



## MUSIC APPLIED LESSON GUIDELINES & EXPECTATIONS

1. Each Student is scheduled to receive **at least** 13 lessons per semester. If the student does not arrive within 15 minutes, the lesson is forfeited at the discretion of the instructor.
2. All lessons will be on campus and within the hours of 8AM-5PM unless approved by area coordinator or program head. No lessons may be held off campus unless approved by the program head.
3. Syllabus will be given to each student with appropriate expectations, lesson materials (books/solo repertoire), and NKU boilerplate policies. Syllabus will also be submitted to and reviewed by area coordinator and program head to make sure it aligns with SOTA and NKU guidelines.
4. The student will be expected to buy their solos, etudes, and books that cover basic fundamentals (scales, arpeggios, etc). Materials from [lmslp.org](http://lmslp.org) and copies are permissible for rehearsals and private study.
5. Instructors will inform area coordinator of students who miss two consecutive lessons.
6. Instructors will schedule lesson times with students and provide lesson times and location to area coordinator and program head by second week of classes.
7. Instructors are expected to be at juries for their respective students. If it is not possible then prior notification must be made with area coordinator to find an equitable solution.
8. If a lesson must be cancelled due to an emergency or illness by the teacher, the lesson must be made up before the last week of classes.
9. Lessons should not take place during official NKU holidays or closures.

Applied Instructor \_\_\_\_\_

Area Coordinator \_\_\_\_\_

Program Head \_\_\_\_\_