

# Smith College Music Department Policies for **INDIVIDUAL PERFORMANCE LESSONS**

**To performance teachers - thank you for staying actively in-touch with your students regarding relevant deadlines, requirements, and opportunities!**

## **Associate Chair for the Coordination of Performance**

Judith Gordon, 2017-2018 Associate Chair for Performance, will handle matters regarding performance studies, assisting and guiding both teachers and students as needed with questions or problems; [jgordon@smith.edu](mailto:jgordon@smith.edu), x3156, Sage Hall 202.

## **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 [www.smith.edu/acad\\_academiccalendar.php](http://www.smith.edu/acad_academiccalendar.php) 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 - bringing it to \$490.

*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 at [www.smith.edu/music/forms/scholarship\\_application.pdf](http://www.smith.edu/music/forms/scholarship_application.pdf)).

**A new request must be submitted each semester that a student registers for 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* this deadline has passed they are responsible for the entire for the semester. Extenuating circumstances may be brought to the attention of the Associate Chair.

### **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](mailto:kdand@smith.edu) to reserve a room. The sooner your needs are known, the more likely it is that you will get a space that best suits you. If you don't have a regular weekly schedule, you may be assigned to different spaces during the semester.

### **Class Lists – Adds/Drops**

It is essential that you share with the Music Office an accurate list of your students and that you keep the office informed about any changes. When adding a new student, or if one of your students drops out, it is imperative that you contact Linda Shaughnessy in the office as soon as possible, [lshaughn@smith.edu](mailto:lshaughn@smith.edu), x3152, Sage Hall 102.

### **Auditions for New [First Year & Transfer] Students**

**Students must audition before registering for lessons.** Fall auditions take place in the few days prior to the start of classes and during the first week of the semester. New students are directed to sign up in Sage Hall for an audition time. And, although Performance Lessons are a yearlong course, students who wish to start lessons in the Spring semester may contact the Associate Chair for Performance in late fall or over interterm to connect with a teacher and arrange an audition. 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. The Music Department does not offer lessons specifically tailored for beginners.

**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 first lessons.

### **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 (940Y) with a focus on intensive preparation for graduate school auditions and performance of a *substantial* senior recital. Students receive two hours of instruction per week. *Prerequisites: at least four semesters of performance courses or the equivalent; audition before 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.* Exceptions may be allowed by petitioning the department. The two semesters need not be consecutive. And though registering in Spring is allowed, students are encouraged to start lessons in the Fall semester.

Students are generally discouraged from taking more than one performance course at a time. Those who have a compelling reason to do so may 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 Recitals or another department event, in their own solo or shared recital, or at a masterclass or studio class. Karen Smith Emerson [ksmithem@smith.edu](mailto:ksmithem@smith.edu) and Volcy Pelletier [mpelleti@smith.edu](mailto:mpelleti@smith.edu) coordinate many of these events - contact them with questions.

#### **Group Student Recitals**

Space in these recitals is first come/first served - to reserve a place on a Group Recital program, application forms, filled out with *accurate* program information, are submitted to the Music Office. Forms are available in the office and on the department website.

#### **Individual Recitals – solo or shared**

Many seniors (and others, occasionally) present solo or shared recitals. Recital dates and venues need to be scheduled well in advance with the Scheduler/Events Coordinator. Students preparing for a recital will find all required information in the handout “Planning Your Student Recital”, found at the office and on the department website. *Students must submit to the office their posters (self-designed) and program information in strict accordance with deadlines.* If materials are in the Music Office in time, the staff will make copies and distribute them.

**Programs must be proofed by teachers before being submitted to the office.**

## **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 at [www.smith.edu/acad\\_academiccalendar.php](http://www.smith.edu/acad_academiccalendar.php) 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 <https://www.smith.edu/> 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 gradesheets, call x2561 for details or email registrar@smith.edu.

## **Annual Concerto Competition & Commencement Concert**

All qualified students may audition - this year, on Sunday, April 1, 2018 - to play a concerto movement or other solo work with the Smith College Orchestra in Fall 2018.

Preference is given to non-seniors, as most seniors are likely to perform on the Commencement Concert. Teachers are strongly encouraged to confer with orchestra director Jonathan Hirsh [jhirsh@smith.edu](mailto:jhirsh@smith.edu) regarding repertory choices.

Teachers may recommend seniors to audition to appear as soloists on the Commencement Weekend Orchestral Concert, held annually - informal 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. This year the auditions will take the form of a recital on Monday April 23, 2018.

**Thank you!**