



School of Music

## Community Music Lessons

Instructor Handbook

2023 - 2024

### Contact Information

Email: [music@uiowa.edu](mailto:music@uiowa.edu)

Phone: 319-335-1603

Lesson Coordinator: Amanda Stout [amanda-stout@uiowa.edu](mailto:amanda-stout@uiowa.edu)

### Becoming an instructor

1. Apply
2. Complete Paperwork – will be sent to you by Lesson Coordinator
3. Complete 'Working with Minors' training
4. Work with CLAS HR to complete I-9 and background check

### Scheduling

Lessons follow the University academic calendar and are offer during spring, fall, and summer terms. Lessons days/times are arranged by the student and the instructor once assigned – the lesson coordinator will introduce you to the student and/or their parent via email. No lessons will be held during the University's winter break. Instructors are not required to teach lessons during other academic breaks (fall or spring break) but may do so at their own discretion.

Community Music Lesson instructors are expected to maintain active communication and contact with students and parents. All instructors are required to use their uiowa.edu mail address for all electronic communication with students and families and provide current contact information for use in case of emergency.

Lesson Term	Period Lessons can be Taken	Lesson Count
Spring Semester Long	January 16 – May 14	14

Half-semester Long	January 16 – May 14	7
Summer Long	May 15 – August 13	10
Half Summer	May 15 – July 3	4
Flex Lessons	Respective Term Registration Received	4

**Makeup Lessons**

Students who need to reschedule due to illness or emergency should contact their instructor as soon as the need for rescheduling becomes evident. If your instructor cancels due to illness or emergency, it is the instructor’s responsibility to contact the student and schedule a makeup lesson promptly.

In the event of non-illness or emergency absence, notify your instructor at least 24 hours in advance or with as much notice as possible. One non-illness/ emergency makeup lesson is granted each term, provided that the student has given the instructor at least 24-hours advanced notice. **Instructors are expected to provide the same courtesy. Reported and repeated instances of unfinished lessons reflect badly on the School of Music and may be cause for dismissal from the program.** Instructors are expected to complete all lessons the students have paid for within the guidance of the handbook.

All makeup lessons are expected to be scheduled promptly and within the term they are registered at a mutually convenient time

- All lessoned purchased must be used during the term they are purchased. Lessons may not carry over to the next registration period. The terms have an extra week built in to accommodate for a makeup lesson. For example, the semester long option is for 16 lessons but has 17 weeks of time for the lessons to be taught.
- Tuition refunds are only possible on a rare case-by-case basis.
- If lessons have been suspended due to delinquent payment, makeup lessons will not be scheduled.

**Lesson Count Reporting**

In addition to the below compensation procedure, instructors are expected to complete the appropriate Lesson Term Log and return to the Lesson Coordinator promptly after the final lesson/ end of the lesson term.

**Compensation**

All payment arrangements and payments for lessons should be made to the University of Iowa at the Administrative Offices in 1400 Voxman Music Building. Faculty, instructors and teaching assistants may not accept payments directly from students or parents. Faculty, instructors, and teaching assistants shall immediately re-direct to the Business Office any payments mailed or otherwise directed to them erroneously.

Student instructors will report time through the UI Employee Self-Service payroll system and will be paid on a bi-weekly basis on the basis of those reports for completed lessons. UI Faculty instructors will be paid via the extra compensation/ prior approval process on a monthly basis.

## Instruments

Students are required to provide their own instruments for lessons with the exception of pianos, organs, and some percussion instruments. They may be able to rent musical instruments through [West Music](#) in Coralville.

## Music Scores

Students may be required by their instructor to purchase music scores and method books.

## Facilities

All Community Music Lessons are held in Voxman Music Building on the University of Iowa's campus. *93 East Burlington St., Iowa City, Iowa 52242*

At the time of the first lesson instructors will meet students in the lobby of Voxman Music Building to show them the location of their lesson.

## Practice Rooms

General practice rooms are available to community music students on a space-available basis. Specialty practice rooms – organ, grand piano, drum set, etc. are only available for registered University of Iowa Students.

**Please note that TEACHING PRIVATELY WITHIN THE FACILITIES OF THE SCHOOL OF MUSIC OUTSIDE THE COMMUNITY MUSIC LESSON PROGRAM VIOLATES UNIVERSITY POLICY. All Community Music lessons should be registered and paid for through the online portal or in person at Voxman Music Building**

**Even if you are providing a free lesson to a student, information must be collected to protect you and the student.**

## Health & Safety

Voxman Music Building welcomes masks but does not require them. In the event of illness, the instructor or student may cancel and request a makeup lesson.

Private lessons are taught by University of Iowa faculty members and approved graduate and undergraduate music students. All instructors are highly qualified teacher and performers who are supervised by the University of Iowa School of Music and have undergone a criminal background check.

A parent or guardian must be present for lessons taught with students under the age of 18. Parents are encouraged to attend the lesson or may remain in close proximity to the studio where the lesson is taking place, a hallway or lobby. Parents who opt not to attend the lessons are required to sign the waiver.

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This program represents the University of Iowa, the School of Music, and its faculty. The primary purpose of the program is to provide high-quality instruction for community members and for

student instructors to gain valuable mentored teaching experience. Please take full advantage of the teaching resources available to you through the University of Iowa and the School of Music to ensure that you are doing the best possible work with our students.

If you have any questions about any of the program's policies or procedures, please contact the Lesson Coordinator.

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I have read, understand, and will follow the stated policies above and understand that failure on my part follow them may result in dismissal from the program.

X \_\_\_\_\_  
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Date: \_\_\_\_\_