

The University of Toledo (UToledo)
Community Music Program (CMP)
Instructor Agreement form

_____ Semester _____ Year

Philosophy & Administration

We want to offer each student enrolled in the CMP a positive learning experience and the highest quality in musical education. We accept students at all skill levels and do not discriminate on the basis of age, race, gender, or income level. CMP is coordinated by Chair of the UToledo Department of Music, Dr. Lee Heritage, (email: lee.heritage@utoledo.edu, 419-530-5062). Please read the following paragraphs carefully, as you will interface with him during your time as a CMP instructor.

Student Registration

All CMP students need to register prior to their first lesson. Instructors will not be paid for students who are not registered. Students may register and prepay for lessons online:

<http://www.utoledo.edu/al/svpa/music/communitymusic/cmppayment.html>

Or, students may contact our Business Office at 419-530-5072 to make other arrangements.

Scheduling

Scheduling of lessons is arranged directly between the instructor and student. Instructors must contact students by telephone within a 24-hour period of receiving their contact information. Once the initial lesson is scheduled, the instructor must immediately inform Dr. Heritage of the time and date of that first lesson in writing. In all instances where written confirmation is required, email is acceptable correspondence. Plan on offering a portion of the first lesson with your students as an introductory meeting, when requested.

Payment

Instructors for private lessons will be paid \$60 per student per 6-week session. Payment will be made as an honorarium from the UT Department of Music. To be paid, instructors must have a Substitute W-9 form on file in the Music Department Office.

Student Attendance and Refund Policy

To encourage student attendance and provide a stable income for instructors, students are required to pay their tuition in full for lessons on or before the first lesson. Throughout enrollment in the CMP, students will be in direct contact with their instructor(s) to schedule lessons. If a student needs to change a scheduled lesson day/time, he/she must give at least 24-hour notice to the instructor. Lessons cancelled without a 24-hour notice will not be made up, except in the case of a documented family or medical emergency, and CMP will not refund tuition for any such missed lessons. Only one (1) lesson per 6- lesson session may be cancelled or rescheduled. Instructors must notify Dr. Heritage immediately if an attendance problem arises, and students who miss two (2) consecutive lessons without notice may have their enrollment in CMP terminated, without refund. ***Please note: Except for documented family or medical emergency circumstances, we cannot process refunds for CMP tuition, and any remaining lessons will be forfeited.***

Instructor Attendance & Etiquette Policy

It is the instructor's responsibility to attend the assigned private lesson each week. Please note that cancelations or "no shows" on the instructor's part are in violation of the CMP policy, and may constitute termination from the program. Upon the instructor's first offense he/she will be required to meet with Dr. Heritage to discuss in detail the lapse of responsibility. The second offense may lead to an immediate termination from the program. If the instructor intends to reschedule a lesson, he/she must contact the student and/ or parent by telephone and email at least 24 hours in advance. The instructor is required to make-up the lesson that he/she misses in a timely manner and at the convenience of the pupil. Any lesson not made up will be deducted from the instructor's future pay. Instructors arriving late to a lesson must teach the allowed lesson time.

Holidays

Instructors are asked not to teach during scheduled holidays, closures, and breaks between terms. In special cases, make-up lessons may be given on a holiday with prior authorization from Dr. Heritage.

Notice Regarding CMP Student Retention Policy

CMP is offered as a service to the Greater Toledo Area community and retaining students is required for the program to maintain itself. CMP students agree not to study with their instructors outside of the program (i.e. "on the side" lessons with CMP instructor(s) off-campus) during their time enrolled in the program and for a period of six months after said student(s) end their enrollment in CMP, without expressed written consent from Dr. Heritage.

In order to teach through CMP, each instructor must read this form, sign it, and return it to Dr. Heritage before the first lesson. By signing, the instructor understands these rules, agrees to abide by them and the conduct rules and regulations of UT and understands that violation of the rules set forth here may result in termination from the CMP roster.

Please check one (1) Graduate Instructor Undergraduate Instructor

CMP Instructor Name

Email R#

CMP Instructor Signature

Contact Telephone #

Faculty Mentor Name

Faculty Mentor Signature

Date