

ELU Community Music Program

Guidelines for Students, Instructors, and Parents

Application Procedures:

Return the application with the entire tuition amount **by August 22, 2016**. An application must be filled out for each student in the family. Please fill out the application carefully and submit it with the appropriate fee.

Lesson Observation:

Parents are allowed to observe the lessons. This observation should be arranged with the instructor since an observed lesson is like a performance for both student and instructor. Parent/teacher conferences may be arranged at times where the teaching schedule will not be disrupted. 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. Lessons will begin no sooner than September 6. There will be no lessons during the week of Thanksgiving Break (November 21-25). No lessons will be given after December 9, 2016. Lesson times are to be arranged **between the instructor and the student/parent(s)**.

There will be no refund for missed lessons. If an instructor has a conflict, a makeup lesson will be given.

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 (on a Saturday) is scheduled at the midterm during each fall and spring semester. At the culmination of each semester, a formal recital (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.

Please remove the ethics policy below and mail it to:

**Department of Music—CMP
Eastern Illinois University
Charleston, IL 61920**

Keep the guidelines for your records.

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Ethics Policy

Instructors for the *EIU Community Music Program* agree that they will not accept a student whom they have taught through the program, for study outside *EIU Community Music Program*, until one year after that student has left the program. Student or parents/guardians should not ask instructors to compromise their integrity by breaching this understanding.

I have read and understand the ethics policy.

X_____

Signature of Parent/Guardian/Student