



Community Music Lessons

Instructor Handbook

Updated August 2025

Contact Information

Website: music.uiowa.edu/public-programs/university-iowa-community-music-lessons

Lesson Coordinator: Molly Dahlberg, molly-dahlberg@uiowa.edu, 319-335-2621

Becoming an instructor

1. Apply: <https://callboard.performingarts.uiowa.edu/music-callboard/student-resources>
2. Hiring paperwork will be emailed by Lesson Coordinator.
3. Complete Minors on Campus training in Employee Self Service.
4. Work with CLAS HR to complete I-9 and background check.
5. Only current students may be employed by the Community Music Lessons program. All instructors will be terminated upon graduation or withdrawal from the university.

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.

Scheduling

Lessons follow the University academic calendar and are offered 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. **All lessons must be completed by the last day of finals week of the term.**

Community Music Lesson instructors are expected to maintain active communication and contact with students and parents. All instructors are required to use their university email address for all electronic communication with students and families.

Please refer to the [Academic Calendar](#) for the time period of each term. Flex lessons must be completed during the term in which registration was received.

Lesson Term	Lesson Count
Semester Long	14
Half-semester Long	7
Summer Long	10
Half Summer	4
Flex Lessons	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, students must notify the 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 lessons purchased must be used during the term they are purchased. Lessons may not carry over to the next registration period.
- 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

Each student instructor will log the date of lessons for each student on their individual spreadsheet before submitting hours in [Employee Self Service](#). Each faculty instructor will log the date of lessons for each student on their individual spreadsheet before the end of the term. The lessons coordinator will send links to spreadsheets to each instructor at the beginning of the 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 or on the WuFoo registration form. 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 office any payments mailed or otherwise directed to them erroneously.

Student instructors will report time through the UI Employee Self-Service Time Record system and will be paid on a bi-weekly basis. UI Faculty instructors will be paid at the end of each academic term (fall, spring, summer).

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.

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.

Location of Instruction

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. Faculty and teaching assistants may use their private offices. Windows into teaching rooms must remain uncovered.

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 WuFoo registration form online 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 must complete criminal background check and Minors on Campus training. Background checks must be renewed after five years. Minors on Campus training must be renewed after three years.

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

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

All instructors must sign and return this form to agree to the terms above.

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_____

Date:_____