

University of Central Missouri
Community Music Program
Dr. Mia Hynes, Director

General Information for Parents, Students and Teachers
Fall 2019– Spring 2020

Welcome to the Community Music Program!

CONTACTING US:

Director: Dr. Mia Hynes: hynes@ucmo.edu or 660-543-8900.

Contacting your teacher: Once a student has been enrolled and assigned to a teacher, that teacher will serve as primary contact. They will give you all of their pertinent contact information.

MISSION of the COMMUNITY MUSIC PROGRAM:

The mission of the Community Music Program encompasses two goals:

1. Provide high quality musical instruction to the community at large. CMP students and their instructors will collaborate on the development of short and longer term goals. Instructors will devise a plan for achieving those goals, easily reproducible practice strategies, and opportunities to develop skills in performance. We believe that the beginning years of musical instruction are the most important, and developing technically correct practice, learning, and performing processes are of the utmost importance.
2. Provide hands-on teaching experience for university students. Students are not expected to be master teachers; in fact, this may be their first true “field” experience. They are expected to improve by observation, self-reflection, and experience. They may consult periodically with university faculty for advice as necessary

PERFORMANCE REQUIREMENTS and other OPPORTUNITIES

The study of music is ultimately a shared experience. Lessons and practices are expected to lead towards a demonstration of skills acquired in front of an audience. To this end, **students will be expected to participate in the Program Recital, or some other performance opportunity (through other venues, such as schools, churches, auditions, shows, etc.) each semester. Students not wishing to adhere to this requirement will be encouraged to seek instruction elsewhere.** It is the goal of the Community Music Program that the Program Recitals be a positive experience for all involved, and teachers will spend appropriate time assisting students in preparation for this event. Additional opportunities such as master classes with university faculty, and guest teachers may arise and Dr. Hynes will send out information via the teachers when these opportunities become available.

CMP students are eligible to participate in the National Federation of Music Clubs “Junior Music

Festival”, and the Missouri Music Teachers Association Honors Auditions. Our students have won statewide recognition at these events as well as consistently achieving “1” ratings at MHSAA Solo and Ensemble Contests.

PROGRESS ASSESSMENT:

The CMP does not follow a particular syllabus for any instrument or vocal study, nor do we give “grades”. It is expected that each teacher will engage students and their parents in an ongoing dialogue regarding progress being made from lesson to lesson. Students will demonstrate the work that they have done in lessons at the Program Recital (or other equivalent performance opportunity).

PARENTAL PARTICIPATION:

Parental participation is critical in the success of music study. Parents are encouraged to attend all lessons and keep track of students’ progress. Some parents and students will be asked to fill out an evaluation of student (non university faculty) teachers at the end of the semester.

REGISTRATION INSTRUCTIONS:

Students wishing to enroll in the Community Music Program can sign up using the paper form found at the end of this brochure or the online form, accessible here:

[UCM Community Music Program Spring 2020 Registration](#)

Checks should be made out to “UCM Music”. Please indicate on your check what it is covering (i.e. Piano Lessons for Susie). Partial payment is required to hold a spot in lessons and/or classes. Full payment must be received by October 1 for Fall lessons, and by March 1 for Spring lessons.

Please mail forms and checks to: **UCM Community Music Program**
 Utt 109
 Warrensburg, MO 64093

ABOUT OUR CLASSES AND LESSONS

Lesson location: All lessons, classes, and performances take place in the Utt Music Building.

Instruments offered: Piano for sure, all other instruments upon request. Availability changes from semester to semester.

Starting Age and other Requirements:

Vocal students must have passed the 8th grade at a minimum.

Piano and string instruction may be given as early as age 5.

Band and percussion students should be elementary school

Instrument Acquisition: Students should own or rent an instrument for home practice. Students studying piano must own or rent a piano. Electric keyboards are not suitable beyond the first two semesters of piano study.

Length and Number of Lessons: 30, 45, or 60 minutes; once or twice a week for 12 weeks.

Who is on the Teaching Staff: Teaching staff consists of University Faculty or Adjunct Staff, graduate students and selected undergraduate students in the Department of Music. All students are either in an education degree program or have had specialized training in pedagogy. The student staff changes with each semester.

Auditions for University Faculty:

If a student desires to study with a member of the UCM faculty, they must audition for that faculty member in person. Contact Dr. Hynes for more information.

Assignment of Teachers / Scheduling of Lessons: Students may request a teacher on the registration form, but this is not required. If no preference is indicated, Dr. Hynes will assign the student to a teacher. Every effort will be made to honor teacher requests, but students and families should be aware that such requests cannot be guaranteed until the registration session is completed.

Cancellation and Make-Up Lessons: All lessons missed should be accounted for, either by cancellation or make-up at the teacher's discretion. Lessons missed by the student without appropriate prior notice (24 hrs) will be considered cancelled and **not** made-up. If the teacher misses or is late for a lesson, that time must be made up as soon as possible (preferably within the next week).

