Department of Music Handbook

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Directory
Introduction

Note from the Department Chair

Welcome to the Department of Music at The Master’s College. We have been looking forward to your arrival! Master’s is a unique place. A large number of the teaching faculty have been here for many years and love it; you will, too! These are important years of your life, so make the most of your time here and take full advantage of the opportunities available. The following information will be helpful to you as you settle into college life as a music major or minor. If you have further questions or concerns after reading the handbook, please call the Music Department at 800.568.6248 x2256 or 661.362.2256. We are here to assist you!

Sincerely,
Paul T. Plew

Goals

Our goal is to train each student to be a well-rounded Christian musician equipped with an appreciation of musical styles, an understanding of music history and theory as well as experience through participating in musical ensembles. It is our desire to equip students to reach their greatest potential musically for the glory of our great God, realizing that their relationship with Him is of primary importance.

Mission

The mission of The Master’s College Department of Music is to develop, with biblical perspectives, individuals having an intrinsic desire to excel. We aim to produce knowledgeable and skillful musicians through comprehensive musical training, thereby promoting intellectual understanding, artistry and community responsibility.

Music Faculty

Dr. Paul T. Plew, (1979) Department Chairman
*Ed.D. Nova University, Ft. Lauderdale, FL*
Choral & Church Music, Collegiate Singers, Chorale & Majesty

Dr. Stephen Opfer, (1992) Instrumental Studies & Music Education
*D.M.A. University of Southern California*
Instrumental emphasis courses, music education courses, computer technology courses, Wind Ensemble, Jazz Band & The Master’s College Orchestra

Dr. Kimberlyn Jones, (1986) Vocal Studies
*D.M.A. in Opera Performance, University of Texas at Austin*
Primary professor of Individual Voice, Vocal emphasis courses, Opera Workshop & Stage Training

**Dr. Carolyn Simons**, (1999) Musicology  
*Ph.D. The University of Iowa*  
Music History, World Music, Basic Conducting & Women’s Chamber Choir

**Dr. Ruta Bloomfield**, (1988)  
*D.M.A. Claremont Graduate University*  
Introduction to Music and Art, Individual Harpsichord Instruction & Ear Training/Aural Skills

**Dr. Ken Mays**, (1986) Piano Studies  
*Ph.D. Indiana University*  
Primary Professor of Piano

*Graduate Courses Utica College*  
Handbell ensembles, Handbell Directing and Production Techniques, Freshman Academic Advisor

**Dr. Katherine Kelly** (2005)  
*D.M.A. University of Southern California*  
Individual Piano Instruction & Piano related courses

**Prof. Lauren Shackelford** (2007)  
*M.M. University of Oklahoma*  
Music Theory, Piano Studies & Pedagogy

**Prof. Kellie Cunningham** (2007)  
*M.M. University of Oklahoma*  
Piano Studies, Pedagogy & Theatre Arts

**Prof. Sarah Dixon** (2006)  
*M.M. California State University, Northridge*  
Vocal Studies & Concert Attendance

**Prof. Tricia Hulet** (2008)  
*B.A., The Master’s College*  
Theatre Arts

**Adjunct/Studio Faculty**
Tavi Jinariu, M.Div, Guitar  
Brenda Dixon, Organ  
Gary Woodward, Flute  
Stuart Horn, M.F.A, Oboe  
TBA, Clarinet
Tim Dolinar, Saxophone
Maciej Fliss, Bassoon
David Johns, M.M, Trumpet
Nathan Campbell, Horn
Loren Marsteller, Trombone
John Van Houten., Tuba
Aroussiak Baltaian, M.M., Violin/Viola
Janet Crouch-Shulman, Cello
John Hester, Upright Bass
Ryan Foglesong, Electric Bass
Mark Converse, Percussion
Jane Grothe Ferruzzo, Harp
John Martin, Audio Technology
Scott Weber, Audio Technology
Steven Rice, Audio Technology
Keith Rogers, Audio Technology
Sarah Wallin Huff, Composition
Jana Gruss, Music Education
Sam Rotman, M.M, Piano

Administrative Assistants
Pamela Plew, Office Manager
Sarah Dixon, PR/Marketing & Scholarship Coordinator
Tricia Hulet, Music Events Coordinator

Student Staff
Each year, the music department hires work study students for the following positions: Music TA, Music Office Assistant, Music Librarian, Box Office Assistant, Theatre Box Office Assistant, Concert Setup Workers, Sound Technicians and Class Voice Accompanist.

