



SCHOOL *of* MUSIC

HANDBOOK

2021-2022

The Master's University School of Music
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Introduction

Note from the Dean of the School of Music

Welcome to the School of Music at The Master's University. 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 university life as a music major or minor. If you have further questions or concerns after reading the handbook, please call the School of Music at 800.568.6248 x2280 or 661.362.2280. We are here to assist you!

Sincerely,
Paul T. Plew

Our Strategic Vision

Developing Wisdom

- Close mentorship with the music faculty
- Pursuit of academic scholarship
- Cultivating the priority of God over craft

Establishing Convictions

- Understanding that every aspect of music-making is worship
- Realizing the responsibility of stewardship of God-given gifts to become salt and light

Producing Leaders

- Learning to work in camaraderie with fellow musicians
- Growth and maturity through numerous performance opportunities
- Access to premier music instructors in Los Angeles

Music Faculty

Dr. Paul T. Plew (1979) Dean

Ed.D. Nova Southeastern University

Choral & Worship Studies, The Master's University Chorale,
University Singers

Dr. Ruta Bloomfield (1989)

D.M.A. Claremont Graduate University

Essentials of Music and Art, Music History, Aural Skills &
Harpsichord Studies

Prof. Sarah Dixon (2006)

M.M. California State University, Northridge

Vocal & Opera Studies, Recitals & Practicum

Prof. Lauren Mason (2007)

M.M. University of Oklahoma

Music Theory, Piano Studies & Pedagogy

Prof. Ben Mason (2014)

M.M., Peabody Institute of The Johns Hopkins University

M.M. University of Georgia

Graduate Certificate in Screen Scoring, USC Thornton School of Music

Music Composition, Upper Division Music Theory, Organ Studies,
Wind Ensemble, University Orchestra, Music & Audio Production

Adjunct/Studio Faculty

Scott Weber.....	Audio Production
Maciej Flis, M.M.....	Bassoon
Janet Crouch-Shulman M.AmSAT.....	Cello
Shaniee Kennedy M.M.....	Clarinet
Gary Kuo, M.M.....	Composition
John Hester, M.F.A.....	Double Bass
Isaias Elpes Dos Santos	Electric Bass
Gary Woodward, M.M.....	Flute
Tavi Jinariu, B.A., M.Div.....	Guitar
Lawrence Rowland B.A.....	Handbells
Jane Grothe Ferruzzo, M.F.A, DMusA.....	Harp
Preston Shepard , M.M.....	Horn
Jason Kennedy M.M.....	Oboe
Mark Converse, B.M.....	Percussion
Kellie Cunningham, MME.....	Piano, Piano Pedagogy
Ian Vo, M.F.A	Saxophone
Charlie Morillas M.M.....	Trombone
Jeff Bunnell M.M.....	Trumpet
Joseph Jackson, M.M.....	Tuba
Robert Berg, M.M.....	Viola
Michael Ferril, B.M.....	Violin
Eric Carampatan, B.M.....	Voice
Christine Anderson.....	Guest Handbell Faculty
Sam Rotman, D.F.A.....	Guest Piano Faculty
Dan Forrest, D.M.A	Guest Composition Faculty

Administrative

Jennifer EhlenAdministrative Manager, Scholarships &
Recital Hall Coord., Concert Attendance

Faith Gates.....Administrative Assistant

Visit: <https://www.masters.edu/faculty/school-of-music> to see the bios of all of our professors.

Academics

School of Music Communication

Pertinent information will be communicated from the School of Music in several different ways. Each semester you are required to attend a Music Major Meeting, held on 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 building 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 TMU e-mail address or Canvas Announcements on the Music Department Resources Page with information that pertains to all music majors or that is class-specific. You are responsible to check your student e-mail account daily so that you do not miss out on important announcements or opportunities.

Degree Programs

Bachelor of Music:

- Composition

- Instrumental Performance

- Music Education (Pre-Certification)

- Piano Performance

- Piano Performance with Emphasis in Pedagogy

- Traditional Worship

- Vocal Performance

Bachelor of Arts in Music

Bachelor of Arts in Music with Emphasis in:

- Modern Worship

- Music Production

Bachelor of Arts in Audio Production and Communication

Grade Requirements

In order to graduate with a music degree, all students must earn a 2.0 or higher (73, C minimum) in all of their music courses.

