MANUAL FOR
UNDERGRADUATE STUDENTS

Bachelor of Music in Performance
Voice, Piano, Organ, and Instrumental

Bachelor of Music in Worship Studies

Bachelor of Arts in Music

Bachelor of Arts in Humanities and Biblical Studies
Music Concentration

School of Church Music
The College at Southwestern
2016-2017
## DEGREES

- Overview ................................................................. 2
- Bachelor of Music in Performance – Voice, Piano, Organ, and Instrumental ......................................................... 2
- Bachelor of Music in Worship Studies ................................................. 2
- Bachelor of Arts in Music ......................................................... 3
- Bachelor of Arts in Humanities and Biblical Studies – Music Concentration ......................................................... 3
- Degree Plans ................................................................. 3

## ORIENTATION

- Applied Area ............................................................... 4
- Performance Concentration .................................................... 4
- Ensembles ........................................................................ 4
- Music Theory Diagnostic ...................................................... 4
- Voice Proficiency .............................................................. 5
- Piano Proficiency .............................................................. 5

## ADVISEMENT AND REGISTRATION

- New Students .................................................................... 6
- Transfer Credit .................................................................. 6
- Current Students .............................................................. 6

## DEGREE REQUIREMENTS

- Mid-Qualifying Approval ..................................................... 7
- Sophomore Upper-Level Examination ................................... 7
- Recital ............................................................................. 8

## GUIDELINES FOR PLANNING SCHEDULES

- Specific Course Requirements .............................................. 9

## SPECIFIC COURSE REQUIREMENTS

- Chapel (CHP 1000) .......................................................... 10
- Master Class (COM 1100, PIA 1100, VOI 1100, INS 1100, ORG 1100) .......................................................... 10
- Performance Lab (PFL 1100) .............................................. 10

## APPLIED LESSONS

- Private Music Assignment Forms ...................................... 10
- Lesson Length ................................................................... 10
- Dropping an Applied Lesson .............................................. 10
- Teacher Assignments ......................................................... 10
- Attendance Expectations .................................................... 11
- Studio Requirements ......................................................... 11
- Master Class .................................................................... 11
- Jury .............................................................................. 11
- Jury Dress Code .............................................................. 11

## HEALTH AND SAFETY CONCERNS FOR MUSICIANS

- Hearing Loss .................................................................... 11
- Physical Strain and Injury .................................................... 12
- Resources ......................................................................... 12

## GENERAL INFORMATION

- E-Mail ............................................................................. 12
- Music Scholarships .......................................................... 12
- Zimrah ............................................................................ 12
Degrees

Overview

The School of Church Music offers three undergraduate music degree programs which includes the Bachelor of Music in Performance, the Bachelor of Music in Worship Studies and the Bachelor of Arts in Music. Music Concentrations are also offered through the Bachelor of Arts in Humanities and Biblical Studies.

The Bachelor of Music in Performance is a professional degree with 84 hours of music and music supportive studies. The Bachelor of Music in Worship Studies is a professional degree with 67 hours of music and 19 hours of worship and theology courses. Both the Bachelor of Music in Performance and Worship Studies prepares students to enter music and church music professions or seek graduate preparation at the master of music degree level. The Bachelor of Arts in Music is a liberal arts degree containing 44 hours of music and music supportive studies. There are 15 hours of music in the music concentrations for the B.A. in Humanities and Biblical Studies.

Southwestern Baptist Theological Seminary is an accredited institutional member of the National Association of Schools of Music.

Bachelor of Music in Performance – Voice, Piano, Organ, and Instrumental

The Bachelor of Music in Performance is a comprehensive music degree that is supported by a track in general and theological studies. This degree is structured to develop musicians who will utilize their talent to serve and lead in churches, concert halls, missions, or school settings. Students successfully completing this performance degree may choose to continue their preparation at the graduate level in music performance or church music before entering the job market.

Goals:
1. Demonstrate a mastery of the basic elements of musicianship.
2. Demonstrate a proficiency in a secondary applied area.
3. Develop the ability to place music in historical, cultural, and stylistic contexts.
4. Demonstrate a high level of performance in an applied area.
5. Demonstrate a knowledge of pedagogy and literature in applied area.