Academics

Department Communication
Pertinent information will be communicated from the department in several different ways. Each semester you are required to attend a Music Major Meeting, usually held the first Thursday of the semester at 4:00 pm in the Recital Hall. Class information, lesson sign-ups, Concert Attendance requirements and important announcements will be covered at this meeting. Another mode of communication often used is the bulletin boards around the music department and specifically in front of the main music office. Please check these often. You will also receive e-mails from “music@masters.edu” at your TMC e-mail address with information that pertains to all music majors or that is class-specific. Please check your student e-mail account often so that you do not miss out on important announcements or opportunities.

Degree Programs
Bachelor of Music:
Vocal Performance
Instrumental Performance
Piano Performance
Piano Performance with Emphasis in Pedagogy
Composition
Music Education
Worship Music Ministries
Bachelor of Arts in Music
Bachelor of Arts in Music with Emphasis in Communication
Bachelor of Arts in Music with Emphasis in Biblical Studies
Bachelor of Arts in Music with Emphasis in Youth Ministry
Bachelor of Arts in Music with Emphasis in Audio Technology

Advisement
Each music major is assigned to a faculty member who will advise you as you register for classes for the following semester. All freshman, sophomores and transfer students will work with Claire Blackwell, the main music advisor. Music advisors for juniors and seniors are posted on the bulletin board outside of the music office. Please be proactive in planning out college classes, as there are classes that are not offered each semester, and you do not want to be left with outstanding units when you’re ready to graduate. Also keep in mind that in order to graduate, a student must fulfill degree requirements from only one catalog (from either your entrance year or an updated version); you may not mix requirements from one catalog to the next.

Theory Placement
If a student would like to be considered for advanced placement into music theory, a placement test may be obtained from the theory instructor. Other transferable credits may be discussed with the Freshman Music Advisor.

Primary Instrument
All music majors must declare a primary performance instrument. This is the instrument in which the student will receive private instruction and perform a jury each semester (ex: voice, flute, composition*). *Composition majors are required to perform a jury in their primary instrument until they begin Individual Instruction in Composition, after which they must perform a composition jury for all semesters.

Piano Foundations
The four-semester Piano Foundations sequence facilitates the development of functional piano skills for the non-keyboard music major and the non-performance keyboard music major. The courses build skills in the areas of keyboard theory and technique, sight-reading, solo and ensemble repertoire, harmonization and improvisation, accompanying, transposition and score reading (instrumental, vocal and choral). Placement auditions for the four levels of Piano Foundations are available at the beginning of each academic year.

*Composition, Music Education, Worship Music Ministries, and B.A. in Music majors who list piano as their primary performance instrument must establish sufficient skill level to place out of Piano Foundations or must take the courses to attain that skill level concurrently with individual instruction.

**Piano Pedagogy**
Students interested in pursuing the Piano Pedagogy Emphasis must pass an entrance evaluation prior to admittance to the program.

**Concert Attendance**
All music majors must register for Concert Attendance *every semester*. You must attend a specified number of concerts and turn in programs from them *within one week* of the concert date. This course is graded on a pass/fail basis and is necessary for graduation.

The course syllabus for this class will be handed out at the Music Major Meeting at the beginning of each semester. **Read your syllabus carefully.** The number of concerts that are required vary from semester to semester and include both on and off campus concerts and recitals. You may count one music major meeting, one master class and one event that you were involved in for on-campus concert attendance. The off-campus concerts must be legitimate, academic concerts of varying styles. If in doubt, ASK, but please do so *before* the event.

**Music Scholarships**
Music scholarships are merit-based awards given to students who perform a live audition on posted dates. Students pursuing a Bachelor of Music degree may have a higher ceiling of available funds. All students receiving scholarships must fulfill the standards listed in the Music Scholarship Agreement, such as maintaining an overall GPA of 2.5 and a GPA of 3.0 in music classes. Students receiving music funds must also be a part of Collegiate Singers and one other major ensemble relating to the student’s primary instrument that meets a minimum of two hours a week. A student’s scholarship will be removed if a change of major occurs. Students are not allowed to discuss their scholarship amounts with other students.

