

# EIU Community Music Program

## Guidelines for Students and Parents

### **Application Procedures:**

Please fill out the attached application. Return the application with at least ½ of the tuition amount by August 28, 2009. Late registrants *may* be accepted depending on instructor availability. **Where applicable, please include contact information for both parents.**

### **Lesson Observation:**

Parents are encouraged and allowed to observe the lessons of beginning students' lessons. This observation should be arranged with the instructor since an observed lesson is more like a performance for both student and teacher. Parent/teacher conferences may be arranged at times where the teaching schedule will not be disruptive. Please contact the **instructor** with any questions or problems that may occur. When necessary, the director may be contacted.

### **Attendance Policies:**

Students in the program are to have 13 weekly lessons each academic semester. There will be no lessons the week of Thanksgiving Break (Nov. 23-27) or Spring Break (Mar. 15-19). Lesson times are to be arranged **between the instructor and the student/parent(s).**

The instructor may reschedule a maximum of 2 lessons when notice of absence is given in advance (at least 24 hours). If a lesson must be missed, please contact the instructor. **In extreme cases, please contact the EIU Music Department (581-3010).** Lessons missed by the instructor will be made up or a credit will be applied to the student's bill.

### **Practice and Lesson Behaviors:**

Regular daily practice is essential for the progression of a young musician. The instructor will structure a daily practice routine for your student, which may involve documentation of practice. Parents are strongly encouraged to participate in and encourage practice sessions, particularly with young students. Parental interest, involvement and encouragement are essential for students of all levels. It is the responsibility of the student to attend lessons ready to learn, make music and exhibit proper conduct. If the instructor feels that the student is being uncooperative, disrespectful or unprepared to have a lesson, the instructor has the authority to either end the lesson early or cancel. In the unlikely event that a behavior problem persists, the parents will be required to observe the lesson and to find solutions to the problem. In extreme cases, lessons with the student may be discontinued during the semester. A refund will not be given.

**Music and Lesson Materials:**

Students are expected to purchase their own assigned music and lesson materials. Instructors will provide information concerning materials needed at the beginning of each semester.

**Recitals:**

One informal afternoon recital (at 3pm on a Saturday) is scheduled at the midterm during each fall and spring semester. At the culmination of each semester, a formal recital (at 3pm on a Saturday) will be held. Students who wish to perform on either recital are not required to memorize their musical selection, but the performance must be of high enough quality to warrant entry on the recital program. The dates for each recital will be announced early in the academic semester via email.

**Communication:**

It is ideal for the parent to communicate with the instructors FIRST regarding any concerns or problems. When necessary, the director of the program may be contacted.

**The guidelines above should be carefully read and discussed with your children. I look forward to a great year of music making with all of you!**

**EIU COMMUNITY MUSIC PROGRAM  
DEPARTMENT OF MUSIC  
EASTERN ILLINOIS UNIVERSITY  
600 LINCOLN AVENUE, CHARLESTON, IL 61920  
MAGIE SMITH, PROGRAM DIRECTOR  
217-581-6582  
mmsmith4@eiu.edu**