



# **COURSE HANDBOOK**

## **MUSICAL THEATRE CERTIFICATE PROGRAM**

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## COURSE DESCRIPTION

The Musical Theatre Certificate program is the College of Arts + Architecture's performance-based interdisciplinary course of study. The conservatory-style, 20-credit program is open to undergraduate students of all majors and allows students to develop skills in acting, singing, and dancing. Through a curated sequence of focused coursework, students will practice, research, and study the craft, theory, and historical evolution of musical theatre.

Students are admitted by audition. The program's cornerstone course, Musical Theatre Workshop, consists of a cohesive 4-semester progression that covers Golden Age repertoire, Contemporary repertoire, Audition Technique, Ensemble & Scene Study, and a biennial Performance Practicum, which may include developing a staged reading of an existing work or bringing in a professional musical theatre composer to work with students on a new piece. In addition to this class, students enroll in co-requisite applied voice lessons or class voice, ear training & sight-singing, Acting for Musical Theatre, Musical Theatre History, and several dance electives.

## Philosophy

The Musical Theatre Certificate program is designed to provide students with supplemental training that augments their primary courses of study. Through the exploration of the tenets of musical theatre, the certificate program aims to develop versatile performers who demonstrate competence and comfort in both the classical musical theatre canon and cutting-edge contemporary musical works.

Our holistic approach emphasizes the symbiotic relationships between music, acting, and dance. Our carefully curated curriculum examines the genre through historical, cultural and sociological perspectives in order to promote deeper engagement with the history, development and future of the art form.

Our bespoke pedagogical approach offers students a learning process catered specifically to their individual needs, strengths, talents and interests. Our program seeks to identify and nurture the unique gifts of every student, pushing beyond a standardized approach to encourage students to pursue their own artistic paths. As students begin to discover who they are as individual artists, they also learn how to contribute to an ensemble of creative collaborators who value the importance of supportive collegiality, both onstage and off.

We aim to ground students in the realities of a competitive industry while also encouraging them in their artistic pursuits with a strong foundation of training steeped in industry best practices. A

cornerstone of our program includes engagement with a steady series of guest artists currently working professionally in the musical theatre industry. These invaluable experiences forge a bridge between our students and working professionals and provide insight and context for current industry standards and trends.

Our ultimate goal is to equip students with a love and curiosity for the creative process, a rich understanding of the genre, a habit for practice to build dependable technique, and development of healthy life habits that enable longevity in a demanding field.

## **Nondiscrimination**

The Musical Theatre Certificate Program is dedicated to exploring the genre through an inclusive lens with a curriculum that acknowledges the contributions of composers, playwrights, and artists of varied gender identities, races and ethnicities, faith traditions, nationalities, and backgrounds. We value diversity and practice inclusion with regard to abilities, values, opinions, and beliefs. A core pedagogical value of our program is to empower students to embrace their individuality and to provide them tools to infuse those qualities into their work.

In accordance with university policy 501 (<https://legal.charlotte.edu/policies/up-501/>), we are committed to providing a respectful, safe, and inclusive environment for all University community members and guests of the University. Students are recruited and accepted into the program on the basis of talent, skill, and potential for growth and development. The program does not discriminate on the basis of race, ethnicity, gender, sexuality, religion, disability, or other forms of identity.

## **PROGRAM FACULTY**

### **Musical Theatre Certificate Program Coordinators**

Dr. Sequina DuBose Coordinator, Music Dept.	Robinson 347	sdubose5@charlotte.edu 704-687-5297
Tod Kubo Coordinator, Dance Dept.		Tkubo@charlotte.edu

## Department Chairs & Faculty

Dean Adams, MFA Senior Associate Dean of the Performing Arts, Performing Arts and Operations, COAA	Robinson 203	Dean.Adams@charlotte.edu 704-687-0392
Mark West Interim Chair, Theatre Dept.	Robinson 364	miwest@charlotte.edu
Gretchen Alterowitz, MFA Chair, Dance Dept.	Robinson 361	Gretchen.Alterowitz@charlotte.edu 704-687-0224
Dr. Joe Skillen Chair, Music Dept.	Robinson 343	jskillen@charlotte.edu
Christina Pier Voice Area Coordinator Music Dept.	Robinson 349	cpier@charlotte.edu