Bachelor of Music in Worship Studies

The Bachelor of Music in Worship Studies is a comprehensive music degree that is supported by a program of worship, theological and general studies. This degree is structured to develop musicians who will utilize their talent to serve and lead in church or missions settings. Students successfully completing this specialized BMWS degree may choose to continue their preparation at the graduate level in church music or worship studies before entering the job market.

2
Goals:
1. Demonstrate a mastery of the basic elements of musicianship.
2. Demonstrate a proficiency in a secondary applied area.
3. Develop the ability to place music in historical, cultural, and stylistic contexts.
4. Demonstrate a high level of performance in an applied area.
5. Develop the theological and historical knowledge necessary for music and worship ministry settings.

Bachelor of Arts in Music

The Bachelor of Arts in Music is intended for students who desire music studies on a less intensive track of study with a greater emphasis on biblical and historical studies. The goal of the degree is to train each student to be a well-rounded musician who will be equipped with an appreciation of musical style, an understanding of music history, music theory, and theology.

Goals:
1. Demonstrate a mastery of the basic elements of musicianship.
2. Demonstrate a proficiency in a secondary applied area.
3. Develop the ability to place music in historical, cultural, and stylistic contexts.
4. Develop skills in a primary applied area.

Bachelor of Arts in Humanities and Biblical Studies – Music Concentration

The Bachelor of Arts in Humanities and Biblical Studies with a Music Concentration provides foundational training and disciplining of Christian musicians for the advancement of the Gospel through music ministry. The musical coursework and unique depth of the humanities course of study will thoroughly equip students to encounter the world on a platform of excellence and integrity.

Degree Plans
Please visit the College section of the Catalog at www.swbts.edu/catalog/ for information on these degree programs.

Degree plans can change slightly each year. Students will be provided with a current degree plan during orientation. The requirement for the degree will not change once a student enrolls in the program. However, a student can choose to follow a revised degree plan of a new catalog. This decision once made cannot be revoked, so consider it carefully with the academic advisor.

If a student decides to switch to a new degree they must change to a current degree plan and not a different one from a previous year. Older degree plans may contain courses that are no longer offered. Please note that switching to the BM in Performance requires an audition in which the student must prove that they have the applied skills necessary to enroll in that program.
Orientation

Each new student in the School of Church Music will attend orientation prior to their first semester at Southwestern. During this time, students will perform auditions, complete advising and registration, learn more about their program, meet fellow classmates, and be introduced to the music faculty.

Applied Area
All music students will select an applied performance area, such as voice, piano, organ, guitar, or orchestral instrument. Typically students should have had previous experience in these areas through private lessons, especially in the instrumental area, or ensemble participation.

B.A. Students
Students in the BA in Music will take eight semesters of private lessons (8 units) in the same applied area culminating in a 30-minute Recital or a Senior Worship Program. Students pursuing the Bachelor of Arts in Humanities and Biblical Studies with a Music Concentration take four semesters of private lessons in the same applied area.

B.M. in Performance Students
Artistic self-expression in a student’s major performance area (voice, piano, organ, or instrumental) is gained through eight semesters of private applied lessons, co-requisite master class each semester of private study, and performance lab. Students take a total of 20 units of applied study in their major area and are required to take at least four hours of secondary applied study.

B.M. in Worship Studies Students
Artistic self-expression in a student’s primary applied area is gained through six semesters of private applied lessons, co-requisite master class each semester of private study, and performance lab. Students take a total of 14 units of applied study (12 units primary applied, 2 units secondary applied).

Performance Concentration (B.M. in Performance)
Those students pursuing a Performance Concentration will need to audition for the appropriate department during orientation. Voice concentrations will perform one song, preferably a classical piece or hymn arrangement, of the student’s selection. Piano concentrations will perform one classical piece from memory. Organ concentrations will perform two hymns of the student’s selection.

Ensembles
All music degrees and music concentrations require participation in music ensembles. Bachelor students will participate in Chapel Choir their first year of study; no audition is required. Students may audition for other ensembles of their choice.

Music Theory Diagnostic
All incoming freshmen will take Theory and Musicianship I. Transfer students who have taken one, two, or three semesters of the Theory sequence will take the Theory Diagnostic Exam to
check their theory background. The Theory faculty will then make recommendations about deficiencies that need to be addressed. The written diagnostic includes such information as key signatures, scales, chords, and part-writing. The musicianship diagnostic includes sight-singing and dictation. See p. 6 of this document for more information on transfer credit.

