

UW-Madison Mead Witter School of Music Community Music Lessons Instructor Policies

General responsibilities

Reserve a practice room in advance and begin lessons on time. Maintain contact and active communication with students and parents. Return all phone calls and e-mails from students and/or parents.

Rescheduling/Make-up Lessons

Students are allowed one make-up lesson per semester. Reschedule lessons promptly. If you need to cancel due to illness or an emergency, it is your responsibility to inform the student of cancellation and schedule a make-up lesson. Students who cancel lessons must contact the instructor at least 24 hours in advance in order to receive a make-up lesson.

Time reporting & payroll

- Time is reported through the [Oracle Payroll System](#).
- **Do not accept tuition checks or cash** from students or parents.

Practice room policies

- Instructors who are assigned students will be refunded their practice room fees at the end of the semester (pending Facilities Manager approval). **Instructors need to teach a minimum of ten lessons during a semester to be able to get a refund.**
- If you have questions or concerns about use of the facilities, please contact the Music Operations Manager, located in 1650 Humanities musicoperations@music.wisc.edu, 608 263-1893.
- CML-related lessons can be scheduled during normal practice room hours. In addition to practice rooms, instructors may also reserve 2nd floor classrooms through EMS for lesson use. Classrooms are available to CML instructors Monday-Friday after 5pm and on the weekends.

Youth Protection

CML Instructors must complete a [Youth Attendance Record](#) for every lesson with a minor student.

Hearing Health

Hearing health is a priority as a musician. We encourage you to take the necessary steps to care for yourself and your hearing health while participating in the CML program.

Important

Teaching privately within the facilities of the school of music and outside the Community Music Lessons Program is against University Policy and is not covered by Risk Management. Should something happen to a student or parent in connection with unauthorized use of UW facilities, UW is not responsible, and you may be liable.

- It may not always be possible to complete every lesson for which each student has paid. However, we encourage Instructors to finish all the lessons that students have requested. Repeated patterns of unfinished lessons that are a result of Instructor cancellation reflect poorly on the program and the School of Music and may require reconsideration for participation as a Music Instructor.
- A parent or guardian is encouraged to be present for lessons with students who are under the age of 18.
- If you have questions or concerns about the Community Music Lessons program, contact the coordinator, Madison Barrett (cml@music.wisc.edu).

I have read, understand, and agree to adhere to all CML policies.

Signature _____

Date _____