

MUSIC 181-184 CONTRACT

Applied Music Program
East Los Angeles College
Music Department

The following rules for Music 181-184 must be followed by both student and Applied teacher. Please read carefully and sign the bottom together at your first lesson. Please make a copy for each of you for your records, and email a copy to Dr. Nagatani ASAP.

1. Student will receive a total of 8 hours of private lessons per semester. Both student and teacher should keep track throughout the semester to ensure they fulfill the required hours by the end of the last week of classes.
2. All lessons will be in-person and take place on campus. (For exceptions, please see #6.)
3. Student and teacher must complete two Monthly Attendance Report forms each semester. At each lesson, fill in the date, time, and sign next to each lesson to verify. On the reverse, have the teacher detail the student's progress at each lesson, and sign and date the bottom of the first page. Student or teacher must email this form to Dr. Nagatani during the 8th week and final week of classes. Please ensure that this is done in a timely manner, as both the teacher's pay and student's grade and standing in the program may be negatively affected.
4. Teacher must complete and submit two Student Progress Report forms each semester. The first must be submitted during the 8th week of classes, and the second during 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. This form should be emailed to Dr. Nagatani directly by the teacher.
5. Student Cancellation: In the event of a student 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 cancel at least 24 hours in advance *without a valid reason*, this will be considered the same as a "No-Show", and the student will not be entitled to a make-up lesson. Teacher will write "No-Show" in the Comments section of the Monthly Attendance Report, and **must immediately notify Dr. Nagatani. However, if the cancellation is due to an unavoidable emergency or illness, the teacher will provide a make-up lesson, but may do so remotely (ie. via Zoom). Please make note if a lesson was given remotely on the Monthly Attendance Report form.**
7. Teacher Cancellation: If a teacher must cancel a lesson, a make-up lesson will be given at a later date. This will be in-person.
8. After one unexcused "No-Show", student will be put on probation and will drop at least one letter grade or more. After two unexcused "No-Shows", student will receive an 'F' and be dropped from the program. There will be no opportunity to re-enter the program.

Sign below to verify report:

Please submit to Dr. Nagatani
Email: nagatac@elac.edu

Student

Date

Applied Teacher

Date