

MUP Applied Lesson Policy and Agreement

- 1) Rate
 - a. Private instructors will be paid at a rate of \$50/hour for ½ hour and hour lessons (1 and 2 credit). These monies will be paid by the college in the form of a bi-monthly casual employee time card (completed online), collected via a fee attached to the MUP course.
- 2) Withdrawal
 - a. In the case of withdrawals, there are two potential outcomes:
 - i. Student withdraws before the end of day on the second Tuesday of the term and receives complete refund. In this case, instructors should be paid for any lessons rendered during the first week by the Division (this will be a small potential loss for the division, but may be made up by point ii, below).
 - ii. Student withdraws during the term, and receives no refund. In this case, instructor should be paid for all lessons rendered, but college will hold any remainder of the private lesson fee.
- 3) 24-hour cancellation
 - a. All lessons are under a 24-hour cancellation policy:
 - i. If a student (or instructor) cancels a lesson before 24 hours of the lesson, the lesson will be re-scheduled and be made up at another time.
 - ii. If a student cancels a lesson (or is a no-show) within 24 hours of the lesson, the lesson is forfeited (unless the instructor and student communicate and make another arrangement) and the instructor should log this hour as an hour worked (the assumption being that this professional has scheduled time, planned travel, and secured a space, and thus may have measurable costs to this missed lesson).
 - iii. If an instructor cancels a lesson within 24 hours of the lesson, the lesson should be made up at another time.
- 4) Scheduling and re-scheduling
 - a. A weekly lesson time should be made that both parties can attend.
 - b. This time may need to be adjusted to accommodate schedules, but every effort should be made to attend a regularly scheduled lesson time.
 - c. It is the student's responsibility to receive every contact hour that they have registered for. Please keep track of how many lessons you have had and when they happened. 1 credit of lessons is equal to 5 contact hours (often as 10 ½ hour lessons) and 2 credits of lessons are equal to 10 contact hours (usually as 10 hour lessons). If an instructor has scheduling conflicts that don't allow completion of the contact hours or does not appropriately make-up re-scheduled lessons, the student should first talk with the instructor to make arrangements. If the instructor will not comply, the student should seek the help of the campus department chair.
 - d. It is the instructor's responsibility to schedule, teach, or re-schedule and teach all the required lessons. It is of course assumed that some scheduling issues may arise, but the instructor should make every attempt to provide enough flexibility to allow for completion of the designated lessons.
- 5) Juries
 - a. All students are required to perform a jury, but it is optional their first term of credit lessons
 - b. Instructors are invited but not required to attend juries.
- 6) Performance
 - a. Students are required to perform at least once publicly (typically at the music program recital) outside of their jury every term, performing the works studies in their lessons. This is optional for the students first term of study.
 - b. Students are responsible for submitting concert information to be included in recital program. Complete information must include correct title of work, complete composer name and dates. Incomplete information will not be included. Information is due 1 week prior to the event.

- 7) Capstone Performance Recital
 - a. During a student's last term at PCC, a capstone recital will be presented for public attendance. Students will perform on their primary instrument present a composition.
 - b. This recital should be 30mins of music and can be shared with other competing students. The material for the recital should be presented informally to the campus Department Chair a minimum of 6 weeks before the recital for approval. All works do not need to be in complete performance readiness, but excerpts and a program/plan are required.
- 8) Instructors
 - a. Instructors will review the CCOG for each instrument and work with the student and Department Chair to choose appropriate repertoire and a direction for the term. A link to the CCOG's are listed on the private lesson webpage.
 - b. View the Instruction Record (link on private lesson page), complete during the term, sign and return via email to: John Mery (SYL) or Jason Palmer (RC). Please return before the 11th week of classes.
 - c. Review student MUP requirements and recital information on www.pcc.edu/programs/music/private-lessons.html
 - d. Please be sure to advise students as to proper performance etiquette and attire for final recital.
 - e. Lesson fee payment will be administered by the Administrative assistant at each campus, and will be paid in bi-monthly checks via an online timecard.
 - f. MUP instructors are strongly encouraged to attend the final recitals and music juries.
 - g. It is also a good idea for instructors to give students background information on the piece, the composer and the style of the work they will be performing.
- 9) Student will evaluate the instructor each term using the Instructor Evaluation form, online.