Music Production Coursework

The Music Production degree core requirements are designed to be completed in two years. Students must take the courses in sequence to take the next course level. In addition, all students are required to pass the AVID Pro Tools 101/110 exams.

Advisement

Each music major is assigned to a faculty member who will advise you as you register for classes for the following semester. Music advisors 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. Please keep in mind that in order to graduate, a student must fulfill degree requirements from the academic catalog that corresponds to his/her first semester at TMU. You may not mix requirements from separate catalogs.

Placement Exams

If a student would like to be considered exempt from levels of music theory or aural skills, an exemption test may be obtained from the course instructors. All new TMU music students will meet with piano faculty members for placement into Piano Foundations coursework unless exempted by their degree requirements. Other transferrable credits should be discussed with your Music Advisor.

Primary Instrument

All music majors (with the exception of Music Production students) 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*). If a student wishes to change their primary instrument, they must obtain a form from the Music Office and get it signed by the necessary faculty members. Students will need to be evaluated in their *new* instrument during their end-of-semester jury before the change can be made official.

Piano Foundations

All new TMU music students will meet with piano faculty members for placement into Piano Foundations coursework. This 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). Course requirements by degree are listed in the Academic Catalog. Placement auditions for the four levels of Piano Foundations are available at the beginning of each academic year. *Students must receive a minimum grade of C- on the final exam in order to continue in the Piano Foundations sequence.*

Piano emphasis students who are not Piano Performance or Piano Performance & Pedagogy majors 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 or in taking Piano Pedagogy courses must pass an entrance evaluation prior to admittance to the program. Permission to teach in the Piano Teaching Internship program is not guaranteed simply by enrolling in a course.

Concert Attendance

All music majors must register for Concert Attendance every semester as a full-time traditional student or for 8 semesters, whichever comes first. You must attend a specified number of classical concerts and turn in programs from them *within one week* of the concert date. This course is graded on a pass/fail basis and necessary for graduation.

The course syllabus for this class is posted on the course homepage on Canvas. *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 fully 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 the University Singers or Orchestra and one other School of Music ensemble relating to student's primary instrument (faculty/advisor input may be called upon depending on ensemble degree requirements).

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. Any student found to be discussing their scholarship amount with any other student will have their scholarship revoked.

Music scholarships must be renewed 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 in the new instrument.

Performance

Individual Instruction & Accompanists

- You must register for Individual Instruction in your primary instrument 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, please check your TMU email address for information from the head of the discipline or your private instructor. You may also contact your private instructor via email to schedule a weekly lesson time. You will be given a lesson time that works with your class schedule and the availability of the instructor.
- Lessons are given for a total of 6 hours (1 unit, typically 1/2 hour lessons) or 12 hours (2 units, typically 1 hour lessons) per semester. While many instructors will meet with their students once a week for 12 lessons, some instructors may schedule longer meetings during fewer weeks. Any concerns about the frequency of lesson occurrence should be brought to the instructor and the head of the discipline's attention.
- All vocalists and instrumentalists that work with a pianist must pay to hire an accompanist for lessons and performances in their primary instrument each semester. A staff accompanist may be hired through registration in a zero unit course (MU150) with varied levels of course fees (corresponding to the number of hours needed per semester), while a list of additional approved accompanists will be made available in the music office. All vocalists must register for You may also utilize student accompanists who have been approved by the piano faculty; these accompanists will be hired via contract and paid directly prior to juries each semester. A late fee will be applied for any late payments. All accompanists will have consistent minimum fee rates.
- If you wish to discontinue lessons, you must consult the private instructor and advisor, but *no refunds* will be given after the first two weeks of classes.

Performance Practicum

Performance Practicum is required of all music majors to build the students' confidence by providing performance opportunities, to create a sense of camaraderie among students within each studio and within the School of Music as a whole and to allow the faculty and class guests the opportunity to address various subjects in a group setting (master classes, career meetings, etc.). This course is graded on a pass-fail basis; grades are based on attendance at six or seven mandatory meetings per semester, one performance in a Group Practicum and the completion of a reading response corresponding to the text assigned in a given semester. Additional dates each semester will be utilized as studio classes which are organized by each individual instructor during the class time slot.

Studio Recitals

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

Juries

All music majors must take a jury exam in their primary performance instrument at the end of each semester. Juries in secondary instruments may be required at the instructor's discretion.

