



# Azusa Conservatory of Music

## Student Teacher Handbook

Welcome and thank you for joining us this semester! Please take your time reading as there may be changes from previous semesters and be sure to complete the short survey after reading to complete your application for participation in our wonderful program!

### **Azusa Conservatory Faculty and Staff**

We would like to welcome you to the Azusa Conservatory of Music! Please take a moment to become familiar with our [Faculty and Staff](#) on our website. These are the people who will be able to help you understand our policies and procedures, and guide you in your development as a teacher. The Director, Dr. Alexander Koops, who is also the [Director of Undergraduate Music Education](#) for APU's School of Music, has designed this program with you in mind! The Associate Director Jared Storz, a current Graduate Student at APU, will be "on the ground" so-to-speak running administrative duties alongside the rest of the faculty and staff. Please feel free to contact Dr. Koops or Mr. Storz with questions and concerns.

There are two Graduate Assistants that will be available to guide you in practical matters and immediate teaching issues. They will be available Saturday mornings during your teaching hours at our "front desk" which will be set up at the entrance of the APU school of music by the elevator and stairs. Again, please get to know these faces and a little about our [Faculty and Staff](#) by visiting our website.

If you have not already, please email a headshot and bio to [jstorz13@apu.edu](mailto:jstorz13@apu.edu) so that we may add you to our Faculty and Staff page.

## Mentors and Master Teachers

### I. Mentors

You will be assigned a mentor for the semester. This person is meant to be a light and guide in your development as an educator and a resource of information. You will share contact information and have meetings (in-person, phone or conference) at least **twice a semester**, once in the first two weeks of our session and once in the last two weeks, to discuss curriculum, address any questions or concerns that you might have, and reflect on your teaching. Your mentor may request a sample of your teaching through video, or may come to one of your lessons, so that they can give you valuable feedback on your teaching.

### II. Master Teachers

Master Teachers are the ACM program directors and APU faculty. They are a resource to you beyond your mentor. The directors include Dr. Alexander Koops (ACM Director and APU Director of Undergraduate Music Education, [akoops@apu.edu](mailto:akoops@apu.edu)), and Charles Horton (ACM Director of Vocal Studies [charleswhorton@gmail.com](mailto:charleswhorton@gmail.com)). You may also be assigned to one of these teachers as your mentor, but if not and you find that you need help in an area that your mentor is unfamiliar with please feel free to contact one of the directors through email.

Your private lesson instructor, or other Professor at the APU school of Music should also be considered one of your Master Teachers and their wealth of wisdom and experience should be taken advantage of during your own lessons and classes.

## Your Students

Your students will register for private lessons through our online registration. Once we close registration we will assign students to you based on the number of students that you indicated you want to teach. Each student is to receive one 30 minute lesson per week for 11 weeks. There are some instances where we do not have enough students for the

number of teachers that sign up. If this is the case, and we have openings, you will have the option of switching to TA for one of our classes or ensembles.

Once the schedule has been established, you will be sent a google doc containing the roster with your students and their lessons times. **You are then expected to contact each of the students through email AND phone call 2-3 days BEFORE this first day of the semester. When you call and email you are to:**

- **Introduce yourself**
- **Inform them of their lesson time**
- **Inform them where you will meet them** (usually the “front desk” set up at the entrance of the School of Music is the best place).
- **Explain that you are the primary person to call or talk to for canceling or rescheduling their *lesson*.** Any other needs they can contact the Conservatory directly by phone (call or text) (626) 731-8261 or email [akoops@apu.edu](mailto:akoops@apu.edu).
- If a parent asks about another child’s private lessons tell them that the private lesson teacher for *that* child will contact them shortly and if they have other questions they may call or text our Conservatory number (626) 731-8261.


**DO NOT CHANGE THE LESSON TIMES.** Many of our families have registered for classes and private lessons or have multiple children in the program and their schedule is carefully arranged to suit their needs. If a parent needs to change a lesson time and you can fit it into the schedule without disturbing the schedules of your other students this is acceptable. If *you* need to change the schedule of your students please contact Jared Storz at [jstorz13@apu.edu](mailto:jstorz13@apu.edu) BEFORE you confirm your lessons.

If you are signed up to be a TA for a class you will be given the teacher’s contact information. You may then contact the teacher to get your assignment or class information.

## Saturday Mornings

In addition to private lessons, the Azusa Conservatory runs several classes and ensembles on Saturday mornings. Our Graduate Assistants will have a front desk at the entrance of the APU School of Music from 9am-12pm. They will be available to talk to parents, take payment for our families, help parents find their classes and teachers, help you find your students, offer suggestions on immediate issues you have with teaching or scheduling, etc.

