

Smith College Music Department Policies for INDIVIDUAL PERFORMANCE LESSONS

Lessons

Each student receives twelve 50-minute lessons per semester. Teachers should establish a policy for make-up lessons. Lessons cancelled by students at the last-minute need not be rescheduled - it is up to the instructor. However, lessons which fall on holidays such as Mountain Day, Otelia Cromwell Day, and Rally Day should be rescheduled; see the [Academic Calendar](#) on the Smith College website at for those dates.

Lesson Fees and Financial Aid

The fee for private lessons in music performance is \$690 per semester.

For declared Music majors and minors this fee is paid in full by the college. To receive this benefit, the student must have officially declared as a major or minor at the time they register - the deadline is at the end of the second week of classes. Teachers should be sure that their students are aware of this deadline.

For non-majors/non-minors on Smith Financial Aid, the college automatically contributes \$200 per semester towards their fee.

For all non-major/non-minor performance students, including those on financial aid and those who receive no financial aid - the Music Department has limited funding available to help cover their lesson fee. At the beginning of each semester, any student concerned about being able to pay their fee may submit to the Music Office an aid-request form (available in the office and on the [Music Department website](#))

A new request must be submitted each semester that a student registers for lessons.

Reserving Rooms for Teaching

As soon as you've established your teaching days and times, contact the music department events scheduler/coordinator, Kirsten (Jaz) Dand x3167, kdand@smith.edu to reserve a room.

Class List – Add/Drop

At the end of the add/drop period you are required to submit a list of your students to Anna Goudreau, agoudreau@smith.edu.

Auditions for Performance Lessons

Students must audition before registering for lessons. Fall and spring auditions take place in the few days prior to the start of classes and during the first week of the semester. Students may sign up online for an audition through the Music Department website, www.smith.edu/msuic. Generally, students are expected to present a 3-5 minute piece of their choice. All students other than those auditioning for voice lessons are assumed to have some proficiency to be accepted to study for credit.

Returning Performance Students are not required to re-audition.

Teachers should contact their returning students before the start of each semester to confirm their intent to continue and to arrange lessons.

Financial Responsibility for Dropped Performance Courses

Should a student drop out of a performance course before the add/drop deadline (the end of the fifth week of classes) they are responsible for paying for the lessons already taken. If the course is dropped after the deadline has passed they are responsible for the entire semester. Extenuating circumstances may be brought to the attention of the department.

The Performance Courses

The Music Department offers lessons - for credit only - in the form of year-long performance courses:

MUS 914Y – First year of performance, 2 credits/semester

MUS 924Y – Second year of performance, 2 credits/semester

MUS 930Y – Third and Fourth year of performance, 2 credits/semester

MUS 940Y – Concentration in Performance – 4 credits/semester

Teachers may nominate performance students who are music majors to apply for the Major with a Concentration in Performance. Students audition for a faculty committee before the end of their junior year. This selective program is an eight-credit yearlong course culminating in a required senior recital. Students receive two hours of instruction per week. *Prerequisites: at least four semesters of performance courses or the equivalent, audition, and permission of the department.*

Syllabus

This shared [template-syllabus](#) should answer procedural questions - each teacher should feel free to expand, as appropriate.

Credits

Credit for performance courses is given after a student has completed two semesters of study. The two semesters need not be consecutive. Exceptions may be allowed by petitioning the department. While it's a yearlong course, students can petition for credit for an odd semester.

Students wishing to take more than one performance course at a time must petition the department for permission.

Performance Requirement

All students enrolled in performance courses are required to perform at least once each year

– in a Group Student Recital or another department event, in their own solo or shared recital, or at a masterclass or studio class. Please check in the Music Office for performance opportunities.

Grading

Grades are given at the end of each semester. They are submitted mid-semester only for students who are doing below average work. Please see the [Academic Calendar](#) for all relevant deadlines.

The Registrar's Office expects teachers to enter grades online via the BannerWeb program. You can access BannerWeb through the Smith Portal. To access, go to the [Smith College home page](#) and click 'Faculty & Staff', then 'Portal' (under 'Tools'). Sign in with your regular Smith username and password. If you have questions or prefer to fill out paper grade sheets, call x2561 or email registrar@smith.edu.

Annual Concerto Competition & Commencement Concert

All qualified students may audition to play a concerto movement or other solo work with the Smith College Orchestra.

Preference is given to non-seniors, as seniors are given the opportunity to perform on the Commencement Concert. Teachers are strongly encouraged to confer with orchestra director Jonathan Hirsh jhirsh@smith.edu regarding repertory choices.

Teachers may recommend seniors to audition to appear as soloists on the Commencement Weekend Orchestral Concert, held annually - auditions are held mid-year. Early in the year, teachers should also confer with Jonathan Hirsh about the repertory that seniors intend to perform if they are chosen from the audition.

Wallfisch Performance Prize – Honors Recital

Teachers are invited to recommend students to audition for the Wallfisch Prize, given annually to Smith students, to reward outstanding progress in performance study.