

University Accompanist Program Guidelines

Revised Fall 2015

GENERAL INFORMATION

1. Eligibility

Students who register for credit-bearing lessons 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 pianists, there is a possibility that freshmen or sophomores without juries might not be assigned a pianist from the program. Students in the fifth year in Music Education and special students (non-degree) may use the program; however, they will be last on the priority list.

NOTE: Teachers who are scheduling lessons involving graduate assistant accompanists should schedule those lessons first.

3. Fees

When assigned to a staff or graduate assistant pianist

2-credit applied lessons

If a suitable pianist is found and available, a designated full fee per semester (\$500 in 2015-16; planned to increase every other year – expected in 2016-17) will be added to the student's tuition bill. This charge will cover 15 hours of accompanying weekly lessons and rehearsals, as well as studio/performance classes as needed.

1-credit applied lessons

If a suitable pianist is found and available, a designated reduced fee per semester (\$285 in 2015-16; planned to increase every other year) will be added to the student's tuition bill. This charge will cover 7.5 hours of accompanying service, including studio/performance classes as needed.

When assigned to a student work-study pianist

2-credit applied lessons

If a suitable pianist is found and available, a designated reduced fee per semester (\$285 in 2015-16; planned to increase every other year) will be added to the student's tuition bill. This charge will cover 15 hours of accompanying weekly lessons and rehearsals, as well as studio/performance classes as needed.

1-credit applied lessons

If a suitable pianist is found and available, a designated sequentially reduced fee per semester (\$150 in 2015-16; planned to increase every other year) will be added to the student's tuition bill. This charge will cover 7.5 hours of accompanying service, including studio/performance classes as needed.

Additional Fees

Hours of service past the required hours will be charged directly to the student by the pianist. Voice juries, auditions, and recitals are not included in the contract. Students must pay their pianists directly for these extra services.

Suggested fees in 2015-16

- Hourly Rate for additional accompanying service - \$35 per hour
- Level I Voice juries - \$20
- Level II and Level III Voice juries - \$25
- Graduate Voice juries - \$25
- Auditions: On-Campus Auditions \$25
- Recitals (including 1 dress rehearsal):
 - Either Junior or Senior (required or elective),
if two singers have a recital together: \$100 for each singer
 - Solo Junior Recital: \$170
 - Solo Senior Recital for BA or Music Education Majors: \$170
 - Senior Recital for Voice Performance or Music Theater Majors: \$200
 - Graduate Recital (required or non-required): \$200
 - Fees for non-required recitals are to be negotiated between the singer and pianist

If a student is assigned to one of the graduate students who hold an accompanying assistantship or work-study pianists, 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. The fee will be charged directly to the student by 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 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 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 enrolled in 2-credit lessons. A total of 7.5 hours of accompanying, including lessons and rehearsals, is required for each student enrolled in 1-credit lessons.
- 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 a performance in the Studio/Performance Classes, as pianists may have to travel in order to play for 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. The current fees for private coaching are \$600 for 1-credit (30 minutes) and \$1200 for 2-credit (an hour).
- 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 or 7.5 hours, depending upon the number of credits assigned to the lesson.
- In the event of a university closing (e.g., inclement weather), or when an official excused absence results in a missed lesson or rehearsal, the pianist is not obligated to make-up the time. However, pianists are encouraged to replace the time, as schedules permit.

7. Evaluations

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

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.

It is strongly encouraged and recommended that the student and the teacher make the best effort to discuss with the pianist to work out the problems first. If a student would like to change her/his pianist for the current semester, s/he must speak to the Voice Accompanist Coordinator before submitting the Student-Pianist Confirmation Form for that 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, billing, and scheduling 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.

If a student would like to change her/his pianist for the following semester, s/he should speak to the applied teacher, who will discuss with the Coordinator and request the change on the faculty pianist request form.

Procedure for Requesting a Pianist and Getting an Assignment

1. Before submitting the Pianist Request Form, the applied teacher should schedule the student's lesson. The applied teacher should discuss with the student which pianist will be requested.

NOTE: Teachers are welcome to contact any of the staff pianists to check their availability to coordinate a student's lesson time while scheduling lessons, until the submission of the Pianist Request Form. After the submission of the form, teachers should not seek an available pianist by their own.

2. By the deadline of the Pianist Request Form, teachers will be notified if a graduate assistant pianist is assigned to any of their students. The effort will be made to send the notification before the semester starts, at the same time, the teachers are requested to accommodate their schedule to the student pianist as much as possible. If the assignment does not work out with any reason, the teacher will request another pianist on the request form.
3. On the request form, it must be indicated if a pianist has been identified (including an assignment continued from a previous semester or a newly agreed arrangements; both are considered as 'pre-arrangement'). If no pianist is identified, or if a request is made without pre-arrangement, the Voice Accompanist Coordinator will find a suitable pianist.

NOTE: Pre-arrangements are not guaranteed until the Vocal Accompanist Coordinator publishes all the assignments.

4. Teachers must submit the Pianist Request Form to the Voice Accompanist Coordinator during the designated period.

NOTE: It is very important for all the teachers to submit the Request Form in time. In order to provide a pianist to as many students as possible, the assignments must be arranged based on all the information. In another words, assigning pianists cannot begin until all the request forms are received.

Teachers are also expected to inform the Voice Accompanist Coordinator of any lesson time change as it is essential to have accurate information to make the pianist assignments. Inaccurate information and/or changes will delay the entire procedure.

5. The Voice Accompanist Coordinator makes the pianist assignments and notifies voice teachers and students via email, within three to four days of the deadline for receiving the Pianist Request Form in Fall semesters, and by the end of the first week in Spring semesters.
6. The entire list of the assignments will be sent to the Bursar's Office, and all the students on the list will be charged the designated fees.
7. 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.

8. If 1) a student finds an accompanist outside of the program after the submission of the Pianist Request Form, or 2) a student and her/his assigned pianist decide to work together privately, or 3) a student decides not to work with the assigned pianist, s/he MUST notify the Voice Accompanist Coordinator by the end of the third week of the classes. Failure to meet this deadline may result in irreversible billing charges.

NOTE: If a problem occurs during the semester, the Voice Accompanist Coordinator and the Associate Dean will investigate and discuss the situation. It may result in changing a pianist or dropping the assignment; however, the student is not guaranteed a refund.

If you have any question, please contact Dr. Akiko Hosaki, the University Accompanist Coordinator, at ahosaki@rider.edu.