PURDUE UNIVERSITY FORT WAYNE | Community Arts Academy

Lessons Handbook

The Purdue University Fort Wayne provides high-quality instrumental and voice instruction to young students through grade 12 as well as adults. Our goal is to help each student realize their full artistic potential by developing their musicianship and their proficiency at the instrument in a nurturing environment.

Instructors
Instrument and voice instructors are Purdue University Fort Wayne School of Music faculty and selected advanced students as well as professional community musicians. For a current faculty listing, please visit the Community Arts Academy website: pfw.edu/music-lessons.

Students
Regular Purdue Fort Wayne Community Arts Academy (PFW CAA) students are those who take weekly lessons in both fall and spring, averaging 15 lessons per semester, and a minimum of 6 lessons during the summer. Special arrangements for less frequent lessons may be made with the student's instructor on a case-by-case basis.

Parents and Caregivers
The support of parents or other caregivers is an essential part of their student's success in piano study. Parents or caregivers should plan to attend lessons of students under the age of 18 and supervise their daily home practice, ensuring that they do their best to cover lesson assignments. (Note that this does not require knowing how to play the piano.) Please feel free to communicate with the instructor about any questions or concerns and to check on the student's progress. Parents or caregivers of minor piano students must register their student with Purdue's Minor Protection Portal (Boiler Base) once a year.

Lesson Attendance
The lesson time mutually agreed upon between the instructor and parent/student at the start of the semester is reserved for that student alone and should be adhered to. Regular lesson attendance is expected and crucial for student progress. Students should arrive promptly at their lesson time and bring all their lesson materials. Students may warm up before their lesson in a practice room. Lessons will begin at the scheduled time. Lessons due to a late arriving student will end at their pre-scheduled time.

If a student wishes to cancel/reschedule a lesson due to travel, school events, schedule conflicts, or other non-emergent or non-health-related reasons, this must be communicated to the instructor at least 24 hours in advance so that arrangements for a makeup lesson can be made.

No-shows and requests made less than 24 hours in advance will not be eligible for a makeup lesson, and that lesson will be forfeited without refund. Exception will be made for illness or weather.

If your child is ill, please communicate with your instructor as soon as possible (more than 24 hours in

advance is preferable but not required) to arrange for a rescheduled lesson.

Makeup lessons due to student cancellation and/or rescheduling are limited to 1 per semester. If a student finds themselves having to reschedule often, it is advisable to find another, more suitable lesson time. Occasional exceptions may be made at the instructor's discretion.

Lessons missed by the teacher will be made up, if possible. When this is not possible, a lesson credit will be given for the subsequent month.

Extreme Weather
In general, Purdue Fort Wayne Community Arts Academy will follow the public school closing announcements for poor weather conditions. Exceptions may be upon the instructor's discretion. Lessons missed due to weather will be made up.

Lesson Warm Up
It is strongly recommended that students warm up before their lessons, as possible. Students may use one of the open School of Music practice rooms, if available. Note that locked grand piano practice rooms are not available for lesson warm up.

Daily Practice
Outside of lessons, students should practice daily to make sufficient progress. If daily practice is not possible, students should practice at least 4 days a week. Please consult with your child's instructor about the recommended length of time for each practice session, as it may vary depending on the student's age and what repertoire/assignments they are currently working on.

Parents/caregivers should see that the student's practice instrument is in good working condition and well-maintained. The instructor can give parents the name of a reliable, expert piano technician if they do not know one.

Campus Facilities
Students are expected to conduct themselves in a responsible manner within the School of Music facilities. This includes talking in a quiet tone of voice and not engaging in rowdy or disruptive behavior in hallways, not running in hallways, and remaining quiet and attentive at any concert/recital they are performing in or attending as audience members.

No food or drink, except bottled water, should be brought into any practice room, studio, classroom, rehearsal room, or performance hall. Absolutely no food or drink should be placed on pianos.

Listening
An essential part of music study is to listen to music, both in live and recorded form. We highly recommend that parents/caregivers and students take advantage of the many concerts offered on campus (most School of Music events are free to all students ages 18 and under) as well as those of the Fort Wayne Philharmonic and other musical organizations in our region. Other valuable resources are classical music streaming stations such as Interlochen Public Radio (interlochenpublicradio.org/classical-ipr), YouTube, and various other streaming services (feel free to consult with your instructor for recommendations). Exposure to a wide variety of musical styles and genres is most beneficial.

End of Semester Recitals
Public performance is an integral and essential part of piano study. Some instrument and voice students will have the opportunity to perform in recitals that take place at the end of the fall and spring semesters. Pieces are to be memorized, except when playing a duet or other ensemble piece. Exceptions to memorization of a piece is at the instructor's discretion. Attendance and performance at a recital rehearsal is required to perform at the recital. The dates for recitals and rehearsals will be announced as soon as possible each semester.

Annual Evaluations
Students are encouraged to participate in a yearly outside evaluation. In addition to providing a performance experience, the following programs allow students to test other aspects of their musicianship, such as technical skills, music theory, aural skills, and sight reading (note that these vary by program). Talk to your teacher about participation.

- Achievement in Music (AIM)
- Royal Conservatory of Music (RCM)
- American College of Musicians (National Guild of Piano Teachers)

Competitions
Many students in the Piano Program choose to participate in piano competitions. These can serve as a performance goal and provide valuable performance experience. Discuss this with your teacher if interested.

- Indiana Music Teachers Association – Hoosier Auditions indmta.org
- Music Teachers National Association – National Performance Competitions mtna.org
- Sejong Cultural Society Music Competition – sejongculturalsociety.org
- Indianapolis Symphony Maurer Young Musicians Competition – indianapolissymphony.org
- Orchestra Indiana – orchestraindiana.org/young-artist-competition/

Other Performance and Learning Opportunities

- Group lessons or performance classes, as announced
- ISSMA – issma.net

Discuss with your school music instructor

- Northeast Indiana Music Teachers Association Events – nimta.weebly.com
- Germanfest recital, Von Maur Christmas performance, Performance Parties, Masterclasses, etc.)
- Listen to classical music online – The Classical Music Station
- Performances at retirement homes, churches, and informal events

Instructor Permission
Students and/or their parents/caregivers should not enter competitions or apply to perform in masterclasses or auditions without first seeking and receiving permission from their teacher to do so.

Payment
Students must register and pay prior to the first lesson and pay by the first of the month for each month's

lessons. Instructors will not give lessons without payment. If you must arrange an alternative payment schedule due to financial need, please contact Molly Papier, mpapier@pfw.edu, 260-481-6059.

Lesson Termination
Frequent lack of preparation for lessons, frequent lesson cancellations, tardiness, or behavioral problems are grounds for dismissal from the Program.

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Please acknowledge that you have read PFW CAA Pre-College Piano Program Handbook by signing below. Refer to this document anytime at pfw.edu/music-lessons.

_____ _____

Student name Date

_____

Student signature

_____ _____

Parent/Caregiver name Date

_____

Parent/Caregiver signature