

University Accompanist Program 2009-2010 Guidelines

GENERAL INFORMATION

1. Eligibility

Students who register for a one-hour voice lesson are eligible to request to be assigned to a pianist through the University Accompanist Program. This is a voluntary program. Students are permitted and encouraged to seek out accompanists outside of this program such as piano or organ primaries or other professional accompanists.

2. Priority for Assignments

Graduate students and seniors receive the highest priority to be assigned to a pianist; then juniors, sophomores, and freshmen. Due to the limited number of the pianists, there is a possibility that freshmen or sophomores without juries might not get an assigned pianist. Students in the fifth year in Music Education and special students may use the program; however, they will be lowest on the priority list.

NOTE: The teachers who are scheduling the lessons involving the graduate assistantship pianists should make those lessons as the first priority.

3. Fees

If a suitable pianist is found and available, a \$430 per semester charge will be added to the student's tuition bill. This will cover 15 hours of accompanying weekly lessons and rehearsals, and studio/performance classes if needed. Hours of service past the initial 15 hours will be charged \$25 per hour additionally.

Voice juries, auditions, and recitals are not included in the contract. Students must pay their pianists directly for these extra services. Suggested fees are as follows:

Voice juries: Level I juries - \$10; Level II juries - \$15; and Graduate juries - \$15.

Auditions: On-Campus Auditions \$15

Recitals (including 1 dress rehearsal):

Half Recital if two singers have a recital together: \$75 for each singer

Junior Recital: \$120

Senior Recital for BA or Music Education Majors: \$120

Senior Recital for Voice Performance or Music Theater Majors: \$150

Graduate Recital: \$150

If a student is assigned to one of the graduate students who hold an accompanying assistantship, these extra fees are waived.

NOTE: If a student would like the pianist to play for any off-campus performance (auditions, competitions, concerts, etc.), s/he should discuss the fee with the pianist.

4. Student's Responsibilities

- Students must give their music to the pianist in advance of any lessons or rehearsals.
- Students must notify the pianist of any cancellations, whether the cancellation was caused by the student or the teacher. This applies to both rehearsals and lessons.
- If a student is singing in Studio/Performance Class, s/he should confirm whether the pianist is available at that time; before submitting the form for the Performance Class.

NOTE: The success of this program is dependent upon a professional attitude and mutual responsibility on the part of both students and pianists. Pianists will keep a record of lessons and rehearsals provided. Students are encouraged to keep their own record of the collaboration. If a student is listed on the pianist's record as "no-show" more than three times in a semester, her/his name will be listed lower on the priority list for future semesters. As a result, the student may not be assigned to a pianist.

5. Pianist's Responsibilities

- Pianists must keep all music organized, and must bring all music to each scheduled lesson or rehearsal. A total of 15 hours of accompanying, including lessons and rehearsals, is required for each student.
- For Studio/Performance Classes, pianists should coordinate the dates and time with teachers and students in order to play for as many students as possible in the hour.

NOTE: Teachers and students should cooperate with pianists in scheduling the performance in the Studio/Performance Classes, as pianists have to go from one room to another to play for several students from multiple studios within the hour.

- All pianists are not expected to coach singers, although some pianists may have expertise in this area. Singers are free to seek out those pianists who are qualified to coach for an extra fee. For advanced students in the junior or senior year or grad students, private coaching with a faculty member is available as a course offered for credit.
- Pianists must keep a record of lessons and rehearsals on each student's timesheet, indicating if the service was given, cancelled, or if the student did not show.

6. Make-Up Policies

- Students' absences – for any reason, including illness – will not be made-up. They will be indicated on the timesheet.
- Pianists are not obligated to make-up or attend the make-up lesson for the lessons missed by a teacher due to illness or any other reason. Those lesson cancellations will be indicated on the timesheet.
- If the pianist comes to the lesson and the teacher decides to excuse the pianist, it will be considered as a teacher's cancellation.
- Any pianist cancellations must be made-up. If a pianist misses a lesson, it can be made-up by scheduling a 30-minute rehearsal or going to a make-up lesson. At the end of the semester, the total accompanying hours for lessons and rehearsals must equal 15 hours.

7. Evaluations

Voice faculty members will be asked to complete an accompanist evaluation form at the end of each semester.