All composition majors must take a composition jury at the end of each semester when enrolled in lessons. Composition students must submit a composition portfolio consisting of bound, "performance-ready" copies of engraved scores, accompanied by (1) a one-page written description of the works, and (2) audio recordings of the works in either MIDI sequence or live performance form. Composition students must take part in the recording session each semester. The fee each semester is \$125.00. The recorded audio and score must be submitted as part of the juries each semester. Taking part in the recording is required for all composition students.

Juries (cont'd)

Juries will take place during Finals 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 appropriate-level pieces will be chosen by the faculty panel. Professional dress is required (i.e., a modest dress, skirt or dress slacks and blouse for women and slacks and dress shirt for men).

Students who must make up a jury for a reason approved by the instructor must complete the jury within six weeks of the start of the new semester. They are responsible to set up a time to perform their jury with the appropriate faculty members.

Students are not required to give a jury after their required semesters of private instruction are completed or during the semester of a junior or senior recital. They are also not required to give a jury in their secondary instrument. The instructor and student may decide together to have the student perform a jury in a secondary instrument.

Approval for Continuance

Those who are pursuing a Bachelor of Music degree must be approved for continuance in their program after two semesters of individual instruction; approval will be determined at the end of semester jury. Composition majors must submit a portfolio of completed works that demonstrate sufficient progress toward their 60-minute senior recital.

MU260/460 Senior Recital / MU490 Senior Capstone Project Faculty Recommendation

Students pursuing degrees that allow *either* a recital or approved project to fulfill the recital requirement (BA in Music and BM in Traditional Worship)

Recital/Capstone (cont'd)

will be given faculty recommendation towards one option four semesters prior to the proposed recital/project semester. Faculty recommendation will be indicated on the student's jury evaluation form and should be considered binding; both that semester's jury performance and previous work will be taken into consideration.

Pre-Recital Juries

The pre-recital jury must be completed at the specified pre-recital jury date set by the faculty. 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.

- Be prepared to perform all of your recital repertoire; the jury panel will chose to hear 15 minutes of music from your recital. If you have duet or ensemble numbers, those participating should also be prepared to perform with you at this time.
- Turn in your completed Recital Details Form.
- Turn in a check for any "Additional Fees" (see syllabus for more detail).
- Turn in your completed program with the duration of each piece penciled in. Please keep in mind that a half recital requires 25 minutes of music, and a full recital requires 55 minutes of music.
- Dress: You must wear planned recital attire to your jury for approval and must follow TMU formal dress code.

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 students giving a recital must enroll in MU260 .1/MU260.2 (Half Junior Recital/Half Senior Recital) or MU460 (Full Recital) in the appropriate semester. All student recitals must abide by the School of Music Recital Requirements and Standards listed here and on the following page.

School of Music Recital Requirements:

- Junior Performance majors must give a satisfactory 30-minute, Half Recital (25 minutes of music).
- Senior Performance majors must give an additional satisfactory 60-minute, Full Recital (55 minutes of music).
- Senior Composition majors must give a satisfactory 60-minute, Full Recital (55 minutes of music) and are exempt from the junior recital requirement.
- Senior Piano Pedagogy majors must give a satisfactory 60-minute, Full Recital (45 minutes of music and an additional performance by an approved student of the senior performer) and are exempt from the junior recital requirement.
- Senior Music Education (Pre-Certification) or Traditional Worship majors must give a satisfactory 30-minute, Half Recital (25 minutes of music) in their primary instrument (Traditional Worship majors also have the option of completing a satisfactory project before graduation).
- Senior candidates for B.A. in Music degrees must perform a successful 30-minute, Half Recital (25 minutes of music) in their primary instrument or complete a Senior Capstone Project to fulfill their graduation requirements.* Faculty recommendation will be given four semesters prior to the proposed recital/project semester and should be considered binding. Please note: Music Production students have a unique senior project course and may contact the Music Production faculty for additional information.

*Students completing a project must obtain faculty approval of the topic, scope and medium by the end of junior year/two semesters before the proposed graduation date.

*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 and may be encouraged to use an off-campus venue due to limited hall availability. Students will be contacted by the professor of the class who will provide a list of the available recital slots as well as all recital scheduling information and regulations.

School of Music Recital Standards

These standards must be met in order to successfully fulfill recital requirements:

- A successful *Pre-Recital Jury* is required for all recitals. Pre-Recital Juries will be scheduled 3-6 weeks prior to the recital date.
- *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.
- *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; instrumentalists may take 15 minutes.

