

MUSIC 181-184 GUIDELINES

**Applied Music Program
East Los Angeles College
Music Department**

The following rules for the Private Lessons (Music 181-184) must be followed by both Student and Private Teacher. Please read carefully and sign the bottom together at your first lesson. Submit to Dr. Nagatani after the first lesson and a copy will be returned to both of you.

1. Student will receive a total of 8 hours of private lessons per semester.
2. All lessons must take place on campus. Under no circumstances will a lesson take place off campus.
3. Teacher must complete a Monthly Attendance Report form throughout the semester. At each lesson, fill in the date, time length, and have the student sign next to each lesson to verify. On the reverse, detail the student's progress at each lesson. Submit this form at the last lesson of each month to Dr. Nagatani. Please ensure that this is done in a timely manner, as both the teacher's pay and student's standing in the program are dependent on it.
4. Teacher must also complete and submit two Student Progress Report forms for each semester. The first must be submitted at the end of the eighth week of classes, and the second at the end of the last week of classes. Again, these forms are very important, as the student's grade and standing in the program are dependent on it.
5. In the event of a cancellation, student must notify the teacher at least 24 hours in advance, in which case the teacher will make up the lesson at a later date.
6. If a student does not notify the teacher of a cancellation at least 24 hours in advance, this will be considered the same as a "No-Show", and the student will not be given a make-up lesson. Teacher will write "No-Show" in the Comments section of the Monthly Attendance Report, and immediately notify Dr. Nagatani after each "No-Show".
7. If a teacher must cancel a lesson, a make-up lesson will be given at a later date.
8. After one "No-Show", student will be put on probation. After two "No-Shows", student will be dropped from the program. There will be no opportunity to re-enter the program.

Sign below to verify report:

Submit to: Dr. Chie Nagatani
ELAC Music Department
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
(w) 323.265.8895 (f) 323.415.4179
nagatac@elac.edu

Student

Date

Private Teacher

Date