**Voice Proficiency**
The voice proficiency must be met by all undergraduate non-voice majors before graduation. Satisfaction of the voice proficiency can be demonstrated by an audition before the voice department during orientation. Non-voice majors will sing one song, preferably a classical piece, a hymn arrangement, or a hymn. Voice majors will sing two songs, one in English and one in any foreign language (if foreign language pieces were studied).

Singers should demonstrate the following qualities:
- accuracy of pitch and rhythm
- acceptable tone quality
- clear diction
- variety of dynamics

BM voice concentration students who do not pass the voice audition must complete VOI 2401 and VOI 1501 simultaneously, then take four semesters of applied voice for 2 units each. The voice proficiency is then satisfied by the Sophomore Upper Level Exam.

BA Students not passing the audition or choosing not to audition can satisfy the voice proficiency by completing VOI 2401: Class Voice I and VOI 2501: Class Voice II, then take four semesters of applied voice for 1 unit each. The voice proficiency is then satisfied by the Mid-Qualifying exam.

All non-voice concentration students not passing the audition or choosing not to audition must take VOI 2042 and VOI 2502 to satisfy the voice proficiency.

**Piano Proficiency**
The piano proficiency must be met by all non-piano majors before graduation. If prepared, students can audition to satisfy the proficiency during orientation. If not, students will take Piano Foundations I-IV and thus satisfy the Piano Proficiency.

The requirements for the piano proficiency are as follows:
- Major scales in 2 octaves, hands separate (quarter note = 92, played in eighth notes).
- Harmonic minor scales in 2 octaves, hands separate (quarter note = 92, played in eighth notes).
- Major and minor 3-note blocked and broken chords with inversions, one octave, hands together, ascending and descending.
- Cadence chords in major and minor keys, hands together.
  - Major: I, IV6/4, I V6, V6/5, I
  - Minor: i, iv6/4, i, V6, V6/5, i
- One prepared piece of an intermediate level, played from memory.
- One hymn 16 measures in length, with music.
- Preparation of 6 simple melodies harmonized with I, IV, and V7 chords. The melody may be in a major or minor key.
- Transposition of the soprano line of a hymn, up or down a half step or a whole step.

**Advisement and Registration**

**New Students**
New students will register for the first time during orientation. All undergraduate students are required to be advised before registering for classes. A new undergraduate music student may participate in early advising and registration by contacting the school’s Academic Advisor, Dr. Jason Runnels (JRunnels@swbts.edu).

**Transfer Credit**
New students wanting to transfer previous college-level coursework in music must submit transcripts for review to the Registrar’s Office and the Associate Dean for Undergraduate Music Studies before music orientation. Students must have a “C” or better for a course to be accepted as transfer credit. Transfer Students who have successfully completed Theory I-IV and aural skills classes (with at least a “C” in each course) will be given credit and not have to take a Theory Diagnostic Exam. Upper-level theory courses will also transfer provided that the student has a separate course in Post-Tonal Theory. If a student made a “D” in aural skills in the third or fourth semester of theory courses the student will need to take Musicianship Review. If a student made a “D” in written Theory III or IV then the student will need to take Harmony Review.
Transfer students who have taken one, two, or three semesters of the Theory sequence will take the Theory Diagnostic Exam to check their theory background. The Theory faculty will then make recommendations about deficiencies that need to be addressed.

Students who have previous semesters of applied studies will have to audition for proper placement with the appropriate applied faculty.

**Current Students**
All currently enrolled students will be notified via student email when advisement and pre-registration begins. Registration forms are available on the Current Students page of the School of Church Music website. All students will be advised by Dr. Jason Runnels. After advisement, students will submit registration forms, including the Private Music Assignment Form, to the Undergraduate Secretary to be registered in classes.

Class schedules are available online through WebAdvisor and at [www.swbts.edu/courses/](http://www.swbts.edu/courses/).
Degree Requirements

Mid-Qualifying Approval

B.A. in Music
At the end of the student’s fourth semester of applied study, the student will be evaluated in a Mid-Qualifying Jury in their primary applied area to determine whether they will be permitted to continue in the degree. Students who have not displayed the aptitude, musical skill, or work ethic to continue in the Bachelor of Arts in Music will be encouraged to pursue the Bachelor of Arts in Humanities and Biblical Studies with Music Concentration.