Recitals may include popular, musical theater or contemporary Christian selections 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 the guidelines for special events as stated in the TMU Student Handbook. Dress must be appropriate formal attire: ladies must wear a formal dress or a formal skirt and blouse and gentlemen must wear a suit and tie or tuxedo.

- Students must work with the recital professor prior to their recital in regards to room setup, programs, lighting, dress code, stage management, ushers and other personnel, receptions, etc. A syllabus with detailed information pertaining to all of these areas will be given to all students giving recitals.

Performance Levels and Jury Requirements for All Degrees

Voice:

Vocal Performance

All Semesters: Five—eight songs memorized every semester; jury and use of accompanist required.

Literature should be classically focused but may include theatre, pop, jazz and worship styles to suit student's interests and goals (3-5 minutes allowed in Half Recital; 5-8 minutes allowed in Full Recital); some sacred repertoire should be included.

- *Freshman:* Five songs memorized each semester; at least six songs per year in a foreign language, must include Italian; the spring jury will serve as the Approval for Continuance in the Bachelor of Music degree
- *Sophomore:* Six songs memorized each semester; at least seven songs per year in a foreign language, including Italian and German; must include oratorio
- *Junior:* Eight songs memorized each semester; additional languages including French; satisfactory Half Recital (25 minutes of music) of upper level material representing at least three languages (including English)

- *Senior:* Eight songs memorized each semester; additional languages such as Russian, Spanish, Latin, Welsh, etc.; satisfactory Full Recital (55 minutes of music) of upper level material representing at least four languages (including English)

Voice as Primary Instrument for Non-Performance Degrees

(B.M. Music Ed., B.M. Worship, B.M. Composition or B.A. in Music with Varied Emphasis)

Four-Five songs memorized every semester; jury & use of accompanist required

Literature should generally be classically focused but may include theatre, pop, jazz and worship styles to suit student's degree, interests and goals (3-5 minutes allowed in Half Recital); some sacred repertoire should be included

- *Freshman:* Four songs memorized each semester; at least four songs per year in a foreign language, must include Italian; for BM candidates only: the spring jury will serve as the Approval for Continuance in the Bachelor of Music degree.
- *Sophomore:* Five songs memorized each semester; at least five songs per year in a foreign language, including Italian and German; must include oratorio
- *Junior:* Additional languages including French
- *Senior:* Additional languages; Satisfactory Half Recital (25 minutes) of upper level material representing three languages (including English)

Voice as Non-Primary Instrument and Non-Music Majors

Four songs memorized each semester of lessons; jury & use of accompanist encouraged but not required

Piano:

Piano Jury Requirements for all Music Degrees

- *Freshman:*
 - Bach, Prelude and Fugue from *The Well-Tempered Clavier*
 - Classical sonata movement
 - Additional balanced literature
 - The spring jury will serve as the Approval for Continuance in the Bachelor of Music degree

- *Sophomore:*
 - Complete classical sonata
 - Etude
 - Additional balanced literature

- *Junior:*
 - Each semester (no jury the semester of a curricular recital).
 - Minimum of 15 minutes of new music, reflects a minimum of 2 style eras per jury
 - Piano Performance: Recital (30 minutes)

- *Senior:*
 - Each semester (no jury the semester of a curricular recital)
 - Minimum of 20 minutes of new music, reflects a minimum of 2 style eras per jury
 - Piano Performance: Recital (60 minutes)
 - Piano as Primary Instrument: Recital (30 minutes)

Instrumental:

Instrumental Bachelor of Music Degrees

All literature will be chosen by the studio professor with student consultation. Literature will be selected from at least three style periods, Baroque, Classical, Romantic, Impressionistic, or Modern, during eight semesters of private study. Level 5-6.

Wind and String Instrumentalists

- *Freshman:*
 - Minimum of two movements of a Concerto, Sonata or two singular major works demonstrating technical skill, musical fluidity and musicality.
 - All major scales by semester two
 - The spring jury will serve as the Approval for Continuance in the Bachelor of Music degree

- *Sophomore:*
 - Minimum of two movements of a Concerto, Sonata or two singular major works demonstrating technical skill, musical fluidity and musicality.
 - All harmonic minor scales by semester two

- *Junior:*
 - Two complete Concerti, Sonatas, or major works demonstrating technical skill, musical fluidity and musicality.