Music scholarships are renewable each year; reapplications will be sent to the students’ boxes every spring, and completed paperwork must be submitted on time to be considered for a scholarship renewal. The faculty and private instructors will discuss students’ progress and dedication each year after reapplications are turned in; any necessary changes will be reflected in the student’s award amount as well as communicated to the student. Any student who wishes to change his/her primary instrument must re-audition for a music scholarship.

Private music scholarships are also available for returning music majors who complete the essay portion of their Scholarship Reapplication. These funds are given in addition to regular music scholarship and will be awarded at the spring departmental honors chapel.

**Performance**

**Individual Instruction**
- You must register for Individual Instruction and the corresponding practicum along with your other classes at the time of registration. Student/instructor assignment is done by the head of
the discipline, but a request may be made by the student.

- To schedule your lesson time, contact your private instructor or see the sign-up sheets posted during the first week of classes. You will be given a lesson time that works with your class schedule and the availability of the instructor.
- Lessons are given once a week for a minimum total of twelve lessons per semester. Lessons are ½ hour for 1 unit and a full hour for 2 units. Lessons will not be given during the week of Christmas concerts.
- All vocalists and instrumentalists must pay to hire their own accompanist for lessons and performances throughout the semester as needed. Please see the Administrative Assistant to the Piano Area, Kellie Cunningham, for a current list of available accompanists as well as suggested fee rates. You may also search for student accompanists enrolled in Collaborative Keyboard, local TMC alums and other local professionals.
- If you wish to discontinue lessons, you must consult the private instructor, but no refunds will be given after the first two weeks of classes.

**Collaborative Keyboard**

Any TMC student who is accompanying must enroll in MU440, Collaborative Keyboard (there is an option for no credit). Music majors can elect to enroll in the class for credit with a reduced payment scale to fulfill ensemble requirements for music scholarships. Students already accompanying are automatically approved, while new students will be contacted and offered the opportunity to interview with piano and voice faculty. Standardized fees for vocal and instrumental accompanying will be outlined in the MU440 syllabus. Payment of accompanists will be confirmed on the jury or pre-recital jury form filled out by the performer each semester.

**Performance Practicum**

This is a zero unit class that meets in order to give students the opportunity to gain performance experience as well as receive feedback from area instructors and also learn how to listen critically and speak pedagogically to fellow students. Performance Practicum is considered an extension of individual instruction.

**Studio Recitals**

Each student who is registered for individual instruction must perform in the respective studio recital at the end of each semester.

**Juries**

All music majors must take a jury exam in his/her primary performance instrument (only) at the end of each semester. In lieu of a performance, composition majors are required to submit a bound, “performance-ready” copy of an engraved score, accompanied by (1) a one-page written description of the work, and (2) an audio recording of the work in either MIDI sequence or live performance form. The jury will take place during the final week of each semester and will make up twenty-five percent of the semester grade. Jury sign ups will be posted in the music office at least one week before finals week; Jury Forms will also be available, which must be filled out and copied by the student and brought to the jury. Students should be prepared to perform any of the literature studied during the semester at the jury, and pieces will be chosen by the faculty panel. The dress code for juries is a modest dress or skirt and blouse for women and slacks and dress shirt for men.
Those who are pursuing a Bachelor of Music degree must be approved for continuance in their program at the end of their sophomore year. This form may be obtained from administrative staff in the music office. Composition majors must submit a portfolio of completed works that demonstrate sufficient progress toward their senior recital.

Pre-Recital Juries
Approval in the form of a successful pre-recital jury is required for all students giving recitals. At this 15 minute jury, the student will provide the full recital program repertory on a sheet of paper including titles, composers and duration of each song and be prepared to perform selections as chosen by the faculty. The Recital Details Form, obtained from the Music Events Coordinator, is also due at this time.