Sophomore Upper-Level Examination

B.M. in Performance and Worship Studies
At the end of the fourth semester of applied study, all B.M. students must successfully pass a Sophomore Upper-Level Examination (S.U.L.E) in their respective applied area in order to proceed to their upper-level (junior and senior) applied study. Students who fail the S.U.L.E will be given two additional opportunities to pass it with the understanding that the student is enrolled in Elective Applied Studies in the semester in which they retake the S.U.L.E. The S.U.L.E will be offered at normal applied jury times at the end of the fall and spring semesters. Completion of the S.U.L.E. satisfies the Voice Proficiency for students in a voice concentration.

S.U.L.E Requirements for Applied Voice:
- Sing 4 songs, one in each of the following languages: English, Italian, German, and French. (Worship Studies majors with voice as their applied area will substitute an appropriate spiritual or other type of gospel selection instead of a French song).
- Sight-read a melodic line (a cappella)
- Sight-read a hymn melody (a cappella)

S.U.L.E Requirements for Applied Piano:
The exam will be 20 minutes in length and include the following:

1. A complete Classical sonata, an etude, and additional balance literature.
2. Technical Studies:
   - One Major and Minor (Harmonic and Melodic) set of scales/octaves/arpeggios (key = teacher’s choice, e.g. G Major, G Minor)
     - Scales: Parallel, 4 octaves, H.T., plus divide
     - Double and Rolled Octaves: 2 octaves, H.T.
     - Arpeggios: 4 octaves, H.T.
3. Sight read one hymn

Applied Organ and Instrumental majors perform a twenty-minute program representing varied styles and periods.
At the conclusion of the S.U.L.E., the Applied Department Chair will notify the student with the results and indicate either a Pass or Fail of the exam. Students who fail the S.U.L.E. will enroll in Elective Applied Studies the following semester. Students who retake the S.U.L.E. will not be allowed to use the same literature but will need to present different literature for each additional attempt.

Transfer Students who have already studied at least 4 semesters of applied music and have performed either a sophomore recital and/or the equivalency of the S.U.L.E. will be evaluated at the time of the entrance audition. In the case of a S.U.L.E. equivalency the student must provide written documentation from their previous institution. Transfer Students will need to present at least 3 audition selections. Voice majors must present 1 English song and at least 2 other foreign languages pieces (Italian and German).

Any student who does not pass the S.U.L.E on the third attempt will be advised to choose another degree program to which they can transfer music credits such as the B.A. in Music or the B.A. in Humanities and Biblical Studies.

Recital
B.A.in Music
In the senior year, all students in the Bachelor of Arts in Music will present a Senior Recital or a Senior Worship Program which is a recital of worship music and other elements found in corporate worship that are selected, designed, and led by the student (WOR 4000 Senior Worship Program). The student works in collaboration with an assigned supervising professor from the music ministry department and the student’s primary applied teacher to create and prepare the recital, which must have a cohesive design and contain a variety of congregational songs led by the student using a variety of instrumental accompaniments and demonstrating proficiency in improvisatory skills, several solo selections performed by the student in the primary applied area, and other worship elements such as Scripture readings and prayers prepared and presented by the student. The recital should be at least 25 minutes in length.

B.M. in Performance
All students seeking a B.M. in Performance degree must enroll in VOI/PIA/ORG/INS 3000 “Junior Recital” during the semester of their junior recital performance. Evaluation is based on the student’s performance of the recital. The student must pass a prelim hearing evaluated by faculty as prescribed in the Student Manual. The recital must contain at least 30 minutes of Music. In the semester the Junior Recital is presented, it is understood that the student must be enrolled in private lessons in their applied area.

Expectations for the Junior Recital (BM in Performance):
Complete a half recital with at least 30 minutes of music, which includes standard repertoire from Baroque, Classical, Romantic, and Modern styles appropriate to the candidate’s technical abilities. Student must demonstrate technique at an intermediate level.
Assessment:
Semester juries account for 35% of the applied semester grade. Comments are also given. The Preliminary Recital consists of three components: 1) a rating of 1-5 in musicianship, technique, and presentation; 2) a number grade; and 3) a Pass/Fail assigned by the committee. The Preliminary Recital accounts for 35% of the applied semester grade.

