



School of Music

## Community Music Lessons

Student & Parent Handbook

Academic Year 2023 - 2024

Thank you for your interest in our Community Music Lesson program at the University of Iowa School of Music. We are happy to help you start or continue your journey with your beloved instrument.

### Contact Information

Website: [music.uiowa.edu/public-programs/university-iowa-community-music-lessons](https://music.uiowa.edu/public-programs/university-iowa-community-music-lessons)

Email: [music@uiowa.edu](mailto:music@uiowa.edu)

Phone: 319-335-1603x

Lesson Coordinator: TBA

Lesson Term	Period Lessons can be Taken	Lesson Count
Fall Semester Long	August 21 <sup>st</sup> – December 8 <sup>th</sup>	14
Fall Half-semester Long	August 21 <sup>st</sup> – December 8 <sup>th</sup>	7
Spring Semester Long	January 16 <sup>th</sup> – May 10 <sup>th</sup>	14
Spring Half-semester Long	January 16 <sup>th</sup> – May 10 <sup>th</sup>	7
Summer Long	May 20 <sup>th</sup> – August 9 <sup>th</sup>	10
Half Summer	May 20 <sup>th</sup> – August 9 <sup>th</sup>	4
Flex Lessons	Respective Term Registration Received	4

### Available Lessons

- Bassoon – Any age/skill level
- Cello – Any age/skill level
- Clarinet – Any age/skill level
- Flute – Starting at age 8 years
- Oboe – Any age/skill level
- Piano – Starting at age 5 years
- Saxophone – Any age/skill level

- Trombone – Any age/skill level
- Tuba – Any age/skill level
- Viola - Any age/skill level
- Violin – Any age/skill level
- Voice – Any age/skill level

If we are unable to accommodate your instrument [West Music](#) may be able to help you.

## Scheduling

Lessons are offered weekly during the fall and spring semesters. Summer lessons are limited to instructor availability. Lesson days/times are arranged by the student and the instructor once assigned. The lesson program follows the University's academic calendar. No lessons will be held during the University's winter break. Instructors are not required to teach lessons during other academic breaks but may do so at their own discretion.

- Fall Break: November 19 – 26
- Winter Break: December 15 – January 15
- Spring Break: March 12 - 19

Students are assigned instructors by the Lesson Coordinator after the registration form has been submitted. Assignments are made based on the student's age, playing level, goals and instructor availability and experience. Typically, assignments are made within a week of registration but can take longer if an instructor for the instrument requested is not currently available.

Community Music Lesson instructors are expected to maintain active communication and contact with students and parents. All instructors are required to use their uiowa.edu mail address for all electronic communication with students and families and provide current contact information for use in case of emergency.

## Tuition/ Payment

All payments should be made to the University of Iowa through the online portal or in person at the Administrative Office Suite, 1400 Voxman Music Building. Do **not** make payments directly to your instructor.

Lesson rates range from \$48-72/hour depending on the instructor selected; lesson rates are pro-rated for 30-, 45-, and 60-minute lessons. Payment is due by the first lesson. If payment is not received by the first lesson, the instructor has the right to cancel lessons until payment is received.

Students must start lessons within the term they have signed up (spring/summer/fall).

## Instruments

Students are required to provide their own instruments for lessons with the exception of pianos, organs, and some percussion instruments. You may be able to rent musical instruments through [West Music](#) in Coralville.

## Music Scores

Students may be required by their instructor to purchase music scores and method books.

## **Facilities**

All Community Music Lessons are held in Voxman Music Building on the University of Iowa's campus. *93 East Burlington St., Iowa City, Iowa 52242*

At the time of your first lesson your instructor will meet you in the lobby of Voxman Music Building to show you the location of your lesson.

Lobbies and hallways at Voxman serve as waiting areas for students and parents. Parents are encouraged to attend lessons or remain in close proximity to the studio where the lesson is taking place. Please be courteous by walking and speaking quietly while in the building. Younger students should be supervised by their parents or caregivers at all times. Parents who opt not to attend the lessons are required to sign the waiver form.

## **Practice Rooms**

General practice rooms are available to community music students on a space-available basis. Specialty practice rooms – organ, grand piano, drum set, etc. are only available for registered University of Iowa Students.

## **Parking**

Parking is available in all University of Iowa parking lots/ramps. Metered parking is available on a few near by streets. A parking map and lots/ramp rates are available upon request from the lesson coordinator.

## **Health & Safety**

Voxman Music Building welcomes masks but does not require them. In the event of illness, the instructor or student may cancel and request a make up lesson.

Private lessons are taught by University of Iowa faculty members and approved graduate and undergraduate music students. All instructors are highly qualified teacher and performers who are supervised by the University of Iowa School of Music and have undergone a criminal background check.

A parent or guardian must be present for lessons taught with students under the age of 18. Parents are encouraged to attend the lesson or may remain in close proximity to the studio where the lesson is taking place, a hallway or lobby. Parents who opt not to attend the lessons are required to sign the waiver form.

## **Makeup Lessons**

Students who need to reschedule due to illness or emergency should contact their instructor as soon as the need for rescheduling becomes evident. If your instructor cancels due to illness or

emergency, it is the instructor's responsibility to contact the student and schedule a makeup lesson promptly.

In the event of non-illness or emergency absence, notify your instructor at least 24 hours in advance or with as much notice as possible. One non-illness/ emergency makeup lesson is granted each term, provided that the student has given the instructor at least 24-hours advanced notice. Instructors are expected to provide the same courtesy.

All makeup lessons are expected to be scheduled promptly and within the term they are registered at a mutually convenient time

- All lessons purchased must be used during the term they are purchased. Lessons may not carry over to the next registration period.
- Tuition refunds are only possible on a rare case-by-case basis.
- If lessons have been suspended due to delinquent payment, makeup lessons will not be scheduled.

**Please note that TEACHING PRIVATELY WITHIN THE FACILITIES OF THE SCHOOL OF MUSIC OUTSIDE THE COMMUNITY MUSIC LESSON PROGRAM VIOLATES UNIVERSITY POLICY. All Community Music lessons should be registered and paid for through the online portal or in person at Voxman Music Building. This is the only way to ensure that you are taking lesson with a qualified instructor who has been approved by the University of Iowa School of Music. If you have questions about any of the program's policies or procedures, please contact the School of Music or the Lesson Coordinator.**