## Coaches & Pianists

Randy Price Coach & Collaborative Pianist		rpricestudios@gmail.com
Claudio Olivera Music Department Pianist	Robinson 350	cayolivera@charlotte.edu (704) 687-0264 ext 70264
Ginger Wyrick Coach & Collaborative accompanist	Robinson 314	gwyrick@charlotte.edu
Jacqueline Moffitt-Yost Coach & Collaborative accompanist	Robinson 108A	jyost2@charlotte.edu

## COURSE REQUIREMENTS

### Required Courses

Course	# of Credits	Notes
Musical Theatre Workshop (COAA 3350)	1 credit x 4 semesters (4 total)	Special topics: Golden Age, Contemporary, Audition & Repertoire, Ensemble & Scene Study, and/or Performance Practicum
Musical Theatre History (COAA 3150)	3 credits	
Applied Music/Individual Voice Lessons (MUPF 1270) -or- Class Voice (MUSC 1237 or MUSC 1240)	1 credit x 4 semesters (4 total)	Co-requisite of Musical Theatre Workshop (COAA 3350)  Class Voice (MUSC 1237) is a prerequisite for Class Voice Musical Theatre (MUSC 1240)
Intro to Aural Skills & Sight-Singing (MUSC 1101)	1 credit	
Acting for Musical Theatre (THEA 3207)	3 credits	Prerequisite: Acting I (THEA 1270)
Dance Electives	2 credits each (4 total)	Choose <b>TWO</b> : DANC 1212 - Ballet I DANC 2126 - Tap Dance DANC 2127 - Latin Dance DANC 2130 - Foundations of Hip-Hop DANC 2226 - Vernacular Jazz DANC 2227- Contemporary Jazz
<b>OPTIONAL</b> Industry Preparation Directed Independent Study (COAA 4800)	1 credit	Optional DIS to be completed during or after final semester of COAA 3350 (MT Workshop)
<b>TOTAL CREDITS REQUIRED:</b>	19 (Optional 20) credits	

## **Voice Requirement Policies**

When enrolled in Musical Theatre Workshop (COAA 3350), students must enroll in Class Voice/Class Voice for Musical Theatre (MUSC 1237 or MUSC 1240) as a co-requisite of the course. Experienced students may enroll in Applied Music (MUPF 1270) for individual voice lessons based on studio faculty availability, and upon approval. Please note that individual lessons fall under Music Department policies and may involve participation in vocal competitions, end of year jury exams, and coachings with accompanists, which may incur additional fees at the student's expense. Upon completion of the 4 credit hours of Applied Music or Class Voice/Class Voice for Musical Theatre, students may continue with private voice lessons at their own expense that must be arranged with their individual instructor.

## **Capstone Requirements**

In their fourth semester of the Musical Theatre Workshop course (COAA 3350), students in the Musical Theatre Certificate program will present a Capstone performance that will be part of the larger end-of-semester class showcase. Student performances will be evaluated based on elements of the Musical Theatre Certificate SLO rubric, which encompasses Acting Techniques & Character Development, Vocal Technique, Musicianship, Movement and Ensemble Contribution.

## **COURSE POLICIES**

### **Audition Procedures**

Auditions for the Musical Theatre Certificate program are held once a year in the Spring semester. Announcements for auditions will appear on the Musical Theatre Certificate Program homepage: <https://coaa.uncc.edu/theatre/undergraduate-programs/certificate-musical-theatre>

The program has a current enrollment cap of 15 students total. Therefore, space in the program is dependent upon the rate of student completion of the certificate.

Auditions for the program consist of a one-minute monologue and a brief song, 3 minutes or under in length. Selections must be performed from memory. In accordance with industry educational standards, a cappella singing is not accepted, and sheet music is required for live accompaniment. In the event of an online or pre-recorded audition, an accompaniment track is permissible. Auditonees may be asked for a second selection of song or monologue and should

be prepared with additional material if asked. Auditionees may also be asked to sing scales or vocalize. A movement call may be additionally required.

Musicianship level exhibited in the audition and previous voice experience will determine student placement in either applied individual voice lessons, Class Voice, or Class Voice for Musical Theatre.

