>, "Lugo, Noemi" <nnglugo00@uky.edu>, "Bender, John" <dennis.bender@uky.edu>, "Lawrence-Calkins, Cynthia" <cynthia.lawrence@uky.edu>, "Arnold, Elizabeth" <elizabeth.arnold@uky.edu>  
**Subject:** Re: Music Theatre Certificate Revisions

Thank you so much, Angelique.

Dr. Pelkey, I look forward to receiving your (required) email that confirms this vote to include in our proposal.

Sincerely,

Nancy Jones

**Nancy C. Jones, Professor**