

**University of Iowa
Community Music Lessons
Instructor Policies**

General responsibilities

Instructors are expected to meet students at the arranged lesson time and deliver quality instruction. Community Music Lesson (CML) instructors are expected to maintain active communication and contact with students and parents. All phone calls and emails must be returned and instructors are expected to be available for in-person contact on an as-needed basis. All instructors are required to use their uiowa.edu mail address for all electronic communication with students and families.

Facilities

Current UI faculty members and teaching assistants are expected to teach in their assigned studios. Instructors who do not have currently assigned space will reserve teaching space through the Music Scheduling Office.

Makeup Lessons

If you need to reschedule a lesson due to absence it is your responsibility to contact the student and make arrangements well in advance of the lesson. If you must cancel due to illness or emergency, it is your responsibility to contact the student and schedule a makeup lesson promptly. Students are not normally allowed to reschedule lessons except in the case of illness or emergency. Students who need to reschedule due to illness or emergency should contact you immediately. Conflicts due to religious holidays should be resolved on an individual basis by instructor and student.

Compensation

All payments should be made to The University of Iowa. Do not accept payments directly from students or parents. Students who wish to pay by check should be directed to the Division of Performing Arts business office in 1400 Voxman. Student instructors will report time through the UI Employee Self-Service payroll system and will be paid for completed lessons on a bi-weekly basis. UI faculty instructors will be paid via the extra compensation/prior approval process on a monthly basis.

Practice Room Policy

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.

TEACHING PRIVATELY WITHIN THE FACILITIES OF THE SCHOOL OF MUSIC OUTSIDE THE COMMUNITY MUSIC LESSON 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 UI facilities, The University of Iowa is not responsible and you may be held personally liable.

This program represents the University of Iowa, the School of Music, and its faculty. The primary purpose of the program is to provide high-quality instruction for community members and for student instructors to gain valuable mentored teaching experience. Please take full advantage of the teaching

resources available to you through The University of Iowa and the UI School of Music to ensure that you are doing the best possible work with our students.

Instructors are expected to complete all lessons that students have paid for. Reported and repeated instances of unfinished lessons reflect badly on the School of Music and are cause for dismissal from the program.

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 the hallway in close proximity to the studio where the lesson is taking place. Parents who opt not to attend the lessons will be required to sign a [waiver form](#).

If you have questions about any of the programs policies or procedures, please contact the School of Music 319-335-1603.

I have read, understand, and will follow all stated policies above and understand that failure on my part to follow them may result in dismissal from the program.