Successful students will be notified by email with an official acceptance letter and are expected to coordinate with academic advisor Hannah Harrell to begin enrollment in the requisite courses for the certificate program.

## **Enrollment & Retention Policy**

The Musical Theatre Certificate Program is selective and has a currently capped enrollment of 15 students. Failure to meet the requirements and policies outlined below may result in probation and potential dismissal from the program.

### **Grade Minimums**

To remain eligible for continued enrollment in the Musical Theatre Certificate program, students must maintain an overall academic standing of a **C letter grade or higher**.

### **Absences**

Musical Theatre Certificate students are expected to attend **ALL** required classes. Class meetings – and your attendance – should be treated as rehearsals for a professional process. This means that you are warmed up, present, and ready to work at every scheduled class meeting time. An absence, excused or unexcused, does not relieve a student of any course requirement. Please note that job-related scheduling conflicts are to be resolved by the student and do not qualify as an excused absence. **Excessive unexcused absences may result in probation.**

- **Illness**

If you are too ill to attend class, please notify the instructor in writing (via email) prior to the class meeting. If there are multiple instructors in the course, please email all of them. Documentation of doctors' notes are required to excuse these absences. Prolonged or chronic health issues should be communicated to the Office of Disability Services ([disability@uncc.edu](mailto:disability@uncc.edu)) to ensure appropriate accommodation. You may also contact Student Assistance and Support Services in the Student Affairs office.

- **Personal Emergency**

If you have a personal emergency, please notify the instructor in writing (via email) prior to the class meeting. If there are multiple instructors in the course, please email all of

them. If you are unable to get a note to your instructors before the class, please do so at your first available moment.

- **Online Classes**

In the event of online instruction, students are expected to treat online classes as they would in-person performance classes. Full attention and respectful focus is expected and required. Cameras must be turned on for attendance purposes, but also due to the nature of performance-oriented coursework. Exceptional circumstances will require instructor approval.

### **Consecutive Enrollment**

Ideally, all 4 semesters of Musical Theatre Workshop would be taken consecutively to ensure a continuity of practice progression. Gaps in enrollment in Musical Theatre Workshop and any of its co-requisite voice requirements for more than 1 semester will require special permission from the certificate co-ordinators. Unapproved enrollment gaps and gaps extending beyond 1 semester may result in removal from the certificate program.

### **Probation & Readmission Policy**

In the event of probation or dismissal from the program, students may appeal for renewed standing or readmission. Students must submit a formal letter of appeal via email to the Musical Certificate coordinators. Renewed standing or readmission will be evaluated by the coordinators and will depend upon enrollment availability within the program, as well as an assessment of the initial cause for probation or dismissal. Dismissed students may be asked to reaudition during the next admission period. Students on probation or dismissed students may be asked to submit supplemental documentation that supports their appeal (i.e. transcripts, letters of recommendation, etc.). A formal response to the appeal will be issued via email.

## **EVALUATION & ASSESSMENT**

### **Grading**

A standard grading scale will be used.

A	B	C	D	F
90 – 100%	80 – 89%	70 – 79%	60 – 69%	Below 60%

## **Juries**

All students (majors, minors, or electives) enrolled in Applied Voice lessons at any level must perform before a jury of faculty members at the end of each semester, with exceptions granted for students who have already been adjudicated during junior or senior recitals in that particular semester. Juries will be held during the final examination period, and the performance will consist of appropriate repertoire, to be selected by the applied music instructor. Selections must be performed from memory. Use of a pianist or, in the special case of approved online juries, a pre-recorded accompaniment track is required. Accompanists' fees for the jury are incurred at the student's expense. Please note that additional rehearsals outside of lessons requiring an accompanist are arranged with the pianist at their determined rate and are also incurred at the student's expense.

## **Academic Integrity**

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action. The Code is available from the Dean of Students Office or online at:

<https://legal.charlotte.edu/policies/up-407/>

## **MASTERCLASSES & GUEST ARTISTS**

The Musical Theatre Certificate Program will welcome several guest artists from the industry throughout the academic year. Prompt arrival and focused, attentive, respectful behavior is required. Arrive prepared to work and/or observe. You will be given advance notice of visits and, as with any other class, attendance is required. In the event of an online or digital masterclass or guest visit, student cameras are expected to be turned on for attendance purposes unless otherwise instructed, or previous approval has been obtained. Recording and distribution of footage of these sessions is PROHIBITED unless permission is otherwise granted.

