

Auburn Music Project – Private Lessons

Guidelines and Ethic Policy

Application Procedures:

For all lessons, payment must be completed with the application. Full semester lesson registration should be completed by the date listed on the AU Music Project website. An application/registration must be filled out for each student in the family. Please fill out the application carefully and submit it with the appropriate fee. Please also be sure that you register using the correct link. Each instructor has their own link!

Lesson Observation:

Parents are allowed, and encouraged, to observe the lessons. 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 that register for one individual lesson will be offered a single lesson from the instructor.

Students that register for the four-pack of lessons will be offered four lessons throughout the semester at times that are mutually agreeable between the instructor and student.

Students that register for the full semester of lessons are to have 12 weekly lessons each academic semester. Lessons will begin no sooner than **the date outlined on the AU Music Project Webpage**. Check this same page for dates where lessons will not occur. 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. Other attendance policies are as follows:

1. Students who miss a lesson due to an excused absence will be made up by the instructor.
2. Last-minute excused absences include: illness or other medical emergency, death in the family, etc.
 1. These are excused absences even at the last-minute
3. Advanced notice excused absences include: family vacation, official school events, etc.
 1. These absences are only excused if more that 24-hour notice is provided. Otherwise, they are unexcused.
4. Unexcused absences: overslept, forgot, too much homework, etc.
5. Every attempt to makeup excused absences will be made by the instructor. Unexcused absences will not be made up. In very rare instances, a refund may be given. Instructors will not forfeit payment.

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:

Students wanting to perform a selection on a recital must inform the director of their desire to do so before the halfway point of the semester. If the demand is high enough, a recital will take place in the Recital Hall in Goodwin Hall at Auburn University. The recital will be free to attend. Students who wish to perform on a 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 date for a recital will be announced as soon as possible 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.

Ethics Policy

Lessons will take place on campus at Auburn University, in Goodwin Hall. Lessons can take place virtually if both the student and instructor agree. Additionally, lessons are to be offered in a room with at least one window, and parents are encouraged to observe lessons whenever possible.

All instructors are required to complete Youth Protection Training and a background check through Auburn University before beginning lessons.

Both student and instructors agree to abide by Auburn University Policy.