The pre-recital jury must be completed at the regular jury time the semester before the recital date, or at a specified pre-recital jury date set by the faculty. All pre-recital juries must be completed at least four weeks before the recital date. All repertoire must be presented at the pre-recital jury; no piece or additional performers may be added without the direct consent of the instructor and faculty. Composition majors will work with their instructor in order to determine which of their original pieces are most representative of their creative efforts, and these selections will comprise the entirety of the 15 minute pre-recital jury. The composition students will also provide their panel with no fewer than two bound, performance-ready copies of all scores for review, including those remaining works that are not selected for inclusion in the pre-recital jury. If the student is unable to assemble the required performing forces for a given work, the student may petition their panel to adjudicate that particular work via an audio recording from a previous performance.

Junior/Senior Recitals
All student recitals must abide by Department Recital Standards listed on the following page.

Junior performance majors must give a satisfactory 30-minute recital (25 minutes of music). Senior performance majors must give a satisfactory 60-minute recital (55 minutes of music).

Senior candidates for a B.M. in non-performance emphases and for the B.A. Degrees must appear in a satisfactory 30-minute recital in their primary instrument or complete a satisfactory project before graduation.* Students completing a project must obtain faculty approval of the topic, scope and medium before beginning the project.
*only emphasis in the B.M. Degree allowed to do a project is the Worship Music Ministries emphasis

Non-degree recitals or recitals in a secondary instrument may be given (schedule permitting) with special permission from the instructor and faculty. These recitals must follow departmental standards. Students who wish to give such a recital should begin seeking permission one year in advance.

Students must contact the Music Events Coordinator who will provide a list of the available recital slots as well as all recital scheduling information and regulations.

Department Recital Standards
These music department standards must be met in order to successfully fulfill recital
requirements:

- A successful *Pre-Recital Jury* is required for all recitals.

- **Duration:** The time length for recitals is 25 minutes of music for a half recital and 55 minutes of music for a full recital. Recitals shorter or longer than this do not satisfy the requirements. Doors MUST open NO LATER than 20 minutes prior to the set recital time (ex: 7:30 recital = doors open no later than 7:10).

- **Intermissions:** Joint recitals given by more than one person may not include an intermission (unless the accompanist is shared); a full recital given by one person may include an intermission if necessary and may not exceed 10 minutes.

- Recitals may include selections that are popular-music-oriented or contemporary Christian at the discretion of the instructor, but the time allotted to them is limited to 3-4 minutes for a half recital and 6-8 minutes for a full recital. Those time limits may not be exceeded without special permission from the faculty.

- A recital repertory standard in the piano, voice and guitar disciplines may be provided by the head of each area listing the types of required literature for recitals in the junior and senior years.

- Dress code for recitals must follow Student Life guidelines for special events.

- Students must work with the Music Events Coordinator prior to their recital in regards to: room setup, programs, lighting, dress code, stage management, ushers and other personnel, receptions, etc. The Student Recital Information Sheet with detailed information pertaining to all of these areas will be given to all students giving recitals.

### Department Information

**Office Hours**
Monday - Friday
9:00 am - 5:00 pm

**Practice Rooms**
Sign-ups for practice rooms begin the second week of classes each semester and will be posted in the music office. *Required practice hours will be determined by each student’s individual instructor.* Please limit your practice hours on the sign-up sheets to two hours at a time. Beyond this, you may practice at any time if a practice room is not in use.

For security purposes, we have put a keypad on the entrance to the practice rooms. Each music student will receive his/her access code during the first week of school from the music office. You may not share this code with anyone else. If other students ask you for your code, please send them to the music office to get one of their own.
Room Numbers
MC 100  Music Library
MC 101  Recital Hall / Choral Rehearsal Hall
MC 102  Recital Hall / Instrumental Rehearsal Hall
MC 103  Music Classroom
MC 104  Theory and History Classroom
MC 105  Penberthy Dining Hall
MC 106  Computer Lab (open 6:00 am – midnight)
MC 201  Teaching Studio
MC 202  Teaching Studio
MC 203  Vocal Studio
MC 204  Piano Studio
MC 205  Piano Lab (open: 6:00 am – midnight)
Practice Rooms (open: 6:00 am – midnight)

Room Use
All of our rooms are to be treated with the utmost respect and consideration—they are not your dorm room, storage unit, or dumpster. There is no food or drink allowed in any room that requires a code to be typed onto a keypad for entry. Please keep track of your things! From time to time there will be a clean-sweep in the practice rooms and anything that is not labeled and in its proper place will be thrown away. No students are permitted to teach private lessons in the practice rooms for insurance reasons. The Recital Hall is not free to anyone’s use—you must obtain permission from the music office staff before use, and this is only granted to students preparing for a recital in the same semester. If something has been damaged or if an instrument is not working properly, please notify the office. Office computers are not available for student use, even to check e-mail.