Each of your private students will have a folder (see Procedures below for more info) that you will need to pick up from the front desk. After meeting your students you may take them to the upstairs practice rooms for their lessons. There are more practice rooms



available in room 127 if the upstairs rooms are full. There are classes going on in this room, but please don't hesitate to quietly usher your students in to get your lessons started. Please make sure your ID card is activated to give you access to the upstairs practice rooms.

## Curriculum

Your mentor should discuss curriculum ideas and help you make decisions on what materials and concepts to teach. We recommend that you talk to your APU private lesson instructor as well. You may use a predesigned method or you may design your own lesson plan under the advice and direction of your mentor. There is a Music Fundamentals Checklist that can be used to help guide you in your teaching as well. These checklists can be downloaded from our [website](#).

## End of Semester Recital

Each semester culminates in a recital. We want every student to participate in this performance. This is a time for families to come together and celebrate the hard work each student has put in over the last 10 weeks and give the students an opportunity to learn and practice performance techniques. This recital is usually held in Munson Chapel on the afternoon of the last day of classes and you are expected to attend in support of your students.

## Pre-Recitals

One to two weeks before the end of the semester (week 8 or 9) we will hold pre-recitals. This will help determine if students are going to be ready and encourage students to take recital preparation seriously. At about week 5-6 you need to make sure your students are introduced to their level appropriate recital pieces so that they will have ample time to prepare. You should still continue developing new concepts while preparing your students for pre-recitals. You will receive information on how pre-recitals will be run as the semester progresses.

## Policies and Procedures

### I. Commitment

This is a 11 week commitment. We expect that you will uphold a high level of professionalism and character by showing up to your lessons early, being well prepared for each lesson, seeking guidance from your mentors and APU professors when needed, and in keeping with integrity and quality of character.

### II. Make- up Lessons

Your students are allowed to reschedule a lesson twice a semester with advanced notice. You are not required to make up more than 2 lessons. If *you* need to cancel a lesson you are required to make it up at the soonest possible time convenient to you and the family. Procedure for canceling and rescheduling a lesson:

- Contact family as soon as you know you will have to reschedule.
- Schedule a new lesson time for the one you are making up at time of contact.
- Email the conservatory to notify us of your absence and your lesson time change at [akoops@apu.edu](mailto:akoops@apu.edu).

### III. No Shows and Tardies

You are not required to make up a lesson that students didn't show up to without notice. If a student is late you should give them a lesson in whatever time they have left in their 30 min, but you do not need to go past their scheduled time. If a student is repeatedly missing lessons (more than twice) **please let the Graduate Assistants know** so that they can make note of it and contact the family.

### IV. Substitutes

If you need to miss a lesson day you may also find a sub to fill in for you. Please be sure to prep your sub so that they may continue where you left off the week before and contact your sub after the lesson day to get an update on your student's progress.

### V. Student Records

Each student will have a record of what they have learned in private lessons while at the conservatory. If the student is a returning student they will have a log of information from what they studied in previous semesters. You will continue this log

over the course of the 10 lessons so that future teachers will be able to have a clear understanding of where the student is in their musical development. For new students, you will be given a blank log and keep a detailed record of the musical concepts that are covered every week.

## Compensation

You will earn MAS credits for the time you volunteer with us. Starting in fall 2017 if you continue with us with 3 semesters, on your fourth semester you may choose to be paid an hourly wage **according to the University's hourly rate of pay for undergraduates**. If you do not wish to be paid you may continue to earn MAS credits. You are required to teach at least 3 private lessons or 1.5 hours of teaching assistance per week to earn 15 MAS credits for the semester.

## Handbook Questionnaire (required for participation in our program)

You have completed reading the Student Teacher Handbook. Please complete this short [questionnaire](#) (required) in order to complete your registration with our program.

## Contact Information and Thank You!

Thank you again for your participation in our wonderful program. We hope you have a meaningful learning experience while you grow as an educator. Please feel free to contact us with your questions and concerns. Please use the general Azusa Conservatory of Music contact information as your primary method for contacting us with general questions and concerns.

### Azusa Conservatory of Music

Phone: (626) 731-8261

Email: [azusaconservatory@apu.edu](mailto:azusaconservatory@apu.edu)

Website: [azusaconservatory.org](http://azusaconservatory.org)

### Dr. Alexander Koops, Director

Phone: (626) 815-6000, Ext. 3583

Alternate: (626) 633-9280

Email: [akoops@apu.edu](mailto:akoops@apu.edu)

### Charles Horton, Director of Vocal Studies

Email: [charleswhorton@gmail.com](mailto:charleswhorton@gmail.com)

### Jared Storz, Associate Director

Email: [jared.storz@gmail.com](mailto:jared.storz@gmail.com)

### Graduate Assistants

Phone: (626) 731-8261

Email: [azusaconservatory@apu.edu](mailto:azusaconservatory@apu.edu)