DePauw University’s Community Music Program

2015-2016 Academic Year

Music on the Square
21 N. Indiana Street
Greencastle, Indiana 46135
Welcome!

Music on the Square fosters a space for courageous music-making and we invite you to make it your new home!

Gathering as a community of music lovers, we spark curiosity, expand creativity, and cultivate collaboration through one-on-one lessons, adult-learning classes, coached ensembles, and radical, breathtaking performances. We invite everyone in our community to engage in our continuing and new programming.

Please find below information on lessons at Music on the Square.

Lesson Structure
Students will receive approximately 14 individual lessons each semester. Strings, brass, woodwind, percussion, piano, organ, and voice are all available. DePauw faculty and music students serve as instructors for the applied lessons. Fees range depending upon the experience and credentials of the chosen instructor.

We also offer dance and acting classes taught in a group setting, with dance requiring a placement audition.

Opportunities For DePauw University College of Liberal Arts Students
Lessons through DePauw’s Community Music Program are open to any student registered within DePauw University’s College of Liberal Arts. Interested College of Liberal Arts student must first consult with the faculty member in the applied instrument area and then meet with the Dean of the School of Music for approval. Brooke Addison, the Coordinator for Music on the Square, is available to assist during this process.

Contact Information
The Community Music Program Office – located in the Green Center for the Performing Arts, Room 1026 – is open from 9:00 AM – 4:30 PM, Monday through Friday during the academic school year. We welcome you to reach out to Program Coordinator, Brooke Addison, at 765-658-1063 or brookeaddison@depauw.edu with questions. She can also assist new students in choosing the appropriate instrument, instructor, and class.
POLICIES AND PROCEDURES

Hours of Operation
Lesson times are offered Monday – Friday between 2:00 – 7:00 PM at Music on the Square and are arranged directly between the instructor and student.

Lessons and Fees
Students may register for lessons each semester of the school year. Lesson fees are determined by the individual instructor. During registration, students pay a $25 non-refundable Registration Fee, in addition to the First Lesson Fee, at which time the legal guardian signs a Liability Waiver. All checks should be made payable to DePauw University and submitted to the instructor. All registration forms and fees are due prior to the student’s first lesson.

All other lesson fees will be paid directly to the instructor.

Attendance and Cancellations
While regular attendance for lessons is important, we also understand that life happens. Should extenuating circumstances prevent you from making a lesson, please let your instructor know as soon as possible. Make-up lessons may be arranged at the discretion of the instructor.

A few guidelines to follow:

☐ Please stay home if you are sick to prevent the spread of illness.
☐ Please inform your instructor of any vacation plans in advance.

Lesson Termination Policy
Each student is enrolled in the Community Music Program for the entire semester. Please inform the instructor as soon as possible if you must end lessons. Again, registration fees are non-refundable.

Should lesson payments not be received in a timely manner, the instructor reserves the right to stop lessons at any time during the semester. All outstanding balances must be paid before a new semester of lessons may begin.
Performances
At the discretion of the instructor, studio recitals may be presented as we near the end of the semester, providing students with the opportunity to share their music with friends and family while improving their performance skills and concert manners.

Studio Rules
As a student, I promise to:
- Attend all lessons regularly.
- Behave respectfully towards teachers, studio equipment, and instruments.
- Arrive on time for lessons.
- Have my own practice instrument and practice location off campus.
- Bring all the music and materials needed for the lesson.
- Practice on a regular basis.
- Refrain from bringing food, drink, or gum into the studio.
- Request permission from faculty and accompanists before using audiovisual equipment and instruments in the studios.
- Speak quietly while at Music on the Square to be respectful of other students in lessons.
- Have fun!

Expectations for Teacher, Student, and Legal Guardian
The teacher will create a positive atmosphere for learning and making music.

The student will prepare for lessons by practicing consistently, by listening to and cooperating with the instructor, and by bringing all necessary music and materials to the lesson.

The legal guardian will provide financial and emotional support for the lessons. This involves promptly paying lesson fees, in addition to providing encouragement for the student in his or her musical studies and maintaining a practice schedule for the student.
- The amount of time needed for warm-ups and practice depends on each student’s level and number of pieces.
- As a general guideline, the youngest student needs at least two 10 minute sessions a day, while more advanced students need a full hour daily.
- Instructors should give guidance regarding good practice strategies. Remember, quality of time is more important than quantity!

Photography Policy
The Music on the Square: Community Music Program reserves the right to take photographs and video of faculty, staff, and students engaged in teaching, rehearsals,
performances, and other activities. These photographs and video are intended for use in University publications such as catalogs, concert calendars, posters, fliers, media advertising, admissions recruitment, and development brochures, as well as the on the website.

Performances, rehearsals, and lessons will only be photographed with the permission of the conductor, director, or teacher in charge of the event.

We look forward to making music with you!

Sincerely,
The Music on the Square Staff