Lesson & Practicum Policies/Skip Wilkins

Moravian College, Music Department
Fall, 2005

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1. Lessons and Practica meet thirteen times per semester--sixteen times for community students. Generally, lessons will meet every week; exceptions are due to scheduled absences when my performance calendar is full. There will be some conflicts, but not many.

2. Please arrive on time for your lesson. I have a fairly tight lesson schedule, which I will try to maintain.

3. Be prepared for your lessons. All students have a variety of short-term and long-term topics and studies that form the basis of their work. Not all topics can (nor should) be addressed in every lesson. Each week, continue to make progress in all facets of your work. Bring all of the necessary materials each week.

4. Organize your lesson materials so that we can easily refer back to them. I give out a barrage of new handouts and hand-written materials with every lesson. We will need them! Please supply a manuscript notebook for the lessons.

5. If you wish to switch lesson times with another student for a particular week’s lesson, you may do so. However it is your responsibility to arrange for this. Please contact me before the lesson so that I will know who is coming in for the lesson. In this way, if I should have to cancel a lesson unexpectedly, I will know whom to contact. I will provide a master lesson schedule with names and phone numbers of all students.

6. **Contacting Me:** Feel free to do this at any time during the week. You may always call me at home at any time. The phone number above is a 24-hour phone number. It is not my family phone number. You will not be bothering anyone if you call at 3 AM. Perhaps no one will answer, but you may at least leave your message. I also have e-mail. Urgent messages (such as a last-minute cancellation on your part) should be made by phone. However, when at home I check my e-mail messages a few times a day, and it will be cheaper for you to leave e-mail than to make the toll call to my home if you have a non-urgent question or message.

Have a great semester! I am looking forward to working with everyone.