If absence is anticipated, please give advance notice whenever possible. We realize that emergencies do happen (on both the part of the teacher and student), and if it is not possible for either party to meet at the assigned time without prior notice, it is expected that contact will be made **as soon as possible** to explain the emergency/reason for absence.

Teachers and students are required to wait for at least 10 minutes before considering the lesson missed.

Discontinuation of Lessons and Refunds: If for some reason lessons must be discontinued by the student due to circumstances beyond their control (illness/injury, family moving away), a refund will be given for all lessons not taken. If student discontinues lessons for **any other reason, such as not being able to make lesson times, other activity conflicts, dissatisfaction with the teacher, or other such conflict**, pro-rated refunds will only be given if lessons are discontinued before October 1 (for students registering in fall) or March 1 (for students registering in spring).

Refunds will NOT be given for lessons which the student has missed without giving the teacher adequate notice (more than 24 hrs).

If lessons are discontinued due to teacher needing to discontinue lessons, every effort will be made to place students with a teacher of similar level. If no accommodation suitable to both the family and Dr. Hynes can be made, a full refund will be issued for all lessons not received.

Note for vocal students: because the nature of vocal instruction prohibits instruction if a student has upper respiratory illness or allergy, it may be that students will miss several lessons. In this case the instructor will make an effort to fulfill the lesson requirements as soon as is convenient; it may mean that future lessons are longer than normal to

fulfill the instructional time requirement.

Before a student registers to take lessons through our program, student and family should be aware that this is a serious commitment. Students are responsible for “looking ahead” and anticipating interruptions to instruction. If a student knows that some other activity will prevent them from taking lessons for 3 or more weeks, please do not assume that the teacher will have time to make up so many lessons. In fact, it may be beneficial for that student to seek instruction elsewhere.

Fall 2019-Spring 2020 Community Music Program IMPORTANT DATES

Fri 8/23 Registration forms should be received by this date to insure prompt processing. If forms arrive later, we cannot guarantee that a teacher will be able to contact the student/family in time for lessons to start promptly the week of Sept 2. There will be no pro-rating of tuition for students who miss the first week of lessons due to this circumstance.

8/25-30 Teachers will contact parents to schedule lessons.

9/2 (week of) Lessons begin

9/2 LABOR DAY No lessons; students with Monday lessons will need to make arrangements for a make-up lesson sometime during the semester when it is agreeable for both student and teacher

10/1 Payment must be received in full

11/25-29 No lessons (UCM Thanksgiving Vacation Week)

12/2 (week of) make-up lesson week (if needed)

Sat 12/7 10:00am Community Music Program Recital and reception. Hart Recital Hall

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Fri 1/17 Registration forms should be received by this date to insure prompt processing. If forms arrive later, we cannot guarantee that a teacher will be able to contact the student/family in time for lessons to start promptly the week of January 27. There will be no pro-rating of tuition for students who miss the first week of lessons due to this circumstance.

1/20 (week of) Teachers will contact parents to schedule lessons

1/27 (week of) Lessons begin

3/15 Payment must be received in full

3/16 (week of) No lessons (UCM Spring Vacation Week)

Sat 5/2 10:00am Community Music Program Recital and Reception. Hart Recital Hall

REGISTRATION FORM for UCM Community Music Program 2019-2020

Mark one: _____ **Fall 2019** _____ **Spring 2020**

Send Registration Form with Check payable to "UCM Music" to:

University of Central Missouri Community Music Program

Utt 109

Warrensburg, MO 64093

Student(s) name(s) _____

Grade(s) in school _____

Birthdate _____

Instrument of study _____

Parent Name _____

Address _____

Phone(s) Daytime: _____ Evening: _____ Email _____

Registration *(Mark as many as necessary. However, we do not recommend studying more than 2 instruments at a time.)*

Instrument 1: _____

Option selected _____ Fee _____

Teacher Preference (circle one: Y / N) If yes, who _____

Instrument 2: _____

Option selected _____ Fee _____

Teacher Preference (circle one: Y / N) If yes, who _____

Option A1: 30 minute lessons with student instructor \$180

A2: 45 minute lessons with student instructor \$270

A3: 60 minute lessons with student instructor \$360

B1: 30 minute lessons with University Faculty \$360

B2: 45 minute lessons with University Faculty \$540

B3: 60 minute lessons OR two thirty minute lessons/ week with University Faculty \$720

Total Payment Due _____

Total Enclosed _____

THIS PAGE for OFFICE USE ONLY

Date registration received _____ Data entered on _____

If full payment, check here (date, amount) _____

Payment form: cash _____ check (number) _____

If partial payment, check here _____

Partial payment received (date, amount, form) _____ deposit date: _____

Balance due: _____

Additional Payments Received: _____ (date) _____ (amount) _____ (check number)

Paid in Full: _____ (date)