Lost and Found
Lost and Found is located in the Music Library.

Courtesy Phone
The student courtesy phone is located in the main office by the copy machine. No permission is required to use this phone and it is available during regular office hours for local calls only.

Health & Safety Standards
Music students, especially those who play or sit near loud instruments, should use earplugs to protect their hearing. Check online to see what is best for you. There are specialty earplugs that dampen specific frequencies.

Advanced piano performers should be advised that repetitive stress injuries can commonly occur, therefore pianists should take adequate time to stretch and warm-up before beginning a practice session and monitor their physical condition during practice as well as take frequent breaks.

Vocalists must protect their voices by giving their bodies proper rest, learning to speak correctly, singing in healthy environments, being aware of how medicines can affect the vocal cords and
not over-singing, specifically in choral situations. A voice instructor can best help students learn how to deal with vocal tension.

**Music Department Directory**

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<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>The Master’s College</td>
<td>661.362.2300</td>
<td>or 800.568.6248</td>
</tr>
<tr>
<td>Music Department</td>
<td>ext. 2256</td>
<td><a href="mailto:music@masters.edu">music@masters.edu</a></td>
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<tr>
<td>Prof. Claire Blackwell</td>
<td>ext. 2258</td>
<td>661.254.1256</td>
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<tr>
<td><a href="mailto:cblackwell@masters.edu">cblackwell@masters.edu</a></td>
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<tr>
<td>Dr. Ruta Bloomfield</td>
<td>ext. 2265</td>
<td>661.297.2934</td>
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<td><a href="mailto:rbloomfield@masters.edu">rbloomfield@masters.edu</a></td>
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<tr>
<td>Prof. Kellie Cunningham</td>
<td>ext. 2259</td>
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<td><a href="mailto:kcunningham@masters.edu">kcunningham@masters.edu</a></td>
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<tr>
<td>Prof. Sarah Dixon</td>
<td>ext. 2257</td>
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<td><a href="mailto:scdixon@masters.edu">scdixon@masters.edu</a></td>
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<tr>
<td>Prof. Tricia Hulet</td>
<td>ext. 2824</td>
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<td><a href="mailto:thulet@masters.edu">thulet@masters.edu</a></td>
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<tr>
<td>Prof. Tavi Jinariu</td>
<td>ext. 2264</td>
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<tr>
<td><a href="mailto:tavijinariu@gmail.com">tavijinariu@gmail.com</a></td>
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<tr>
<td>Dr. Kim Jones</td>
<td>ext. 2254</td>
<td>661.255.5109</td>
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<td><a href="mailto:kjones@masters.edu">kjones@masters.edu</a></td>
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<tr>
<td>Dr. Katherine Kelly</td>
<td>ext. 2261</td>
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<td><a href="mailto:kkelly@masters.edu">kkelly@masters.edu</a></td>
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<tr>
<td>Dr. Ken Mays</td>
<td>ext. 2204</td>
<td>661.298.7897</td>
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<tr>
<td><a href="mailto:kmays@masters.edu">kmays@masters.edu</a></td>
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<tr>
<td>Dr. Steve Opfer</td>
<td>ext. 2252</td>
<td>562.691.2532</td>
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<tr>
<td><a href="mailto:sopfer@masters.edu">sopfer@masters.edu</a></td>
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<tr>
<td>Mrs. Pam Plew</td>
<td>ext. 2256</td>
<td>661.259.3396</td>
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<td><a href="mailto:ppblew@masters.edu">ppblew@masters.edu</a></td>
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<tr>
<td>Dr. Paul Plew</td>
<td>ext. 2251</td>
<td>661.259.3396</td>
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