- *Senior:*
 - Two complete Concerti, Sonatas, or major works demonstrating technical skill, musical fluidity and musicality.

Percussion

- *Freshman:*

Mallet Percussion

- A minimum of one musical selection utilizing two mallets.
- All major scales with a minimum of two octaves ascending and descending.
- All major arpeggios with a minimum of two octaves ascending and descending.

Snare Drum

- A minimum of four etudes from "Elementary Snare Drum Studies" by Mitchell Peters or equivalent literature.
- The 26 original rudiments as described by the Percussive Arts Society, memorized.

Other repertoire may also be included at the discretion of the studio professor.

The spring jury will serve as the Approval for Continuance in the Bachelor of Music degree

- *Sophomore:*

Mallet Percussion

- A minimum of one musical selection utilizing three or four mallets.
- All melodic and harmonic minor scales with a minimum of two octaves ascending and descending.
- All minor arpeggios with a minimum of two octaves ascending and descending.

Snare Drum

- A minimum of four etudes from "Intermediate Snare Drum Studies" by Mitchell Peters or equivalent literature.
- Mastery of the 26 original rudiments as described by the Percussive Arts Society.

Timpani

- Mastery of basic stroke and roll techniques.
- A minimum of four etudes that demand skill in tuning to multiple pitches on two timpani.

Other repertoire may be also included at the discretion of the studio professor.

Percussion (cont'd)

- *Junior and Senior:*
 - Solo literature for keyboard percussion utilizing three to four mallets.
 - Solo literature for timpani that demands skill in tuning to multiple pitches on a minimum of four timpani.
 - Solo literature for rudimental or orchestral snare drum.
 - Orchestral excerpts.
 - Solo literature for multiple percussion.
 - Drum set.
 - Other repertoire may also be included at the discretion of the studio professor.
 - Demonstration of musical skill performing orchestral excerpts on the following orchestral accessory instruments:
 - Piatti
 - Suspended Cymbal
 - Triangle
 - Concert Bass Drum
 - Tambourine

Instrumental Bachelor of Arts Degrees

All literature will be chosen by the studio professor with student consultation. Literature will be selected from at least three style periods, Baroque, Classical, Romantic, Impressionistic, or Modern, during eight semesters of private study. Level 4-5.

Literature and technique requirements are the same as for the Bachelor of Music Degree, except that level of literature is less difficult and the performance expectations based on 8 units of private instruction. BA students give a 30-minute recital their senior year.

- **Woodwinds, Brass and Strings**

- One solo demonstrating technical ability and lyrical ability
- All major (starting with semester two Freshmen) and minor scales (starting with semester four Sophomore) from memory
- Note: One sonata or concerto with contrasting movements is acceptable.

- **Percussion**

Juries must include at least one work for keyboard percussion and a solo, etude, or excerpt on either timpani or snare drum or both. Other repertoire may also be included at the discretion of the professor. Juries will include time to play required scales.

Mallet Percussion

1 - 2 mallet keyboard solo or orchestral excerpts (at second semester jury),

1 - 4 mallet keyboard solo (at fourth semester jury) and

All major (at second semester jury) and minor scales/arpeggios (at fourth semester jury)

Snare Drum

1 - Rudimental snare drum etude, or

1 - Orchestral snare drum etude or orchestral excerpts

Timpani

1 - long roll timpani etude or minimum demonstration of tuning ability and tone production

Consult with your studio teacher to determine repertoire well in advance.

Senior Capstone Projects

In lieu of a recital, some degrees provide an option for a student to prepare a Senior Capstone Project that showcases understanding and synthesis of a musically interesting topic through both written and presentation components. The student must acquire permission from the music faculty to complete a project in lieu of a recital two semesters prior to the semester in which the project will be completed, ie. spring semester for a project to be completed in the spring semester of the next academic year. If indicated on a jury form, a faculty recommendation towards a Senior Capstone Project in lieu of a recital should be considered binding.

Please note: Music Production students have a unique senior project course and may contact the Music Production faculty for additional information.

Mandatory components for the senior project include:

- Project Supervisor
- Proposal for the Music Faculty
- Written Component, determined by specifications of the type of project chosen
- Registration for the Senior Capstone Project (MU490) in the semester of project completion
- Project Check, minimum of 3 weeks before public presentation
- Program that includes an abstract/description of presentation, date, time, place and acknowledgement of Project Supervisor
- Public Presentation, appropriate to the project
- Product for Student Archives, in both hard and digital formats

School of Music Information

Office Hours

Monday - Thursday: 9:00 am - 5:00 pm

Friday: 9:00 am - 3:00 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 are determined by each student's individual instructor.