## **ADVISING & MENTORING**

### **Academic Advising**

Upon enrollment into the Musical Theatre Certificate Program, students must email academic advisor Hannah Harrell to schedule an advisement meeting to plan out their course of study as it pertains to the completion of the certificate requirements. Students are required to schedule

subsequent meetings with Ms. Harrrell at the beginning of each semester before the close of the drop/add period.

Ms. Hannah Harrell. Performing Arts Academic Advisor  
Robinson 331  
hbharrel@uncc.edu  
704-687-0472

Students who have concerns or questions are also welcome to reach out to the program coordinators to schedule an advising or mentoring session.

### **Industry Preparation Directed Independent Study (COAA 4800)**

Students in their final semester of the Musical Theatre Certificate program will have the option of enrolling in a 1-credit Directed Independent Study (DIS) in which coordinators will advise and mentor students in preparation for their goals in the field upon graduation. Mentoring may include showreel and resume creation, repertoire development, audition preparation and coaching, etc. Meetings for this DIS would occur periodically throughout the semester based on a mutually agreed-upon schedule.

## **PROFESSIONALISM & ETIQUETTE**

### **Communication**

With the goal of developing a culture of professionalism, students are expected to follow the rules of common courtesy in all email messages, threaded discussions, chats and class conversations. This includes stating differing opinions politely, offering constructive and thoughtful feedback, and avoiding name-calling. As a courtesy, in electronic communications, please use a greeting and sign off in proof-read emails.

### **Focus & Preparation**

Performance classes take the collective concentration of everyone involved, whether performing or observing. Observers are expected to remain focused, take notes, and refrain from distracting behaviors such as talking, texting, etc. For in-class performance, students are expected to arrive ready to work and prepared in the manner that has been outlined by the instructor.

### **Electronics**

Students are expected to silence and refrain from using phones and devices that are not a necessary component of coursework. Students may be permitted to record their own in-class work and performances for practice and personal use, but must obtain permission from the instructor. Students must also obtain permission to record instructor lectures, or the work/performances that involve other classmates.

**Public distribution of in-class recordings is strictly prohibited.**

### **Appearance**

Students are expected to adhere to personal hygiene standards, as indicated in the COAA Production Policy. Students must come to class in attire deemed appropriate by the instructor, regardless of in-person or online instruction. Any personal requirements regarding dress must be communicated to instructors in advance of class meetings.

### **Bullying**

Musical Theatre is a collaborative art form in which professionals come together, share ideas and create art. There is no place for intimidation or bullying in musical theatre and bullying will not be tolerated in the Musical Theatre program. Bullying may include verbal abuse, cyberbullying, as well as in-person intimidation. Incidents of bullying will be dealt with swiftly and may result in probation or dismissal from the program.

## **PHYSICAL & MENTAL HEALTH**

Musical Theatre requires artists to work at the optimum level of physical and mental health. Physical and mental health will dictate (to a degree) how capably a student may meet the requirements and rigors of the program. Sleep, rest, and nutrition are key components of your training. If you are under the weather, you will not be able to achieve the best possible results from your coursework and performances.

If a student requires special accommodations for any physical or mental impairment, they must register with the Office of Disability Services: <https://ds.uncc.edu/>  
Once registered, coordinators will meet with the student to ensure that appropriate accommodations are made for optimal student success within the program and its courses.

We encourage students to utilize the following campus resources as needed:

Mental Health Resources: <https://caps.uncc.edu/mental-health-resources>

Student Health Center: <https://studenthealth.uncc.edu/>

UNCC Recreation Center: <https://urec.uncc.edu/facilities/university-recreation-center>

Student Assistance and Support Services:  
<https://sass.charlotte.edu/services/student-emergency-fund>

**STUDENT AGREEMENT- Musical Theatre Certificate Program**

**Printed Name:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**I hereby acknowledge that I have read the Musical Theatre Certificate Handbook and agree to all rules, regulations, and policies pertaining to the Musical Theatre Certificate program.**

**Student Signature**

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**Date**

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