

University of Wisconsin Madison School of Music
Community Music Lesson Instructor Policies
music.wisc.edu/CML

General responsibilities

Reserve a practice room in advance and begin lessons on time. Maintain contact and active communication with students and parents. Return all phone calls and e-mails from students and/or parents. Failure to meet these responsibilities will result in the reassignment of the student at the discretion of the CML coordinator.

Rescheduling/Make-up Lessons

Students are allowed one make-up lesson per semester. Reschedule lessons promptly. If you need to cancel due to illness or an emergency, it is your responsibility to inform the student of cancellation and schedule a make-up lesson promptly. Students who miss lessons should contact you at least 24 hours in advance in order to have a make-up lesson.

Time reporting & payroll

- Time is reported through the Oracle Payroll System online at <https://mytime.wisc.edu/wfc/portal> or via the link at <http://music.wisc.edu/CML>
- E-mail the CML coordinator (CML@music.wisc.edu) a bi-weekly list of dates, times, and names of students corresponding to lessons paid in each pay period. This list is due at 10 a.m. on the Mondays that Oracle reports are submitted.

Do not accept tuition checks or cash from students or parents. Inform them to deliver tuition directly to the School of Music main office, 3561 Humanities, or mail checks payable to "UW School of Music" to:

Community Music Lessons
3561 Mosse Humanities 455
N. Park Street
Madison, WI 53706

Practiceroom policies

- Lesson providers, who are currently assigned students, will be refunded their practice room fees after the first week of teaching (pending Facilities Manager approval). Please note that: 1) if you pay for practice rooms online, the refund may take 6-8 weeks to get to you; 2) **you need to teach a minimum of 10 lessons to be able to get a refund.**
- If you have questions or concerns about use of the facilities, please contact the Facilities Manager, in 1650 Humanities (uwmusfacilities@music.wisc.edu, 263-1893 or visit <http://music.wisc.edu/facilities>).
- CML-related lessons can be scheduled during normal practice room hours.

IMPORTANT

Teaching privately within the facilities of the school of music yet outside the Community Music Lessons Program is against University Policy and is not covered by Risk Management. Should something happen to a student or parent in connection with unauthorized use of UW facilities, UW is not responsible and you may be liable.

- It may not always be possible to complete every lesson for which each student has paid. However, we encourage Instructors to finish all of the lessons that students have requested. Repeated patterns of unfinished lessons that are a result of Instructor cancellation reflect poorly on the program and the School, and thus may require reconsideration for participation as a Music Instructor.
- A parent or guardian must be present for lessons with students who are under the age of 18.
- If you have questions or concerns about the Community Music Lessons program, contact the coordinator, Cayla Rosché (CML@music.wisc.edu). You may also contact Assistant Director, Benjamin Schultz (assistantdirector@music.wisc.edu, 263-4018).

I have read, understand, and will follow these CML policies, and realize that my failure to uphold them may result in dismissal from the program.

Signature _____

Date _____