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 Music History Classroom
MC 105	Computer Lab (open 6:00 am – midnight)
MC 106	Teaching Studio
MC 201	Conference Room/ Classroom
MC 202	Teaching Studio
MC 203	Vocal Studio
MC 204	Piano Studio
MC 205	Piano Lab
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 music facilities for insurance reasons unless enrolled in classes for which the lessons are assignments (i.e. Teaching Piano Internship courses).

Recital Hall

The Recital Hall is not free for anyone's use—you must obtain permission from the Recital Hall Coordinator 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.

Computer Lab

The computer lab is both a classroom and workspace for students taking music production, composition, and other music-related coursework. All files must be stored on student-owned external storage devices.

Room Use (cont'd)

Recording Studio

Use of the recording studio is limited to students enrolled in or having completed music production coursework. It must be secured with instructor approval and a reservation made through the Administrative Manager.

Lost and Found

Lost and Found is located in the Music Office reception area.

Student Staff

Each year, the School of Music hires students for the following positions: Music Recital Hall Event Staff Worker and Sound Technicians, Music TA, Music Office Assistant and House Manager, and Music Librarian.

Health & Safety Standards

Music students, especially those who play or sit near loud instruments, should use earplugs to protect their hearing (there are some available in the music office). Students can also purchase specialty earplugs online that are made to dampen specific frequencies.

Health & Safety Standards (cont'd)

Pianists should be advised that repetitive stress injuries can commonly occur, therefore they should take adequate time to stretch and warmup 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.

All students should be aware that how they use their bodies throughout the day (in classes, typing papers, texting, etc) has a cumulative effect on health and wellness. A lack of sleep will also result in potentially negative physical effects.

Computer Technology

The School of Music strongly recommends that every student entering in or after Fall 2021 own a MacBook Pro computer with a minimum of 16GB of ram as TMU uses Apple products exclusively for music technologies. Composition, Music Production, and Audio Production & Communications majors will be required to own a MacBook Pro as their classes require the use of this software.

School of Music Directory

The Master's University 800.568.6248

Music Office

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Dr. Ruta Bloomfield
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Prof. Kellie Cunningham
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Music Library
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Box Office
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Prof. Sarah Dixon
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THE MASTER'S UNIVERSITY'S COMMITMENT TO SCRIPTURE

The Master's University operates in compliance with all applicable federal and state anti-discrimination laws, and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility, and mutual respect. The Master's University has received approval of the regulatory exemption available under Title IX, 34 C.F.R. Section 106.12. The statutory exemption is self-executing as set forth in 20 U.S.C. Section 1681(a)(3).

The Master's University is also exempt from the non-discrimination restrictions in California Education Code Section 66270 (the "Act"), in accordance with Section 66271 of the Act, to the extent such restrictions are not consistent with the religious tenets of the institution. As an educational institution controlled by a religious organization within the meaning of Title IX, The Master's University is exempt from the application of Title IX and the Act to the extent such regulations are not consistent with the institution's religious tenets.

The activities from which The Master's University is exempt are comprised of the following:

- Policies regarding student recruitment and admissions prohibitions on the basis of sex
- Policies regarding rules of behavior, sanctions, or other treatment
- Policies regarding limitation of rights, privileges, advantages, or opportunities
- Policies regarding all shared private spaces (i.e. residence halls, restrooms, locker rooms)
- Policies regarding athletics
- Policies regarding employment, including pre-employment inquiries, recruitment, and discrimination in employment for pregnancy leave, childbirth, termination of pregnancy, sexual orientation, and gender identity
- Policies regarding pregnancy and marital status

The following person has been designated to handle inquiries regarding the University's compliance:

KIMBERLY E. WILSON - Title IX Coordinator

21726 PLACERITA CANYON ROAD, SANTA CLARITA, CA 91321 661.259.3540



THE MASTER'S UNIVERSITY IS COMMITTED TO SCRIPTURE, OUR MISSION, AND OUR PURPOSE

The mission of The Master's University is to empower students for a life of enduring commitment to Christ, biblical fidelity, moral integrity, intellectual growth, and lasting contribution to the Kingdom of God worldwide.