All students seeking a B.M. in Performance degree must enroll in VOI/PIA/ORG/INS 4000 “Senior Recital” during the semester of their senior recital performance. Evaluation is based on the student’s performance of the recital. The student must pass a prelim hearing evaluated by faculty as prescribed in the Student Manual. The recital must contain at least 50 minutes of Music. In the semester the Senior Recital is presented, it is understood that the student must be enrolled in private lessons in their applied area.

Expectations for the Senior Recital (BM in Performance):
Complete a full recital with at least 50 minutes of music, which includes standard repertoire from Baroque, Classical, Romantic, and Modern styles appropriate to the candidate’s technical abilities. Student must demonstrate technique at an advanced level. Student should also demonstrate a basic understanding of performance practice across the periods.

Assessment:
Semester juries account for 35% of the applied semester grade. Comments are also given. The Preliminary Recital consists of three components: 1) a rating of 1-5 in musicianship, technique, and presentation; 2) a number grade; and 3) a Pass/Fail assigned by the committee. The Preliminary Recital accounts for 35% of the applied semester grade.

B.M. in Worship Studies Students
In the senior year, all students in the Bachelor of Music in Worship Studies are required to present a recital of worship music and other elements found in corporate worship that are selected, designed, and led by the student (WOR 4001 Worship Leadership Recital). The student works in collaboration with an assigned supervising professor from the music ministry department and the student's primary applied teacher to create and prepare the recital, which must have a cohesive design and contain a variety of congregational songs led by the student using a variety of instrumental accompaniments and demonstrating proficiency in improvisatory skills, several solo selections performed by the student in the primary applied area, and other worship elements such as Scripture readings and prayers prepared and presented by the student. The recital should be at least 50 minutes in length. Students should consult with the Performance Division for information regarding scheduling and program details.

Guidelines for Planning Schedules
All undergraduate degrees are designed for completion in four years if a student takes a full load each semester. Part-time students should prepare their own individualized plan to complete their degree in a timely fashion. In general, the first two years every music student should take Theory and Musicianship and applied lessons. All undergraduate students should also be enrolled in
Piano Proficiency, if the latter was not satisfied during orientation, Performance Lab, and an ensemble.

**Specific Course Requirements**

**Chapel (CHP 1000)**  
The chapel service at Southwestern is central to instilling the Christian qualities becoming to anyone seeking to serve the Lord. College students who do not transfer credits to Southwestern must complete six semesters of chapel to graduate from the College at Southwestern. Those students transferring credits will have the number of required semesters reduced based on the number of credits transferred. Chapel services are regularly held on Tuesdays, Wednesdays, and Thursdays at 10:00-11:10 a.m. in MacGorman Chapel and Performing Arts Center.

**Master Class (COM 1100, PIA 1100, VOI 1100, INS 1100, ORG 1100)**  
Master classes are required for all primarily applied private lessons. Master classes are weekly group instructional and performance opportunities with the other students in the same studio. Students are automatically registered for Master Class.

**Performance Lab (PFL 1100)**  
All Bachelor of Arts in Music and Bachelor of Music students must register for eight semesters of Performance Lab. This course requires recital attendance and is graded on a pass/fail basis. It is extremely important for students to register for Performance Lab each semester and to meet the requirements or it will delay graduation.

**Applied Lessons**

**Private Music Assignment Forms**  
For each applied lesson, a student will complete a private music assignment form indicating class and work commitments so teachers will be able to schedule lesson times. If changes are made to a student’s schedule, the Undergraduate Secretary should be notified to update the form.

**Lesson Length**  
Lessons are given once a week for a minimum total of thirteen lessons per semester. Lesson times are 25 minutes for one credit hour and 50 minutes for two and three credit hours.

**Dropping an Applied Lesson**  
An applied lesson may be dropped before the semester begins without penalty. If a private lesson is dropped on or after the day that classes begin, the applied lesson fees will be forfeited. This is necessary because the school will have already secured a teacher and made a commitment to them for the semester. Tuition for applied lessons is refunded according to the same schedule as classes, with a declining percentage throughout the semester.