8. Problems and Concerns Occurring between Students and Pianists

Students experiencing problems or concerns with the pianist assignment should contact the Voice Accompanist Coordinator, who, in collaboration with the Chair of the Voice Department, will act as a mediator to solve any problems. If a student's pianist is the Voice Accompanist Coordinator, the student should speak to the Chair of the Voice Department.

If a student would like to change his/her pianist for the following semester, s/he should speak to the Voice Accompanist Coordinator before the final deadline of the Student-Pianist Confirmation Form in each semester. If a student's pianist is the Voice Accompanist Coordinator, the student should speak to the Chair of the Voice Department.

NOTE: Changing pianists during the semester might not be possible due to the payroll and billing issues. However, if it is determined that a change is necessary during the semester, the Voice Accompanist Coordinator and the Associate Dean will try to find a solution. See the next section of this document for more information.

Procedure for Requesting a Pianist and Getting an Assignment

1) Students must submit their class schedule to teachers in order to schedule the lesson at the time of registration. Students should let teachers know if they have a pianist; and identify the pianist if they have one. Students who do not have a pianist and would like to be assigned to one must make sure that the applied teacher indicates it on the Pianist Request Form.

2) Teachers must submit the Pianist Request Form indicating the lesson time and the pianist's name (if the student already has a pianist) for all the students who wish to participate in the Accompanist Program. The form must be submitted to the Voice Accompanist Coordinator during the designated period. Otherwise, the students will not be included in the program.

Designated Period for Faculty to Submit the Pianist Request Form

Fall 2009: Friday, September 4 ~ Tuesday, September 15 (by midnight)

Spring 2010: Friday, January 22 ~ Thursday, January 28 (by midnight)

LATE FORMS WILL NOT BE ACCEPTED.

3) The Voice Accompanist Coordinator makes and posts **the assignments** on the Voice Department bulletin board, located on the second floor of Erdman Hall, within three to four days of the deadline for receiving the Pianist Request Form. Voice teachers will be notified via email.

4) Students should check the assignment list and contact the pianist immediately in order to confirm that the schedule for the lesson and the rehearsal is going to work out for both parties. If not, the student should contact the Voice Accompanist Coordinator immediately to get another assignment.

5) After contacting the assigned pianist, each student **MUST** submit the Student-Pianist Confirmation Form electrically via the Voice Department website by the deadline.

Deadlines for Submitting the Student-Pianist Confirmation Form

Fall 2009: Monday, September 21 (by midnight)

Spring 2010: Friday, February 5 (by midnight)

THE FORM MUST BE FILLED OUT THOROUGHLY. INCOMPLETE FORMS WILL NOT BE ACCEPTED. NO LATE FORMS WILL BE ACCEPTED.

NOTE: The form is the actual contract for pianists and students. Once a student signs and submits the form, s/he will be bound by the terms of the contract, as explained in the guidelines. If the form is not submitted by the deadline, the student's name will be removed from the assignment list and the pianist will not be bound by the contract. The student will not be charged the accompanying fee by the school. Therefore, s/he must pay the pianist directly for any fees if s/he still wishes to work with the pianist.

6) If a student would like to be reassigned to another pianist, or finds an accompanist outside of the program after the submission of the Pianist Request Form or the Student-Pianist Confirmation Form, s/he **MUST** notify the Voice Accompanist Coordinator by the Change/Drop Deadline in order not to be billed. After the deadline, no refund is available.

Deadlines to Change/Drop the Accompanist Program

Fall 2009: Thursday, September 24, 5pm

Spring 2010: Thursday, February 11, 5pm

NOTE: If a change occurs after the deadline due to the quality of a pianist's service, the Voice Accompanist Coordinator and the Associate Dean will discuss the situation; however, the student is not guaranteed a refund.

Summary of the Student-Pianist Contract

Students should read and understand the contract before they request a pianist.

The accompanist fee includes:

- Total of 15 hours of service
- Includes rehearsals; lesson accompaniment, and studio/performance class

The accompanist fee does not include:

- Required or non required recitals
- Juries
- On- or off-campus auditions
- On- or off-campus competitions
- Any extra rehearsal over the 15-hour requirement.

Make-up Policy:

- If the student misses a rehearsal or if either the student or teacher cancels a lesson, the pianist is not obligated to make-up the time. The time for the cancellation will be included and counted towards the contracted maximum of 15 hours.
- If the pianist misses a rehearsal or lesson, the pianist is obligated to make-up the time either by going to a make-up lesson or having an extra rehearsal to complete the 15 hours of service.