



CODE OF CONDUCT FOR APPLIED MUSIC INSTRUCTION

Individual instruction in the student's major performance medium is an integral part of the core curriculum at the Faculty of Music. Outlined below are the requirements, obligations and expectations to be respected by both the teacher and the student to ensure learning outcomes are successfully accomplished.

- Each academic year, students and teachers are required to complete 24 one-hour lessons (18 for students in the Opera Diploma Program); lessons should be divided equally between the terms.
- The student is provided with a Teacher Assignment Form in August before the start of the academic year, to initiate contact with the teacher. This form must be signed by the teacher and submitted to the Performance Office by the date indicated on the form.
- Agreement on a schedule of lessons must be established with *all the flexibility required* on the part of both the teacher and the student to ensure the completion of twelve (nine for the Opera Diploma Program) lessons each term. Ideally, lessons should be scheduled on a weekly basis. If the sessional instructor and student cannot resolve scheduling conflicts, the Associate Dean of Performance will reassign the student to another instructor.
- Students who are unable to attend a scheduled lesson and do not inform the teacher at least 24 hours in advance of the missed lesson, are required to provide appropriate documentation to the teacher to explain their absence, in order for a makeup lesson to be scheduled. Absences due to illness or injury must be verified on a University of Toronto Medical Certificate.
- If a teacher is unable to reschedule a lesson within the term, then he or she must arrange for a suitable substitute in consultation with the Associate Dean of Performance. The substitute must be a current Faculty member, and the teacher will be responsible for paying the substitute at a rate not higher than the teacher's own hourly rate of pay.
- If the student arrives 15 minutes after the scheduled time, or later, and no contact has been made with the teacher, the student will forfeit the lesson. A forfeited lesson will result in a 10% penalty applied to the term mark by the Performance Office.
- If the teacher arrives 15 minutes after the scheduled time, or later, and no contact has been made with the student, the student must contact the Performance Office to ensure a makeup lesson is scheduled.
- Interim and final reports are sent to teachers at the end of the first term and second term respectively. Evaluations are expected to be based on the progress of study over 12 (9 for the Opera Diploma Program) lessons each term. The Performance division has created a rubric that provides a description of the University grade scale from a performance perspective. The Guidelines for Applied Term Work Evaluation, found in the Faculty of Music Academic Calendar, should be used in the evaluation process.
- The Performance Office is available for clarification and discussion of issues of any kind which may arise concerning applied lessons.

Please direct your inquiries to the Performance Administrator: Eddy Aitken at edna.aitken@utoronto.ca or 416-978-3733.