**Teacher Assignments**  
Teacher assignments are made during the first few days of each semester. It is the student’s responsibility to consult the bulletin board of his/her performing area (voice, piano, organ, and
instrument) for teacher assignments and scheduled lesson times. Lessons begin the first full week of classes.

Attendance Expectations
Students are expected to attend their private lesson each week. If for some reason a student is unable to attend, they must notify their teacher as soon as possible, preferably in advance. Students must not simply miss a lesson one week and then show up at their lesson the following week without any communication with the private teacher. Excessive absences will lower your grade.

Studio Requirements
Each teacher will have different requirements for their students. Many will require their students to attend the recitals of other students in the same studio and other concerts related to that specific performing area. Take note of these events immediately and mark them on your calendar. They are not optional if they are listed as required in the syllabus.

Master Class
Except for certain elective lessons and piano proficiency preparation, students are required to attend a weekly master class in which students in the same studio will gain valuable experience by performing for each other. This is a required element of the private lesson. Students are automatically registered for the appropriate master class.

Jury
All students enrolled in applied instruction must perform a jury in his/her primary applied area at the end of each semester except in semesters in which a degree recital was given. Students enrolled in elective applied instruction do not perform juries.

Jury Dress Code
Women: dress or skirt at or below the knee, no sleeveless tops
Men: dress slacks, dress shirt, coat, and tie

Health and Safety Concerns for Musicians
As musicians, we use our bodies in very specific ways as we hone our craft as students and perform for a lifetime as professionals. It is crucial, therefore, that we be aware of the physical hazards that musicians face on a daily basis and that we make appropriate and well-informed decisions to protect our bodies. The School of Church Music pledges to support you in this endeavor through education, guidance, and in providing a safe environment for music studies.

Hearing Loss
Perhaps the most important physical damage that we all potentially face is the loss of hearing. Hearing loss is devastating to anyone, but even more so to those who depend on making and hearing sound as their livelihood. An information pamphlet concerning hearing loss is available here, and we encourage all students to read it carefully and follow its suggestions. Many of you
may already suffer hearing loss and may not even be aware of it. By the time hearing loss has become noticeable, much irreparable damage has been done. It is important to limit your exposure to loud sound on a regular basis. If you believe any environment on campus is aurally unhealthy, please discuss this with your ensemble director, private teacher, or music administrator for a possible remedy.

**Physical Strain and Injury**

Each performing discipline has its potential hazards, whether it’s vocal nodules for singers or tendinitis for pianists. We encourage you to be aware of any pain you experience as you practice or perform. Your private teacher can help guide you to appropriate solutions. It is important not to delay seeking help before permanent damage takes place.

**Resources**

Additional online resources are available on the Current Page of the School of Church Music website that will help you in your journey of becoming a safe and healthy musician. These resources include a bibliography of materials available in Bowld Music Library and links to websites of organizations concerned with medical issues of performing musicians and websites with specialized information on these issues. It is important that you become well informed of risks and solutions and that you assume an active role in staying healthy for a lifetime of music making.

**General Information**

**E-Mail**

All correspondence from the School of Church Music will be sent to the student’s Southwestern e-mail account. Please check it on a daily basis.

**Music Scholarships**

Music students are encouraged to work with Southwestern’s Office of Financial Aid, which offers a wide variety of general financial aid and scholarships. The General Scholarship application may be found at [http://admissions.swbts.edu/apply/financial-information/financial-aid/](http://admissions.swbts.edu/apply/financial-information/financial-aid/).

Performance scholarships are available in the following areas: conducting, jazz, orchestral instruments, organ, piano, voice, and selected ensembles. Other music-related scholarships based on need and/or merit may be available once a student has enrolled for classes. They are awarded to students of proven ability and outstanding dedication to Christian service and many are given after the completion of one semester of residence, so that the faculty may have an opportunity to evaluate each student. Contact Fran DeWysockie, the Administrative Assistant to the Dean, at FDewysockie@swbts.edu.

**Zimrah**

A student service organization that sponsors extracurricular musical activities for students in the School of Church Music, Zimrah provides opportunities for fellowship, recreation, and cultural and spiritual development.