

OEBGMC Community Music School

STUDIO POLICIES

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404-242-4195

WEBSITE: (www.oebgmc.org/...insert secured CMS link)

You should bookmark this link and utilize its resources. The instructor will post all you will need to know regarding lessons, including documents, the calendar, and announcements. Write down your username and password below so you have it for future reference:

USER:

PASSWORD:

DOCUMENTS:

The instructor will ask you to print and bring with you certain documents that will be posted on the website. The following list is a sample of the more universal lists you will bring:

Vocalises.

Studio Policies.

How to Learn a Song or Aria.

Practice Log Template.

Critical Listening Guide

SCHEDULE:

The teaching schedule will remain on the website calendar. Only students who are logged in will have access to this calendar. Please refer to this schedule to confirm accuracy.

NOTEBOOK:

As an ongoing way of staying organized for your lessons, I ask that each student maintain a notebook with at least three sections.

Section 1 – NOTES & ASSIGNMENTS.

The first section should be for taking notes on the lessons. What works for you? What exercises were you assigned? How do you continue what you learned in the lesson into your own practice session during the week?

Section 2 – DOCUMENTS & COMMUNICATIONS.

The second section should have handouts, printouts, emails, etc. with all the important documents that supplement your lessons (vocalises, How to Learn a Song or Aria, Critical Listening Guide, etc.)

Section 3 – REPERTOIRE & BACKGROUND.

The third section should include any music that we are working on your lessons, as well as any background work that you do to help understand the music.

PAYMENT REQUIREMENTS:

Payment in the form of a check or credit card will be collected at the first meeting of each month to cover the cost of lessons/coaching for that month.

PRACTICE EXPECTATIONS:

Students are expected to practice daily and to follow the routines suggested by the teacher. Consistent daily practice

is imperative for consistent progress.

Frequency – Daily practice is strongly suggested; devoting small amounts of time each day will yield more successful results than cramming the day before your lesson.

Length – Students vary in learning styles and quickness. It is suggested that beginning students practice at least a 10-15 minutes daily. More advanced students should practice at least 30 minutes to an hour.

Content – Your daily practice should include vocalization AND learning and memorizing songs/repertoire. While you vocalize and work on your repertoire, you should focus on the things we work on in your lesson/coaching: working out technical problems; solidifying diction and pronunciation; making sure you understand the text's translation; and developing a musical and vocal interpretation of the song. You may be focusing on primarily one of these issues for a while. When you master one, move on to the next level. A focused rehearsal is always effective. Ask yourself before you start: “What do I want to accomplish today?” Focus on that and you will achieve great things and/or come to your lesson with great questions.

Keeping a Log – It is for this reason that each student is expected to keep a practice log, indicating the amount of time spent on each of these activities. It is helpful for the instructor to see WHAT you did with your practice time, so the instructor can assist you in developing a practice strategy that maximizes your skills and personality.

ATTENDANCE REQUIREMENTS:

Regular attendance is expected each week, except in the case of holidays or planned absences (notified well in advance by either teacher or student).

Illness or Emergency – In the case of illness or emergency, 24-hour notice must be given to the teacher of a lesson cancellation. A lesson missed by the student without a full 24-hour advanced notice and legitimate reason will still be charged as a full lesson. Lessons missed by the teacher may be made up at the discretion of the teacher, pending the scheduling compatibilities of teacher and student.

Last-minute Contact – The teacher will attempt to give 24-hour notice; the student should make sure that the teacher has all forms of contact (including cell phone) in case of a last-minute conflict.

Sheet Music / Repertoire

Purchasing sheet music is the responsibility of the student. The instructor will work with all students to provide resources; however, responsibility lies with the student to acquire the music.

In rare cases where the instructor purchases music, the student will be asked to reimburse above and beyond the lesson fee.

Youth & Policy Accommodations

Youth and children of all ages are invited to explore their musical abilities through the voice. Parents/guardians of children must agree that their child will abide by the Attendance, Sheet Music/Repertoire, and Payment portions

of this policy.

Additionally, signing this policy indicates a willingness on the part of the parent/guardian to work in collaboration with the instructor in developing practice and notebook habits appropriate to the child.



By signing below, you indicate the following:

I agree to abide by the OEBGMC Studio Policy, as outlined above. I recognize that failure to abide by these policies may result in my spot being given to another person on the waiting list.

Name of Student:

Signature of Student (or Parent/Guardian):

Date:
